

**BOARD OF SELECTMEN
MINUTES OF MAY 17, 2016
SHEPARD MUNICIPAL BUILDING**

PRESENT: Dario F. Nardi, Chairman, Marc W. Richard, Clerk

ABSENT: James A. Gagner Jr., Vice-Chairman

ATTENDEES: See attached listing

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.

Comments & Concerns

Ms. Beverly Soltys inquired minutes. Mr. Nardi noted that several minutes are being approved tonight.

Minutes

Motion to approve the minutes of March 8, 2016 as written, by Mr. Richard; second: Mr. Nardi – (Richard abstained) Mr. Nardi signed.

Motion to approve the minutes of March 14, 2016 as written, by Mr. Richard; second: Mr. Nardi – (Richard abstained) Mr. Nardi signed.

Motion to approve the minutes of March 22, 2016 as written, by Mr. Richard; second: Mr. Nardi – (Richard abstained) Mr. Nardi signed.

Old Business

Town Treasurer, William Schlosstein addressed the Board regarding a bond anticipation note; pertaining to the borrowing of \$180,000 for the Downtown Improvement Project. He made note of the recent drawdown of \$30,000. Made at the Special Town Meeting and previous amount of \$50,000. He is renewing 1 year at .79 for \$100,000.. He received four competitive bids. Motion to accept and sign note, by Mr. Richard; second Mr. Nardi – unanimous. Board also executed three tax exempt covenants that are part of the note.

The Treasurer remarked he recently met with MIIA Rep. relative to the Town's health insurance. The renewal for the term September 1, 2016 through August 31, 2017 reflects a 7.65% increase. The Town overall came in below average when compared to others; he went to Town Meeting budgeting a 9% increase. Town Treasurer recommends renewal. Motion to allow Treasurer to renew the policy for the new term, by Mr. Richard; second: Mr. Nardi – unanimous.

Mr. Nardi stated that two light companies would be attending upcoming meetings to provide samples of lighting fixtures for the Street Light Project. GE is expected to present on the 24th and Creed on June 14th. Additionally, documents with Tanko and National Grid should be available soon. As the project progresses, there will be a public hearing to keep the residents informed.

Correspondence

The Board reviewed the following:

1. Jim McKeon has submitted his monthly report for Emergency Management & CERT for the month ending April 2016. He has also provided a breakdown of the 2015-2016 snowfall amounts measured in Warren for a season total of 34.3 inches.
Noted
2. Correspondence was received from the Charles Hope Company, interested in starting the process in Warren of appointing a Receiver to handle rehabilitation of blighted properties. *Request was made to invite the group to a future meeting.*
3. Notification from: MIIA that the Town of Warren has been awarded \$5,638.00 in Property & Casualty credit. *Noted*

Change order #2: FY14 Warren – Pleasant St Improvement Project =Final Balancing \$53,226.89, approve, possible vote

Motion to approve and sign Change order, by Mr. Nardi, second: Mr. Richard – unanimous.

City/Town Owner Agreement: Contract Amendment # 1 - FY14 Ware Housing Rehab approve, possible vote

Motion to approve and sign, by Mr. Nardi, second: Mr. Richard – unanimous.

City/Town Owner Agreement: FY14 Hardwick Housing Rehab approve, possible vote

Motion to approve and sign, by Mr. Nardi, second: Mr. Richard – unanimous.

Mr. Nardi made note that a request had come from Christopher Dunphy of PVPC for the Board to consider having a member sign future Housing Rehab request documents as they become available vs. waiting for a next meeting to sign. This would expedite the process and keep the program running more efficiently. A motion to have PVPC/ CDBG Housing Rehab. Documents signed by available Board member as they become available, made by Mr. Nardi; second: Mr. Richard – unanimous.

Comins Pond Pubic Use Agreement

Motion to approve and sign, by Mr. Nardi, second: Mr. Richard – unanimous.

Sewer Department: Discussion on Dept. Office (Commissioners Moulson & Lavigne- Present)

Sewer Commissioner, Howard Moulson addressed the Board with a request to have the Sewer Department Clerical office moved to the ground floor in its former space currently occupied by the Veteran's Agent. There was discussion amongst the Board members, Mr. Moulson and Ms. Lavigne on the issues of privacy with the Veteran's office, accessibility to the second floor via the lift. Mr. Richard, in his opinion would leave things as they are. Lastly, the Board suggested the former kindergarten room (Community Room) which would need some updating to install telephone and Ethernet lines. The Commissioners will take up at their next meeting and get back to the Selectboard.

Finance Committee: Town Meeting Discussion

Mr. Mongeon addressed the Selectboard with a request to have discussions on formatting for next year’s budget presentation. Mr. Nardi pointing out the challenges with the different school budgets and need to split to avoid confusion. The suggestion is to finish out the year and work through this in July. Mr. Mongeon remarked in his opinion the reverse 911 calls to residents were successful and would like to see it applied again. Lastly, Mr. Mongeon was impressed with residents that spoke at Town Meeting,

Chapter 90 Contracts

Motion to approve and sign contracts with Palmer Paving (Bituminous Concrete); All States Asphalt (Calcium FDR); Sealcoating (Fiberized Crack seal etc.) Bond Construction (Cold Patch, crushed asphalt, tailing, gravel, and rip-rap), by Mr. Richard, second: Mr. Nardi – unanimous.

Winter Sand Contracts

Motion to approve and sign contracts with Fountain & Sons for winter sand and Hired equipment, by Mr. Richard, second: Mr. Nardi – unanimous.

Question was raised by Ms. Bellerose as to how many bids received, Mr. Nardi was unaware but has full confidence in the procurement officer that the bid process was conducted appropriately.

Treasury Warrants and Invoices

Motion to approve the following warrants made by Mr. Richard; second: Mr. Nardi – unanimous

Date:	5/2/2016	Date:	5/9/2016	Date:	5/16/2016
<u>Warrant #</u>	<u>Amount</u>	<u>Warrant #</u>	<u>Amount</u>	<u>Warrant #</u>	<u>Amount</u>
		153	37,404.60	156	37,062.65
151	156,493.59	154	69,933.94	158	
		155	880.00	157	1,700.00

Motion to approve the following draw downs and invoices made by Mr. Richard; second: Mr. Nardi - unanimous

<u>Fiscal YR.</u>	<u>Invoice No.</u>	<u>Description</u>	<u>Payee</u>	<u>Amount</u>
FY15	65728	Project 12-704.2 Highland St Improvement Project Bidding & Construction Svcs. Through 4/29/2016	Lenard Engineering Inc	2,696.00
FY14	#17	Comm. Assistance Prgm Grant #00741 Accomplishments through March 2016	PVPC	9,565.57
FY15	#3	Comm. Assistance Prgm Grant #00762 Accomplishments through March 2016	PVPC	4,242.67

New Business

Mr. Richard remarked that the bollard by the door needs to be repaired. Mr. Nardi will reach out to Scot Mansfield, as he has a contact for these items to have it quoted and repaired.

Mr. Richard addressed a conversation he had with Jim McKeon, relative to Jim and another Park’s member use of Highway vehicles while performing Park/Rec functions. A discussion was had between the Board, Mr. McKeon and Park Commissioner Robert Lavash as to insurance liability; which department pays for wear/tear and or repairs in the event of damage. When asked if Parks would be willing to pay for repairs, Mr. Lavash agreed they [Parks] would have to. Mr. Nardi agreed to reach out to MIIA and pose the questions/concerns raised in the discussion.

Town Treasurer, William Schlosstein asked to read for the record late correspondence: Today, May 17th, is a notice informing the Board of his intent to resign from his position of Town Treasurer, effective July 17, 2016. He extended his deepest appreciation for the support of residents and Town officials of the town of Warren, for allowing him the honor of public service the past twenty-six years. He encouraged the Board to promptly appoint an interim Treasurer with whom he could work to transition the next 60 days and provide the Town the opportunity to evaluate its longer-term options.

Mr. Nardi stated first and foremost, that Mr. Schlosstein's service to the Town is invaluable. Mr. Nardi, for the record, acknowledged "everything Bill has done for us, the Town has gotten more bang for its buck with Mr. Schlosstein as our Treasurer..." ending that this is a tremendous loss for the Town. Mr. Nardi is deeply appreciative for the 60 days to transition and agrees that the Board needs to consider a prompt appointment and make decisions on where to go from here.

Mr. Richard was taken aback on the news and thanked Mr. Schlosstein for his service, he recognized that many years ago Mr. Schlosstein may have left for other pursuits, but chose to stay in the service of the Town and again, thanked him

A meeting will be had in the near future to give the Board options to deliberate on meeting the needs of the Treasury office.

Next Meeting Date: May 24, 2016 @ 7:00 PM

Motion to Adjourn made by Mr. Richard; second: Mr. Nardi – unanimous at 7:56 PM.

Respectfully submitted,

Lorena Prokop
Administrative Secretary

Marc Richard, Clerk