

**BOARD OF SELECTMEN  
MINUTES OF NOVEMBER 10, 2015  
SHEPARD MUNICIPAL BUILDING  
GYMNASIUM**

PRESENT: Dario F. Nardi, Chairman, Robert E. Lavash Sr., Vice-Chairman, James A. Gagner Jr., Clerk  
ATTENDEES: See list (attached)

---

**Chairman Nardi called the meeting out of recess at 7:00 and led the Pledge of Allegiance in the Gymnasium in the Shepard Municipal Building.**

**Minutes**

Motion to accept the meeting minutes of October 27, 2015 and November 5, 2015 as so written made by Mr. Gagner; second: Mr. Lavash – unanimous.

Motion to accept the meeting minutes of October 19, 2015; October 22, 2015 and Executive session October 22, 2015 as so written made by Mr. Lavash; second: Mr. Nardi – 1 abstention

**Old Business**

- Resident concerns: Lighting of Flag @ Shepard Building & Purple Heart Community

Mr. Nardi stated that Veterans' Agent Patrick Swain had been contacted with regards to these resident concerns. He is working on obtaining appropriate lighting for the flag pole from Lowes. Additionally, Mr. Swain will follow up with the procedure for proceeding with designating Warren a Purple Heart Community. More information will be provided when available.

- Charity Collection Boxes – Center – West Warren

Selectboard has made request to have the boxes removed.

**Comments & Concerns**

Mr. Jason Douglas from the Warren Youth Football Association came before the Selectboard seeking to store their equipment at the Shepard Building. There was discussion as to how much equipment and some of the logistics. Mr. Douglas provided his contact information, the Selectboard will take under advisement and see what options are available.

Ms. Beverly Soltys wished to follow up on having department meetings carried/televised by WCAT Channel 12. Mr. Nardi remarked that the analysis provided previously on this matter called for monies that are not available and furthermore the request would therefore be cost prohibitive. There was discussion that minutes of the other Department/Boards could be posted to the website. A memo is to be prepared seeking Boards/Department participation in posting their respective meeting minutes.

**Correspondence**

The Board reviewed the following:

1. Notice from Veterans Service Officer, Patrick Swain with regrets, he submits his resignation as Veterans Service Officer effective at the end of the month, but assures the Board he will see completion of all his current projects. ***The Selectboard requested that a note be sent to Mr. Swain thanking him for his service to the Town.***
2. MASS discharge of Lien on Real Estate – relative to FY14 Warren/WRV Community assistance program. Requires notarized signature of Chairman. ***A motion to approve and have Chairman Sign, made by Mr. Gagner; second: Mr. Lavash – unanimous.***

3. Fire Chief – September and October Monthly department reports. *Noted*
4. Correspondence from Jennifer Ranz as to Warren Water District Chain Saw Training. She has prepared new release for local media to help promote local loss control efforts by the Town. *Noted*
5. Correspondence from DHCD – FY2015 CDBG that the town has met the special conditions for the grant agreement and furthermore they have reviewed and accepted the professional services contracts between the Town and PVPC for grant administration services. The Dept. looks forward to the timely implementation of the Town’s FY 2015 CDBG grant. *Noted*

***Janet Pierce, Executive Director CMRPC, introduction & discussion-various CMRPC items***

Ms. Pierce thanked the Selectboard, she had previously attended a BOS meeting when discussing the ACO/Regionalization of Animal Control. She is happy to be here tonight as the newly named Executive Director for CMRPC. She provided the Selectboard with a handout Services Guide, which highlights many of the services offered. Her goal is to reach out to our communities, and go beyond the planning boards to offer services and technical assistance to all

Ms. Pierce touched upon the following topics:

- Pre-Disaster Mitigation Plan 5 yr Renewal Grant Application
  - Looking for a letter of support to participate – the grant is due right before Thanksgiving – notices have been sent via email regarding this.
- 2016 District Local Technical Assistance (DLTA) grant funding opportunities
  - Applications have been sent out for such activities such as
    - 1 – Animal Control
    - 2 – Rural 11
    - 3 – Mill Study (Renovations) a project involving Town Planner Scanlan
- Bike Rack program offered through Mass DOT and the City of Worcester – notices to be sent in the next week or so. \$100K has currently been distributed to encourage alternate transportation. Program is useful at public schools and state land. Also, the program can be partnered with other communities to have the racks drop shipped to support regionalization.
- Procurement opportunities
  - For assessing
  - Emergency medical supplies
- Regional meeting of BOS members / Community Compact
  - There will be a series of notices sent to community leaders.
- CMRPC Meetings, these can help earn additional hours of Technical Assistance in Planning, which get carried over to meet the community’s project planning.
  - November 12: Quarterly Meeting
  - November 18: CMMPO Meeting
  - December 4: Comm. Compact (Legislature)
  - December 8: Regional Planning Boards – meeting in Holden, to foster talk across Town boundaries
  - December 10: Town Managers/Administrators/Exec Secretaries/Coordinators

Ms. Pierce noted asked the Selectboard if there might be interest in a Regional Tax Title Property Auction. At present West Brookfield and New Braintree have expressed interest. The timeline would be to hold sometime in January; the effort is to have available property which is ready to move (cleaned, perk tested, etc...) She suggested if this is of interest, she would encourage taking photographs now, before the winter sets in. The Selectboard noted they would speak with the Treasurer.

The Board thanked Ms. Pierce for her attendance this evening and looks forward to the continued working relationship with CMRPC.

**Vernon Keith – Americans with Disabilities Act (ADA), discussion**

Mr. Keith addressed the Board with his concerns over the heavy trucks traveling on Quaboag Road. He notes that there has been damage done to the road and encourages the Board to place signage on the road restricting heavy equipment. Board members along with the Police Chief have reached out to the company presently traveling the road with their heavy loads; unfortunately there are no restrictions on the public road and therefore cannot enforce any restrictions. There was some discussion on debris in the road and the calling of town officials to view damage to road.

Mr. Keith additionally addressed the Board with concerns that the building is not accessible; citing the doors should have open buttons as some of the office doors have. He additionally remarked that the lift in the gym was removed and he would like to know where it is. Mr. Nardi stated that the adopted Comm. Development Strategy lists the Shepard Building Accessibility improvements on its priority project list and encouraged Mr. Keith as well as all residents to attend upcoming Community Development Advisory Committee meetings to bring forward their concerns. Mr. Nardi noted that upcoming meeting information could be sent to Mr. Keith.

**Change order: FY14 Warren – Pleasant St Improvement Project =\$ 11,675.00, approve, possible vote**

- \* Install 3 gate valve configuration for the water main at the intersection of Kay Hill Road and North Street including shutting the water system down in the area.
- \* Install tapping sleeve and valve for the water main at the intersection of Kay Hill Road and Pleasant Street
- \* Bacteriological, pressure and leakage tests for the Kay Hill Road water main
- \* Total costs of labor, materials, overhead and labor burden = \$11,675
- \* Cost will be absorbed by available CDBG grant funds

Motion to approve and have Chair sign, made by Mr. Lavash; second: Mr. Gagner – unanimous.

**Treasury Warrants and Invoices**

Motion to approve the following warrants made by Mr. Gagner; second: Mr. Lavash – unanimous

<u>Date</u>	<u>Warrant #</u>	<u>Amount</u>	<u>Date</u>	<u>Warrant #</u>	<u>Amount</u>
11/2/2015	<b>58</b>	<b>33,520.47</b>	11/9/2015	<b>61</b>	<b>41,847.14</b>
	<b>60</b>	<b>96,073.52</b>		<b>63</b>	<b>20,852.26</b>

Motion to approve the following warrants made by Mr. Nardi; second: Mr. Gagner – 1 abstention

<u>Date</u>	<u>Warrant #</u>	<u>Amount</u>	<u>Date</u>	<u>Warrant #</u>	<u>Amount</u>
11/2/2015	<b>59</b>	<b>310.25</b>	11/9/2015	<b>62</b>	<b>733.55</b>

Motion to approve the following warrant made by Mr. Nardi; second: Mr. Lavash – 1 abstention

<u>Date</u>	<u>Warrant #</u>	<u>Amount</u>
11/9/2015	<b>64</b>	<b>460.00</b>

Motion to approve the following invoices made by Mr. Gagner; second: Mr. Lavash – unanimous

<u>Fiscal Yr</u>	<u>Invoice No.</u>	<u>Description</u>	<u>Payee</u>	<u>Amount</u>
FY14	65149	Pleasant St. Improvements 12-740.1	Grant Lenard Engineering	8,664.69
FY14	65157	Pleasant St. Improvements 12-740.1	Grant Lenard Engineering	13,021.62
FY14	11	Comm. Assistance Prgms through Sept 2015	PVPC	13,574.23

**New Business**

- *Set Parking Ban for 2015/2016 Winter Season*  
-Board read parking ban for the Town in effect from Nov. 15<sup>th</sup> through April 1<sup>st</sup>, 2016
  
- *Board of Health - request use of Town Council*  
– Brief discussion as to the need for use of Town Counsel by the, motion to approve request by Mr. Nardi;  
second: Mr. Lavash – unanimous.

Mr. Gagner Thanked Mr. Douglas and the entire youth football association for their continued efforts for the community. He additionally extended a Thank you to WCAT Channel 12 Igor Kuprycz and his staff for attending an away game, and making it back in time to work tonight’s meeting.

**Next Meeting Date: November 17, 2015 @ 7:00 PM**

Motion to Adjourn made by Mr. Lavash; second: Mr. Gagner – unanimous at 7:37 PM.

Respectfully submitted,

Lorena Prokop  
Administrative Secretary

\_\_\_\_\_  
James Gagner, Clerk