

**BOARD OF SELECTMEN
MINUTES OF NOVEMBER 17, 2015
SHEPARD MUNICIPAL BUILDING**

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 to order at 7:00 and led the Pledge of Allegiance in the Selectmen's Meeting Room in the Shepard Municipal Building.

Chairman Nardi 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. Ms. Colleen Montague acknowledged she was recording.

Minutes - none

Old Business

- Resident concerns: Sewer Dept. – Dig Safe invoicing

Mr. Nardi stated that he inquired about the Dig Safe invoice questioned at the STM. The Sewer Department subscribes to a notification service when Dig Safe is requested. There is a fee for this notification service and that is the invoicing referenced at the STM.

- 110% Agreement w/Mass DOT re: 605559 Downtown Improvement Project, *approve & sign*

Following a brief discussion, a motion to approve and have Chairman sign, made by Mr. Gagner; Second: Mr. Lavash - unanimous

- Veteran's Agent (*last week announced resignation*)

Mr. Nardi announced that Mr. Swain will continue to assist the Town until a replacement is found, unfortunately he will not be able to maintain office hours but is accessible by phone. There was a consensus of the Board that the vacancy be posted and applicants sought to fill the position.

Comments & Concerns

Mr. Stanley Soltys made comments as to a prior meeting, speaking with reference to the Fire Chief having access to the Town Hall for purposes of lights repairs. There was some discussion on the matter, the Board would confirm with Fire Chief he has necessary access to the building.

Ms. Beverly Soltys requested an update on the downspout at the Town Hall. Mr. Lavash responded that attempts have been made to secure a vendor to clean/clear out. There was a brief discussion on reaching out again to a vendor Ms. Soltys had suggested as a possible vendor for the job.

Ms. Soltys requested that the Friends of the Town Hall would like to participate at the upcoming Tree Lighting Festival and have access to the Town Hall Foyer to set up and do a craft. Following a brief discussion, Mr. Nardi mentioned he would speak to the Police Department, he would like them involved.

Mr. Soltys made a follow up inquiry on the Highway department vehicles and failed inspection; he is looking for information on why the vehicle failed; what was done to repair it and who did the repair. Mr. Nardi for clarified noted that Mr. Soltys was provided with recent information where all the vehicles passed recent inspection. Mr. Soltys is looking for prior information. Mr. Nardi will reach out to Highway and request information.

Additionally, Mr. Soltys inquired about the request for a State police inspection. Mr. Nardi noted that a formal request was made to Highway Surveyor, who provided the response that the State Police is short on resources and such

inspections are not entirely under their purview. Mr. Boudreau offered to have the vehicles re-inspected by a secondary vendor. Mr. Nardi is not prepared to have the vehicles re-inspected at a cost of \$110.00 per vehicle and have the Town incur additional costs. Mr. Nardi noted the Board would make attempt to reach out to State Police via known contacts.

Lastly, Mr. Soltys inquired on a comment from a resident at last week's meeting regarding the lift chair in the gym. Mr. Nardi remarked that research was done and a response was provided to resident with the concern. His [Nardi] understanding is the lift was failing and beyond repair. Ms. Prokop added that documents in the office indicate that in 2003 the lift was taken out of service; in 2005 it was removed from the power source and subsequently removed in 2006. Mr. Nardi stopped the discussion to begin the hearing.

7:15 BOARD OF ASSESSORS – TAX CLASSIFICATION HEARING

Present: Assessors George Shields; Nathan Stewart and Kenneth Lacey, Assistant Assessor Mary Lou Coache
Mr. Nardi called the hearing open at 7:15; Mr. Gagner read the public notice. The hearing was turned over to Board of Assessor member Mr. George Shields, who presented the Assessors figures relating to final valuation for FY 2016 as approved by DOR. Town valuation came in at \$328 million; est. tax levy \$6.5 mil resulting in a residential tax rate of \$19.84 per thousand, an increase of \$1.09 from last year. A copy of the Assessors document presented to the Selectboard is attached hereto. There was brief discussion on the impact of land sales on land values; and the increase in tax rate is attributable to an increase in market sales. Hearing no further discussion from the Board or the audience, a motion to close the hearing was made by Mr. Gagner; second: Mr. Lavash - Mr. Nardi closed the hearing at 7:22 PM. A motion to approve a single level tax classification for FY 2016 was made by Mr. Gagner; second: Mr. Lavash – unanimous. The Board executed approval document provided by Ms. Coache. All members of the office of the Board of Assessors left the meeting.

Mr. Nardi returned to Comments & Concerns to conclude discussion on last question. Mr. Nardi stated that the Warren Community Development Advisory Committee would be meeting again shortly, and the topic of ADA and the building is on their list of projects. He suggested Mr. & Ms. Soltys attend the December meeting.

Correspondence

The Board reviewed the following:

- The office received a letter from Board of Health Chairman, Ken Lacey regarding the current status of the Town Hall at 1 Milton 0. Fountain Way. In order to clarify the building's current status, the Notice of Violation and Order dated July 24, 2013 is the Order in effect. He also acknowledges that many of the items in the Order have been completed at this time. ***Noted***
- The office received a memo from the Zoning Enforcement Officer, Jack Keough regarding the proposed business at 14 Milton 0. Fountain Way. Based on the information that was supplied to the office there are no regulatory issues with the proposal for The WarDunns Café. This determination only stands providing that there are no alterations. All other proper permits/licenses will be required. ***Noted***
- As a follow up to the meeting on September 22nd, Jim McKeon, Deputy Director of EMD has requested that a joint meeting be scheduled between Police/Fire/CERT prior to the winter months. ***Meeting is scheduled for Monday, the 23rd at 6:00 PM***
- Monthly report and hours of CERT and Emergency Management for October 2015. ***Noted***

Request for Common Victualler's License – WarDunn's Café - Tabled

Board of Health Chairman, Kenneth Lacey provided the Board with a copy of correspondence sent to Mr. Dunn and Ms. Ward regarding their proposed establishment and their need to comply with the application process with the Town for a Food Establishment. A motion to table the matter until such time that Mr. Dunn and Ms. Ward come forward to seek their CV license with the Board, made by Mr. Gagner; second: Mr. Lavash – unanimous.

There was discussion between Mr. Lacey and the Board and the consensus to prepare a handout to prospective Food Establishments to simplify the application process.

Highway Material Bid Contracts (1 each) for Diesel Fuel, Heating Oil & Winter Sand, approve and sign

Motion to approve and sign the individual contracts for Diesel Fuel; Heating Oil and Winter sand, made by Mr. Lavash; second: Mr. Gagner – unanimous. Mr. Nardi announced that all three contracts were awarded to Fountain and Sons Fuel Co., Inc. of Warren. There was some brief discussion on the bids between Ms. Soltys and the Board. For further clarification, suggestion was made to seek further information from the Procurement Officer.

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>
11/16/2015	65	37,330.38
	67	63,994.57

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

<u>Date</u>	<u>Warrant #</u>	<u>Amount</u>
11/16/2015	66	248.20

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

<u>Date</u>	<u>Warrant #</u>	<u>Amount</u>
11/16/2015	68	1,110.00

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	65266	Pleasant St. Improvements Grant 12-740.1	Lenard Engineering	10,343.64

New Business

Mr. Lavash extended a sincere thank you to all the members of Park & Rec and volunteers that helped with the annual Haunted House held October 28th – 30th. Again it was a successful event that was well attended.

Mr. Gagner stated he has an upcoming meeting with the master grower for Heal Inc... Additionally, he continued to track the licensing progress of the three vendors that have expressed an interest in Warren.

Mr. Nardi stated that the Town Website was currently being updated with new contact emails for Town employees. There are about 70 users (emails); he anticipates having full conversion by January 1st with regards to the emails. Work on the Website will continue to make it more interactive and user friendly. With regards to meeting minutes; he is looking at a way to administer the process, yet not overburden staff.

Ms. Soltys asked if the General By-laws were going to be updated, citing they were not updated on the website. Mr. Nardi suggested things are being worked on. Insofar as print, it was suggested she inquire with Town Clerk.

Mr. Gagner spoke briefly about the cell tower project, initial company is doing some research. He has reached out to a 2nd and 3rd vendor and is awaiting feedback. He reminded all, it will all be by special permit.

Mr. Nardi, spoke on the street light conversion project which is moving along; things are in place and ready to go out to bid shortly. The Town will have some options in terms of lighting. There is discussion to PILOT a street, have it lighted to demonstrate the new lights before committing to a particular light. There was some discussion on maintenance moving forward, and having the project operational by next summer.

Next Meeting Date: November 24, 2015 @ 7:00 PM

Motion to Adjourn made by Mr. Gagner; second: Mr. Lavash – unanimous at 7:43 PM.

Respectfully submitted,

Lorena Prokop
Administrative Secretary

James Gagner, Clerk