

Selectmen Meeting  
March 28, 2024, 6PM

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 Quaboag Regional School District Superintendent Duff on the proposed amendments to the regional agreement and the FY25 district budget, (Anticipated Vote).** **TABLED UNTIL APRIL 4<sup>TH</sup> MEETING**
2. **Discussion on the Town's first right of refusal for the property located at Lot 18, Town Farm Road in Warren, second record, (Anticipated Vote).** Mr. Eichacker made a motion to wave the first right of refusal, second record, for Lot 18 Town Farm Road, in Warren, 2<sup>nd</sup> by Mr. Veliz, all in favor, passed unanimously.
3. **Acknowledgement from the Governor and Lt. Governor on the Town's FY25 Chapter 90 allotment and discussion of proposed projects.**
4. **Acknowledgement of the resignation of Mildred Gushue, parking clerk, and discussion on filling the vacancy.** Mr. Dufresne thanked Mrs. Gushue for all of the time she worked for the Town. It was decided that Mr. Ferrera would send out an email seeking any Town employees who would be interested in the Parking Clerk position. This appointment is tabled until next week.
5. **Acknowledgement of the resignation of Christopher Elmore, operator/mechanic wastewater treatment plant.**
6. **Acknowledgement of the pending Police retirement of Lt. James Early and posting of the position.**
7. **Discussion on Articles for the June 13, 2024, Special Town Meeting / Annual Town Meeting.**
8. **Review proposals and possible selection of a company for managed IT services for the Town. (Anticipated Vote)** Mr. Ferrera asked that the Board table this until he can get a firm bid from Entre Technologies.
9. **Discussion on items for FY25 Capital Planning. (Anticipated Vote)** Mr. Ferrera stated that a company came out and checked the windows and they are fine. They just need to be straightened and recalked. The brick needs to be repointed in several areas. The Board was fine with the capital project of repointing the brick, updating the computers/laptops, and the Wage Classification/Compensation study.
10. **Discussion and possible vote on the Selectmen FY25 budget. (Anticipated Vote)**  
**TABLED UNTIL A FIRM PRICE FROM ENTRE**

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**11. Warrants & Bills (Anticipated Vote)**

- a. Warrants: Mr. Eichacker made a motion to pay the following warrant, 2<sup>nd</sup> by Mr. Veliz, all in favor, passed unanimously.

i. #57 Payroll \$ 49,975.20

- b. Bills: Mr. Eichacker made a motion to pay the following bills, 2<sup>nd</sup> by Mr. Veliz, all in favor, passed unanimously.

i. B-G Mechanical	\$1563.50+1615.46=\$	3,178.96
ii. Marlin Leasing	\$	1,107.23
iii. SBA Structures, LLC	\$	1,753.85
iv. Hampden Communications	\$	1,500.00
v. Smith Vocational	\$	6,692.00
vi. National Grid	\$	239.19
vii. Weston & Sampson	\$	4,000.00
viii. Comcast Business	\$	20.78

- 12. Minutes: Review and possible acceptance of any minutes (Anticipated Vote).** Mr. Eichacker made a motion to accept the minutes from March 14<sup>th</sup> 3pm & 6PM, and March 21<sup>st</sup>, 2<sup>nd</sup> by Mr. Veliz, all in favor, passed minutes approved.

• **Town Administrator Report:**

- The Verizon temporary phone has made it to most offices. Verizon will be coming in on the 4<sup>th</sup> of April for a final presentation. After some negotiations they lowered the cost of the phones to \$5,700.00 and the anticipated monthly bill to \$922.00.
- Capital planning is working through the requests, they will be meeting with Highway and Fire next week.
- The Sewer Department has interviewed a person to take the place of the one that just quit. We are going through the process of hiring him.
- The Police posted the position of Lieutenant until April 16<sup>th</sup>.
- The training for all of the employees on Wednesday the 27<sup>th</sup> was very helpful and successful. All One Health did a fantastic job.
- The articles for the Special and Annual Town Meetings are due on April 2<sup>nd</sup> so that the Finance Committee and the Board can review them.
- Earth Day is coming up and I would like to propose that we do a clean-up of the Downtown District. Invite the residents to join us. We would do this on Saturday April 20<sup>th</sup> starting at 8:30am.
- Lucy Stone Easter Egg Hunt Saturday March 30 starting at 10:30.
- Tuesday night after the Capital Planning meeting, I was able to attend a meeting with CMRPC where we obtained a grant for \$7,925.00 to cover the entire cost of a diagnostic of the Zoning By-Laws.
- The Building Inspector has put on the website a new complaint form to be filled out and signed by anyone that has a complaint on a building in town, along with the updated fee schedule and application for permits.

• **New Business: NONE**

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- **Old Business:**

- Mr. Eichacker asked Mr. Thibodeau about the railroad ties. Mr. Thibodeau stated that he did speak with Representative Smola, and he hadn't gotten anywhere. Rep. Smola thought he had another route he could take and would get back to him in a couple of weeks.

- **13. Correspondence:**

- The Lost Art store in Town flyer as attached.
- Letter from Raphaelson & Raphaelson Attorneys for BOH and Selectmen, this will be handled by the Board of Health at their next meeting.

- **Comments and Concerns:**

- Mr. Eichacker made the comment that the Board of Health is doing such a great job and have the Select Board's full support
- Mr. Kondrat stated that Friday is Good Friday and also Nation Vietnam Veterans Day.

- **Next meeting:** Thursday, April 4, 2024, 6:00 PM

- **Adjourn:** Mr. Eichacker made a motion to adjourn, 2<sup>nd</sup> by Mr. Veliz, all in favor, adjourned 8:35pm

Respectfully Submitted by  
Karen Dusty, Administrative Assistant

  
Derick Veliz, Clerk

# *The Lost Arts LLC*

954 MAIN ST. WARREN, MA

## HOURS

WEDNESDAY - FRIDAY

11AM - 6PM

SATURDAY & SUNDAY

10AM - 6PM

*Lynn Krantz*

413-883-3692



*Emily Jasmin*

413-544-4011

*www.TheLostArtsMA.com*

# Town of Warren

## Capital Planning Committee



### Capital Project Request Form

Department: Board of Selectmen  
Submitted by: Town Administrator

Date Prepared: 3/13/2024

Department Head Signature: \_\_\_\_\_

**A Capital Project is defined as Follows:**

- Has a cost of \$25,000 or greater
- Has a useful life of 5 years or more

**1) Project Title:**

Repoint Brick, selected areas of the Shepard Building

**2) Purpose of Request: (Check one)**

- \_\_\_\_\_ New Item
- \_\_\_\_\_ Replacement
- ☒ Maintenance
- \_\_\_\_\_ Other

**3) Cost:**

Estimated Costs \$35 a square foot for Repointing work  
Replace brickwork \$200 a square foot  
Mics. Sealant Installation \$60 per linear foot  
\$200,000 - \$250,000 Estimated

**4) Trade in value (If applicable):** N/A

**5) Detailed Description:**

Repair brick around the Shepard Municipal Building

**6) Department Priority:** A

(For multiple department projects only)

**7) Location:** Shepard Building – Exterior

**8) Useful Life:**

20 Years

**9) Grant monies available (Y/N):** \_N\_

**10) Justification:**

To prevent the building useful life and further water damage.

**11) Impact to Operating Cost:**

**\*Please attach any additional information that would be helpful in understanding the proposed project.**

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**A Capital Project is defined as Follows:**

- Has a cost of \$25,000 or greater
- Has a useful life of 5 years or more

1) Project Title:

Updating computers – Desktops and some laptops

2) Purpose of Request: (Check one)

- \_\_\_\_\_ New Item
- ☒ Replacement
- \_\_\_\_\_ Maintenance
- \_\_\_\_\_ Other

3) Cost:

\$25,000.00 - \$35,000.00 Estimated

4) Trade in value (If applicable): N/A

5) Detailed Description:

A recent report by our IT provider identified 20 units that need to be replaced.

6) Department Priority: A

(For multiple department projects only)

7) Location: N/A

8) Useful Life:

5-7 years

9) Grant monies available (Y/N): N

10) Justification:

Are not windows 11 compatible and could be a security concern.

11) Impact to Operating Cost:

**\*Please attach any additional information that would be helpful in understanding the proposed project.**



## Windows 11 Compatibility

Highlighted PCs = Unsure who is using them

PC Name	Last Logged in User	Age	Windows 11 Compatible?	Recommendation
BUILDING-AND-PL	Planning Board	6th Gen	No	Replace
CBL-0066451	Adminitrator	6th Gen	No	Replace
CONSERVATION	Warren	4th Gen	No	Replace
INSPECTOR-PC	BuildingInspector	4th Gen	No	Replace
LAPTOP-TMOARDBC	Highway	10th Gen	Yes	N/A
SELECTMAN-PC	Selectboard	9th Gen	Yes	8GB RAM increase to 16GB current price for 1 x 8 \$35
TAXCOLLECTOR-PC	TaxCollector	9th Gen	Yes	8GB RAM Increase to 16GB current price for 1 x 8 \$35
TOW-LAPTOP-WCAT	LocalAdmin	11th Gen	Yes	N/A
TOW-LAPTOP03	Treasurer	5th Gen	No	Replace
TOW-LAPTOP04	Town Administrator	5th Gen	No	Replace
TOW-LAPTOP05	Accountant	4th Gen	No	Replace
TOW-LAPTOP06	Building Inspector	5th Gen	No	Replace
TOW-TAX02	Ron	6th Gen	No	Replace
TOWNCLERK-PC	Town Clerk	6th Gen	No	Replace
TOWR-ASRCLERK	astassessor	4th Gen	No	Replace
TOWN-ASSESSOR	SYSTEM	4th Gen	No	Replace
TOWR-WS01	Accountant	8th Gen	Yes	8GB RAM Increase to 16GB current price for 1 x 8 \$35
TOWR-WS02	Treasurer	8th Gen	Yes	8GB RAM increase to 16GB current price for 1 x 8 \$35
TOWR-WS04	Highway	8th Gen	Yes	8GB RAM increase to 16GB current price for 2 x 8 \$70
TOWR-WS05	SewerClerk	10th Gen	Yes	8GB RAM increase to 16GB current price for 1 x 8 \$35
TOWR-WS06	ParkingClerk	4th Gen	No	Replace
TOWR-WS07	SYSTEM	6th Gen	No	Replace
TOWR-WS08	Maintenance	6th Gen	No	Replace
TOWR-WS09	TownAdmin	4th Gen	No	Replace
TOWR-WS10	Cemetery	8th Gen	Yes	N/A
TOWR-WS10	BoardofHealth	7th Gen	No	Replace
TOWR-WS11	ParkRec	8th Gen	Yes	N/A
TOWR-WS13	Assessor	12th Gen	Yes	N/A
TOWR-WW-WS01	WarrenWWTP	4th Gen	No	Replace
TOWR-WW-WS02	SYSTEM	10th Gen	Yes	N/A
TREASURER-PC	Atreasurer	6th Gen	No	Replace
WARFD-001	fire	2nd Gen	No	Replace
WSC-LAPTOP02	LocalUser	10th Gen	Yes	8GB RAM increase to 16GB current price for 1 x 8 \$35

## Server Software

VMware software upgrades are included in your active VMware Support contract.

VMware ESX version 6.7 update 3 is a currently supported version.

## Server Hardware

ToWr-ESX01 – Purchased in 2019; warranty valid until 4/12/2023.

Should extend server warranty.

# Town of Warren

## Capital Planning Committee



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Department Head Signature: \_\_\_\_\_

**A Capital Project is defined as Follows:**

- Has a cost of \$25,000 or greater
- Has a useful life of 5 years or more

1) Project Title:

Wage Classification / Compensation Study

2) Purpose of Request: (Check one)

- ☒ New Item
- ☐ Replacement
- ☐ Maintenance
- ☐ Other

3) Cost:

\$25,000.00 - \$30,000.00

4) Trade in value (If applicable): N/A

5) Detailed Description:

Develop a new wage Classification / Compensation Study for FY26.

6) Department Priority: A

(For multiple department projects only)

7) Location: N/A

8) Useful Life:

3 years

9) Grant monies available (Y/N): Y

Community Compact – Best Practices

10) Justification:

Current Wage Classification / Compensation Study set to expire in FY25.

11) Impact to Operating Cost:

**\*Please attach any additional information that would be helpful in understanding the proposed project.**

3-19-2024

3/20/2024

Dear James Ferrera

Please accept this letter of resignation from my position as Operator/Mechanic at the Waste Water Treatment Plant. My last day to work will be 3-19-2024

I appreciate the opportunity.

Sincerely,

Chris Elmore

Christopher Elmore  
Operator/Mechanic  
Waste Water Treatment Plant



## TOWN OF WARREN, MASSACHUSETTS P O L I C E   D E P A R T M E N T

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  
*Lieutenant James Early*

Date: 03/04/2024  
Re: Retirement from the Warren PD  
To: Chief Millette, Board of Selectmen,

I am writing this letter to inform the Town of Warren, that I am officially announcing my retirement from my time as a police officer. After seventeen years in law enforcement, I have decided that I will be stepping away from the occupation, I once believed to be an honorable and respected profession. The last several years have changed my perspective, intern has caused me to re-evaluate why I was doing a job that I could lose my life, my livelihood, and my freedom. Society has shown me that people are far too selfish, bombarded with entitlement, alongside woke ideology that has swept the nation, demonizing the men and women whom have signed up to protect them.

I have decided that my morals and ethos are in opposition to today's general population. The traditional family values that I believe in and vowed to uphold are no longer held in high regard, which has pushed my decision. When I came to Warren, I was motivated with good intentions for the department to move forward to bring the community and the department closer together. As I have watched and observed how the country now would rather crucify a police officer rather than prosecute a criminal, this has caused a paradigm shift. I do not have the empathy that I once had when I entered the profession, a sense of apathy is what I have left. Due to this level of constant confliction that I face daily coming to work, the sacrifice to my mind, body, spirit, to not know if I would return home to those I truly care most about is no longer worth the paycheck.

All has not been negative, during my time with the Warren Police Department, I have been able to progress to the supervisor that I always wanted to have. I was able to obtain grants which provided equipment and monetary opportunities for the department's personnel. I was able to show some of the officers what I believe a supervisor should be. A leader who takes command in any situation, at any time, someone who could be there for them personally and professionally, ultimately a guide to those navigating this career path for the first time. I believe in training and providing the most knowledge possible to our officers, in this area I was most passionate. I am thankful to have been apart of the Warren Police Department and provided the opportunity to grow as a person and a professional. I would like to say thank you to Chief Millette and the Board of Selectmen for the opportunity and wish the Town of Warren the best of luck, to the members of the Warren Police Department, stay vigilant and may God be at your side. I will remain as Lieutenant in the interim until the town hires a replacement to fill my vacancy.

Respectfully,  
Lt. James Early

**Mildred Gushue  
27 Mechanic St.  
PO Box 600  
Warren, MA 01083**

**Board of Selectman  
Town of Warren  
Shepard Municipal Building  
High St.  
Warren, MA 01083**

**Selectmen:**

**It is with sadness that I resign my position as Parking Clerk in the town. I have been parking clerk for over 20 Years. Age, health and recovering from the loss of my husband leave me with the realization that it is in the best interest that i resign.**

**Sincerely,**

**Mildred Gushue**



OFFICE OF THE GOVERNOR  
**COMMONWEALTH OF MASSACHUSETTS**  
STATE HOUSE BOSTON, MA 02133  
(617) 725-4000

**MAURA T. HEALEY**  
GOVERNOR

**KIMBERLEY DRISCOLL**  
LIEUTENANT GOVERNOR

February 27, 2024

Richard Eichacker  
Selectman  
Town of Warren  
48 High St.  
Warren, MA 01083

Dear Richard Eichacker,

We are pleased to announce that under the administration of Governor Maura Healey and Lieutenant Governor Kim Driscoll, a total of \$400 million for Fiscal Year 2024 and Fiscal Year 2025 was filed for the MassDOT Chapter 90 Program to support local infrastructure across the Commonwealth's 351 cities and towns over the next two years.

This funding demonstrates the Administration's continued support in strengthening municipal partnerships and providing financial resources that support transportation improvements at the local level.

This letter certifies that, contingent upon legislative approval of the \$200 million annual bond authorization, Warren's Chapter 90 apportionment for Fiscal Year 2025 is \$282,941.83.

This apportionment will automatically be incorporated into your existing Chapter 90 contract with MassDOT with no further action needed by the municipality. Apportionments for all communities are available online at [www.mass.gov/chapter-90-program](http://www.mass.gov/chapter-90-program). Please note that while the bill enacting these funds has been filed, the funds are not available for municipal use until final legislative approval is obtained.

The Chapter 90 Program is an integral part of maintaining and enhancing your community's infrastructure and is an essential component of our state-local partnership. We look forward to working with you in the coming year to continue the success of this program.

Sincerely,

A handwritten signature in black ink, appearing to read "M. T. Healey".

Maura Healey  
Governor

A handwritten signature in black ink, appearing to read "Kim Driscoll".

Kim Driscoll  
Lieutenant Governor



# BOARD OF SELECTMEN MEETING

CHARLES E. SHEPARD MUNICIPAL BUILDING

DATE: 3/28/24

Attendee: Daniel Thibodeau

Attendee: \_\_\_\_\_

Attendee: Joseph A. Kundraff Jr.

Attendee: \_\_\_\_\_

Attendee: G. M. Little

Attendee: \_\_\_\_\_

Attendee: Ray Kopach

Attendee: \_\_\_\_\_

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