

**MINUTES MARCH 22, 2011
SHEPARD MUNICIPAL BUILDING**

PRESENT: Robert K. Downing, Chairman, David A. Delanski, Vice-Chairman, Robert W. Souza, Jr., Clerk, Angela Cavanaugh, Selectmen's Secretary, and see attached sign-in sheet.

Chairman Robert K. Downing called the meeting to order at 7:00 p.m. and led the Pledge of Allegiance in the Selectmen's Meeting Room.

COMMENTS AND CONCERNS

None.

CORRESPONDENCE

The Board reviewed a memo from the Conservation Commission requesting to purchase a laptop bag from Dell instead of W.B. Mason since there is a drastic price difference. The Board requested that a memo be sent to the Conservation Commission informing them that the Board has approved their request to purchase a backpack laptop bag.

The Board reviewed two emails from the Highway Surveyor updating the Board on the Snow and Ice Account pertaining to a prior request to deficit spend in that account. The Snow and Ice account is currently \$4,993.92 in deficit as of March 21st and the Highway Surveyor expects spend under \$4,000.00 for the remainder of this fiscal year. A motion authorize the Highway Surveyor to deficit spend in the Snow and Ice account was made by Mr. Souza, Jr.; second; Mr. Delanski – voted unanimously.

The Board reviewed a memo from the Warren Water District requesting an assessment fee increase for FY 12 of \$25.00 for each hydrant. The Board requested that a memo be sent to the Water District informing them that the Board will take their request into consideration once all hydrants are pressure tested.

Received a memo from the Police Chief informing the Board that his 2005 Ford Expedition transmission is bad and needs to be replaced. The replacement cost is approximately \$2,000 with a one year warranty. The Police Chief plans to pay for this repair out of his Purchase of Supplies and Services account which currently has available funds and should not require a RAT. The Board requested that a memo be sent to the Police Chief informing him that the Board has approved his request to replace the transmission in the 2005 Ford Expedition.

Received a memo from the Police Chief updating the Board in regards to a prior citizen complaint pertaining to vehicles speeding on Southbridge Road. Chief Spiewakowski has issued several citations and verbal warnings to drivers pertaining to speeding on Southbridge Road and will continue to monitor the speeding at this location.

7:15 P.M. KARL NAUMAN, SOUTH STREET SEWER EXTENSION - CLERK OF THE WORKS

The Board interviewed Karl Nauman for Clerk of the Works position for the South Street Sewer Extension Project. Mr. Nauman informed the Board that he is available full time since he has minimal work at this time. Mr. Nauman also mentioned to the Board that he has 31 years experience as a Clerk of the Works. Mr. Downing asked Mr. Nauman how he would do the job as Clerk of the Works. Mr. Nauman stated that

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he is the first one on a job and the last one to leave a job. Mr. Nauman explained that he likes to be the first one to oversee the contractors on a job site and at the end of the day make sure that the work site is cleaned and safe for the community. Mr. Downing asked Mr. Nauman how he plans to report the project. Mr. Nauman stated that he will prepare daily reports which will be submitted on a weekly basis. Mr. Downing asked Mr. Nauman his salary requirements are. Mr. Nauman stated that he will submit his salary requirements to the Board as soon as he receives a cost for the professional liability insurance.

PARKS DEPARTMENT

The Parks Department presented to the Board a request to purchase a bucket for their tractor in order to save money in the upcoming fiscal year. The cost of the tractor is \$3,600.00 which the Parks Department currently has funds to purchase. Bob Lavash informed the Board that they would save approximately \$2,400.00 this fiscal year and \$6,000.00 next fiscal year by purchasing this bucket since they will not have to hire an outside service to level the playing fields. The Board asked Mr. Lavash where he plans to store the bucket and tractor. Mr. Lavash informed the Board that it will be stored in the shed. The Board approved the Parks Departments' request to purchase a bucket for the tractor.

ELECTRICAL INSPECTOR

The Board tabled this until their next meeting.

LIBRARY GRANT AGREEMENTS

The Board tabled this until their next meeting.

SOUTH STREET SEWER EXTENSION BID AWARD

A motion to ratify the bid award for the South Street Sewer Extension Project to Baltazar Contractors, Inc. of Ludlow, Ma for the amount of \$995,625.60.00 was made by Mr. Delanski; second; Mr. Souza, Jr. – voted unanimously. The Board will inform the public at their next meeting.

ENVIRONMENTAL CERTIFYING OFFICER

A motion to appoint Angela Cavanaugh as the Environmental Certifying Officer until May 2011 was made by Mr. Souza, Jr.; second; Mr. Delanski – voted unanimously.

IT INFRASTRUCTURE

Mr. Souza, Jr. presented to the Board the needs of the Shepard Municipal Building to receive an upgrade to the IT Infrastructure. Mr. Souza, Jr. then mentioned that Mrs. Cavanaugh has received several quotes and the lowest quote was from Steve Bachelder in the amount of \$9,181.27 and \$90.00 for each additional CAT 6 line. In addition, Mr. Bachelder submitted a quote to provide IT Support at a rate of \$50.00 per hour. A motion place an intent article on the annual town meeting warrant in order to upgrade the IT Infrastructure in the Shepard Municipal Building in the amount of \$10,000.00 was made by Mr. Delanski; second; Mr. Downing – voted unanimously.

MINUTES

A motion to approve and sign the open session minutes of February 22nd and March 1st as written was made by Mr. Souza, Jr.; second; Mr. Delanski – voted unanimously.

A motion to approve and sign the executive session minutes of March 1st and March 8th as written was made by Mr. Souza, Jr.; second; Mr. Delanski – voted unanimously.

MORAIS CONCRETE SERVICES CONTRACT CHANGE ORDER

A motion to approve the Chair's signature on Contract Change Order No. 4 for Morais Concrete Services pertaining to the Main Street Improvement Project for FY09 reflecting a decrease in the amount of \$3,392.00 was made by Mr. Souza, Jr.; second; Mr. Delanski – voted unanimously.

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CERTIFICATE FOR PAYMENT

A motion to approve a Certificate for Payment for Morais Concrete Services pertaining to the Main Street Improvement Project for FY09 in the amount of \$6,484.02 was made by Mr. Souza, Jr.; second; Mr. Delanski – voted unanimously.

WARRANTS

A motion to accept warrant #112 dated March 21, 2011 in the amount of \$31,555.33 and warrant #114 dated March 21, 2011 in the amount of \$54,588.37 was made by Mr. Souza, Jr.; second; Mr. Delanski – voted unanimously.

A motion to accept warrant #113 dated March 21, 2011 in the amount of \$330.21 was made by Mr. Souza, Jr.; second; Mr. Delanski – Mr. Downing abstained.

PVPC INVOICE

A motion to approve payment to PVPC in the amount of \$11,120.38 for Invoice No. 13 for FY09 pertaining to Main Street was made by Mr. Souza, Jr.; second; Mr. Delanski – voted unanimously.

CLARK & GREEN INVOICE

A motion to approve payment to Clark & Green in the amount of \$3,548.49 for Invoice No. 0211024 pertaining to the Senior Center was made by Mr. Souza, Jr.; second; Mr. Delanski – voted unanimously.

OTHER BUSINESS

A motion to send an order to Carol A. Costello informing her that her dog, Major (German Shepard Mix), must be muzzled and leashed at all times when off the property and that the dog must also be on a runner when on the property was made by Mr. Delanski; second; Mr. Souza, Jr. – voted unanimously. In addition, the Board requested she be informed of her right to appeal this order to the district court within 10 days of the date of the order.

Mr. Souza, Jr. asked the Board if he may use a room on the second floor of the Shepard Municipal Building to make a community media center. The Board was in consensus to allow Mr. Souza, Jr. to create a media room on the second floor of the Shepard Municipal Building.

A motion to adjourn the meeting at 7:55 p.m. was made by Mr. Souza, Jr.; second; Mr. Delanski – voted unanimously.

Respectfully Submitted,

Angela L. Cavanaugh
Selectmen's Secretary

Robert W. Souza, Jr., Clerk