

KOPELMAN AND PAIGE, P.C.

101 ARCH STREET  
BOSTON, MA 02110  
(617) 556-0007

COPY

STATEMENT NO. 98978

BOARD OF SELECTMEN  
WARREN TOWN HALL  
48 HIGH STREET  
WARREN, MA 01083

JANUARY 28, 2014

IN REFERENCE TO: PROFESSIONAL SERVICES THROUGH December 31, 2013

GENERAL LEGAL SERVICES

REVIEW AND REPLY TO E-MAILS FROM ADMINISTRATIVE SECRETARY RE: REVIEW OF DRAFT CABLE TELEVISION LICENSE; BEGIN REVIEW OF DRAFT CABLE LICENSE.

RESEARCH AND DRAFT OPINION LETTER TO BOARD OF SELECTMEN RE: SECRET BALLOT BY-LAW.

REVIEW AND REPLY TO E-MAIL FROM ADMINISTRATIVE SECRETARY RE: COMCAST CHANNEL REALIGNMENT ON BASIC SERVICE TIER; EXTENDED TELEPHONE CONFERENCE WITH GENERAL COUNSEL OF MASSACHUSETTS DTC AND COMCAST GOVERNMENT RELATIONS REPRESENTATIVES RE: SAME.

PREPARE DETAILED E-MAIL REPLY TO QUESTION FROM ADMINISTRATIVE SECRETARY RE: BASIC TIER CHANNEL CHARGES; COMPLETE LICENSE REVIEW; PREPARE LETTER REVIEWING DRAFT LICENSE, AND PROVIDING RECOMMENDATIONS FOR REVISIONS.

PREPARE ADVICE TO TOWN RE: OPEN MEETING LAW AND EXECUTIVE SESSIONS.

REVIEW E-MAIL FROM ADMINISTRATIVE SECRETARY WITH SELECTMEN'S RESPONSE TO LICENSE CHANGE RECOMMENDATIONS IN LETTER OF 12/6/13; REPLY TO E-MAIL, AND PREPARE LETTER TO COMCAST PROPOSING CHANGES TO DRAFT REVISED LICENSE.

FURTHER TELEPHONE CONFERENCE WITH COMCAST GOVERNMENT RELATIONS MANAGER TO REVIEW LICENSE ISSUES; E-MAIL LETTER TO HIM AND REVIEW OUTSTANDING MATTERS BY TELEPHONE; PREPARE FURTHER STATUS UPDATE TO TOWN.

EXCHANGE E-MAILS WITH ADMINISTRATIVE SECRETARY RE: AGENDA ITEMS FOR UPCOMING MEETING WITH BOARD OF SELECTMEN; TELEPHONE CONFERENCE WITH ADMINISTRATIVE SECRETARY RE: BOARD OF SELECTMEN AGENDA ITEMS.

REVIEW E-MAIL FROM COMCAST WITH REVISION TO DRAFT RENEWAL LICENSE TRACKING 12/6/13 LETTER RECOMMENDATIONS; SEVERAL TELEPHONE CONFERENCES WITH COMCAST REPRESENTATIVE TO REVIEW AND NEGOTIATE ADDITIONAL CHANGES; PREPARE E-MAIL TO TOWN REPORTING STATUS.

REVIEW COMCAST LICENSE EDITS; TELEPHONE CONFERENCE WITH AND E-MAIL TO TOWN REVIEWING AND RECOMMENDING SAME.

TELEPHONE CONFERENCE WITH ADMINISTRATIVE SECRETARY TO DISCUSS CURRENT STATUS OF CABLE RENEWAL LICENSE NEGOTIATIONS AND THEIR REVIEW BY SELECTMEN.

REVIEW PUBLIC RECORDS REQUEST - LEGAL RESEARCH TO RESPOND TO REQUEST.

1-30-14  
[Signature]

PUBLIC RECORDS REQUEST - TELEPHONE CONFERENCE WITH ADMINISTRATIVE SECRETARY RE: REQUEST AND PREPARATION OF RESPONSE; PREPARE RESPONSE; DRAFT E-MAIL TO ADMINISTRATIVE SECRETARY RE: RESPONSE; E-MAIL RESPONSE TO HER.

PUBLIC RECORDS REQUEST - TELEPHONE CONFERENCE WITH ADMINISTRATIVE SECRETARY RE: FINALIZING RESPONSE.

SUBTOTAL:

18.30

3,019.50

OLD TOWN HALL

REVIEW E-MAIL FROM TOWN'S ENGINEER RE: SCOPE OF WORK FOR REMEDIATION ACTIVITIES.

REVIEW E-MAIL FROM AND TELEPHONE CONFERENCE WITH ADMINISTRATIVE SECRETARY RE: BID WAIVER REQUEST TO DIVISION OF CAPITAL ASSET MANAGEMENT; ANALYZE WAIVER ISSUES; REVISE WAIVER REQUEST LETTER AND FORWARD TO ADMINISTRATIVE SECRETARY.

TELEPHONE CONFERENCE WITH ADMINISTRATIVE SECRETARY RE: SUBMISSION OF BIDDING WAIVER REQUEST TO DIVISION OF CAPITAL ASSET MANAGEMENT.

REVIEW CORRESPONDENCE RE: REPAIRS TO OLD TOWN HALL.

REVIEW E-MAIL FROM ADMINISTRATIVE SECRETARY RE: FURTHER CORRESPONDENCE TO DIVISION OF CAPITAL ASSET MANAGEMENT IN CONNECTION WITH CONSTRUCTION BID WAIVER REQUEST.

REVIEW WAIVER GRANTED BY DIVISION OF CAPITAL ASSET MANAGEMENT AND CORRESPONDENCE FROM ADMINISTRATIVE SECRETARY RE: SAME; TELEPHONE CONFERENCE WITH ADMINISTRATIVE SECRETARY RE: NEXT STEPS IN PROCESS OF CONTRACTING FOR EMERGENCY WAIVER WORK AND SEEKING BIDS FOR REMAINDER OF WORK.

SUBTOTAL:

1.90

313.50

TOTAL:

20.20

3,333.00

ACCUMULATED DISBURSEMENTS AT COST; REPRODUCTION OF DOCUMENTS, EXPRESS MAIL, SPECIAL POSTAGE, TOLL CALLS AND ON-LINE RESEARCH.

TOTAL COSTS:

140.69

TOTAL DUE:

\$

3,473.69

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STATEMENT NO. 98979

BOARD OF SELECTMEN  
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48 HIGH STREET  
WARREN, MA 01083

JANUARY 28, 2014

IN REFERENCE TO: PROFESSIONAL SERVICES THROUGH December 31, 2013

GENERAL LABOR SERVICES

PREPARE FOR AND MEET WITH BOARD OF SELECTMEN AND DEPARTMENT HEADS  
RE: BILLING AND PAYMENT ISSUES; DISCUSS VARIOUS PERSONNEL MATTERS  
WITH BOARD OF SELECTMEN.

TELEPHONE CONFERENCE WITH SELECTMAN RE: EMPLOYEE ISSUE.

TELEPHONE CONFERENCE WITH POLICE CHIEF RE: PUBLIC RECORD REQUEST.

SUBTOTAL:	5.50	907.50
TOTAL:	5.50	907.50

ACCUMULATED DISBURSEMENTS AT COST; REPRODUCTION OF DOCUMENTS, EXPRESS MAIL, SPECIAL  
POSTAGE, TOLL CALLS AND ON-LINE RESEARCH.

TOTAL COSTS:	0.00
TOTAL DUE:	\$ 907.50

F. 1-30-14 ID