Selectmen Meeting
April 4, 2024

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

Open Meeting: 6:00 pm
Pledge of Allegiance:

1. **Presentation by representatives from Verizon One-Talk services on the possibility of upgrading the Town's current phone system for all offices.** The presentation from Verizon is attached. The Select Board agree that this would be a good change. They asked to have it put on the meeting for next week with anticipated vote.

Superintendent Duff asked that we take item number 4 now so that they could leave. The Selectmen agreed.

2. **Discussion with Quaboag Regional School District Superintendent Duff on the proposed amendments to the regional agreement and the FY25 district budget, (Anticipated Vote).** Superintendent went over several items.
    a. On April 12, the School is recognizing the First Responders at a luncheon. The Selectmen are welcome to come.
    b. Thanked Jeremy Olson for speaking with him at 4:00am to let him know the road conditions and with the Police to decide to close the school today.
    c. The eighth-grade students went to Washington DC. It was a great trip.
    d. Earth Day is on the 20th of April and the students from the school are participating.
    e. Thank you to the Finance Committee for allowing me to come and talk about the FY25 budget.
    f. I am working with Chief Lavoie to start an EMT program at the school.
    g. This is the first year that all of the CNA students passed.
    h. The lighting project for the interior of the Middle School and High School will be completed this week. Then they will complete the outside lighting upgrades to LED. Once the upgrades are done at the Middle/High School is completed, they will be doing the lighting upgrades at Warren Elementary.
    i. Working with the Building Inspector to see what we need to do to get a concession stand down by the field.
    j. Thank you to Mrs. Smola for helping us receive two grants, one for the Math Academy and one for upgrading the hardware for the Science Classes.

Mr. Dufresne then asked about the New Regional Agreement. Superintendent Duff said that they had sent a copy to the Department of Elementary and Secondary Education for their approval, but there is one consideration that might stop this from going forward. It is that North Brookfield has to keep their elementary school because they got a grant to put on a new roof and if they close the school that Town has to pay it back. So that might stop the regionalization from happening. Mr. Duff stated that he is only in support of this if it will benefit the two current Towns and decrease the assessment. Mr. Eichacker stated that if this agreement does not reach final approval, the Selectmen would like to redo the current agreement. Mr. Duff stated that he would find out what is entailed in that process and let Mr. Ferrera know. With regard to the school budget, Mr. Dufresne stated that the Selectboard

would like to work toward no above minimum contribution. Mr. Duff stated that is his goal also.

3. **Discussion with the Highway Surveyor on proposed projects for Fiscal Year 2025 Chapter 90 funds and an update on $1,093,733 in funding for storms of July 16 to July 18, 2021, and July 27, 2021. TABLED UNTIL MR. OLSON CAN JOIN US. 4/11/24**

4. **Discussion and appointment Fire Fighters Shawn Boulette and Andrew Giza as Traffic Constables (Anticipated Vote).** Mr. Eichacker made a motion to appoint Shawn Boulette and Andrew Giza as Traffic Constables for a one-year term, 2nd by Mr. Veliz, all in favor, passed unanimously.

5. **Review request from the Sewer Commissioners to start a new employee for the position of operator / mechanic, Justin Peck at a step 1 on the wage scale and upon successfully obtaining a grade four or higher MA Wastewater license be moved to a step 3. (Anticipated Vote)** Mr. Ferrera stated that they had advertised the position and received a particularly suitable candidate and would like to present this to the board. Mr. Eichacker stated that he felt it was a good thing to start him out and give him an incentive to get his license. Mr. Eichacker made a motion to start Justin Peck at the Wastewater Treatment Plant at step 1 and upgrade him to a step 3 once he has successfully obtained a grade four or higher Wastewater license, 2nd by Mr. Veliz, all in favor, passed unanimously.

6. **Acknowledgment of the resignation of Betty-Jo O'Brien, Assistant Assessor, effective April 11, 2024.** Mr. Ferrera stated that they are posting for this position this coming week.

7. **Review submitted proposal by the Collins Center, UMass Boston, for a Classification and Compensation Study for all Town positions.** Mr. Ferrera stated that there are two ways to pay for this: a grant that he can apply for in August or an article for the Annual Town Meeting. He suggested to the Selectmen that they put an article on the Warrant and then if they got the grant, it would just go back to free cash. Mr. Veliz asked what happens if the article does not pass and we do not get the grant. Mr. Dufresne stated that we would have to do it ourselves.

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

9. **Discussion on any potential articles for the Annual and Special Town meeting. (Anticipated Vote)**
    a. Mr. Eichacker asked how much the bill for Architectural Insights Inc. was. It was $1,627.70. Mr. Veliz asked if we had the drawing that they are charging us for. Mrs. Dusty said that she would check. Mr. Dufresne stated that he wanted more of an explanation as to what this bill is for. Mr. Ferrera stated that he would call them and get more details.

b. $25,000.00 for maintenance of Town-owned buildings. This will be put in as a line item for the Selectmen's budget.
c. $25,000.00 for the Wage Classification / Compensation study. This will be presented as an article.
d. By-Law change to codify the Town Administrator position.

10. **Review a request from Cable Advisory for a possible Fiscal Year 2024 CAP increase of $39,000. (Anticipated Vote)** Mr. Baker from WCAT stated that this was to put cameras at the school to help with the annual town meeting. Mr. Eichacker made a motion to approve the increase of $39,000.00 to the Cable Advisory Committee cap, 2nd by Mr. Veliz, all in favor, passed unanimously.

11. **Possible selection of a managed IT provider for the Town. (Anticipated Vote)** Mr. Eichacker made a motion to select Entre as the IT management provider for the Town, 2nd by Mr. Veliz, all in favor, passed unanimously.

12. **Discussion and possible vote on the Selectmen FY25 budget. (Anticipated Vote)** TABLED SO THE $25,00 COULD BE ADDED AS A LINE ITEM.

13. **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.	#58	Vendor	$ 129,091.68
ii.	#59	Payroll	$ 65,556.28
iii.	#60	Vendor	$ 821,684.87

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

i.	Central Mass Regional Planning Commission		$ 10,001.00
ii.	Central Mass Regional Planning Commission		$ 4,999.00
iii.	Northeast IT		$ 3,531.00
iv.	KP Law	$226.77+684.90=	$ 911.67
v.	Amazon	$94.99+54.96=	$ 149.95
vi.	Verizon		$ 141.05
vii.	WB Mason		$ 338.94
viii.	Weston and Sampson		$ 4,000.00

14. **Minutes: Review and possible acceptance of any minutes (Anticipated Vote)** Mr. Eichacker made a motion to accept the minutes for March 28, 2024,2nd by Mr. Veliz, all in favor, passed unanimously.

- **Town Administrator Report:**
    - The bid process for the School Street Phase 2 and the Otis Street project has been sent out and the bids are due back April 24th.
    - Yesterday, Jeremy, Bill Storti (Weston and Sampson), and I met a neighbor that was concerned about the sidewalk on School Street. The resident was pleased to know that there was going to be a concrete sidewalk installed.

- Capital Planning has produced a good rating system and forms. The Sewer Department will be meeting with them at their next meeting
- FinCom will meet next week to go over all of the articles.
- Met with the owner of Hampton Communication Corp. to discuss the contract. He is okay with leaving the price as it stands.
- The assessors met with the applicants for the Assessor Clerk position and will be bringing someone forward to the Selectmen next week.
- Entre IT came in and made a complete record of all computers and laptops in the Town. They have done a rollover with Northeast IT before, so it should be a good transition.

15. New Business: Master Plan Website is up and there are 3 ways you can take the survey: 1) do the QR Code, 2) go to the Website or 3) hard copy in the Selectmen's office.

- **Old Business: NONE**
- **Correspondence: NONE**
- **Comments and Concerns:**
  - Mr. Ferrera wanted to thank all those that were in charge of the Easter Egg Hunt. It was a remarkable success and very well attended.
  - Mr. Kondrat reminded everyone about the Rabies Clinic on Saturday from 9am to Noon at the Highway Barn. The Town clerk will be there so you can license your dog also.
- **Next meeting:** Thursday, April 11, 2024, 6:00 PM
- **Adjourn:** Mr. Eichacker made a motion to adjourn, 2nd by Mr. Veliz, all in favor, adjourned 9:16pm.

Respectfully submitted by
Karen Dusty, Administrative Assistant

Derick Veliz, Clerk

TOWN OF WARREN, MASSACHUSETTS

POLICE DEPARTMENT

1 MILTON O. FOUNTAIN WAY, P.O. BOX 606, WARREN, MASSACHUSETTS 01083
TELEPHONE: 413-436-9595 FAX: 413-436-7674

GERALD N. MILLETTE
CHIEF OF POLICE
James Early
Lieutenant

To: Fire Fighter Shawn Boulette

From: Chief Gerald Millette

Date: April 1, 2024

Re: Traffic Constable

Fire Fighter Boulette,

Thank you for your interest in the traffic control unit here at the Waren Police Department. Your assistance in this Unit will assist the Department provide safe vehicle travel to the motoring public that travel though Warren.

You are scheduled for appointment to the Traffic Unit on Thursday, April 4th, 2024 at 6:00 PM in front of the Board of Selectmen. Hourly compensation for traffic constable is determined by the Patrolman's contract. The current detail compensation is $57.00 per hour.

Thank you for your continued dedication to the Town of Warren by being a member of the Fire Department and now the Traffic Unit.

Sincerely,

Chief Gerlad N. Millette

TOWN OF WARREN, MASSACHUSETTS

POLICE DEPARTMENT

1 MILTON O. FOUNTAIN WAY, P.O. BOX 606, WARREN, MASSACHUSETTS 01083
TELEPHONE: 413-436-9595 FAX: 413-436-7674

GERALD N. MILLETTE
CHIEF OF POLICE
James Early
Lieutenant

To: Fire Fighter Andrew Giza

From: Chief Gerald Millette

Date: April 1, 2024

Re: Traffic Constable

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Thank you for your continued dedication to the Town of Warren by being a member of the Fire Department and now the Traffic Unit.

Sincerely,

Chief Gerlad N. Millette

ATTENDESS

MASTERS
TELECOM

Vahe Kebabjian
Government Account Manager
M 617 851 9429
vahe.kebabjian@verizonwireless.com

Chad Mendelsohn
Government Sales Director
M 334 201 6825
chad@masterstelecom.com

Michael Nugent
Manager - Solutions Architect
M 508 479 2339
michael.nugent@verizonwireless.com

Roger Marshall
Associate Director - SLED
M 508 769 7494
Roger.marshall@verizonwireless.com

MASTERS
TELECOM

verizon
Elite Partner

AGENDA

MASTERS
TELECOM

- INTRODUCTIONS
- ONE TALK OVERVIEW/CAPABILTIES
- EQUIPMENT OPTIONS
- SUPPORT MODELS
- DIFFERENTIATORS
- Q & A

- AUTO ATTENDANT
- HUNT GROUPS
- CALL TRANSFER
- VOICEMAIL TO EMAIL
- 6 WAY CONFERENCE CALLS
- MOBILE APP INTEGRATION
- INTERCOM
- BUSY LAMP FIELD

ONE TALK CAPABILITIES

ONE TALK PRICING

T54 - IP Phone

- Color LCD
- 24 Programmable Keys
- Built-in WiFi & Bluetooth
- BLF Monitoring
- GigE Passthrough

T67LTE- IP Phone

- Touch Screen
- 21 Programmable Keys
- Built-in WiFi & Bluetooth
- BLF Monitoring
- 4G Sim Card: VoLTE Calling

22

No Contract

State of MA ITT-72

Low Upfront Cost

Free Installation

Free Portal Setup

Free Configuration

Free Lifetime Support

$25 Per Month

(Desk Phone Users)

$15 Per a Month

(App Only Users)

Government Customers

Nationwide

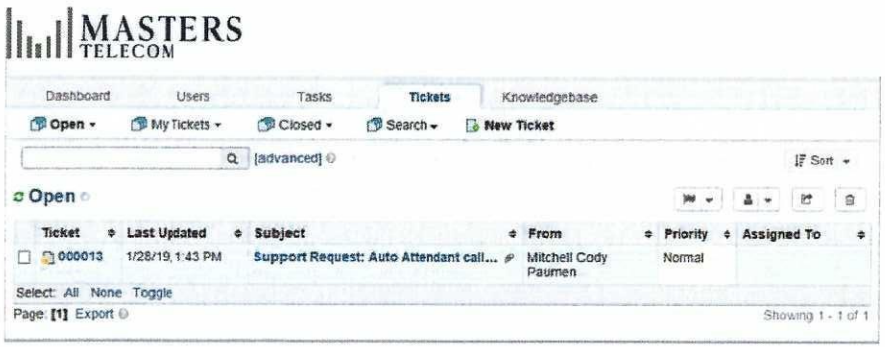
2,000+ Customers

29,000+ lines

State of MA

30+ Customers

500+ lines



ONGOING SUPPORT

- UNLIMITED LIFETIME CUSTOMER SUPPORT
- SUPPORT@MASTERSTELECOM.COM
- HELP DESK TICKETING SYSTEM
- 8AM-8PM MASTERS SUPPORT
- 24X7 SUPPORT VERIZON GOVERNMENT TECH SUPPORT
- 24X7 SELF SERVICE MYBUSINESS PORTAL
- TRAINING CARDS

SUPPORT CARDS

ONE TALK SUPPORT

MASTERS TELECOM

MASTERS TELECOM: (561) 531-0462
SALES: OPTION 3
SUPPORT: OPTION 5

Tier Two Escalations
Support Manager
(561) 353-8966
TierTwo@MastersTelecom.com

Support Ticketing System
Support@MastersTelecom.com

Verizon One Talk Support:
(800) 922-0204

One Talk Training Resources:
www.verizon.com/support/one-talk/

SIMULATORS

www.masterstelecom.com

verizon

ONE TALK - CALL FEATURES

DIRECT TRANSFER - 2 OPTIONS:
Simply Press the Speed Dial Button (with or without Caller on Hold) Select Transfer Button >> Dial Ext. or Number >> Press Direct Button

CONSULTATIVE TRANSFER:
Press Transfer Button >> Dial Ext. or Number >> Press Consult Button >> Press Transfer (after consulting)

SEND CALLER STRAIGHT TO VOICEMAIL:
Press Transfer Button >> Dial: **55 + Ext. >> Press Direct

CONFERENCE CALLS:
Place 1st Call On Hold >> Press 2nd Ext. Line >> Place 2nd Call >> Press Conference Button >> Repeat to Add Additional Callers (6 Callers Maximum)

VOICEMAIL:
Press the Envelope Button on the Desk Phone >> Select Language >> Select Password >> Select Voice Signature >> Select Greeting to Choose One of the Following: Personalize or Standard

DIFFERENTIATORS

MASTERS
TELECOM

- MOBILE APP INTEGRATION
- BUILT-IN REDUNDANCY
- SIMPLE INSTALLATION
- SELF-SERVICE WEB PORTAL
- FREE SET-UP & LIFETIME SUPPORT
- #1 WIRELESS NETWORK
- NO CONTRACT
- NO LICENSING, MAINTENANCE OR SOFTWARE UPDATE COSTS
- NO PBX SERVER OR OTHER EQUIPEMNT REQUIRED

MASTERS
TELECOM

Q & A

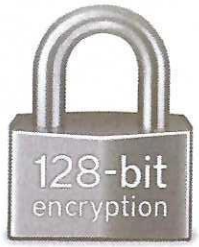
THANK YOU

Desk Phone Security

Security and authentication are critically important, since the One Talk endpoints may connect over third party access networks. The One Talk desk phones and One Talk mobile apps use the following security mechanisms:

X.509 Security Certificates inserted into the phones during manufacturing

Signaling is protected using TLS cryptography



128-bit keys are used for crypto algorithms to increase key strength

Voice and Video Media is protected by SRTP(secure Real-time Transport Protocol)

ONE TALK ACCESSORIES

EXP50

$90

- 4.3" 272x480 pixel color screen
- Color icons for rich visual experience
- 20 physical keys on each page with dual-color LEDs
- Three independent control keys with illuminated LED for fast switching pages
- Stand with 2 adjustable angles
- Compatible with T53, T54, and T57

W78HV

$129

- .4" 240 x 320 TFT color screen
- Up to 20-hours of talk time
- Up to 160-hour standby time
- Quick charge feature (10-minute charge time for 2-hour talk time)
- HD audio and noise cancellation
- Headset connection via BT or 3.5 mm jack

W59VR

$135

- Rugged DECT handset for W60 IP DECT phone
- IP67 protection rating
- Scratch resistant, disinfectant resistant
- 1.8" 128x160 TFT color screen, color screen, HD voice, and FNR (Flexible Noise Reduction)
- Built-in Bluetooth
- Up to 28 hrs. talk time (18 hrs. with BT headset)
- Up to 360 hrs. standby time (200 hrs. BT headset)

EHS40 Wireless Headset Adapter

EHS36 Wireless Headset Adapter

- 1 x USB 2.0 connector
- 1 x RJ45 (8P8C)/1 x RJ9 (4P4C) output port
- Compatible with Jabra, Plantronics, Sennheiser wireless headsets
- Answer incoming call through remote wireless headset
- Terminate calls using remote wireless headset key
- Incoming calls are signaled in the headset earpiece

CPW65 DECT Wireless Mics for CP965

$199

PoE Injector for CP960

TOWN OF WARREN
BOARD OF SEWER COMMISSIONERS
P.O. BOX 1537
WARREN, MASSACHUSETTS 01083

THE TOWN OF WARREN IS AN EQUAL OPPORTUNITY PROVIDER.

April 2, 2024

Warren Board of Selectmen
Charles E. Shepard Municipal Building
48 High Street
Warren, MA 01083

Dear Board of Selectmen:

Last week, Justin Peck of Southbridge was interviewed for the position of Wastewater treatment plant Operator/mechanic, a position that has remained unfilled for five months. The labor market has made it impossible to fill the position at the current entry-level minimum of $22.83 per hour.

The Board of Sewer Commissioners would like to extend a job offer to Mr. Peck. Based on Mr. Peck's years of professional work experience we believe that he will be an asset to the department. We are respectfully requesting that the Board of Selectmen allow us to offer him the job with a starting pay of $23.51 (Step 1) per hour for FY24, for the position of WWTP Operator/mechanic. Upon obtaining a grade four or higher MA Wastewater license we are respectfully requesting that Mr. Peck be moved to a Step 3.

Your attention to this matter is greatly appreciated.

Sincerely,
Warren Board of Sewer Commissioners

Joan A. Lavigne

Joan A. Lavigne, Chair

Town Administrator

From: BettyJo OBrien <obrienbetty3@gmail.com>
Sent: Tuesday, April 2, 2024 7:08 AM
To: bmartin
Cc: kkellygaray@gmail.com; David Dufresne; Richard Eichacker; Derick Veliz; Town Administrator
Subject: Resignation

April 2, 2024

Dear Bruce:

Please accept this as my formal resignation from my position as Assistant Assessor.

My last day will be April 11, 2024.

Sincerely,
Betty-Jo O'Brien

UMASS BOSTON

EDWARD J. COLLINS, JR. CENTER FOR PUBLIC MANAGEMENT
JOHN W. McCORMACK GRADUATE SCHOOL OF POLICY AND GLOBAL STUDIES
UNIVERSITY OF MASSACHUSETTS BOSTON

100 Morrissey Boulevard
Boston, MA 02125-3393
P: 617.287.4824
F: 617.287.5566
mccormack.umb.edu/centers/cpm
collins.center@umb.edu

Jim Ferrera
Town Administrator
48 High Street
PO Box 609
Warren, MA 01083

April 1, 2024

Dear Mr. Ferrera

The Edward J. Collins, Jr. Center for Public Management is pleased to present this proposal to The Town of Warren for a Classification and Compensation Study.

The Center was established in 2008 in the McCormack Graduate School of Policy and Global Studies to further the public service mission of the University of Massachusetts Boston. The Center provides technical assistance to municipalities, school districts, regional governments, and state agencies on all aspects of public management.

The Center is a Massachusetts state government entity. Consequently, the laws of the Commonwealth do not require the Town and the University to engage in a statutory procurement process before executing a contract.

Please review the proposal that follows and let us know if you have any questions. Thank you for your consideration.

Sincerely,

Sarah Concannon
Director of Municipal Services
Edward J. Collins, Jr. Center for Public Management
McCormack Graduate School of Policy and Global Studies
UMass Boston

PROPOSAL FOR CLASSIFICATION AND COMPENSATION STUDY TO THE TOWN OF WARREN

1. Overview

The Collins Center understands that the Town of Warren is interested in a proposal to review and develop a modern and comprehensive classification and compensation system. The Center will analyze the current classification and compensation system in use for positions included in the study and will recommend modifications to best address the needs of the town. Updated job descriptions will be drafted to ensure accuracy and legal compliance, and a compensation system will be recommended that reflects the labor market and needs of Warren.

Based on the existing position and grade chart sent to Center representatives, the Town wishes to review about 45 titles. Any significant refinement of the number of titles may impact the budget for this proposal.

2. Project Deliverables

The deliverables will be as follows:

1. *New or updated job descriptions for all town positions including part-time and seasonal.*
2. *Labor Market Survey*
3. *Classification and Compensation Plan*
4. *Final Report to include introduction, explanation of methodology, position descriptions (under separate cover), and recommendations.*

3. Workplan

In order to complete the noted deliverables, the project team will follow the workplan outlined below:

Step 1: Initial Project Meeting

The Center will meet with the Project Liaison to clarify the scope of the project and the approach, and particularly to plan the scheduling of the review. The Center will review the existing classification structure and related By-laws.

Step 2: Creation of Comprehensive Draft Position Descriptions

The Center will create and/or update comprehensive draft position descriptions. The descriptions will reflect the skill level and the essential functions of each position without listing every conceivable duty and will comply with statutory requirements. The following is the procedure to be followed:

1. A virtual orientation session will be held to explain the process and the questionnaire to be completed by all incumbents and reviewed by supervisors. If the session is virtual, we recommend a recording of the session so that it can be reviewed by staff who are unable to attend.

2. Incumbents of study positions will be given a position questionnaire to complete. Current job descriptions, if they exist, will be reviewed and incorporated as appropriate. Employees will submit the questionnaires to department heads for comment prior to submittal to the Project Liaison.
3. Individual interviews will be conducted as necessary to review completed questionnaires to verify and clarify information contained within the questionnaires. Employees holding the same position in the same department may be interviewed together. These interviews may be virtual. If new information is obtained in the interview, supervisors may be asked for comment.
4. Draft/updated position descriptions will be submitted to the Project Liaison for distribution to incumbents and supervisors for review and comments.
5. Comments received will be received and, where appropriate, incorporated into the position descriptions.
6. Position descriptions will be finalized and submitted to the Project Liaison for final approval.

Step 3: Classification of Positions
The Center will classify each of the positions using a point factor analysis system applied to the job descriptions produced in Task 2. The factors include supervisory responsibilities, complexity, judgement, physical requirements, and work environment. The Center will review the initial findings with the Project Liaison.

Step 4: Labor Market Survey
A labor market salary survey will be conducted of approximately 10-12 municipalities to collect base pay for study positions. The Center will work with the Town to determine which municipalities will be used for comparison for the market survey. Responses to surveys are typically the most challenging aspect of a study. Assistance from the client is frequently needed in follow-up.

Step 5: Creation of Salary Schedule
The Center will review the existing classification of positions and will develop a salary schedule using grades and ranges, or a similar instrument, which will coincide with the classification of positions and the market salary survey. The Center will review the proposed salary schedule with the Project Liaison.

Step 6: Creation of Classification and Compensation Plan
Based on the results of the creation of position descriptions and rating, along with the results of the market survey, the Center will develop a recommended classification and compensation plan.

Step 7: Submittal of Draft Report
The Center will prepare a draft report, to be submitted to the Project Liaison for review which will include the methodology used, the findings and recommendations on classification and compensation. Positions descriptions will be provided under separate cover in electronic form. Comments on the draft report will be received, and edits will be made where appropriate.

Step 8: Submittal of Final Report
The Center will submit a final report which will include an introduction, explanation of methodology, positions descriptions, and recommendations. The Center will make one public presentation of the final report and results if requested.

4. Responsibilities

Responsibilities of the Center

The Center project team will act at all times in an attentive, ethical, and responsible manner. The Center will assign a project manager, who will serve as the primary point of contact for the duration of the project. The project manager shall be available to the Town of Warren to discuss any issues or challenges. Throughout the course of the project, the project manager shall facilitate completion of work according to the agreed-upon timeline and communicate with the client project liaison to discuss and resolve any issues with the timeline and to consider proposed modifications to the timeline.

Please note that the Collins Center does not provide legal services or accounting services.

Responsibilities of The Town of Warren

The Town of Warren will identify a project liaison to the Center for the duration of the work. The project liaison will have responsibility for communicating the nature and value of the project to employees and managers and for managing logistics throughout the project (e.g., scheduling meetings, identifying meeting space, etc.).

The Town of Warren shall agree to provide necessary access to its employees, records, and agreed-upon data, and to respond to requests for information, comment, and scheduling in a timely manner.

The Town of Warren will stand behind the accuracy and completeness of data provided to the Center for work on the project. If there are questions or concerns about data accuracy or completeness, these will be made known to the project team when the data is provided.

The project timeline will be determined in conjunction with The Town of Warren prior to finalizing the agreement. To facilitate completion of work according to the timeline, The Town of Warren will provide timely response to requests. This shall include but not be limited to provision of documents and data, access to employees, officials and/or facilities, feedback on Center work products, etc. The project team will work to schedule the initial project meeting upon receipt of any preliminary documents and data requested.

The project liaison will work with the Center project manager to discuss and resolve any issues with the timeline and to consider any proposed modifications to the timeline.

For all steps in the workplan, delays in the schedule not caused by the Center, requests for expansion of scope, or other significant unforeseen developments may lead to a renegotiation of scope, timeline, cost, or all three.

5. Timeline

Below is the preliminary proposed project timeline.

Event	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6
Step 1: Initial Project Meeting	XXXX					
Step 3: Creation of Comprehensive Draft Position Descriptions	XXXX	XXXX	XXXX			
Step 3: Classification of Positions			XXXX	XXXX		
Step 4: Labor Market Survey			XXXX	XXXX	XXXX	
Step 5: Creation of Salary Schedule				XXXX	XXXX	
Step 6: Creation of Classification and Compensation Plan					XXXX	
Step 7: Submittal of Draft Report					XXXX	XXXX
Step 8: Submittal of Final Report						XXXX

6. Fee for Services

The Collins Center will provide the scope of services presented in this proposal for an all-inclusive fee of $25,000 based upon 45 titles (price subject to change if the number of titles increases). The Center will invoice the town for the full amount following delivery of the final report.

7. References

Please feel free to contact any previous client. The following are a few representative references. Additional references can be provided upon request.

Hampshire County Retirement Board
Classification, Compensation and Benefit Review
Patrick Brock, Chairman
patrick@hampshireretirementma.org
413-584-9100

Town of Edgartown
Classification and Compensation Study
Kim Lucas, Human Resources Director*
508-627-6150
personnel@edgartown-ma.us

*Kim implemented the plan in Edgartown, after replacing the HR Director; she was also the coordinator for a project with the Collins Center for the Town of Tisbury, her previous position

Town of Millis
Classification Reviews of non-union employees; Personnel Policy Manual
Karen Bouret/Operations Support Manager
508-376-7040
KBouret@millisma.net

Town of Ashland
Compensation & Classification Study
Michael Herbert, Town Manager
508-881-0100
mherbert@ahslandmass.com

Town of Easton
Three different classification studies, including two surveys
Analysis of shared Human Resources with School Department
Mary Southworth, Human Resources Manager
508-230-0510
msouthworth@easton.ma.us

SELECTED LIST OF COLLINS CENTER CLASSIFICATION AND COMPENSATION PROJECTS

MUNICIPALITY	PROJECT
East Bridgewater	Classification and Compensation
Groveland	Classification and Compensation
Southborough	Classification and Compensation
Somerville Public Schools	Classification and Compensation
Webster	Classification and Compensation
West Newbury	Classification and Compensation
Williamsburg	Classification and Compensation
Northborough	Classification and Compensation
Dover	Compensation
Grafton	Classification and Compensation
Hampshire County Retirement Board	Compensation and Benefit Review
Methuen	Compensation and CBA comparison
Uxbridge	Classification and Compensation
Deerfield	Classification and Compensation
Hampden	Classification and Compensation
Peabody Public Schools	Classification and Compensation
Stow	Classification and Compensation
Worthington	Compensation
Abington	Classification and Compensation

Acton	Classification and Compensation
Andover Public Schools	Classification and Compensation
Barnstable County Retirement Board	Classification and Compensation
Chatham	Classification and Compensation
Chelsea Public Schools	Classification
Erving	Classification and Compensation
Gosnold	Classification and Compensation
Hancock	Classification
Lexington Public Schools - Clerical	Classification and Compensation
Lexington Public Schools - Professional	Classification
Marion	Classification and Compensation
Marshfield	Classification and Compensation
Methuen	Compensation
New Marlborough	Classification and Compensation
Paxton	Classification and Compensation
Sudbury	Pay Equity
Tisbury	Compensation
Townsend	Classification and Compensation
Wakefield - Public Works	Classification and Compensation
Wareham	Compensation
West Boylston	Classification and Compensation
Wilmington	Classification and Compensation
Boston	Pay Equity
Boylston	Classification and Compensation
Brookfield	Classification and Compensation
Chelmsford	Compensation
Chelmsford	Pay Equity
Chicopee	Classification and Compensation
Dukes County Regional Housing Authority	Classification and Compensation
Easthampton	Classification and Compensation
Hanson	Classification
Lexington - Recreation	Classification
Northampton	Classification and Compensation
Northampton Public Schools	Classification and Compensation
Sunderland	Compensation
Wareham	Classification and Compensation

Whitman	Classification and Compensation
Brockton	Classification
Committee for Public Council Services	Classification
Deerfield	Compensation
East Longmeadow	Classification and Compensation
Edgartown	Classification and Compensation
Groton	Compensation
Hudson Public Schools	Classification and Compensation
Lexington- Community Development	Classification
Mendon	Classification
Princeton	Classification and Compensation
Spencer	Classification and Compensation
Westfield	Classification and Compensation
Worthington	Classification and Compensation
Wrentham	Compensation
Aquinnah	Classification and Compensation
Arlington	Classification
Canton	Classification and Compensation
Tisbury	Classification and Compensation
Westfield	Classification and Compensation
Westwood	Classification and Compensation
Ashland	Classification and Compensation
Chelsea Public Schools	Classification
Duxbury	Compensation
Easton	Classification and Compensation
Easton	Compensation
Hudson Public Schools	Classification and Compensation
Mendon	Classification and Compensation
Southwick	Classification and Compensation
Wakefield - Town Hall	Classification
Wenham	Classification and Compensation
Wrentham	Classification and Compensation
Ashland	Classification and Compensation
Brockton Public Schools	Classification and Compensation
Easton	Classification and Compensation
Everett	Compensation

Medway	Classification
Wakefield - Clerical	Classification and Compensation
Chelsea Public Schools	Classification and Compensation
Hamilton	Classification
Hardwick	Classification and Compensation
Hudson Public Schools	Classification and Compensation
Millis	Classification and Compensation
Wrentham	Classification and Compensation
Somerville	Classification and Compensation
Hudson Public Schools	Classification and Compensation
Millis	Classification and Compensation
Ashby	Classification and Compensation
Ayer	Classification
Seekonk	Classification

**Ongoing*

Memo

To: Town Administrator

From: Cable Advisory Committee

cc: Finance Committee, Board of Selectmen

Date: March 29, 2024

Re: Request for CAP increase for FY24

Cable Advisory is requesting a CAP increase for our FY24 spending of $39,000.00.To allow a total spending for FY24 of $69,000.00 This is to cover the cost of 2 recent quotes we received from Ocker's Companies for a buildout of video equipment at the QRMHS Auditorium and Media Center as well as a quote for the building of 2 new production desks to replace current desks and house equipment in our studio.

Ocker's has provided both projects as separate quotes and a quote merging the projects together to reduce some of the labor costs.

The buildout at QRMHS will involve installing 4 PTZ (Pan, Tilt, Zoom) cameras, at QRMHS. 3 in the Media Center and 1 in the Auditorium. It includes 2 additional PTZ Cameras to be tripod mounted and can be used in various locations. The buildout includes all wiring for the system and required components to connect with our current portable system being used at the school. This buildout will not only reduce set-up time and equipment wear while producing programs at the school. It is the beginning stages of our future plans to begin broadcasting on our 2nd contracted channel with Comcast which will be dedicated to educational programming and the Quaboag School District.

The production desk project includes building 2 custom desks to replace the aging desks that we currently use that were custom made for the equipment at the time. The current desks make it quite difficult for more than 1 operator to operate equipment limiting some improvements to our programming that we have planned upcoming. The replacement desks are better suited to house equipment and will be much more compatible for future equipment upgrades.

We will be happy to provide further information on these projects and will be happy to answer any questions you may have. We look forward to your continued support of Public Access Operations

Respectfully,

Travis Baker, Lisa Mundell, Brandon Chiasson, Dimitra Stefanou

BOARD OF SELECTMEN MEETING

CHARLES E. SHEPARD MUNICIPAL BUILDING

DATE: 4/4/24

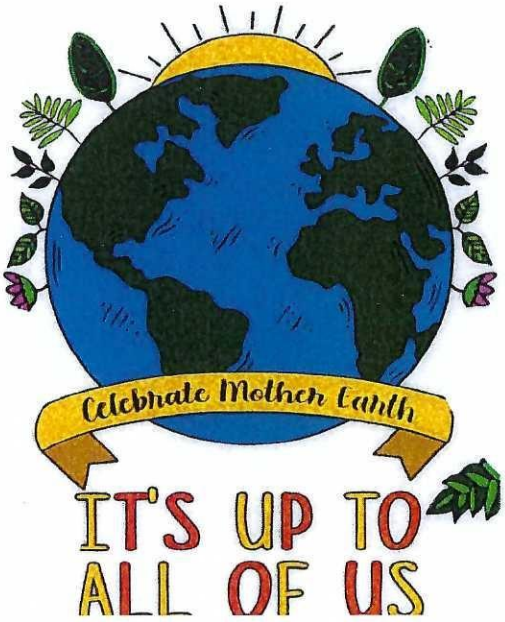
Attendee: Joseph E. Randlett, Jr.	Attendee:
Attendee: Andre Cote	Attendee:
Attendee: Adam Lavoie	Attendee:
Attendee: Ray Kopacko	Attendee:
Attendee: Shawn Boulette	Attendee:
Attendee: Steven Duff	Attendee:
Attendee: Vahe Kibabjian	Attendee:
Attendee: Michael Nugent	Attendee:
Attendee: Roger Marshall	Attendee:
Attendee:	Attendee:
Attendee:	Attendee:
Attendee:	Attendee:
Attendee:	Attendee:
Attendee:	Attendee:

Warren - West Warren
EARTH DAY
Community Cleanup

Saturday, April 20, 2024
9:00am - 12:00pm

Rain date: April 21st

Volunteers Needed!



Adults ~ Supervised Children ~ Teens

Let us know you're coming....
Sign up here:
https://forms.office.com/r/puDfQSQ0mf

Help keep your town clean & beautiful !

Pick up your bags & street assignment
at Warren Community Elementary School
circle parking lot at 8:45 a.m.