

**BOARD OF SELECTMEN  
MINUTES OF APRIL 6, 2016  
SHEPARD MUNICIPAL BUILDING**

PRESENT: Dario F. Nardi, Chairman, James A. Gagner Jr., Clerk

ABSENT: Robert E. Lavash Sr., Vice-Chairman

ATTENDEES: Gerry Sauer, Steve Rust, John Nason, Barry Mongeon, Stanley Soltys, Beverly Soltys, Mary Bellerose, James Kordek

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**Chairman Nardi called the meeting to order at 4:37 PM and dispensed with the Pledge of Allegiance in the Selectmen's Meeting Room in the Shepard Municipal Building.**

Chairman Nardi announced the meeting was a work meeting between the Selectmen and members of Finance Committee.

**GiGi's - Request for Common Victualer License**

Item tabled

**Budget FY 16 Discussion(s)**

Igor Kuprycz addressed the Selectboard with a request to consider an increase in the FY 16 cap on the EYE ½ revolving account for Cable Access. Due to increase in staffing and a replacement computer the Cable Advisory Committee will have a shortfall. Request is made to increase the cap by \$5,000.00; following a brief discussion, Motion to increase the cap to \$25,000.00 for FY 2016, made by Mr. Gagner; second: Mr. Nardi.

**Budget FY 17 Discussion(s)**

Mr. Nardi would like to review the department budgets; followed by the article intentions for the upcoming Special and Annual meetings. Discussion was had on the following budgets as presented in the handout. (Attached to the end of these minutes) - \*\* Budgets approved by the following : Motion to approve [department budget] approved by the Finance Committee on the 24<sup>th</sup> of March and as recommended by the Finance Committee in the amount of [amount]

\*\*Selectmen's Total: M: \$1,526,206.00, by Mr. Nardi; second: Mr. Gagner – (2-0) includes increase to hydrant rental Prec. B previously considered, most significant increases were in retirement assessment; and the multiple insurances.

\*\*Finance: M: \$41,000.00, by Mr. Nardi; second: Mr. Gagner – (2-0)

\*\*Accountant: M: \$73,580.00, by Mr. Nardi; second: Mr. Gagner – (2-0)

Assessors: Motion to approve @ \$89,447.00, by Mr. Nardi; second: Mr. Gagner – (2-0); does not include FinCom's reported \$1000.00 stipend

Treasurer: Motion to approve @ \$72,861.00, by Mr. Nardi; second: Mr. Gagner – (2-0); does not include FinCom's reported \$4,000.00 stipend

\*\*Collector of Taxes: M: \$71,339.00, by Mr. Nardi; second: Mr. Gagner – (2-0)

\*\* Planning Board: M: \$12,233.00, by Mr. Nardi; second: Mr. Gagner – (2-0)

\*\* Conservation: M: \$8,786.00, by Mr. Nardi; second: Mr. Gagner – (2-0)

\*\*Building Inspector: M: \$26,988.00, by Mr. Nardi; second: Mr. Gagner – (2-0)

Town Planner: Motion to approve @ \$34,430.00, by Mr. Nardi; second: Mr. Gagner – (2-0); prior discussion with Planning Chair and Town Planner; agreement to change to per diem, recommend keeping same appropriation.

\*\*Forester: M: \$24,000.00, by Mr. Nardi; second: Mr. Gagner – (2-0)

\*\*Veteran's Agent: M: \$104,100.00, by Mr. Nardi; second: Mr. Gagner – (2-0)

\*\*Cemetery: M: \$26,540.00, by Mr. Nardi; second: Mr. Gagner – (2-0)

\*\* Board of Health: M: \$32,294.00, by Mr. Nardi; second: Mr. Gagner – (2-0); includes increase of \$250 for each Board member.

\*\*Council on Aging: M: \$93,531.00, by Mr. Nardi; second: Mr. Gagner – (2-0); includes new line for \$2,000 for equipment maintenance. Mr. Nardi will reach out to Kitteridge to visit Center and make recommendations for possible upgrades.

\*\*Library: M: \$156,742.00, by Mr. Nardi; second: Mr. Gagner – (2-0)

\*\*Parks: M: \$48,800.00, by Mr. Nardi; second: Mr. Gagner – (2-0) Mr. Mongeon explained the re-alignment to the various line items to reflect salary/wage vs. expenses, per review with Town Accountant. FinCom does not recommend requested increase in Commissioners salary.

Highway: there was discussion on the various line items; Mr. Mongeon suggested a tentative approval on the budget; with the understanding there may be an adjustment to the wages due to correcting calculations. Mr. Mongeon will work with Town Accountant on this. Both Boards are in agreement to accept requested increase in Machine Maintenance; level fund resurfacing & general highway. Motion to tentatively approve budget @ \$501,445.00 by Mr. Nardi; second: Mr. Gagner (2-0)

Fire: Mr. Gagner abstained from discussion. Discussion was had on increases to ambulance payroll; Chief's contractual certification increase. Note: on March 17<sup>th</sup>, there was a consensus of the Board to approve this budget (Mr. Lavash/Mr. Nardi) Given that Mr. Lavash is absent, Mr. Gagner has abstained Mr. Nardi evoked the rule of necessity and entered a Motion: M: \$400,656, by Mr. Nardi; second: Mr. Nardi (Gagner –abstained)

Police: Discussion was had on the salary and overtime lines due to shift in personnel. Police school was re-aligned with salaries. Communications, although a recognized union, Finance considered based on wage adjustment scale. Noting there may be some adjustments to come, Motion to accept Police budget @ \$881,043.00 by Mr. Nardi; second: Mr. Gagner (2-0)

\*\*Town Clerk: Mr. Mongeon noted that request in increase due to changes/mandates to Elections/Registrations \$6950.00 was given a new line to denote it is specifically for Presidential elections every four years. Discussion was had on the clerical salary line. Mr. Mongeon explained that several years ago, one clerical position served both Town Clerk and Tax Collector. Upon retirement of individual, that position split between to two positions at 15 hours for each department. The clerical position for the Clerk, however, continued to be calculated at the higher wage for those 15 hours, not at the lower wage for newly hired clerical individual(s) thus the line has continuously been overfunded and spent to pay the position more than the hours allotted - at the discretion of the Town Clerk. FinCom's recommended figure allows for the correction of wages & hours as has been done with all other departments.

M: \$82,873.00, by Mr. Nardi; second: Mr. Gagner – (2-0)

## **May 2016 Special & Annual Meeting Articles**

Mr. Gagner read Article requests for Special Board of Health

1. Article for an FY15 invoice in the amount of \$350.00 to Charles River Medical Group
2. Article for line item transfer in the amount of \$1000.00 from the Landfill Monitor Wells account

Treasurer

1. Transfer \$\$ from Medial Health Insurance line item to Retiree Line Item
2. Pay down debt of \$30,000.00 for the Down Town Improvement Project

Selectmen

1. To fund \$15,000.00 for technology fund for the purpose of replacing computer hardware within town departments
2. To fund \$244.84 to fund the Insurance Liability Line Item through June 30, 2016.

Veterans

1. To fund a sum of money to cover a shortfall to the Veterans Benefits line item through June 30, 2016

**Motions to include the above articles on the Special Town Meeting Warrant, by Mr. Nardi; second: Mr. Gagner – unanimous.**

Police

1. Fund the sum of \$1483.98 for the purchase of a conference room table and chairs.

Highway

1. To fund \$5,000 for repairs to the dump/spreader body of our 2007 FL70 Freightliner.

**Motions to not include the above articles on the Special Town Meeting Warrant, by Mr. Nardi; second: Mr. Gagner – unanimous.**

Mr. Nardi read Article requests for Annual

**Forestry- Tree Warden**

1. \$11,000 to cover tree work in the Town Cemetery, Shepard Building campus, and Sewer Department Campus.

**Articles for the Board of Health:**

1. To see if the Town will vote to authorize the Board of Health members to be paid \$10.00 an hour for providing coverage for clerical duties and to cover office hours as needed
2. That the Town amend the Town's General By-Laws, Article IX, Use of Public Ways and Places, Section 12: Sanitary Landfill as shown on Attachment #1,

**Articles for Police:**

1. \$44662.00 for the purchase of a fully marked police SUV patrol unit with in-car video recording.

**Articles for Fire:**

1. Petition the town's people to support a "home rule exemption" to be sent to the State Legislature by the Selectmen. This exemption will allow a member of the Warren Fire Department to serve in a limited capacity after the age of 65.
2. \$14,300.00 to purchase two (2) new Multi-Gas Meters and one (1) Thermal Imaging Camera for the fire department.

**Articles for Planning Board:**

1. Proposed Sign By-law
2. Amendment to the Mill Conversion Overlay District (MCO) to include 70 Pulaski St.
3. Adoption of Zoning Map (without WCF Overlay District)
4. Utility and Access Easement – Southbridge Road (Board of Selectmen)
5. Stretch Cod – General By-Law

**Articles for Selectmen:**

1. Amend Attachment B of Section V, paragraph A of the Personnel By-Law, by amending the Minimum and Maximum hourly rates schedule on the Compensation Plan
2. Amend the Town By-law, Section 14-. **Rubbish, Litter.** *Section L. and Section M.* as shown in the attachment # 1,
3. \$1000.00 for Assessors Stipend

**Articles for Sewer Dept.:**

1. \$41,000.00 from the Sewer Enterprise Capital Improvement Account to replace pickup truck number
2. \$462,489 \* estimated - to finance the Sewer Enterprise Account for the fiscal year beginning July 1, 2016:

**Friends of the Town Hall**

To see if the Town will authorize the establishment of a Stabilization account for the Warren Town Hall Mr. Nardi noted would require 2/3 vote in and vote out. Thanked FOTTH for their fundraising efforts, however those monies would not be added to this fund. Mr. Gagner is personally against using town money, but will let voters decide.

*Motions to include the above articles on the Annual Town Meeting Warrant, by Mr. Nardi; second: Mr. Gagner – unanimous.*

**Articles for Park & Rec:**

- 1. \$11,000.00 to fund the costs of the purchase, display and any associated expenses for fireworks for the Town’s 275<sup>th</sup> Birthday Celebration

**Articles for Highway:**

- 1. \$200,000 for the purchase of a new roll off dump/plow/spreader/catch basin/ truck. See attached description:

*Motions to not include the above articles on the Annual Town Meeting Warrant, by Mr. Nardi; second: Mr. Gagner – unanimous.*

There was considerable discussion on the School Department budget. Their request is for \$488,925.00 as the above minimum contribution. The Selectboard is putting forth \$225,000.00 for FY 17 above minimum contribution. There was discussion as to implications of the higher amounts to the tax rate and possible position of West Brookfield. Finance members contributed information on figures for transportation, school choice and teacher/admin staffing. There was mention of the importance of resident participation at the Town meeting and to be informed when making the fair and right decision.

Mr. McKeon inquired about his proposal for a stipend for the Emergency Management Director. Mr. Nardi noted that the request suggests the creation of a new position; which would not be appropriate at this time given that the Board has not had the opportunity to formalize a job description and meet with both Chiefs to see how best to meet the needs of the Town. Mr. Mongeon cautioned that Mr. McKeon seeking compensation for training while in what has arguably always been a volunteer position, could cause problems as other volunteer groups/boards pursue training without compensation. Finance Committee does not support funding at this time; they would consider if perhaps the possible new position was incorporated within the Police and or Fire Departments. Mr. Nardi noted that the Board would take up the matter during the summer.

Old/New Business - none

Next Meeting Date: TBD

Motion to adjourn made by Mr. Gagner; second: Mr. Nardi – unanimous at 7:26 PM.

Respectfully submitted,

Lorena Prokop  
Administrative Secretary

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James Gagner, Clerk