

Selectmen Meeting

April 11, 2024

In attendance: David Dufresne, Chair; Rich Eichacker, Vice Chair; Derick Veliz, Clerk; Jim Ferrera, Town Administrator; Karen Dusty, Administrative Assistant

Open Meeting:

Pledge of Allegiance:

1. **Discussion with the Highway Surveyor on proposed projects for Fiscal Year 2025 Chapter 90 funds and an update on \$1,093,733.00 in funding for storms of July 16 to July 18, 2021, and July 27, 2021.** Mr. Olson, Town Surveyor stated that the following roads will be worked on this coming season: Lower Coy Hill, Old West Warren Rd, Cross St., Lower Town Farm Rd., Reynolds Rd., School St, Prospect St., Richardson St. Lower East Rd., and Otis St. Additionally sidewalks, painting of lines, and any repairs needed due to the weather. Mr. Olson is pleased with the staff that he has and stated that he is fully staffed at this time.
2. **Police Department March monthly report.** Chief Millette presented his attached report.
3. **Fire Department March monthly report.** Chief Lavoie presented his attached report.
4. **Emergency Management February and March monthly reports.** Mr. McKeon presented his attached report.
5. **Discussion on the possible appointment of Sheila A. Hunkins at Step 1 to the position of part-time Clerk in the Assessor's office. (Anticipated Vote)** Mr. Eichacker made a motion to approve Sheila A. Hunkins as a part-time Clerk in the Assessor's Office at Step 1, 2nd by Mr. Veliz, all in favor, passed unanimously.
6. **Review candidates for the position of Parking Clerk and possible appointment. (Anticipated Vote)** Mr. Eichacker made a motion to appoint Kerry Schmidt as the Parking Clerk for a (1) one-year term, 2nd by Mr. Veliz, all in favor, passed unanimously.
7. **Review articles for the Special Town Meeting and Annual Town Meeting warrants. (Anticipated Vote)** No vote was taken because the articles were still in draft form and there are more to be added. The Selectmen had no objections to the articles that were presented.
8. **Discussion on possibly entering into an agreement with Verizon One-Talk for providing new phone service for all departments and using a portion of unspent American Rescue Plan Act funds to cover the implementation costs. (Anticipated Vote).** Mr. Eichacker made a motion to enter into an agreement with Verizon One-Talk and to use a portion of the unspent American Rescue Plan Act funds to cover the implementation costs, 2nd by Mr. Veliz, all in favor, passed unanimously.
9. **Acceptance and signing of the Town Clerk Warrant for the May 7 Town Elections (Anticipated Vote).** Mr. Eichacker made a motion to accept and sign the Town Clerk Warrant for the May 7th Town Elections, 2nd by Mr. Veliz, all in favor, passed unanimously.

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10. Earth Day Clean-up April 20, 2024, meet at Warren Community Elementary School parking lot for 8:45am.

11. Discussion and possible vote on the Selectmen FY25 budget. (Anticipated Vote) Mr. Eichacker made a motion to approve the Selectmen FY25 budget as amended, 2nd by Mr. Veliz, all in favor, passed unanimously.

12. Warrants & Bills (Anticipated Vote)

a. Warrants: Mr. Eichacker made a motion to pay the following Warrants, 2nd by Mr. Veliz, all in favor, passed unanimously.

| | | |
|---------|---------|---------------|
| i. #61 | Payroll | \$ 50,775.72 |
| ii. #62 | Vendor | \$ 137,641.67 |

b. Bills: Mr. Eichacker made a motion to pay the following Bills, 2nd by Mr. Veliz, all in favor passed unanimously.

| | | |
|----------------------------|----------------------|-------------|
| i. Turley Publications | | \$ 46.00 |
| ii. Modern Pest | | \$ 108.00 |
| iii. Warren Water District | | \$ 205.51 |
| iv. C2MA Adams II LLC | \$902.37+1,225.01=\$ | 2,127.38 |
| v. Crystal Rock | | \$ 21.16 |
| vi. American Tower | | \$ 2,282.13 |
| vii. MIIA Property | | \$ 549.00 |

13. Minutes: Review and possible acceptance of any minutes (Anticipated Vote). Mr. Eichacker made a motion to approve the minutes from April 4, 2024, 2nd by Mr. Veliz, all in favor, passed unanimously.

• **Town Administrator Report:**

- Capital Planning is meeting again this Tuesday. They will finalize the review process.
- Notified Northeast IT that we are terminating our contract with them on July 1st.
- Both Chiefs Milette and Lavoie, and I attended an Injured-On Duty seminar put on by MIIA. We learned that the Town has to adopt the 111M and 111N for the EMT to be covered the same as the Fire Fighters and the Police. If the Town does not accept the coverage of the EMTs if they are injured, they would only get workers comp but when the Town adopts this policy, they will get 100% of wages.
- The Finance Committee has gone through the budget. This next meeting they will go over the articles and meet with the Selectmen.
- With the Sewer Commissioners changing the billing process it has caused a lot of questions. Justin Peck will be starting on Tuesday April 16th.
- The new Assessor Clerk will also start on April 16th. The Assessor Board is hoping to fill the Assistant Assessor position as soon as possible.
- With FY25 approaching we are trying to get all vacancies filled, Wage Classification started, and several grants submitted. In the new fiscal year, I would like to present a report on how each department is doing with their budget,

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so the Selectboard would have a clear understanding of where the Town is financially.

- Mr. Collens from Energy Green Community Grant came out to look at weatherization of the Shepard Building and the Senior Center. We are hoping to get a new HVAC unit for the Senior Center sometime this fall.

- **New Business: NONE**

- **Old Business:**

- Mr. Eichacker asked if Mr. Ferrera has talked to FinCom about changing the meeting. Yes, they will accommodate what the Selectmen need.
- Mr. Eichacker asked what is going on with the Wright Mill Master Plan. Mr. Ferrera stated that Weston and Sampson is working on it, and they had a monthly meeting with me. We are scheduled to have another monthly discussion at the end of April.

14. Correspondence: Letter from Mr. Kondrat about the Railroad ties being moved from West Warren to Warren.

15. Correspondence: CivicPlus bill for FY25 up from FY24 amount of \$892.00 Put this on the next meeting to discuss.

16. Correspondence: Quaboag Regional School District Certified Assessment and payment Schedule.

17. Correspondence: MIIA House Ways & Means Committee FY 2025 Spending Proposal

- **Comments and Concerns:**

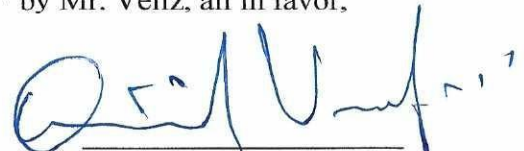
- Mr. Veliz wanted to know if anyone had received any response to the new complaint form for the Building Inspector. No one had.
- Mr. Veliz asked if there was some way to add our main phone number on the website.
- Superintendent Duff stated that he and Mr. Ferrera looked into the Regional Agreement expiration, and it does not expire.
- Mr. Kondrate stated that the rabies clinic was a success.
- Mr. O'Brien stated the MGM is for sale in Springfield.

- **Next meeting:** Thursday, April 25, 2024, 2:00PM executive, 4:00 joint meeting with FinCom and our normal meeting at 6:00 PM

- **Adjourn** Mr. Eichacker made a motion to adjourn, 2nd by Mr. Veliz, all in favor, adjourned. 9:10 PM

Respectfully submitted by

Karen Dusty, Administrative Assistant



Derick Veliz, Clerk

Monthly Report March 1, 2024 to March 31, 2024

In the month of March 2024, the Warren Police Department responded to a total of 1519 calls for service with 24 ending in arrests. The following is a breakdown of statistics.

| | |
|-------------------------|------|
| Calls Logged | 1519 |
| Felonies Investigated | 3 |
| Incident reports | 66 |
| On View Arrests | 1 |
| Warrant Arrests | 3 |
| Summons Arrests | 20 |
| Total Arrests | 24 |
| Protective Custodies | 1 |
| Juvenile Arrests | 1 |
| Motor Vehicle Stops | 209 |
| Motor Vehicle Citations | 151 |

In March 2024, the Police Department had 6 total vehicles on the roster. They consist of 5 Ford Police Interceptor SUV's and 1 Humvee. Mileage on each is as follows.

| | |
|--------|--------|
| KM62 | 13,540 |
| CT62 | 9,171 |
| D785 | 71,116 |
| 5068 | 44,518 |
| C564 | 4,147 |
| Humvee | 8,353 |

On the 1st of the month, I met with school officials to go over our up coming lockdown drill. This drill was successfully completed at all three schools in the district on March 11th.

On the 5th, the three new Officers all attended driver training offered by our insurance provider MIIA. This was conducted at New Braintree Town Hall and consisted of class room as well as a simulator.

On the 6th, I met with the Finance Committee to present the Police Department budget for FY 25. Any questions that the committee may have had were answered.

On the 7th, I attended the first meeting of the levee committee. This involves managing the levee that the Town is responsible for in West Warren at the mill complex.

On the 11th, after the lockdown drill, I attended a POST commission meeting. This meeting went over the new portal that will be opening up shortly. Then on the 12th, I conducted a ride along with a new Rutland Regional dispatcher so they could familiarize themselves with the Town.

On the 19th, I attended my quarterly Domestic Violence task force meeting along with Chief Crevier of Ware PD and Chief Ayotte of Hardwick/New Braintree PD.

On the 20th, Town Administrator Jim Ferrera held a department Head meeting that all department heads attended. Then on the 21st, I attended a Massachusetts Chiefs of Police meeting in Sutton.

Finally, on the 27th, I attended a customer service training that was put on by the Town Administrator at the Town Hall. I also met with Town Administrator Ferrera to go over my articles for the up coming Town meeting.

Thank you and happy spring,

Chief Gerald Millette

FIRE CHIEF REPORT

March 2024

FIRE CALLS:

The Fire Department responded to 36 calls in March of 2024.

| | |
|-----------------------------|---|
| Motor Vehicle Accident..... | 4 |
| Medical Assist..... | 2 |
| Activated Alarms..... | 8 |
| Gas Emergency | 1 |
| Investigations..... | 2 |
| Cancelled..... | 6 |
| Service Call..... | 6 |
| Brush Fires..... | 2 |
| Good Intent..... | 2 |
| Electrical Equipment..... | 1 |
| Rescue/Extrication..... | 2 |

AMBULANCE:

Warren EMS responded to 68 calls in March of 2024, and 19 ALS intercepts were required.

INSPECTIONS:

The following inspections took place in March of 2024:

- 4 Smoke/CO Inspections
- 1 Oil Burner Inspections
- 7 Liquid Propane Inspections

ACTIVITIES/MEETINGS:

In March, Warren EMS held a protocol update class for all personnel. Warren Fire personnel continued training on Engine #4 as well as using pneumatic extrication equipment during a team building scenario.

BUDGET:

I continue to watch the FY 24 budget closely. We are still currently down a fulltime FF/EMT due to injury and continue to incur overtime expenses due to this situation as well as having other members attending the Massachusetts Fire Academy. I will advise the Town Administrator and Selectboard of any potential shortfalls in the budget as we near the end of the fiscal year.

Respectfully,
Adam Lavoie
Fire Chief

February 2024 Emergency Management report

February 4th test of emergency sirens

Feb 13 snow event 4-5 inches

February 22 Worcester County EMD meeting held at the Shrewsbury Police Department. Went over regional capabilities that Mema can offer, and then a presentation from the health and medical state Coalition on the state level in a presentation central mass disaster animal response.

February 24 Cert, assisted with traffic control and parking at Quaboag high school during the cheer comp. There was up through 16 different cheer teams from other towns, so we had to help with parking the buses and then both rear parking. Lots were completely filled with spectators for the event. Members assisted from 2:30 through 6 PM. We also had two members from Charlton Cert assistance along with three members from Warren.

March 2024 Emergency Management report

March 3 test of emergency sirens

March 12 Quarterly EMD meeting

Best practices to start how to up a drone program which was put on by the Greenfield fire department.

March 20 Monthly March CERT training, we focused on watching a training video helping people cope with emergency situations, stressful situations five members attended.

March 21 Jim attended in ICS forms class on how to properly fill out ICS 200 forms which can be used in emergencies and planned events. This course was put on by Mema, but hosted with the Town of West Brookfield and there emergency management.

March 23 Ice storm (web EOC attached)

March 25 Jim attended a railroad safety course, put on by federal railroad association operation lifesaver in conjunction with the town of Berlin.



Activity Log

Incident: 2024 March Incidents

[Print PDF](#)

[Update Record](#)

[Return to List](#)

Details

Date/Time: 03/23/2024 11:59:04
Entry Type: Informational Purposes
Priority: **Low**
Contact Name: James Mckeon
Contact Number: (413) 230-9325

Logged By: Jim Mckeon
Position: Warren
Phone: +14132309325

Address: 48 high st warren ma [Map](#)

Attachment 1:
Attachment 2:

Description

ice and rain storm 3-23-24

12 pm montior ice building in trees and lines as 4 pm highest elevations still ice on tree tops.
no effects on roadways.

as 4pm 1.40 of rain temp 34

as of 9pm total 2.5 inches

printing for records

Event Status: **Closed**

Quaboag Regional School District

284 Old West Brookfield Road • West Brookfield, MA 01083 • (413) 436-9256 • Fax: (413) 436-9738

CERTIFIED ASSESSMENTS AND PAYMENT SCHEDULE for the

2024-2025 OPERATING, TRANSPORTATION AND CAPITAL BUDGETS of \$23,387,208

INCLUDING CAPITAL COSTS FOR THE ROOF/BOILER CAPITAL PROJECT

June 30, 2024

As Treasurer of the Quaboag Regional School District, I hereby certify that, by vote of the QBRSD School Committee, the operating, transportation and capital assessments (Town Assessments) for the 2024-2025 school year are certified as outlined below.

| <u>OPERATING</u> | <u>8/15/2024</u> | <u>11/15/2024</u> | <u>2/15/2025</u> | <u>3/15/2025</u> | <u>5/15/2025</u> | <u>TOTAL</u> |
|------------------|--------------------|--------------------|--------------------|------------------|--------------------|--------------------|
| Warren | \$932,757 | \$932,754 | \$932,754 | | \$932,754 | \$3,731,019 |
| West Brookfield | \$1,048,552 | \$1,048,551 | \$1,048,551 | | \$1,048,551 | \$4,194,205 |
| TOTAL | \$1,981,309 | \$1,981,305 | \$1,981,305 | | \$1,981,305 | \$7,925,224 |

| <u>TRANSPORTATION</u> | <u>8/15/2024</u> | <u>11/15/2024</u> | <u>2/15/2025</u> | <u>3/15/2025</u> | <u>5/15/2025</u> | <u>TOTAL</u> |
|-----------------------|------------------|-------------------|------------------|------------------|------------------|--------------------|
| Warren | \$161,178 | \$161,178 | \$161,178 | | \$161,178 | \$644,712 |
| West Brookfield | \$112,005 | \$112,005 | \$112,005 | | \$112,005 | \$448,020 |
| TOTAL | \$273,183 | \$273,183 | \$273,183 | | \$273,183 | \$1,092,732 |

| <u>TOTAL OPERATING & TRANSPORTATION</u> | <u>8/15/2024</u> | <u>11/15/2024</u> | <u>2/15/2025</u> | <u>3/15/2025</u> | <u>5/15/2025</u> | <u>TOTAL</u> |
|---|--------------------|--------------------|--------------------|------------------|--------------------|--------------------|
| Warren | \$1,093,935 | \$1,093,932 | \$1,093,932 | | \$1,093,932 | \$4,375,731 |
| West Brookfield | \$1,160,557 | \$1,160,556 | \$1,160,556 | | \$1,160,556 | \$4,642,225 |
| TOTAL | \$2,254,492 | \$2,254,488 | \$2,254,488 | | \$2,254,488 | \$9,017,956 |

| <u>CAPITAL WCES ROOF</u> | <u>8/15/2024</u> | <u>11/15/2024</u> | <u>2/15/2025</u> | <u>3/15/2025</u> | <u>5/15/2025</u> | <u>TOTAL</u> |
|--------------------------|--------------------|-------------------|------------------|--------------------|------------------|--------------------|
| Warren | \$25,356.80 | | | \$25,356.80 | | \$50,713.60 |
| West Brookfield | | | | | | |
| TOTAL | \$25,356.80 | | | \$25,356.80 | | \$50,713.60 |

| <u>CAPITAL WCES TECHNOLOGY</u> | <u>8/15/2024</u> | <u>11/15/2024</u> | <u>2/15/2025</u> | <u>3/15/2025</u> | <u>5/15/2025</u> | <u>TOTAL</u> |
|--------------------------------|--------------------|-------------------|------------------|--------------------|------------------|--------------------|
| Warren | \$11,169.30 | | | \$11,169.30 | | \$22,338.60 |
| West Brookfield | | | | | | |
| TOTAL | \$11,169.30 | | | \$11,169.30 | | \$22,338.60 |

| <u>CAPITAL WCES WINDORS & DOORS</u> | <u>8/15/2024</u> | <u>11/15/2024</u> | <u>2/15/2025</u> | <u>3/15/2025</u> | <u>5/15/2025</u> | <u>TOTAL</u> |
|---|--------------------|-------------------|------------------|--------------------|------------------|--------------------|
| Warren | \$20,943.80 | | | \$20,943.80 | | \$41,887.60 |
| West Brookfield | | | | | | |
| TOTAL | \$20,943.80 | | | \$20,943.80 | | \$41,887.60 |

| <u>CAPITAL WCES GYM FLOOR</u> | <u>8/15/2024</u> | <u>11/15/2024</u> | <u>2/15/2025</u> | <u>3/15/2025</u> | <u>5/15/2025</u> | <u>TOTAL</u> |
|-------------------------------|-------------------|-------------------|------------------|-------------------|------------------|--------------------|
| Warren | \$6,299.30 | | | \$6,299.30 | | \$12,598.60 |
| West Brookfield | | | | | | |
| TOTAL | \$6,299.30 | | | \$6,299.30 | | \$12,598.60 |

| <u>CAPITAL QRMHS FACILITIES</u> | <u>8/15/2024</u> | <u>11/15/2024</u> | <u>2/15/2025</u> | <u>3/15/2025</u> | <u>5/15/2025</u> | <u>TOTAL</u> |
|---------------------------------|-------------------|-------------------|------------------|-------------------|------------------|--------------------|
| Warren | \$5,494.30 | | | \$5,494.30 | | \$10,988.60 |
| West Brookfield | | | | | | |
| TOTAL | \$5,494.30 | | | \$5,494.30 | | \$10,988.60 |

| <u>TOTAL CAPITAL</u> | <u>8/15/2024</u> | <u>11/15/2024</u> | <u>2/15/2025</u> | <u>3/15/2025</u> | <u>5/15/2025</u> | <u>TOTAL</u> |
|----------------------|--------------------|-------------------|------------------|--------------------|------------------|---------------------|
| Warren | \$69,263.50 | | | \$69,263.50 | | \$138,527.00 |
| West Brookfield | | | | | | |
| TOTAL | \$69,263.50 | | | \$69,263.50 | | \$138,527.00 |

| <u>GRAND TOTAL</u> | <u>8/15/2024</u> | <u>11/15/2024</u> | <u>2/15/2025</u> | <u>3/15/2025</u> | <u>5/15/2025</u> | <u>TOTAL</u> |
|--------------------|-----------------------|-----------------------|-----------------------|--------------------|-----------------------|-----------------------|
| Warren | \$1,163,198.50 | \$1,093,932.00 | \$1,093,932.00 | \$69,263.50 | \$1,093,932.00 | \$4,514,258.00 |
| West Brookfield | \$1,160,557.00 | \$1,160,556.00 | \$1,160,556.00 | \$0.00 | \$1,160,556.00 | \$4,642,225.00 |
| TOTAL | \$2,323,755.50 | \$2,254,488.00 | \$2,254,488.00 | \$69,263.50 | \$2,254,488.00 | \$9,156,483.00 |

CERTIFIED BY:



DATE:

4/10/2024