

**BOARD OF SELECTMEN  
MINUTES OF JUNE 2, 2015  
SHEPARD MUNICIPAL BUILDING**

PRESENT: Robert E. Lavash Sr, Chairman, Dario F. Nardi Vice-Chairman, James A. Gagner Jr., Clerk

ATTENDEES: See list (attached)

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**Chairman Lavash called the meeting to order at 6:00 p.m. and led the Pledge of Allegiance in the Selectmen's Meeting Room in the Shepard Municipal Building.**

Chairman Lavash announced that tonight's meeting was being both video and audio taped and requested anyone in the audience to disclose if they are recording tonight's meeting.

**MINUTES**

Motion to approve the minutes of April 4<sup>th</sup> April 11<sup>th</sup> as so written, made by Mr. Nardi; second: Mr. Lavash – 1 abstention.

Motion to approve the minutes of May 11<sup>th</sup>, May 26<sup>th</sup> and May 28<sup>th</sup> as so written, made by Mr. Gagner; second: Mr. Nardi – unanimous.

**OLD BUSINESS**

Mr. Nardi had none.

Mr. Gagner discussed the current dumping of furniture and other items beside the books & clothing collection boxes at the corner of Main and North Streets; contact has been made with the collecting agency to clean up. He urges residents to be vigilant to seek out offenders. Mr. Lavash added that video surveillance in the area is being investigated. Mr. Nardi concurred it is an eye sore. Mr. Gagner urged anyone with information to contact the office or better yet the police department.

**COMMENTS AND CONCERNS**

Resident Stanley Soltys directed an inquiry to Mr. Nardi regarding employee evaluations, which he had started last fall, asking how far he has gotten with regards to Department Heads. Mr. Nardi replied he has meet with at least all department heads at one time or another, but he nor has the Board done any formal evaluations. He has administered one to Ms. Acerra and will have Ms. Prokop's shortly. He agreed departments should be administering their own to their staff members, and has had Town Clerk reach out to him for his evaluation form for her staff members. The challenge is some DH's are elected, some appointed it would not be appropriate to use one standard evaluation form. He is hoping to continue working on developing the system over the summer. There was some additional discussion as to elected department heads accountability. Mr. Nardi is following up through his colleagues in West Springfield for administering directives, in closing it's a process.

**CORRESPONDENCE**

1. Correspondence from State Representative Todd Smola asking the Board to look into a concern raised by a constituent relative to snow removal at the intersection of East Road and Sarty Road. Mr. Lavash has spoke with Highway Surveyor about concern and has been told an attempt will be made to change pattern.
2. Fire Chief Lavoie's Fire Dept. Report for March & April 2015. Mr. Gagner read full report. Mr. Nardi remarked ALS account has generally run short at the end of the year.

**ANIMAL CONTROL OFFICER**

ACO Sara Prideaux was asked by the Board to attend tonight’s meeting. Discussion was had as to where ACO would transport and house animals she has secured in the course of her activities with the Town. Prior arrangements at her personal kennel are no longer viable; as such Wickaboag Animal Hospital is a resource as is the Palmer Dog Shelter. ACO has worked with Wickaboag and has found them to be helpful. Both options have inherent costs associated and ACO was asked to reach out to both facilities to obtain a fee schedule that can be used for the immediate future until a more comprehensive plan can be secured by either written agreement or contract. Ms. Prokop added that PVPC and CMRPC have reached out to the office following a request for information to the possibility of entering a proposed plan by the Town of Palmer to regionalize and build a new shelter facility. This of course is at the beginning stages and will involve further discussion and action by the Board. At present, the Board will work with ACO to come up with a more immediate plan. ACO will provide requested information to the Board.

**TREASURY WARRANT(S) AND INVOICES**

Motion to accept warrant # 100 (payroll) #101 (vendor) dated June 1, 2015 in the amounts of \$37,266.98 and \$996,028.88 respectively was made by Mr. Nardi; Second: Mr. Gagner – unanimous

Motion to accept warrant #102 (ambulance payroll) dated June 1, 2015 in the amount of \$1,450.00 made by Mr. Nardi; Second: Mr. Lavash – 1 abstention

**OTHER BUSINESS**

None, the Board members will be attending the West Brookfield Town Meeting this evening.

**NEXT MEETING DATE:**

Next scheduled meeting: Mr. Lavash reminded all the Board would start their summer session and meet every other week. Next meeting is June 16<sup>th</sup> and June 30<sup>th</sup> @ 7:00 PM. He will be holding office hours the following Wednesday’s June 3<sup>rd</sup> and 17<sup>th</sup>.

Motion to Adjourn made by Mr. Gagner; Second: Mr. Nardi – unanimous at 6:23 PM.

Respectfully submitted,

Lorena Prokop  
Administrative Secretary

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James A. Gagner Jr., Clerk