

Selectmen Meeting
Warren Senior Center, 2252 Main St, West Warren, MA 01092
January 29th, 2026, 6:00pm

This meeting was in person.

In attendance: Richard Eichacker (RE), Chair; Derick Veliz (DV), Vice-Chair; David Dufresne (DD), Clerk; James Ferrera (JF), Town Administrator; Griffin Harrington, Administrative Assistant

Absent:

Chair to open the meeting.
Pledge of Allegiance.

- 1. Fire Chief monthly report (December 2025).** Chief Lavoie presented the attached report.
- 2. Emergency Management monthly report (December 2025).** Jim Mckeon presented the attached report.
- 3. Review of a request from the Highway Surveyor for authorization to deficit spend in the Snow and Ice account. (Anticipated Vote)** DD made a motion to authorize deficit spending in the Snow and Ice account, 2nd DV, AIF; motion carried.
- 4. Anticipated vote to have the chair sign Statement of Work forms from the Massachusetts Department of Environmental Protection for the glass container and a universal waste shed, state grant to be administered by the Board of Health. (Tabled from 1/8, Anticipated Vote)** DD made a motion to sign the Statement of Work form from the Massachusetts Department of Environmental Protection for the universal waste shed, 2nd DV, AIF; motion carried.
- 5. Discussion with a possible vote to enter into a contract with Tecton Architects for the purpose of conducting a building assessment at 968 Main Street (former Cornerstone Bank Building). (Tabled from 1/15, Anticipated Vote)** DD made a motion to enter into a contract with Tecton Architects for the purpose of conducting a building assessment at 968 Main Street, 2nd DV, AIF, motion carried.
- 6. Discussion with a possible vote to enter into a contract with H2M Architects & Engineers for the purpose of maximizing the use of the basketball court adjacent to Fire Station "A". (Tabled from 1/15, Anticipated Vote)** DD made a motion to enter into a contract with H2M Architects & Engineers for the purpose of maximizing the use of the basketball court adjacent to Fire Station "A", 2nd DV, AIF; motion carried.
- 7. Possible vote to authorize the Town Administrator to start contract negotiations with the Police Chief. (Anticipated Vote)** The Board agrees for JF to begin negotiations.

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8. **Discussion with the Fire Chief on applying for the FEMA SAFER grant.** The Board supports Chief Lavoie applying.
9. **Review of a request from the Fire Chief to transfer the Animal Control Officer's vehicle over to the Fire Department for fire department use. (Anticipated Vote)**
TABLED
10. **Review and discuss a wage authorization for the position of Assistant Assessor, to start at Step 9 (\$37.08) on the wage scale. (Anticipated Vote)** DD made a motion to authorize the position of Assistant Assessor, to start at Step 9 (\$37.08) on the wage scale, 2nd DV, AIF; motion carried.
11. **Review and discuss a request from the Veterans Agent regarding a change in office hours.** The Board agrees to the request.
12. **Anticipated vote to authorize the payment of warrants and bills.**

Warrants DD made a motion to pay the following warrants, 2nd DV, AIF; motion carried.

Payroll 15-26	\$ 145,756.70
Accounts Payable 27-26	\$ 259,834.99
Accounts Payable 28-26	\$ 116,840.85
Accounts Payable 29-26	\$ 889,750.10
Accounts Payable 29A-26	\$ 9.59

Bills DD made a motion to pay the following bills, 2nd DV, AIF; motion carried.

VENDOR NAME	TOTAL
360 Building and Remodeling	\$ 2,670.00
Awards Company	\$ 25.00
PEAC Solutions	\$ 649.00
Hampden Communications Corp.	\$1,950.00
American Tower	\$ 2,379.52
Entre Technologies	\$ 3,273.76
Dukto Electric LLC	\$ 915.00
KP Law, PC	\$ 6,200.62
National Grid	\$ 4,840.80
Verizon	\$ 1,107.50
Modern Pest	\$ 125.00
Smith Vocational High School	\$ 7,231.00
WB Mason	\$ 192.67
Rich Eichacker	\$ 411.61

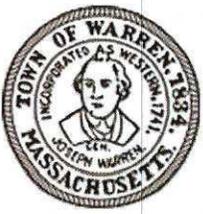
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13. **Review with an anticipated vote on the meeting minutes from 1/15/2026.** DD made a motion to approve the minutes, 2nd DV, AIF; motion carried.
14. **Town Administrator Report.** JF presented his weekly update.
15. **New Business.** None
16. **Old Business.** DD asked about the certification of funds for the Highway department.
17. **Correspondence: MA DOT Small Bridge Inspection Report South Street - Wigwam Brook / Email from Superintendent Duff / Upcoming Warren Library 150th year celebration events.**
18. **Comments & Concerns.** DV asks about going paperless for paystubs. Tim Barsham stated concerns about the Housing Authority. Ray Kopacko expressed concerns about the length of discussions on agenda topics. Chief Lavoie commended Mike Careno and JF.
19. **Next Meeting: Thursday, February 12th, 2026, at 6:00pm**
20. **Anticipated motion to adjourn the meeting.** DD made a motion to adjourn the meeting, 2nd DV, AIF; meeting adjourned 9:04pm.

Respectfully Submitted by
Griffin Harrington, Administrative Assistant



David Dufresne, Clerk



Board of Selectmen Meeting Attendance Date:

- | | |
|-------------------------|-----------|
| 1. <u>Adam Lopez</u> | 21. _____ |
| 2. <u>Gerry Millese</u> | 22. _____ |
| 3. <u>Jim Fountain</u> | 23. _____ |
| 4. <u>Jim McKen</u> | 24. _____ |
| 5. <u>Ray Kapachis</u> | 25. _____ |
| 6. _____ | 26. _____ |
| 7. _____ | 27. _____ |
| 8. _____ | 28. _____ |
| 9. _____ | 29. _____ |
| 10. _____ | 30. _____ |
| 11. _____ | 31. _____ |
| 12. _____ | 32. _____ |
| 13. _____ | 33. _____ |
| 14. _____ | 34. _____ |
| 15. _____ | 35. _____ |
| 16. _____ | 36. _____ |
| 17. _____ | 37. _____ |
| 18. _____ | 38. _____ |
| 19. _____ | 39. _____ |
| 20. _____ | 40. _____ |

Board of Selectmen

NOTICE OF MEETING TOWN OF WARREN MASSACHUSETTS

Will be held (location) Warren Senior Center, 2252 Main Street, West Warren, MA

On (day, date, time) Thursday, January 29th, 2026, 6:00PM

Signature of Board, Committee, etc. _____

TOWN CLERK'S OFFICE USE ONLY

Date/time Received:

Date/time Posted:

Signature of Town Clerk/Assistant Town Clerk _____

THIS MEETING WILL BE CONDUCTED IN PERSON

AGENDA

*Chair to open meeting
Pledge of Allegiance*

1. Fire Chief monthly report (December 2025).
2. Emergency Management monthly report (December 2025).
3. Review of a request from the Highway Surveyor for authorization to deficit spend in the Snow and Ice account. (Anticipated Vote)
4. Anticipated vote to have the chair sign Statement of Work forms from the Massachusetts Department of Environmental Protection for the glass container and a universal water shed, state grant to be administered by the Board of Health. (*Tabled from 1/8, Anticipated Vote*)
5. Discussion with a possible vote to enter into a contract with Tecton Architects for the purpose of conducting a building assessment at 968 Main Street (former Cornerstone Bank Building). (*Tabled from 1/15, Anticipated Vote*)
6. Discussion with a possible vote to enter into a contract with H2M Architects & Engineers for the purpose of maximizing the use of the basketball court adjacent to Fire Station "A". (*Tabled from 1/15, Anticipated Vote*)
7. Possible vote to authorize the Town Administrator to start contract negotiations with the Police Chief. (Anticipated Vote)
8. Discussion with the Fire Chief on applying for the FEMA SAFER grant.
9. Review of a request from the Fire Chief to transfer the Animal Control Officer's vehicle over to the Fire Department for fire department use. (Anticipated Vote)
10. Review and discuss a wage authorization for the position of Assistant Assessor, to start at Step 9 (\$37.08) on the wage scale. (Anticipated Vote)
11. Review and discuss a request from the Veterans Agent regarding a change in office hours.
12. Anticipated vote to authorize the payment of warrants and bills.
13. Review with an anticipated vote on the meeting minutes from 1/15/2026.
14. Town Administrator Report.
15. New Business.
16. Old Business.
17. Correspondence: MA DOT Small Bridge Inspection Report South Street - Wigwam Brook / Email from Superintendent Duff / Upcoming Warren Library 150th year celebration events.
18. Comments & Concerns.
19. Next Meeting: Thursday, February 12th, 2026, at 6:00pm
20. Anticipated motion to adjourn the meeting.

JAN 27 '26 PM 12:38
TOWN CLERK

JAN 27 '26 PM 12:38
TOWN CLERK

COPY

**FIRE CHIEF REPORT
DECEMBER 2025**

FIRE CALLS:

The Fire Department responded to 68 calls in December of 2025.

Motor Vehicle Accident.....	13
Medical Assist.....	9
Activated Alarms.....	6
Cancelled/False Alarm.....	6
Service Call/Welfare Check.....	8
Oil Burner Issue.....	2
Illegal Burns.....	1
Carbon Monoxide.....	7
Mutual Aid.....	2
Gas Emergency.....	3
Structure Fires.....	1
Electrical Equipment.....	3
Power Line Incident.....	3
Investigations.....	2
Chimney Fires.....	1
Cooking Incident.....	1

AMBULANCE:

Warren EMS responded to 80 calls in December of 2025, and 13 ALS intercepts were required.

INSPECTIONS:

The following inspections took place in December of 2025:

- 4 Smoke/CO Inspections
- 4 Liquid Propane Tank
- 2 Oil Tank/Burner Install

ACTIVITIES/MEETINGS:

In December 2025, Warren Fire personnel trained on Ice Water Rescue Equipment and response and held CPR renewals for all firefighters. Warren EMS personnel also renewed CPR certifications as well as required equipment skills.

BUDGET/PERSONNEL:

The FY26 budget continues to be monitored for any issues.

Respectfully,

Adam Lavoie
Fire Chief

December 2025 Emergency Management Report

December 5 Learned that West Brookfield fire chief /emergency management had resigned, along with the emergency management team in West Brookfield.

December 6 Warren tree lighting between 4 and 8 PM. Police used our enclosed trailer for their toy drive so they could collect and haul their toys to the school. We had three Cert members one assisting with traffic and crossing at the underpass area. One member over by the library, and one member handing out safety information within the tree lighting.

December 7 testing of Warren emergency sirens

Rain and wind event December 19 and 20th

Temperatures in 50s combination of snow melt rainfall in high winds southerly winds at first and then wind direction to the west

Roads that were closed section of Dunham Road by the sportsman's club that road was closed 11 am Fri through Saturday afternoon due to powerlines on the ground

Southbridge in Forest Avenue trees on the lines at that intersection causing forest Avenue to be closed approximately 4 to 5 hours on Friday afternoon

Townwide roads and streets had numerous amount of debris and small trees branches which was cleared by DPW

Two larger trees, one old West Brookfield Rd. and one Bemis Road.

December 22 just after 8 AM a vehicle accident involving a delivery truck and a car, Main Street from the traffic lights to Cross Street was closed. Signs and cones used, the road was approximately reopened around 10 AM.

Christmas Day Dec 25 in afternoon a serious motor vehicle accident occurred Brimfield Road in the area of Bay path Road, which caused the road to be closed from 4 PM to 7 PM. Police and Fire assisted with closing the road, along with cones and signs that we provided Also many other signs were set up to detour traffic around Brook Rd, Reed Street

Mutual aid between emergency management and Cert

we received assistance from 1 Charlton Cert member during the tree lighting, no other events in the month of December that we assisted any other regional Cert program.

Also, after December 6, after our tree lighting, the Cert trailer that was stored in West Brookfield is currently parked at the back of the Shepard building in warren due to unknown partnerships with West Brookfield at this time.



TOWN OF WARREN
HIGHWAY DEPARTMENT
P.O. BOX 628
WARREN, MASSACHUSETTS 01083

To: Board of Selectmen, Finance Committee & Town Administrator

From: Jeremy Olson, Highway Surveyor

1/23/2026

Re: Snow & Ice spending deficit.

I am writing to request that the board of Selectmen approve deficit spending for the Highway departments Snow & Ice budget line item.

After 21 snow & ice events expanding 28 days of treatments and snow plowing in the 25/26 winter season our Snow & Ice budget is going to be in a deficit with our next Salt and Sand orders. Our Snow & Ice salaries line will also be in deficit with our next payroll submission.

SIGN AND RETURN THIS DOCUMENT TO MASSDEP VIA EMAIL

**GRANT SCOPE OF WORK
BETWEEN THE COMMONWEALTH OF MASSACHUSETTS
DEPARTMENT OF ENVIRONMENTAL PROTECTION (“MassDEP”)
AND THE TOWN OF WARREN (“Grantee”)**

Pursuant to the Green Communities Act, relevant provisions of which are codified at M.G.L. c. 25A, Section 11F(d) and the regulations promulgated thereunder at 310 CMR 19.300 and in support of the Massachusetts Solid Waste Master Plan developed pursuant to M.G.L. c. 16, Section 21, MassDEP has awarded the Town of Warren (“Grantee”) a Sustainable Materials Recovery Program Grant for an Open Top Roll-off Container to collect glass (“Grant”) valued at up to \$8,000. This Grant will assist Grantee with establishing or expanding diversion programs for targeted materials at a municipal recycling drop-off or transfer station. The Grantee shall comply with the specific terms and conditions described below in the performance of the Grant. MassDEP and Grantee shall collectively be referred to as the Parties.

Duration of the Grant: This grant expires on **June 30, 2026**. Invoicing and Reporting deadlines are described below.

RESPONSIBILITIES OF THE GRANTEE

1. **Authority:** The signatory of this Grant Scope of Work is authorized by the governing body of the Grantee to enter into this Grant Scope of Work on behalf of the Grantee and accept and utilize this Grant.
2. **Commonwealth Terms and Conditions:** The Grantee shall comply with the Commonwealth Terms and Conditions and other requirements set forth in the Grantee’s executed Master Agreement.
3. **Failure to Comply:** If, in the judgment of MassDEP, the Grantee fails to comply with any of its responsibilities as identified in the Grant Scope of Work, then, at the election of MassDEP, (a) the Grantee may be deemed ineligible to participate for what time remains of the Grant period; and/or (b) title to all Grant materials purchased with these Grant funds immediately and without any further steps shall be transferred to MassDEP; and/or (c) MassDEP may find the Grantee not eligible to seek another Sustainable Materials Recovery Program Grant for up to three years; and/or (d) the Grantee shall repay the Grant funds to MassDEP within 90 days. MassDEP may provide written notice to the Grantee of any such failure to comply. Such notice may provide a time period and manner for the Grantee to cease or remedy the failure. Such notice from MassDEP of any such failure by the Grantee is not a precondition to MassDEP’s right to select options (a), (b), (c) and or (d) above. The Grantee shall follow the instructions of MassDEP regarding possession of the Grant materials (e.g., collection container). The Parties hereby agree to execute any and all documents necessary to accomplish said transfer. Furthermore, the Grantee shall transfer or arrange to transfer actual possession of said materials to an authorized representative of the Commonwealth of Massachusetts or its designee.
4. **Recycling in Practice:** The Grantee has established paper, bottle, and can recycling in all municipal buildings, offices and meeting spaces, including schools. The Grantee shall continue such paper, bottle and can recycling during the term of the Grant.
5. **Notification of Buy Recycled Policy:** The Grantee has established a written policy which promotes a preference for the purchase of recycled products in lieu of non-recycled products and distributes an annual notification of the Buy Recycled Policy, ordinance or bylaw to all staff, department heads and employees with purchasing authority. This notice shall be sent from the Mayor, Board of Selectmen, Town Manager, Town Administrator or Chief Purchasing Officer and highlights specific opportunities to buy recycled products, the benefits of buying recycled products, and encourages the purchase of these products. The Grantee shall continue to send an annual notification during the term of the Grant.
6. **Use of Grant Funds:** Grant funds are to be used for an Open Top Roll-off Container to collect glass to collect glass (source separated). Grantees are required to purchase a 20 or 30 CY heavy-duty open top roll-off container for collection of source-separated glass for processing. Any additional grant funds (up to \$8,000) may be used towards purchase of a gable top. Grantee must meet the following conditions:
 - a. Equipment shall be utilized only for the collection and recycling of glass (source separated) for a minimum of 5 years unless otherwise approved in writing by MassDEP.
 - b. Equipment must be permanently labeled with MassDEP’s logo and “Funded by a grant from MassDEP.”
7. **Invoicing:** All Grant funds are disbursed on a reimbursement basis only. After expending funds for an eligible expense, the Grantee shall submit a request for reimbursement (“invoice”) to MassDEP, accompanied by the documentation listed below. **Invoices must be submitted by June 30, 2026.** The Grantee shall submit one request for reimbursement of equipment and signage for approved expenditures accompanied by the following

documentation:

- a. Proof of purchase in the form of an invoice which lists the vendor name and address, item purchased, item price, extended price and shipping costs, if any;
- b. Evidence that the Grantee's program is operational, including the destination of collected material; and
- c. Photograph(s) of the equipment in use at the recycling center or transfer station, including signage.

8. Property Rights: Upon delivery from the vendor, the Grantee shall retain exclusive possession of the equipment, subject to the provisions of this Grant Scope of Work. The Grantee shall be solely responsible to ensure the equipment against damage, theft or loss during the time in which said equipment is in the possession, custody, or control of the Grantee. For the duration of this Grant, 1) the Grantee shall not sell, lease, loan or otherwise transfer rights or possession to the Grant materials unless it has received prior written authorization from MassDEP, and 2) if the Grantee determines any or all of the Grant materials are not needed for the granted use, the Grantee shall assist MassDEP in the transfer of the Grant materials to (an) other municipality(ies), or be given authorization to surplus the materials if MassDEP determines that the Grant materials have no value to the Commonwealth.
9. Reporting: Grantee shall file an annual Recycling and Solid Waste survey by February 15, via ReTRAC, for the duration of this Grant. Failure to comply with these reporting requirements may jeopardize future grant awards.
10. Publicity and Outreach:
- a. All outreach materials and publicity tools (i.e., press releases, media advisories, educational materials, etc.) issued by the Grantee in conjunction with or as a result of this Grant shall include the following language: "This project is funded in part by a Grant from the MassDEP".
 - b. The Grantee should be prepared to provide a public presentation on the results or findings of the Grant at the request of MassDEP.
11. Environmental Compliance: The Grantee understands receipt of a grant from MassDEP does not in any way imply that the Grantee is in compliance with applicable environmental regulations. This Grant Scope of Work shall not be construed as, nor operate as, relieving the Grantee or any other person of the necessity of complying with all applicable federal, state, and local laws, regulations and approvals. The Grantee's facility(ies) are subject to inspection at any time by MassDEP and noncompliance with applicable environmental regulations may result in formal enforcement actions, including penalties.
12. Addendums: Should MassDEP award additional Grant funds, an addendum to the Grant Scope of Work shall be provided to the Grantee. The same terms and conditions apply to the addendum.

IN WITNESS WHEREOF, MassDEP and the Grantee hereby execute this Grant Scope of Work.

COMMONWEALTH OF MASSACHUSETTS

By: _____ (Date)
John Fischer, Deputy Division Director, Solid Waste
Department of Environmental Protection

Town of Warren
Municipal Official(s) Authorized to sign: **Chair Selectboard**

By: _____ (Date)
(Signature)

(Print Name) (Title)

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Duration of the Grant: This grant expires on **June 30, 2026**. Invoicing and Reporting deadlines are described below.

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3. **Failure to Comply:** If, in the judgment of MassDEP, the Grantee fails to comply with any of its responsibilities as identified in the Grant Scope of Work, then, at the election of MassDEP, (a) the Grantee may be deemed ineligible to participate for what time remains of the Grant period; and/or (b) title to all Grant materials purchased with these Grant funds immediately and without any further steps shall be transferred to MassDEP; and/or (c) MassDEP may find the Grantee not eligible to seek another Sustainable Materials Recovery Program Grant for up to three years; and/or (d) the Grantee shall repay the Grant funds to MassDEP within 90 days. MassDEP may provide written notice to the Grantee of any such failure to comply. Such notice may provide a time period and manner for the Grantee to cease or remedy the failure. Such notice from MassDEP of any such failure by the Grantee is not a precondition to MassDEP’s right to select options (a), (b), (c) and or (d) above. The Grantee shall follow the instructions of MassDEP regarding possession of the Grant materials (e.g., collection container). The Parties hereby agree to execute any and all documents necessary to accomplish said transfer. Furthermore, the Grantee shall transfer or arrange to transfer actual possession of said materials to an authorized representative of the Commonwealth of Massachusetts or its designee.
4. **Recycling in Practice:** The Grantee has established paper, bottle, and can recycling in all municipal buildings, offices and meeting spaces, including schools. The Grantee shall continue such paper, bottle and can recycling during the term of the Grant.
5. **Notification of Buy Recycled Policy:** The Grantee has established a written policy which promotes a preference for the purchase of recycled products in lieu of non-recycled products and distributes an annual notification of the Buy Recycled Policy, ordinance or bylaw to all staff, department heads and employees with purchasing authority. This notice shall be sent from the Mayor, Board of Selectmen, Town Manager, Town Administrator or Chief Purchasing Officer and highlights specific opportunities to buy recycled products, the benefits of buying recycled products, and encourages the purchase of these products. The Grantee shall continue to send an annual notification during the term of the Grant.
6. **Use of Grant Funds:** Grant funds are to be used for a Universal Waste Shed to collect universal waste (e.g. fluorescent lamps, certain batteries) and mercury containing devices (thermostats, thermometers, switches). Funds must be used to purchase a shed or other type of rigid, weather-proof structure, which must be a minimum of 80 square feet. Grantee must meet the following conditions:
 - a. Equipment shall be utilized only for the collection and recycling of Universal Waste for a minimum of 5 years unless otherwise approved in writing by MassDEP.
 - b. Equipment must be permanently labeled with MassDEP’s logo and “Funded by a grant from MassDEP.”
 - c. When collected and consolidated, universal waste must be managed according to the Universal Waste regulations at 310 CMR 30.1000.
 - d. Grantee may utilize a vendor on [Massachusetts State Contract FAC110 for Universal Waste collection and recycling](#). The cost of services will be borne by Grantee.
 - e. The collection shed must be within sight of an attendant and open at least one day per month for the

- municipality's residents. Small businesses may also drop off Universal Waste, at the discretion of the Grantee.
- f. If the Universal Waste shed is placed at an existing municipal solid waste transfer station, the owner/operator of the transfer station must file a certification 30 days prior to placement of the shed as this is considered a modification in design and operation of the transfer station. Certification is not required for a Universal Waste shed placed at a non- solid waste site, as in a DPW yard.
7. **Invoicing:** All Grant funds are disbursed on a reimbursement basis only. After expending funds for an eligible expense, the Grantee shall submit a request for reimbursement ("invoice") to MassDEP, accompanied by the documentation listed below. **Invoices must be submitted by June 30, 2026.** The Grantee shall submit one request for reimbursement of equipment and signage for approved expenditures accompanied by the following documentation:
 - a. Proof of purchase in the form of an invoice which lists the vendor name and address, item purchased, item price, extended price and shipping costs, if any;
 - b. Evidence that the Grantee's program is operational, including the destination of collected material; and
 - c. Photograph(s) of the equipment in use at the recycling center or transfer station, including signage.
 8. **Property Rights:** Upon delivery from the vendor, the Grantee shall retain exclusive possession of the equipment, subject to the provisions of this Grant Scope of Work. The Grantee shall be solely responsible to ensure the equipment against damage, theft or loss during the time in which said equipment is in the possession, custody, or control of the Grantee. For the duration of this Grant, 1) the Grantee shall not sell, lease, loan or otherwise transfer rights or possession to the Grant materials unless it has received prior written authorization from MassDEP, and 2) if the Grantee determines any or all of the Grant materials are not needed for the granted use, the Grantee shall assist MassDEP in the transfer of the Grant materials to (an) other municipality(ies), or be given authorization to surplus the materials if MassDEP determines that the Grant materials have no value to the Commonwealth.
 9. **Reporting:** Grantee shall file an annual Recycling and Solid Waste survey by February 15, via ReTRAC, for the duration of this Grant. Failure to comply with these reporting requirements may jeopardize future grant awards.
 10. **Publicity and Outreach:**
 - a. All outreach materials and publicity tools (i.e., press releases, media advisories, educational materials, etc.) issued by the Grantee in conjunction with or as a result of this Grant shall include the following language: "This project is funded in part by a Grant from the MassDEP".
 - b. The Grantee should be prepared to provide a public presentation on the results or findings of the Grant at the request of MassDEP.
 11. **Environmental Compliance:** The Grantee understands receipt of a grant from MassDEP does not in any way imply that the Grantee is in compliance with applicable environmental regulations. This Grant Scope of Work shall not be construed as, nor operate as, relieving the Grantee or any other person of the necessity of complying with all applicable federal, state, and local laws, regulations and approvals. The Grantee's facility(ies) are subject to inspection at any time by MassDEP and noncompliance with applicable environmental regulations may result in formal enforcement actions, including penalties.
 12. **Addendums:** Should MassDEP award additional Grant funds, an addendum to the Grant Scope of Work shall be provided to the Grantee. The same terms and conditions apply to the addendum.

IN WITNESS WHEREOF, MassDEP and the Grantee hereby execute this Grant Scope of Work.

COMMONWEALTH OF MASSACHUSETTS

By: _____
 John Fischer, Deputy Division Director, Solid Waste
 Department of Environmental Protection

 (Date)

Town of Warren
 Municipal Official(s) Authorized to sign: Chair Selectboard

By: _____
 (Signature)

 (Date)

 (Print Name)

 (Title)

January 12, 2026

EXHIBIT A

Jim Ferrera
Town Manager
Town of Warren
48 High Street
Warren, MA 01083

Re: Fee Proposal – Study of reuse of the former Cornerstone Bank Building as a Police Station for the Town of Warren

Dear Mr. Ferrara,

Thank you for providing Tecton Architects with the opportunity to continue to assist the Town of Warren in developing a solution for their Police Station needs.

This Proposal addresses additional scope and fee to study the reuse of the former Cornerstone Bank building located at 968 Main Street in Warren. Section A defines the scope of work anticipated for the study; and Section B identifies the fee associated with various components of the scope.

A. ADJUSTMENTS TO SCOPE

The Citizens in the Town of Warren clearly articulated the desire to address the needs of the Police Department, but with a more cost-effective solution than was presented with the Public Safety Facility proposal. Options that were discussed included the potential renovation/addition to the former Cornerstone Bank Building located at 968 Main Street. The study will evaluate the capacity of the building to support the programmatic needs of the Police Department and identify any required compromises. It will also determine any required building upgrades necessary to support Police Operations and provide compliance with the Essential Services Facility standard, and to address accessibility requirements.

The following proposed services will be provided:

Field Work and Base Plan document input – Tecton will visit the Bank building to document existing conditions and to collect information necessary to develop floor plans and building elevations for developing base documents to use in the conceptual design effort. Our team will note any observed conditions that may require additional investigation for work that may proceed beyond the conceptual level.

Conceptual Design – Using the previously prepared program developed during the Public Safety Facility study, Tecton will develop conceptual floor plans, site plan and building elevations to illustrate the best fit for re-purposing the existing facility. If required, Tecton will identify any additions necessary to meet the programmatic need. These concept designs will be reviewed with the Owner and revised as required for any received feedback.

Structural and MEP Engineering Narratives – Our structural and Mechanical/Electrical/Plumbing engineering consultants will also review the building during the field work exercise and will prepare

narratives for use by our estimator identifying required system upgrades to meet the needs of a Police Facility.

Presentation Graphics – Our team will prepare presentation graphics as necessary to communicate the design ideas and document any noted development challenges for use in presenting the findings of this study to the Community.

Cost estimating – Our third-party Cost Estimating consultant will prepare a conceptual estimate based on our documents for the potential construction cost related to converting the building into a police facility. Our team will then build on the construction cost estimate to provide a total project cost estimate for the work including all hard and soft costs associated with the project.

Meetings and Presentations – Our team will participate in up to six (6) meetings and/or presentation to share the findings of this study and to assist the Twon in determining if this is the appropriate solution to satisfy their Police Facility needs.

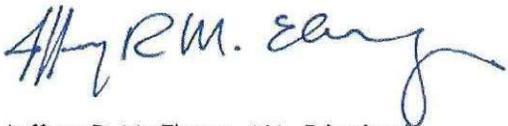
B. FEE PROPOSAL:

The associated fees for the proposed additional services are as follows:

Field Work and Base Plan document input:	\$3,520
Conceptual Design:	\$13,800
Structural and MEP Engineering Narratives:	\$13,000
Presentation Graphics:	\$3,360
Cost estimating:	\$10,000
Meetings and Presentations:	\$11,040
Total additional service fee:	\$54,720

You should find this proposal competitive and consistent with the high-quality of work that Tecton imparts to all our projects. If any of the conditions need further clarification or adjustment, please feel free to call. We trust that the information provided will be sufficient for you to address your study considerations.

Very truly yours,



Jeffery R. McElravy, AIA, Principal

\\\\linuxsv02\projects\Warren MA\Wrn01or - PS Complex\01 Project Mgmt\01 Fees & Contracts\01 Tecton\03 Add Services\26 0112 Police at Bank Fee.docx



AIA® Document B105® – 2017

Standard Short Form of Agreement Between Owner and Architect

AGREEMENT made as of the Fifteenth day of January in the year 2026
(In words, indicate day, month and year.)

BETWEEN the Owner:
(Name, legal status, address and other information)

Town of Warren, MA
48 High Street
P.O. Box 609
Warren, MA, 01083

and the Architect:
(Name, legal status, address and other information)

Tecton Architects, pc
34 Sequassen Street, Suite 201
Hartford, CT

for the following Project:
(Name, location and detailed description)

Study of the reuse of the former Cornerstone Bank Building as a Police Station for the
Town of Warren
968 Main Street
Warren, MA, 01083

The Owner and Architect agree as follows.

ADDITIONS AND DELETIONS:
The author of this document has added information needed for its completion. The author may also have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes added information as well as revisions to the standard form text is available from the author and should be reviewed. A vertical line in the left margin of this document indicates where the author has added necessary information and where the author has added to or deleted from the original AIA text.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

Init.

ARTICLE 1 ARCHITECT'S RESPONSIBILITIES

The Architect shall provide architectural services for the Project as described in this Agreement. The Architect shall perform its services consistent with the professional skill and care ordinarily provided by architects practicing in the same or similar locality under the same or similar circumstances. The Architect shall perform its services as expeditiously as is consistent with such professional skill and care and the orderly progress of the Project. The Architect shall assist the Owner in determining consulting services required for the Project. The Architect's services include the following consulting services, if any:

As outlined in Exhibit A, Fee Proposal from Tecton Architects pc dated January 12, 2026.

During the Design Phase, the Architect shall review the Owner's scope of work, budget and schedule and reach an understanding with the Owner of the Project requirements. Based on the approved Project requirements, the Architect shall develop a conceptual design, which shall be set forth in drawings and other documents appropriate for the Project.

ARTICLE 2 OWNER'S RESPONSIBILITIES

The Owner shall provide full information about the objectives, schedule, constraints and existing conditions of the Project, and shall work with the Architect to establish a budget that includes reasonable contingencies and meets the Project requirements. The Owner shall provide decisions and furnish required information as expeditiously as necessary for the orderly progress of the Project. The Architect shall not be entitled to rely on the accuracy and completeness of the Owner's information. If, in the opinion of the Architect, the provided information is incomplete or inaccurate, the Architect may request the Town's approval to verify such information through the use of consultants or additional exploration as an additional service to the work. The Owner shall furnish consulting services not provided by the Architect, but as required for the Project, such as surveying, which shall include property boundaries, topography, utilities, and wetlands information; geotechnical engineering; and environmental testing services.

ARTICLE 3 USE OF DOCUMENTS

Drawings, specifications and other documents prepared by the Architect are the Architect's Instruments of Service, and are for the Owner's use solely with respect to constructing the Project. The Architect shall retain all common law, statutory and other reserved rights, including the copyright. Upon completion of the Project, provided that the Owner substantially performs its obligations under this Agreement, the Architect grants to the Owner a license to use the Architect's Instruments of Service as a reference for maintaining, altering and adding to the Project. The Owner agrees to indemnify the Architect from all costs and expenses related to claims arising from the Owner's use of the Instruments of Service without retaining the Architect. When transmitting copyright-protected information for use on the Project, the transmitting party represents that it is either the copyright owner of the information, or has permission from the copyright owner to transmit the information for its use on the Project.

ARTICLE 4 TERMINATION, SUSPENSION OR ABANDONMENT

In the event of termination, suspension or abandonment of the Project by the Owner, the Architect shall be compensated for services performed. The Owner's failure to make payments in accordance with this Agreement shall be considered substantial nonperformance and sufficient cause for the Architect to suspend or terminate services. Either the Architect or the Owner may terminate this Agreement after giving no less than seven days' written notice if the Project is suspended for more than 90 days, or if the other party substantially fails to perform in accordance with the terms of this Agreement. Except as otherwise expressly provided herein, this Agreement shall terminate one year from the date of this agreement.

ARTICLE 5 MISCELLANEOUS PROVISIONS

This Agreement shall be governed by the law of the place where the Project is located. Terms in this Agreement shall have the same meaning as those in AIA Document A105-2017, Standard Short Form of Agreement Between Owner and Contractor. Neither party to this Agreement shall assign the contract as a whole, or in part, without the written consent of the other.

Nothing contained in this Agreement shall create a contractual relationship with, or a cause of action in favor of, a third party against either the Owner or the Architect.

The Architect shall have no responsibility for the discovery, presence, handling, removal or disposal of, or exposure of persons to, hazardous materials or toxic substances in any form at the Project site.

ARTICLE 6 PAYMENTS AND COMPENSATION TO THE ARCHITECT

The Architect's Compensation shall be:

Fifty-Four Thousand Seven Hundred and Twenty dollars (\$54,720)

The Owner shall reimburse the Architect for previously authorized expenses incurred in the interest of the Project, plus ten percent (10 %).

Payments are due and payable upon receipt of the Architect's monthly invoice.

At the request of the Owner, the Architect shall provide additional services not included in Article 1 for additional compensation. Such additional services may include, but not be limited to, providing or coordinating services of consultants not identified in Article 1; revisions due to changes in the Project scope, quality or budget, or due to Owner-requested changes in the approved design; evaluating changes in the Work and Contractors' requests for substitutions of materials or systems; providing services necessitated by the Contractor's failure to perform; and the extension of the Architect's Article 1 services beyond twelve (12) months of the date of this Agreement through no fault of the Architect.

ARTICLE 7 INSURANCE

The Architect shall obtain and maintain in full force and effect during the term of this agreement the insurance coverage in companies licensed to do business in the Commonwealth of Massachusetts, and acceptable to the Owner as set forth below:

General Liability

Bodily Injury Liability	\$1,000,000 per occurrence
Property Damage Liability	\$500,000 per occurrence
Or Combined Single Limit	\$1,000,000 per occurrence

Automobile Liability

Bodily Injury Liability	\$1,000,000 per occurrence
Property Damage Liability	\$500,000 per occurrence
Or Combined Single Limit	\$1,000,000 per occurrence

Worker's Compensation Insurance

Coverage for all employees in accordance with Massachusetts General Laws

Professional Liability Insurance

Minimum coverage	\$1,000,000 per occurrence
------------------	----------------------------

All policies shall identify the Owner as additional Insured (except Worker's Compensation) and shall provide that the Owner shall receive written notification at least 30 days prior to the effective date of any amendment or cancellation. Certificates evidencing all such coverages shall be provided to the Owner upon the execution of this agreement. Each such certificate shall specifically refer to this Agreement and shall state that such insurance is required by this Agreement. Failure to provide or to continue in force such insurance shall be deemed a material breach of this Agreement and shall be grounds for immediate termination.

ARTICLE 8 SCOPE OF THE AGREEMENT

This Agreement represents the entire and integrated agreement between the Owner and the Architect and supersedes all prior negotiations, representations or agreements, either written or oral. This Agreement may be amended only by written instrument signed by both the Owner and Architect.

This Agreement is comprised of the following documents identified below:

AIA Document B101™-2017, Standard Form Agreement Between Owner and Architect

Exhibits:
Exhibit A Fee Proposal from Tecton Architects, pc dated January 12, 2026

init.

AIA Document B105 – 2017. Copyright © 1993, 2007 and 2017. All rights reserved. "The American Institute of Architects," "American Institute of Architects," "AIA," the AIA Logo, and "AIA Contract Documents" are trademarks of The American Institute of Architects. This document was produced at 13:09:01 on 01/12/2026 under Order No.20250103224 which expires on 02/18/2026, is not for resale, is licensed for one-time use only, and may only be used in accordance with the AIA Contract Documents® Terms of Service. To report copyright violations, e-mail docinfo@aiacontracts.com.

User Notes:

(1633185074)

This Agreement entered into as of the day and year first written above.

TOWN OF Warren by its Board of Selectmen:

ARCHITECT (Signature)

Richard J. Eihacker, Chair

Jeffery R. McElravy

Jeffery R. McElravy, Principal

Derick R. Velz, Vice Chair

David P. Dufresne, Clerk

Approved as to Availability of Funds:

Jaclyn Bonner, Town Accountant

\$54,720

Contract sum

Approved as to Form:

Town Council

Date

(Table deleted)(Paragraphs deleted)

Init.

/

Additions and Deletions Report for

AIA® Document B105® – 2017

This Additions and Deletions Report, as defined on page 1 of the associated document, reproduces below all text the author has added to the standard form AIA document in order to complete it, as well as any text the author may have added to or deleted from the original AIA text. Added text is shown underlined. Deleted text is indicated with a horizontal line through the original AIA text.

Note: This Additions and Deletions Report is provided for information purposes only and is not incorporated into or constitute any part of the associated AIA document. This Additions and Deletions Report and its associated document were generated simultaneously by AIA software at 13:09:01 on 01/12/2026.

PAGE 1

AGREEMENT made as of the Fifteenth day of January in the year 2026

...

Town of Warren, MA
48 High Street
P.O. Box 609
Warren, MA, 01083

...

Tecton Architects, pc
34 Sequassen Street, Suite 201
Hartford, CT

...

Study of the reuse of the former Cornerstone Bank Building as a Police Station for the Town of Warren
968 Main Street
Warren, MA, 01083

PAGE 2

As outlined in Exhibit A, Fee Proposal from Tecton Architects pc dated January 12, 2026.

During the Design Phase, the Architect shall review the Owner's scope of work, budget and schedule and reach an understanding with the Owner of the Project requirements. Based on the approved Project requirements, the Architect shall develop a conceptual design, which shall be set forth in drawings and other documents appropriate for the Project. ~~Upon the Owner's approval of the design, the Architect shall prepare Construction Documents indicating requirements for construction of the Project and shall coordinate its services with any consulting services the Owner provides. The Architect shall assist the Owner in filing documents required for the approval of governmental authorities, in obtaining bids or proposals, and in awarding contracts for construction.~~

~~During the Construction Phase, the Architect shall act as the Owner's representative and provide administration of the Contract between the Owner and Contractor. The extent of the Architect's authority and responsibility during construction is described in AIA Document A105™ 2017, Standard Short Form of Agreement Between Owner and Contractor. If the Owner and Contractor modify AIA Document A105 2017, those modifications shall not affect the Architect's services under this Agreement, unless the Owner and Architect amend this Agreement.~~

...

The Owner shall provide full information about the objectives, schedule, constraints and existing conditions of the Project, and shall work with the Architect to establish a budget that includes reasonable contingencies and meets the

Project requirements. The Owner shall provide decisions and furnish required information as expeditiously as necessary for the orderly progress of the Project. The Architect shall not be entitled to rely on the accuracy and completeness of the Owner's information. If, in the opinion of the Architect, the provided information is incomplete or inaccurate, the Architect may request the Town's approval to verify such information through the use of consultants or additional exploration as an additional service to the work. The Owner shall furnish consulting services not provided by the Architect, but as required for the Project, such as surveying, which shall include property boundaries, topography, utilities, and wetlands information; geotechnical engineering; and environmental testing services. The Owner shall employ a Contractor, experienced in the type of Project to be constructed, to perform the construction Work and to provide price information.

...

Drawings, specifications and other documents prepared by the Architect are the Architect's Instruments of Service, and are for the Owner's use solely with respect to constructing the Project. The Architect shall retain all common law, statutory and other reserved rights, including the copyright. Upon completion of the ~~construction of the Project~~, provided that the Owner substantially performs its obligations under this Agreement, the Architect grants to the Owner a license to use the Architect's Instruments of Service as a reference for maintaining, altering and adding to the Project. The Owner agrees to indemnify the Architect from all costs and expenses related to claims arising from the Owner's use of the Instruments of Service without retaining the Architect. When transmitting copyright-protected information for use on the Project, the transmitting party represents that it is either the copyright owner of the information, or has permission from the copyright owner to transmit the information for its use on the Project.

...

In the event of termination, suspension or abandonment of the Project by the Owner, the Architect shall be compensated for services performed. The Owner's failure to make payments in accordance with this Agreement shall be considered substantial nonperformance and sufficient cause for the Architect to suspend or terminate services. Either the Architect or the Owner may terminate this Agreement after giving no less than seven days' written notice if the Project is suspended for more than 90 days, or if the other party substantially fails to perform in accordance with the terms of this Agreement. Except as otherwise expressly provided herein, this Agreement shall terminate one year from the date of ~~Substantial Completion~~this agreement.

...

This Agreement shall be governed by the law of the place where the Project is located. Terms in this Agreement shall have the same meaning as those in AIA Document A105-2017, Standard Short Form of Agreement Between Owner and Contractor. Neither party to this Agreement shall assign the contract as a ~~whole without whole, or in part, without the written consent of the other.~~

PAGE 3

Fifty-Four Thousand Seven Hundred and Twenty dollars (\$54,720)

The Owner shall ~~pay the Architect an initial payment of (\$) as a minimum payment under this Agreement. The initial payment shall be credited to the final invoice.~~

~~The Owner shall reimburse the Architect for~~ reimburse the Architect for previously authorized expenses incurred in the interest of the Project, plus ten percent (10 %).

Payments are due and payable upon receipt of the Architect's monthly invoice. ~~Amounts unpaid () days after the invoice date shall bear interest from the date payment is due at the rate of percent (%) , or in the absence thereof, at the legal rate prevailing at the principal place of business of the Architect.~~

At the request of the Owner, the Architect shall provide additional services not included in Article 1 for additional compensation. Such additional services may include, but not be limited to, providing or coordinating services of consultants not identified in Article 1; revisions due to changes in the Project scope, quality or budget, or due to Owner-requested changes in the approved design; evaluating changes in the Work and Contractors' requests for substitutions of materials or systems; providing services necessitated by the Contractor's failure to perform; and the

extension of the Architect's Article 1 services beyond (~~twelve (12)~~) months of the date of this Agreement through no fault of the Architect.

ARTICLE 7 INSURANCE

The Architect shall obtain and maintain in full force and effect during the term of this agreement the insurance coverage in companies licensed to do business in the Commonwealth of Massachusetts, and acceptable to the Owner as set forth below:

General Liability

<u>Bodily Injury Liability</u>	<u>\$1,000,000 per occurrence</u>
<u>Property Damage Liability</u>	<u>\$500,000 per occurrence</u>
<u>Or Combined Single Limit</u>	<u>\$1,000,000 per occurrence</u>

Automobile Liability

<u>Bodily Injury Liability</u>	<u>\$1,000,000 per occurrence</u>
<u>Property Damage Liability</u>	<u>\$500,000 per occurrence</u>
<u>Or Combined Single Limit</u>	<u>\$1,000,000 per occurrence</u>

Worker's Compensation Insurance

Coverage for all employees in accordance with Massachusetts General Laws

Professional Liability Insurance

Minimum coverage \$1,000,000 per occurrence

All policies shall identify the Owner as additional Insured (except Worker's Compensation) and shall provide that the Owner shall receive written notification at least 30 days prior to the effective date of any amendment or cancellation. Certificates evidencing all such coverages shall be provided to the Owner upon the execution of this agreement. Each such certificate shall specifically refer to this Agreement and shall state that such insurance is required by this Agreement. Failure to provide or to continue in force such insurance shall be deemed a material breach of this Agreement and shall be grounds for immediate termination.

ARTICLE 8 SCOPE OF THE AGREEMENT

This Agreement represents the entire and integrated agreement between the Owner and the Architect and supersedes all prior negotiations, representations or agreements, either written or oral. This Agreement may be amended only by written instrument signed by both the Owner and Architect.

This Agreement is comprised of the following documents identified below:

AIA Document B101TM-2017, Standard Form Agreement Between Owner and Architect

Exhibits:

Exhibit A Fee Proposal from Tecton Architects, pc dated January 12, 2026

This Agreement entered into as of the day and year first written above.

TOWN OF Warren *by its Board of Selectmen:*

ARCHITECT *(Signature)*

Richard J. Eihacker, Chair

Jeffery R. McElravy, Principal

Derick R. Velz, Vice Chair

David P. Dufresne, Clerk

Approved as to Availability of Funds:

Jaclyn Bonner, Town Accountant

\$54,720

Contract sum

Approved as to Form:

Town Council

Date

ARTICLE 7 — OTHER PROVISIONS

(Insert descriptions of other services and modifications to the terms of this Agreement.)

This Agreement entered into as of the day and year first written above.

OWNER *(Signature)*

ARCHITECT *(Signature)*

(Printed name and title)

(Printed name, title, and license number, if required)

Certification of Document's Authenticity
AIA® Document D401™ – 2003

I, _____, hereby certify, to the best of my knowledge, information and belief, that I created the attached final document simultaneously with its associated Additions and Deletions Report and this certification at 13:09:01 on 01/12/2026 under Order No. 20250103224 from AIA Contract Documents software and that in preparing the attached final document I made no changes to the original text of AIA® Document B105™ – 2017, Standard Short Form of Agreement Between Owner and Architect, other than those additions and deletions shown in the associated Additions and Deletions Report.

(Signed)

(Title)

(Dated)

Town Administrator

From: Jeff McElravy <JeffM@tectonpc.com>
Sent: Tuesday, January 27, 2026 12:04 PM
To: Town Administrator
Subject: WRN01AR
Attachments: 24 0711 Concept Design.pdf

Jim,

As we discussed on the phone, I am transmitting the available files from the Public Safety Study. I reviewed the contract for this project did not indicate a requirement for developing concept drawings in CADD or a requirement to transfer the actual CADD files for the project. The contract did state that documents and drawings shall be provided in a reproducible format. Having said that, and since the work is at a conceptual level, I am transmitting the available portions of the work completed in CADD.

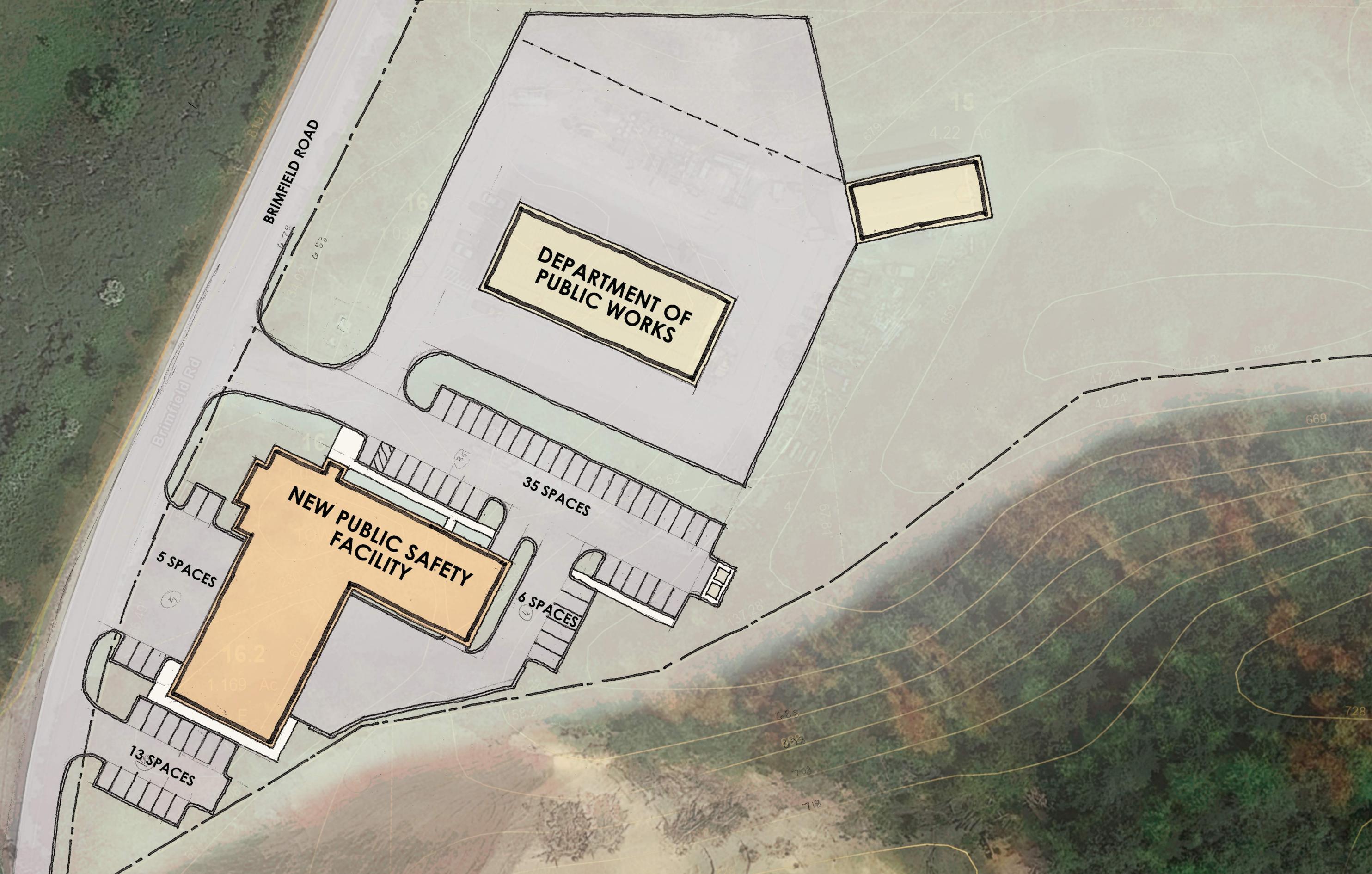
The work completed for the study was at a conceptual level, and such work is not always developed in a CADD format. The site and floor plans for your project were drafted by hand and then rendered in Photoshop. I am providing the PDF full size files for your use. The building elevations were prepared in our Revit design software, which gives us more rendering capabilities. I am transmitting the Dwg files and the associated pcp files for that portion of the work. Those files will be transmitted in a separate email, or emails, as file size permits.

Thank you,

Jeffery R. McElravy, NCARB, AIA
Principal

TectonArchitects
34 Sequassen Street, Suite 200
Hartford, CT 06106
c: 860.508.4519
d: 860.990.6940
o: 860.548.0802 x250

www.tectonarchitects.com



WARREN PS COMPLEX - DPW

Conceptual Site Plan
Scale 1/20" = 1' - 0"



WARREN PS COMPLEX - DPW

Ground Level Conceptual Floor Plan
Scale 1/8" = 1' - 0"



WARREN PS COMPLEX - DPW

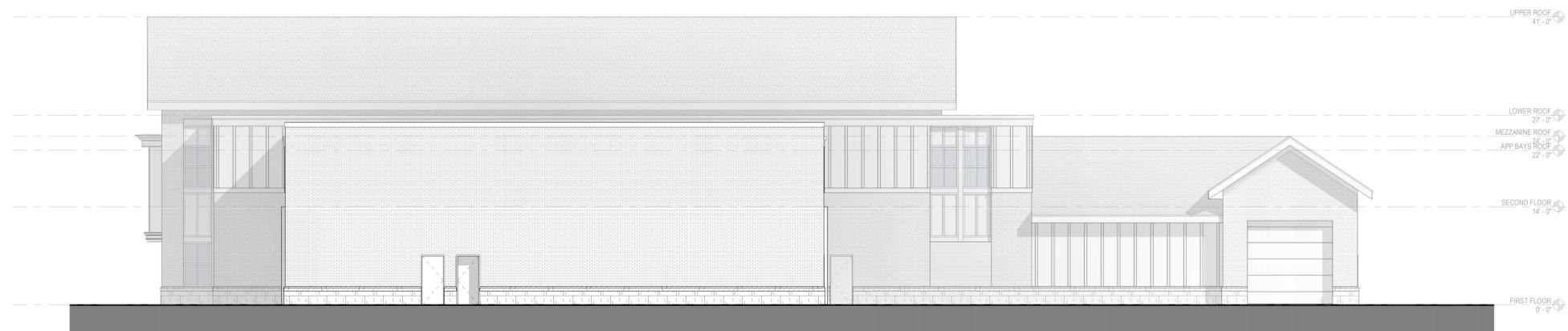
Upper Level Conceptual Floor Plan
Scale 1/8" = 1' - 0"

EXTERIOR ELEVATION LEGEND

MATERIALS			
	ASPHALT SHINGLES		FIBER CEMENT SIDING
	BRICK		FIBER CEMENT BOARD & BATTEN
	ARRISCRAFT		GLASS
			LOUVERS



NORTH ELEVATION



SOUTH ELEVATION

WARREN PS COMPLEX - DPW

Conceptual Exterior Elevations

Scale 1/8" = 1' - 0"

EXTERIOR ELEVATION LEGEND

MATERIALS			
	ASPHALT SHINGLES		FIBER CEMENT SIDING
	BRICK		FIBER CEMENT BOARD & BATTEN
	ARRISCRAFT		GLASS
			LOUVERS



WEST ELEVATION

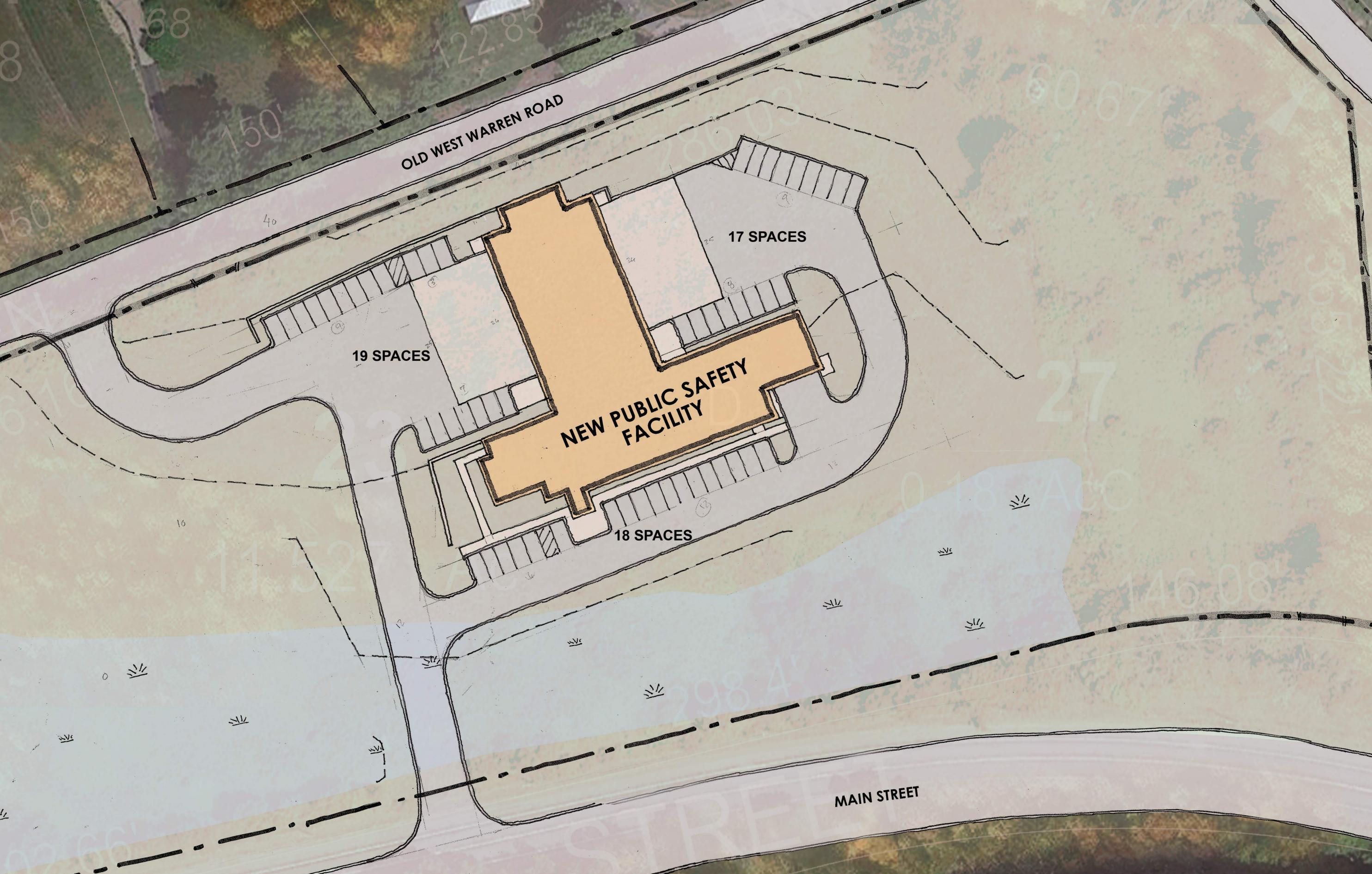


EAST ELEVATION

WARREN PS COMPLEX - DPW

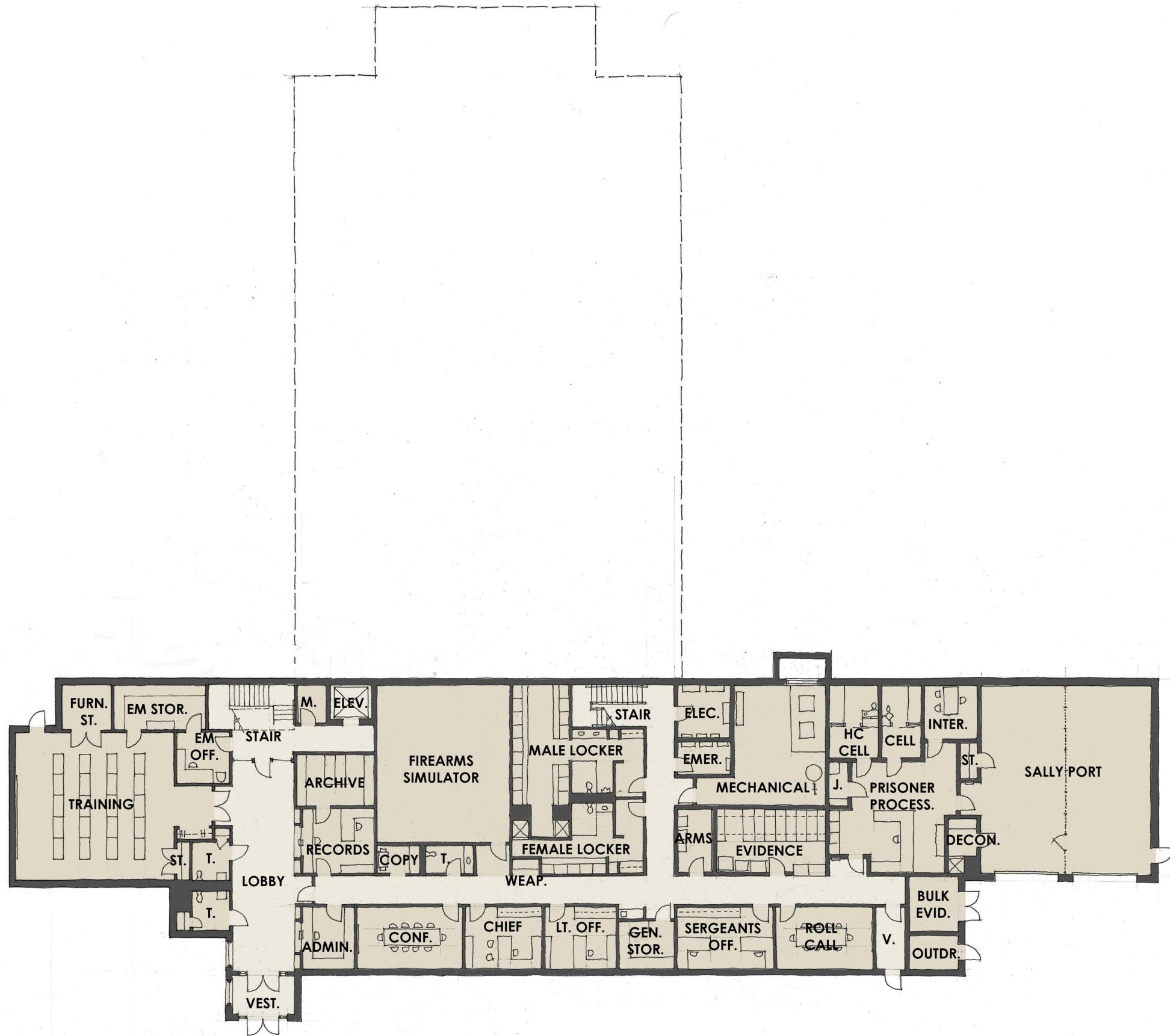
Conceptual Exterior Elevations

Scale 1/8" = 1' - 0"



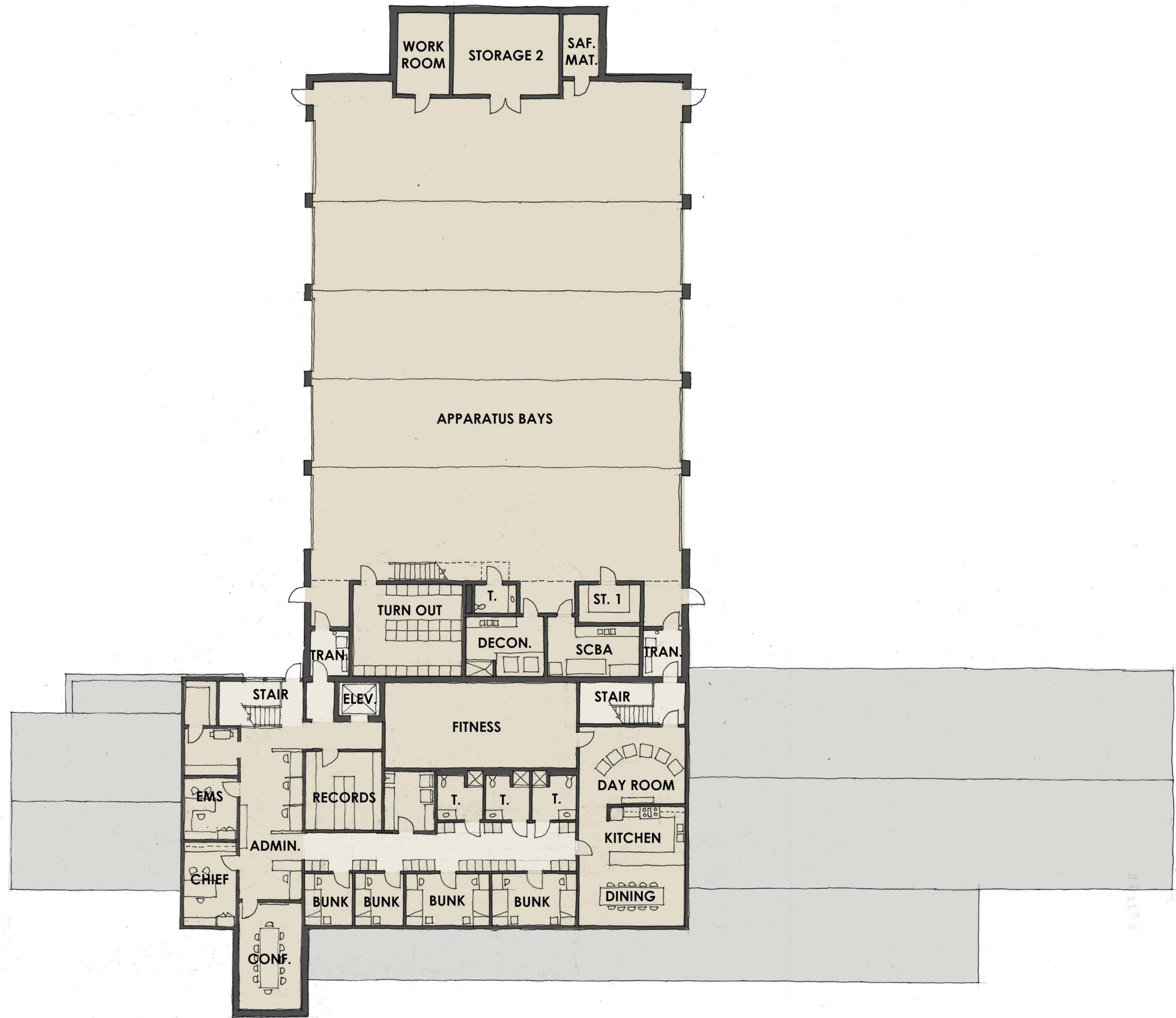
WARREN PS COMPLEX - RTE 67

Conceptual Site Plan
Scale 1/20" = 1' - 0"



WARREN PS COMPLEX - RTE 67

Ground Level Conceptual Floor Plan
Scale 1/8" = 1' - 0"

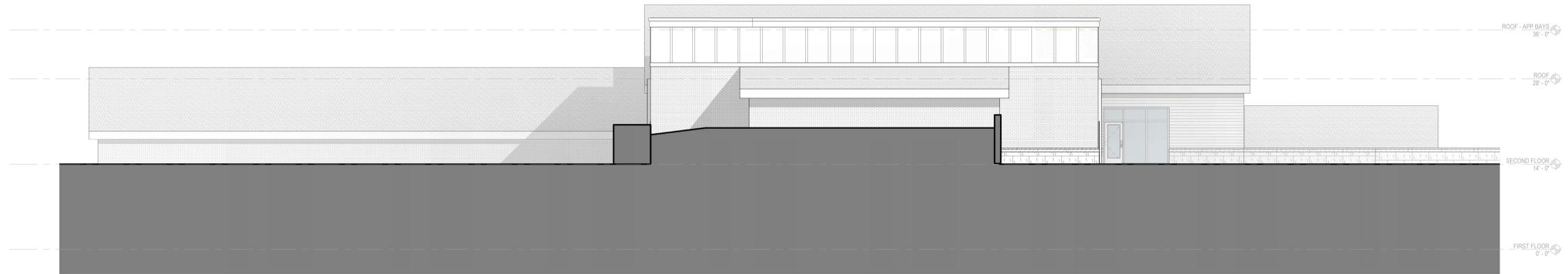


WARREN PS COMPLEX - RTE 67

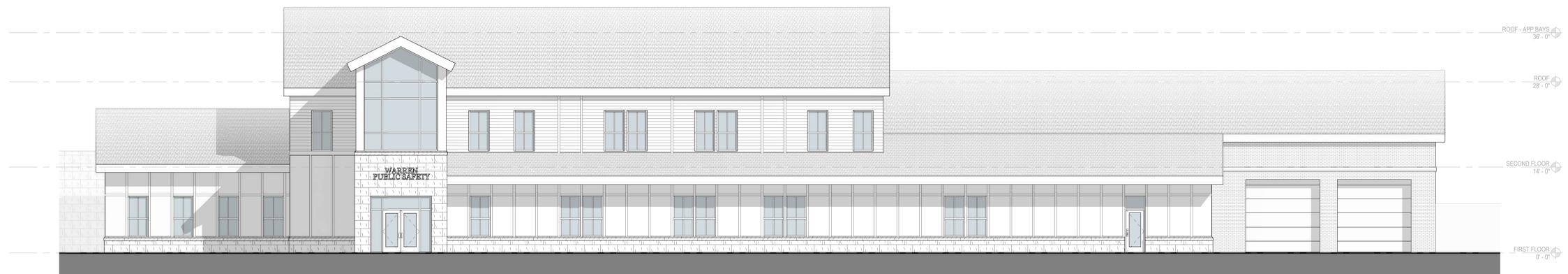
Upper Level Conceptual Floor Plan
Scale 1/8" = 1' - 0"

EXTERIOR ELEVATION LEGEND

MATERIALS			
	ASPHALT SHINGLES		FIBER CEMENT SIDING
	BRICK		FIBER CEMENT BOARD & BATTEN
	ARRISCRAFT		GLASS
			LOUVERS



NORTH ELEVATION



SOUTH ELEVATION

EXTERIOR ELEVATION LEGEND

MATERIALS			
	ASPHALT SHINGLES		FIBER CEMENT SIDING
	BRICK		FIBER CEMENT BOARD & BATTEN
	ARRISCRAFT		GLASS
			LOUVERS



WEST ELEVATION



EAST ELEVATION

WARREN PS COMPLEX - RTE 67

Conceptual Exterior Elevations

Scale 1/8" = 1' - 0"



architects + engineers

433 River Street, Ste 8002
Troy, NY 12180 | tel 518.765.5105

January 15, 2026

Warren MA Fire Station

Conceptual Scope and Fee

Fire Station Renovation / Addition

Notes: One design, maximize use of basketball courts. Does not include HazMat assessment.

Field Work				
Resources	Hours/p	Total hours	Rate	Subtotal
2	8	16	\$150	\$2,400

Base document input				
Resources	Hours/p	Total hours	Rate	Subtotal
1	16	16	\$140	\$2,240

Design				
Resources	Hours/p	Total hours	Rate	Subtotal
1	60	60	\$230	\$13,800

Design Input/Graphics				
Resources	Hours/p	Total hours	Rate	Subtotal
12	24	24	\$140	\$3,360

Meetings/Presentation/Preparation					
Resources	Hours/mtg	Meetings	Total hours	Rate	Subtotal
1	8	6	48	\$230	\$11,040

Consultant Input	
Resources	Subtotal
Structural	\$0
MEP	\$5,000
Civil	\$0
Estimating	\$10,000
Subtotal	\$15,000

Total Projected Fee	\$47,840
----------------------------	-----------------

H2M Architects & Engineers, Inc.

 **AIA**® Document B105® – 2017

Standard Short Form of Agreement Between Owner and Architect

AGREEMENT made as of the Fifteenth day of January in the year 2026
(In words, indicate day, month and year.)

BETWEEN the Owner:
(Name, legal status, address and other information)

Town of Warren, MA
48 High Street
P.O. Box 609
Warren, MA, 01083

and the Architect:
(Name, legal status, address and other information)

H2M Architects and Engineers, Inc.
433 River Street, Suite 8002
Troy, NY 12180

for the following Project:
(Name, location and detailed description)

Fire Station Renovation/Addition
1012 Main Street (the site of the current Fire Station)
Warren, MA, 01083

The Owner and Architect agree as follows.

ADDITIONS AND DELETIONS:

The author of this document has added information needed for its completion. The author may also have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes added information as well as revisions to the standard form text is available from the author and should be reviewed. A vertical line in the left margin of this document indicates where the author has added necessary information and where the author has added to or deleted from the original AIA text.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

Init.

ARTICLE 1 ARCHITECT'S RESPONSIBILITIES

The Architect shall provide architectural services for the Project as described in this Agreement. The Architect shall perform its services consistent with the professional skill and care ordinarily provided by architects practicing in the same or similar locality under the same or similar circumstances. The Architect shall perform its services as expeditiously as is consistent with such professional skill and care and the orderly progress of the Project. The Architect shall assist the Owner in determining consulting services required for the Project. The Architect's services include the following consulting services, if any:

As outlined in H2M scope and fee titled "Warren, MA fire station conceptual Scope and Fee" dated January 15, 2026, attached hereto.

During the Design Phase, the Architect shall review the Owner's scope of work, budget and schedule and reach an understanding with the Owner of the Project requirements. Based on the approved Project requirements, the Architect shall develop a conceptual design, which shall be set forth in drawings and other documents appropriate for the Project.

ARTICLE 2 OWNER'S RESPONSIBILITIES

The Owner shall provide full information about the objectives, schedule, constraints and existing conditions of the Project, and shall work with the Architect to establish a budget that includes reasonable contingencies and meets the Project requirements. The Owner shall provide decisions and furnish required information as expeditiously as necessary for the orderly progress of the Project. The Architect shall not be entitled to rely on the accuracy and completeness of the Owner's information. If, in the opinion of the Architect, the provided information is incomplete or inaccurate, the Architect may request the Town's approval to verify such information through the use of consultants or additional exploration as an additional service to the work. The Owner shall furnish consulting services not provided by the Architect, but as required for the Project, such as surveying, which shall include property boundaries, topography, utilities, and wetlands information; geotechnical engineering; and environmental testing services.

ARTICLE 3 USE OF DOCUMENTS

Drawings, specifications and other documents prepared by the Architect are the Architect's Instruments of Service, and are for the Owner's use solely with respect to constructing the Project. The Architect shall retain all common law, statutory and other reserved rights, including the copyright. Upon completion of the Project, provided that the Owner substantially performs its obligations under this Agreement, the Architect grants to the Owner a license to use the Architect's Instruments of Service as a reference for maintaining, altering and adding to the Project. The Owner agrees to indemnify the Architect from all costs and expenses related to claims arising from the Owner's use of the Instruments of Service without retaining the Architect. When transmitting copyright-protected information for use on the Project, the transmitting party represents that it is either the copyright owner of the information, or has permission from the copyright owner to transmit the information for its use on the Project.

ARTICLE 4 TERMINATION, SUSPENSION OR ABANDONMENT

In the event of termination, suspension or abandonment of the Project by the Owner, the Architect shall be compensated for services performed. The Owner's failure to make payments in accordance with this Agreement shall be considered substantial nonperformance and sufficient cause for the Architect to suspend or terminate services. Either the Architect or the Owner may terminate this Agreement after giving no less than seven days' written notice if the Project is suspended for more than 90 days, or if the other party substantially fails to perform in accordance with the terms of this Agreement. Except as otherwise expressly provided herein, this Agreement shall terminate one year from the date of this agreement.

ARTICLE 5 MISCELLANEOUS PROVISIONS

This Agreement shall be governed by the law of the place where the Project is located. Terms in this Agreement shall have the same meaning as those in AIA Document A105-2017, Standard Short Form of Agreement Between Owner and Contractor. Neither party to this Agreement shall assign the contract as a whole, or in part, without written consent of the other.

Nothing contained in this Agreement shall create a contractual relationship with, or a cause of action in favor of, a third party against either the Owner or the Architect.

The Architect shall have no responsibility for the discovery, presence, handling, removal or disposal of, or exposure of persons to, hazardous materials or toxic substances in any form at the Project site.

ARTICLE 6 PAYMENTS AND COMPENSATION TO THE ARCHITECT

The Architect's Compensation shall be:

Lump Sum of forty seven thousand eight hundred forty dollars (\$47,840.00)

The Owner shall reimburse the Architect for previously authorized expenses incurred in the interest of the Project, plus ten percent (10 %).

Payments are due and payable upon receipt of the Architect's monthly invoice.

At the request of the Owner, the Architect shall provide additional services not included in Article 1 for additional compensation. Such additional services may include, but not be limited to, providing or coordinating services of consultants not identified in Article 1; revisions due to changes in the Project scope, quality or budget, or due to Owner-requested changes in the approved design; evaluating changes in the Work and Contractors' requests for substitutions of materials or systems; providing services necessitated by the Contractor's failure to perform; and the extension of the Architect's Article 1 services beyond twelve (12) months of the date of this Agreement through no fault of the Architect.

ARTICLE 7 INSURANCE

The Architect shall obtain and maintain in full force and effect during the term of this agreement the insurance coverage in companies licensed to do business in the Commonwealth of Massachusetts, and acceptable to the Owner as set forth below:

General Liability

Bodily Injury Liability	\$1,000,000 per occurrence
Property Damage Liability	\$500,000 per occurrence
Or Combined Single Limit	\$1,000,000 per occurrence

Automobile Liability

Bodily Injury Liability	\$1,000,000 per occurrence
Property Damage Liability	\$500,000 per occurrence
Or Combined Single Limit	\$1,000,000 per occurrence

Worker's Compensation Insurance

Coverage for all employees in accordance with Massachusetts General Laws

Professional Liability Insurance

Minimum coverage	\$1,000,000 per occurrence
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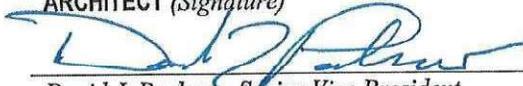
All policies shall identify the Owner as additional Insured (except Worker's Compensation and Professional Liability) and shall provide that the Owner shall receive written notification at least 30 days prior to the effective date of any amendment or cancellation. Certificates evidencing all such coverages shall be provided to the Owner upon the execution of this agreement. Each such certificate shall specifically refer to this Agreement and shall state that such insurance is required by this Agreement. Failure to provide or to continue in force such insurance shall be deemed a material breach of this Agreement and shall be grounds for immediate termination.

init.

This Agreement entered into as of the day and year first written above.

TOWN OF Warren by its Board of Selectmen:

ARCHITECT (Signature)



(Printed name), Chair

David J. Pacheco, Senior Vice President

(Printed name), Vice Chair

(Printed name), Clerk

Approved as to Availability of Funds:

Town Accountant

\$ 47,840

Contract sum

Approved as to Form:

Town Council

Date

(Table deleted)(Paragraphs deleted)

Init.



FY 2024 Staffing for Adequate Fire and Emergency Response (SAFER) Program Frequently Asked Questions

This document addresses Frequently Asked Questions related to the Fiscal Year (FY) 2024 Staffing for Adequate Fire and Emergency Response (SAFER) Program. Applicants should refer to the FY 2024 SAFER Program Notice of Funding Opportunity (NOFO) for full details and application requirements.

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1. General Program Questions

What is the purpose of the SAFER Program?

The purpose of the SAFER Program is to provide funding directly to fire departments and volunteer firefighter interest organizations to assist with increasing the number of firefighters to help communities meet industry minimum standards, to attain 24-hour staffing to provide adequate protection from fire and fire-related hazards, and to fulfill traditional missions of fire departments. The SAFER Program is separated into two activities: Hiring of Firefighters (Hiring) Activity and Recruitment and Retention (R&R) Activity. Using a competitive process that is informed by fire service subject-matter experts, grants in both activities are awarded to applicants whose requests best address the priorities of the FY 2024 SAFER Program.

What changes were made to the SAFER Program since last year?

The FY 2024 SAFER Program NOFO contains changes to definitions, descriptions, and priority categories, including:

- Under Eligibility – Allowable Project Types
 - The Hiring Activity offers grants to support applications to hire new, additional firefighters.
- Under Eligibility – Unallowable Project Types
 - FEMA will not fund any projects, activities, or line items that are covered under a department's normal operating budget.
- Under Eligibility – Cost Sharing Requirement
 - Hiring Activity grant recipients are required to contribute non-federal funds as a cost share.
- Under Eligibility – Cost Share Description, Type and Restrictions
 - In the first and second years of the grant, the amount of federal funding may not exceed 75 percent of the usual annual cost of a first-year firefighter and in the third year of the grant, the amount of federal funding may not exceed 35 percent of the usual annual cost of a first-year firefighter.
- Under Eligibility – Required Information for Verifying Cost Share
 - Applicants are required to certify that their annual budget for fire-related programs and emergency response has not been reduced below 80 percent of the applicant's average funding level in the three years prior to the application date.
- Under Register in FEMA GO: FEMA GO will no longer support Internet Explorer,
- Under Additional Information: Inclusion of Hazard-Resistant Building Codes.
- Under R&R Activity – Eligible Costs:
 - New Member Costs: Eligible physical exam costs for new members now includes initial medial exams; annual physicals; job-related immunizations; behavioral health; and Cancer Screening Programs to meet NFPA 1582.
 - Wellness and Fitness for Existing Members: Eligible subcategories of physical exams for existing members.
 - Employee Assistance Program (EAP) to provide behavioral health training for coping with fire service duties.
- Under Other Information: Extensions to the period of performance are allowed for R&R Activity grants only.

What do I need to know about Environmental Planning and Historic Preservation (EHP)?

SAFER Program projects that involve the installation of supplies/equipment not specifically excluded from a FEMA EHP Review, per the Grant Programs Directorate Programmatic Environmental Assessment, such as ground-disturbing

activities, or modification/renovation of existing buildings or structures, will require an EHP review. Some equipment activities will require an EHP review, as well. Such activities include but are not limited to:

- Building renovations, such as removal of wall or installation of electrical or waterlines;
- Training/exercises in natural settings, such as rope or swift water;
- Installation of LED signs; and
- Any scope of work that involves ground disturbances.

Please see FEMA's EHP Screening form and instructions at [EHP Screening Form](#). EHP policy guidance can be found at [Preparedness Grants EHP Compliance webpage](#). Recipients will be notified of their EHP responsibilities in the grant award package.

It is FEMA policy that actions initiated and/or completed without fulfilling the specific EHP requirements will not be considered for funding.

Who is eligible to apply under the SAFER Program?

Eligible applicants for the SAFER Program include fire departments; any federally recognized Indian tribe or tribal organization; and national, regional, state, local, tribal, and nonprofit interest organizations representing the interests of volunteer firefighters.

How do I determine whether I represent a volunteer, combination, or career fire department or a national, regional, state, local, tribal, and nonprofit volunteer firefighter interest organization?

A volunteer fire department, as defined in 15 U.S.C. § 2229, has an all-volunteer force of firefighting personnel. For a fire department to have an all-volunteer force, no member may receive financial compensation (in the form of salary or wages) for their services other than life and health insurance, workers' compensation insurance, and/or a nominal stipend per call. For the purposes of this SAFER Program, a department whose membership is comprised of all volunteer firefighters, including any paid-on-call firefighters who receive only a nominal stipend, will be considered a volunteer fire department.

A career department, as defined in 15 U.S.C. § 2229, has an all-paid force of firefighting personnel other than paid on-call firefighters. Fire departments that provide reimbursement on a paid-on-call basis are considered a combination fire department for the purposes of this program.

A combination department, as defined in 15 U.S.C. § 2229, has paid firefighting personnel and volunteer firefighting personnel. At a minimum, a combination fire department must have at least one active firefighter who receives financial compensation for services (including paid-on-call) and at least one active firefighter who does not receive financial compensation for services other than life, health, and workers' compensation insurance.

For the purposes of this SAFER Program, a department whose membership is composed of any paid-on-call firefighters who receive more than a nominal stipend will be considered a combination fire department.

FEMA considers a department to be combination majority volunteer if more than 50 percent of its membership is made up of personnel who do not receive financial compensation for services. Departments are considered combination majority career if more than 50% of the active firefighting membership is salaried staff.

A national, regional, state, local, tribal, and nonprofit volunteer firefighter interest organization is defined as an organization that supports or represents the interests of firefighters in front of legislative bodies at the local, state, tribal, and federal level. Such organizations include but are not limited to state or local firefighter and/or fire chiefs' associations, volunteer firefighter relief organizations, and associations. FEMA shall make the final determination as to whether an applicant is an appropriate volunteer firefighter interest group.

Fire departments applying for a regional grant on behalf of itself and other participating fire departments are not considered an interest organization.

What activities may I apply for under the SAFER Program?

The SAFER Program is separated into two activities:

Hiring Activity: Provides federal financial assistance to help fire departments hire new, additional firefighters (or change the status of part-time or paid-on-call firefighters to full-time firefighters). National, regional, state, local, tribal, and nonprofit interest organizations are not eligible to apply for funding under the Hiring Activity.

R&R Activity: Assists volunteer and combination fire departments and national, regional, state, local, federally recognized tribal, and nonprofit interest organizations with the recruitment and/or retention of volunteer firefighters who are involved with or trained in the operations of firefighting and emergency response. Career fire departments are not eligible to apply for funding under the R&R Activity.

How many applications may I submit?

Eligible applicants may submit only one application for each eligible activity under the SAFER Program (one under the Hiring Activity and/or one under the R&R Activity). Applicants interested in applying under both the Hiring Activity and the R&R Activity must submit two separate applications, one for each activity. All submissions of duplicate applications may be disqualified.

Applications differ based on the applicant type. For example, the Hiring Activity application will be different from the fire department application for the R&R Activity; the R&R Activity application will be different for a fire department than an interest organization. Be sure to select the appropriate applicant type when applying. Applications submitted under the wrong type (e.g., regional fire department R&R Activity application applied through the interest organization application) will be deemed ineligible.

I have an open SAFER Program award(s). May I still apply under the FY 2024 SAFER Program?

Yes. However, because the possibility exists that the period of performance on the open grant award(s) and the FY 2024 grant period of performance will overlap, you need to ensure that the start of your FY 2024 grant does not depend on the completion of your open grant(s), or that receipt of a FY 2024 SAFER Program award will not impact your ability to continue with and/or complete your open grant award(s). The grant activities requested in the FY 2024 SAFER Program must supplement the current award(s) and cannot be for the same activities, expenditures, or personnel funded under the open grant award(s). Applicants with an active SAFER Program award who wish to apply

under the FY 2024 SAFER Program are subject to the guidelines and requirements outlined in the FY 2024 SAFER Program NOFO.

How much funding is available under the FY 2024 SAFER Program?

There is a total \$324 million available under the FY 2024 SAFER Program, which includes funds appropriated as part of the FY 2024 Department of Homeland Security (DHS) Appropriations Act (Pub. L. No. 118-47). However, the following specific funding parameters are either required by law or are the outcome of recommendations from the Assistance to Firefighters Grant Program Criteria Development Panel:

10% of the funding is set aside for grants awarded to all volunteer or majority volunteer departments for hiring of firefighters.

If FEMA awards less than 10% of the funds available for the hiring of firefighters to volunteer and majority volunteer fire departments, it will transfer the remaining funds to provide grants for the recruitment and retention of volunteer firefighters.

10% of the funding is set aside for the recruitment and retention of volunteer firefighters.

No more than 33% of the total amount allocated for the recruitment and retention of volunteer firefighters can be awarded to national, regional, state, local, territorial, or federally recognized tribal organizations that represent the interests of volunteer firefighters.

What is the maximum amount of funding a recipient may be awarded?

There is no maximum award amount for FY 2024 SAFER Program awards. However, it is important to note that all awarded SAFER Program costs and activities must be incurred, received, and completed within the period of performance; therefore, applicants should carefully consider what costs and activities they can reasonably accomplish within the period of performance.

Is there a cost share for all applicants?

For Hiring Activity grants, recipients are required to contribute 25 percent of the actual costs incurred in each of the first and second years of the grant; and 65 percent of the actual costs incurred in the third year of the grant.

In the first and second years of the grant, the amount of federal funding may not exceed 75 percent of the usual annual cost of a first-year firefighter in that department at the time the grant application was submitted; and in the third year of the grant the amount of federal funding may not exceed 35 percent of the usual annual cost of a first-year firefighter in that department.

The “usual annual cost” includes a firefighter’s base salary (excluding non-FLSA overtime) and standard benefits package (including the average annual cost of health, dental, and vision insurance; FICA; life insurance; retirement and/or pension contributions; etc.) offered by the fire department to first-year firefighters. For R&R Activity grants, there is no cost share requirement.

When will the awards be announced?

Award announcements will be made at the beginning on approximately Aug 18, 2025, and on a continuous basis thereafter until all available funds have been awarded, but no later than September 30, 2025.

Recipients are notified via email and through the FEMA GO system of the award offer and must accept their awards no later than 30 calendar days from the award date. The recipient must notify FEMA of its intent to accept and proceed with work under the award through the FEMA GO system. Funds will remain on hold until the recipient accepts the award through the FEMA GO system and all other conditions of the award have been satisfied, or until the award is otherwise rescinded. Failure to accept a grant award within the specified timeframe may result in a loss of funds.

Recipients may request additional time to accept the award if needed.

When a SAFER Program award is accepted, when does the period of performance start?

The period of performance under the Hiring Activity is 36 months for all grants awarded. A default 180-day recruitment period, which allows grant recipients to begin hiring SAFER Program-funded firefighters, begins when FEMA approves the application for an award under this activity. The 36-month period of performance automatically starts after the 180-day recruitment period, regardless of whether the recipient has successfully hired the requested firefighters.

The period of performance under the R&R Activity is 12, 24, 36 or 48 months for all grants awarded. A default 90-day recruitment period, which allows recipients time to gather resources, initiate processes, and finalize contracts needed to implement SAFER Program grant activities, begins when FEMA approves the application for award. The period of performance automatically starts after the 90-day recruitment period ends, regardless of whether the recipient is ready to begin implementing its grant award.

2. Application Questions

What are some important reminders for FY 2024?

The online FY 2024 SAFER Program application is only available in the FEMA GO (FEMA Grants Outcomes) application portal at <https://go.fema.gov>.

Applicants must complete the following to start, complete, and submit a SAFER Program application:

- The applicant organization must be currently registered and active in the System for Award Management (SAM) to apply. Applicants are advised that FEMA may not make a federal award until the applicant has complied with all applicable SAM requirements. Therefore, an applicant's SAM registration must be active not only at the time of application, but also during the application review period and when FEMA is ready to make a federal award. SAM is available from Grants.gov at <https://www.grants.gov/web/grants/applicants/organization-registration/step-2register-with-sam.html>.
- Effective April 4, 2022, the federal government transitioned from using the Data Universal Number System or DUNS number to a new, non-proprietary identifier known as a Unique Entity Identifier or UEI. For entities that have an active registration in the System for Award Management (SAM) prior to this date, the UEI has

automatically been assigned and no action is necessary. For all entities filing a new registration in SAM.gov after April 4, 2022, the UEI will be assigned to that entity as part of the SAM.gov registration.

FEMA GO has also been updated to use the UEI as the Primary Entity Identifier for registered organizations.

New registrations in both SAM and FEMA GO will require the use of the UEI.

For more information about the transition, go to [GSAFSD Service Portal Landing - GSA Federal Service Desk Service Portal](#) and select the green "Help" on UEI Transition button.

Additional information about UEI and FEMA GO is provided in the FEMA GO Startup Guide located at: <https://www.fema.gov/media-library/assets/documents/181607>.

What is program income?

Although not common, recipients may generate income while carrying out grant-supported activities during the period of performance under the SAFER Program award. This is referred to as program income. This income can be used to defray program costs, where appropriate, consistent with 2 CFR § 200.307. The Budget Summary section of the grant application contains a field for program income. The response should be \$0 unless the recipient anticipates generating program income during the period of performance. If the recipient plans to generate program income, it should be explained in the narrative. The FEMA GO application will not include program income estimates in the total budget. FEMA will review the program income submitted and adjust the budget as appropriate, prior to award. Any program income must be used and managed in accordance with 2 C.F.R. § 200.307.

What is Management and Administration (M&A)?

M&A costs are administrative expenses that are incurred during the administration of a SAFER Program award. Applicants may apply for M&A costs if the costs are directly related to the implementation of the program for which they are applying. M&A costs are identifiable costs directly associated with the implementation and management of the grant and cannot exceed 3% of the federal share of SAFER Program funds awarded. If you are requesting M&A expenses, you must list the costs under the "Other" category in the budget and explain the purpose for the administrative costs in your Project Narrative. All M&A costs must be in accordance with 2 C.F.R. Part 225, Cost Principles for state, local and Indian Tribal Governments (OMB Circular A-87) or 2 C.F.R. Part 230, Cost Principles for Non-Profit Organizations (OMB Circular A-122), as applicable and should be based on actual expenses only, not a percentage of the overall grant.

M&A costs are not eligible under the Hiring Activity.

Where do I submit the federally approved Indirect Cost Rate Agreement?

Applicants required to have a negotiated indirect cost rate agreement that desire to charge indirect costs to an award must provide a copy of their negotiated indirect cost rate agreement at the time of application. Applicants that are not required by 2 C.F.R. Part 200 to have a negotiated indirect cost rate agreement but are required by 2 C.F.R. Part 200 to develop an indirect cost rate proposal must provide a copy of their proposal at the time of application. Copies of the indirect cost rate agreements or proposals, along with the SAFER Program application number, must be submitted electronically to FireGrants@fema.dhs.gov. Please ensure that the request details budget portion of your application includes information pertaining to your indirect cost rate agreement or proposal. Post-award requests to charge indirect costs will be considered on a case-by-case basis and based upon the submission of an

agreement or proposal as discussed above or based upon on the de minimis rate or cost allocation plan, as applicable.

Indirect costs are not allowable under the Hiring Activity.

What standards does the SAFER Program focus on?

The SAFER Program focuses on the Deployment or Staffing and Deployment compliance standards of the National Fire Protection Association (NFPA):

- NFPA 1710 Assembly Requirements – Standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations, and Special Operations to the Public by Career Fire Department (Section 5.2.4.1 – Single-Family Dwelling Initial Full Alarm Assignment Capability): This standard applies primarily to career fire departments and combination departments if the combination department chooses it.
- NFPA 1720 Assembly Requirements – Standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations, and Special Operations to the Public by Volunteer Fire Departments (Section 4.3 – Staffing and Deployment): This standard applies primarily to all-volunteer fire departments, but it may also apply to combination departments if the combination department does not choose to comply with the NFPA 1710 standard.

FEMA prioritizes bringing non-compliant (NFPA 1710 or 1720) departments into compliance in the most cost-effective manner.

Do applicants have to report to the National Fire Incident Reporting System?

No. FEMA does not require FY 2024 SAFER Program applicants to report to the National Fire Incident Reporting System.

Do applicants have to comply with the National Incident Management System?

SAFER Program applicants are not required to comply with the National Incident Management System (NIMS) to apply for federal assistance under the SAFER Program. However, any applicant who receives a FY 2024 SAFER Program award must achieve the level of NIMS compliance required by the Authority Having Jurisdiction over the applicant's emergency service operations (e.g., a local government), prior to the end of the grant's period of performance.

Information about NIMS can be found at <https://www.fema.gov/national-incident-management-system>.

3. SAFER Hiring

What type of firefighter positions will be funded under the Hiring Activity?

Grants awarded under the Hiring Activity enable all volunteer, combination, and career fire departments to restore staffing levels to attain a more effective level of response and a safer incident scene. FEMA awards Hiring Activity grants directly to volunteer, combination, and career fire departments to help fire departments increase their cadre of frontline firefighters by providing financial assistance to hire new, additional firefighters.

What are the eligible expenses under the Hiring Activity?

The only eligible expenses are the salary and associated benefits (actual payroll expenses) for the positions funded under the SAFER Program grant. Costs are reimbursable if they are included as part of the standard package, available to all operational firefighter positions, contractually obligated, and reimbursed via payroll. Compensation for a firefighter's normal, contracted work schedule is reimbursable, but overtime costs are not eligible for reimbursement by the SAFER Program grant award (including overtime for holdovers, extra shifts, to attend training, etc.). Only costs for overtime that the fire department routinely pays as a part of the base salary or a firefighter's regularly scheduled and contracted shift hours, in order to comply with the Fair Labor Standards Act, are eligible.

4. SAFER Recruitment and Retention

What are the eligible expenses under the R&R Activity?

Applicants must correlate the activities for which funding is being requested with the identified recruitment and/or retention problems/issues being addressed. SAFER Program grant funds may only be used for volunteer firefighters who are involved with, or trained in, the operations of firefighting and emergency response. FEMA will not provide funding for a budgeted line item if an applicant does not provide enough information detailing how the item and/or activity will enhance the recruitment and retention of volunteer firefighters. Allowable costs may be limited to reasonable amounts, as determined by FEMA.

All grant-related purchases and activities must be incurred, received, and completed within the period of performance. Additionally, all funded activities under the R&R Activity must be governed by formally adopted Standard Operating Procedures (SOPs). Minimally, these SOPs should specify who qualifies for each of the incentives, specific requirements for earning the incentives, and the disposition of the awarded incentives if an individual fails to fulfill the stipulations. FEMA may ask for copies of SOPs prior to, or after a grant is awarded.

Examples of eligible expenses include but are not limited to the following:

- Marketing Program (e.g., media and print advertising) to recruit new volunteer firefighters;
- New recruit basic training;
- Leadership/career development training; and
- Personal Protective Equipment for new recruits.

For the full list of eligible and ineligible costs, please refer to Appendix B – Programmatic Information and Priorities, in the FY 2024 SAFER Program NOFO.

How is “new recruit” defined according to the SAFER Program?

The SAFER Program defines a “new recruit” as a volunteer that joins the department with the intent to serve as a firefighter after the recipient is notified of the grant award (e.g., the date of the award notification email in FEMA GO).

Does the SAFER Program allow regional applications?

Yes. Eligible applicants may apply for a regional R&R Activity grant if the request will have a direct regional or local benefit beyond the immediate boundaries of the applicant's first-due response area. Direct regional or local benefit means that other eligible organizations will receive a portion of the grant awarded funds, or the department will receive items purchased with the grant funds.

An eligible applicant will serve as the "host applicant" and can apply for funding on behalf of itself and any number of other participating R&R Activity eligible organizations. The application must include a list of all the participating organizations, including the point of contact information and EIN for each organization benefitting from a proposed regional project.

If awarded, the host applicant must agree to be responsible for all aspects of the grant. This includes but is not limited to accountability for all assets and all reporting requirements. Regional host applicants and participating partner agencies must execute a Memorandum of Understanding or equivalent document, signed by all parties participating in the award, before applying under the Regional Program activities.

The Hiring Activity is not eligible as a regional project.

5. Application Process

How do I apply for a SAFER Program grant?

The online FY 2024 SAFER Program application is available through the FEMA GO application portal at <https://go.fema.gov>. The application will also be linked with the U.S. Fire Administration's website <https://www.usfa.fema.gov/grants> and the Grants.gov website <https://www.grants.gov>.

Which internet browsers are compatible with FEMA GO?

FEMA GO is compatible with the most recent major release of Google Chrome, Mozilla Firefox, Apple Safari, and Microsoft Edge. Users who attempt to use tablet type devices or other browsers may encounter issues with using FEMA GO.

When can I apply?

Applications will only be accepted between 8 a.m. Eastern Time (ET) on Friday, May 23, 2025, and 5 p.m. ET on Thursday, July 3, 2025. FEMA GO automatically records proof of timely submission and the system generates an electronic date/time stamp when FEMA GO successfully receives the application. The individual with the Authorized Organization Representative role that submitted the application will also receive the official date/time stamp and a FEMA GO tracking number in an email serving as proof of their timely submission on the date and time that FEMA GO received the application.

Applications not received by the application submission deadline will not be accepted. Applicants using unreliable internet connections, such as dial-up connections, should be aware that submission can take some time before FEMA GO receives your application.

Applicants who experience system-related issues will be addressed until 3 p.m. ET on Thursday July 3, 2025. No new system-related issues will be addressed after this deadline.

Do I need to register with the System for Award Management (SAM)?

Yes. Per 2 C.F.R. § 25.205, SAM registration is required to both begin and submit a SAFER Program application in the FEMA GO system. Organizational SAM.gov registrations are only active for one year and must be renewed annually. Therefore, applicants must ensure the applicant entity has a valid and active registration in SAM.gov before starting an application.

Step-by-step instructions for registering with SAM can be found at

<http://www.grants.gov/web/grants/applicants/organization-registration/step-2-register-with-sam.html>. Applicants should contact SAM.gov with questions or concerns about their SAM registration.

DHS may not make a federal award to an applicant until the applicant has complied with all applicable DUNS/UEI and SAM requirements. An applicant's SAM registration must be active not only at the time of application, but also during the application review period and when FEMA is ready to make a federal award. If an applicant has not fully complied with the requirements by the time DHS is ready to make a federal award, DHS may determine that the applicant is not qualified to receive a federal award and may make a federal award to another applicant.

The submission of payment requests and amendments are also contingent on the information provided in the entity's SAM.gov registration. It is imperative that all information in the application is correct, current, and matches the information in the SAM.gov registration. Please ensure that your organization's name, address, DUNS number, and Employer Identification Number (EIN) are up to date in SAM.gov and that the DUNS number used in SAM.gov is the same number used to apply for all other FEMA grant program awards.

More information on SAM.gov may be located in the FY 2024 SAFER Program NOFO and on the [Assistance to Firefighters Grant Programs Website](#). If applicants have questions or concerns about a SAM registration, please contact the Federal Support Desk at <https://www.fsd.gov/> or call (866) 606-8220, Monday – Friday between the hours of 8 a.m. and 8 p.m. ET.

May I change or edit my application after it has been submitted?

You will be able to review or edit the entire application prior to submission. However, if you would like to edit or change your application after submission, you will need to withdraw the application from consideration of award. The application must then be resubmitted to FEMA prior to the application submission deadline of 5 p.m. ET on Thursday, July 3, 2025 to be considered for an award.

How are the applications reviewed and selected for funding?

SAFER Program applications are reviewed through a multi-phase process. All applications are electronically pre-scored and ranked based on how well they align with the funding priorities outlined in the FY 2024 SAFER Program NOFO.

Applications are then scored competitively by no less than three members of a Peer Review Panel.

Applications with the highest score rankings per activity will also be evaluated through a series of internal FEMA review processes for completeness, adherence to programmatic guidelines, technical feasibility, costs/quantities, and anticipated effectiveness of the proposed project(s).

How important is it to address all Narrative Statements in the application?

The Narrative Statements of the application must provide unique and specific details about the activity for which applicants seek funding, including budget details. Peer Review Panelists will evaluate and score each activity based on the narrative elements within each activity. The weighted evaluation criteria used by the peer reviewers in determining the grant award, as described in the NOFO, make up the elements of the Narrative Statements' score.

Under the Hiring Activity, the peer review panel score is 50% of the total application score. Under the R&R Activity applications, the peer review panel score is 70% of the total application score.

Note: FEMA conducts reviews of a random sampling of applications to compare them for duplication including the narrative statements and statistical data. Therefore, all elements of the narrative statements must be specific and unique to the applying entity, and all statistical data must be accurate.

Applications with narrative statements that have substantial duplication of statements, sentences, or paragraphs to other submitted applications, and/or inaccurate data that may mislead reviewers may be disqualified. Discovery of falsification, fabrication, or plagiarism of other grant proposals will disqualify the application(s).

What are the character limitations for text boxes in FEMA GO?

The Narrative Statements blocks do not allow for formatting. Do not type the Narrative Statements using only capital letters. Additionally, do not include tables, special characters or fonts (e.g., quotation marks, bullets), or graphs. Space for the Narrative Statements is limited. Although each element must have a minimum of 200 characters, the maximum number of total characters is 3,000 per each narrative element, except Financial Need, which is 4,000 characters.

6. FEMA Contacts

How can I help FEMA prevent fraud, waste and abuse?

If you have information about instances of fraud, waste, abuse, or mismanagement involving FEMA programs or operations, you should contact the Department of Homeland Security Office of Inspector General Hotline at 1-800-323-8603; by fax at 202-254-4297; or online at <https://www.oig.dhs.gov/hotline>.

How can I obtain help with the application?

The SAFER Program Help Desk at 866-274-0960 will be available to provide technical assistance with completing your SAFER Program application(s).

During the application period, the Help Desk will be staffed between the hours of 8 a.m. and 4:30 p.m. ET, Monday through Friday; and until 5 p.m. ET on the last day of the application period. However, these hours may change as the application period progresses. The toll-free number also accepts voicemail messages after hours or if the line is busy.

Questions may also be e-mailed to FireGrants@fema.dhs.gov.

Where can I find SAFER Program documents and other information?

You can find SAFER Program documents and additional information on the [Staffing for Adequate Fire and Emergency Response Program webpage](#).

How do I sign-up for e-mail notifications about the SAFER Program?

To register for automatic e-mail notices of NOFO availability and other important program information go to: https://public.govdelivery.com/accounts/USDHSFEMA/subscriber/new?topic_id=USDHSFEMA_409.



TOWN ADMINISTRATOR

CHARLES E. SHEPARD MUNICIPAL BUILDING

48 High St. • P. O. Box 609 • Warren, MA 01083-0609 • Tel. 413-436-5701 • Fax 413-436-9754

Town of Warren
P.O. Box 609
48 High Street
Warren, MA 01083-0609

January 27, 2026

Priscilla J. Clowes
183 Forest Avenue
P.O. Box 1472
Warren, MA 01083

Dear Ms. Clowes,

This letter confirms, subject to being appointed by the Board of Assessors, a favorable CORI, passing a pre-employment physical / drug screen, approval of a wage authorization from the Board of Selectmen, your appointment as a full-time (32-hrs.) Assistant Assessor, for the Town of Warren. Based on your related work experience in the field of Assessing and current certifications you will start at a Step 9 (\$37.08), Grade B on the wage scale. Effective July 1st your hourly wage will be \$37.82. Your department will schedule an appointment with the Treasurer's office to complete the hiring process. You will also be entitled to an annual stipend of \$1,000.00 each fiscal year for maintaining your Massachusetts Association of Assessing Officers (MAAO) certification.

You will report directly to the Board of Assessors and Mr. Jim Ferrera, Town Administrator, who will set up your schedule of hours to work, and it will be based on the operational needs of the Town. The Town will provide a thirty-minute unpaid meal break during each shift that lasts more than six hours. If you choose to take an unpaid meal break it must be noted on your bi-weekly time sheet and your regularly scheduled hours must be adjusted to reflect this.

New public employees must complete Ethics Training within 30 days of beginning public service. Training information can be found in the Town Clerk's office.

Should you have any questions, please contact Mr. Jim Ferrera, at 413-436-5701 Ext. 107. Please sign below, acknowledging your acceptance of this position in accordance with the above. We look forward to having you as part of our team!

Sincerely,

James J. Ferrera
Town Administrator

Cc: Board of Selectmen
Town Treasurer
Town Accountant
Board of Assessors

12 January 2026

To Whom it May Concern,

I, Michelle Durkee, am the Veterans Services Officer for Warren, MA. and have been serving in this position since December 2023 with growing success.

I have served in this position happily and without fail every Wednesday from 1:00 PM thru 4:00 PM, sometimes coming in early, sometimes staying late and sometimes coming in other days because that is what is needed if a Veteran Service Officer wants to complete a task, to meet the needs of their Veterans and their Veterans family. It is always for the Veteran's benefit.

For 2 years I have also spent March thru May preparing for Memorial Day whether it be thru Organizing the event, Providing Flag Placement Before the event and Performing the event itself along while at the same time March thru May preparing and collecting State Required Documents for Chapter 115 Recipients (all as a Part Timer, 3 hour, a week).

I do all this while maintaining the Budget for my Department, increasing the monthly VA claims that Veterans ask about and taking care of return customers because of the good relationship between me and them.

I am requesting a schedule change in that, I come to the Warren Office **2x a month, for a 4 hour block each time**, (the remaining 4 hours are by appointment only), because I am always meeting someone or working on the computer with someone to prepare their claims, (And I will agree to continue to assist you with Memorial Day).

I love working with the people in Warren and the Veterans as well, they have been honestly been the nicest ones to be with and well worth the travel from Fitchburg.

Unfortunately, if these terms are not agreeable, then I am officially giving you my Notice and asking you to respectfully Begin the Search and Hire, for A Veteran Services Officer for Warren because my last day will be **April 30, 2026**. I hope for your Veterans, that my successor is Accredited, so your Veterans do not have to go outside Warren to File their VA Claims.

Thank you for you all you kindness and your time,

A handwritten signature in black ink, appearing to read 'Michelle Durkee', with a long, sweeping underline that extends to the right.

Michelle Durkee

Selectmen Meeting
Warren Senior Center, 2252 Main St, West Warren, MA 01092
January 15th, 2026, 4:00pm

This meeting was in person.

In attendance: Richard Eichacker (RE), Chair; Derick Veliz (DV), Vice-Chair; David Dufresne (DD), Clerk; James Ferrera (JF), Town Administrator; Griffin Harrington, Administrative Assistant

Absent:

Chair to open the meeting.
Pledge of Allegiance.

A special moment of silence for the recent passing of Stanley J. Soltys longtime resident and community volunteer.

1. **Acknowledgement of the resignation of Police Officer Patric Gillespie effective 2/1/2026.** The Board acknowledged the resignation and congratulated Patric on retirement.
2. **Discussion with a possible vote to appoint Mr. Ian N. Curtiss as a full-time Police Officer and review a request from the Police Chief to start said appointment at a Step 5 (\$31.00) on the patrolmen's wage scale. (Anticipated Vote)** DD made a motion to appoint Mr. Ian N. Curtiss as a full-time Police Officer at a Step 5 (\$31.00) on the patrolmen's wage scale for a one-year term, 2nd DV, AIF; motion carried.
3. **Discussion with a possible vote to appoint Tammy M. Martin to the position of Town Accountant and to ratify said employment agreement. (Anticipated Vote)** DD made a motion to appoint Tammy M. Martin to the position of Town Accountant for a three-year term and to ratify said employment agreement, 2nd DV, AIF; motion carried.
4. **Discussion with a possible vote to enter into a contract with Tecton Architects for the purpose of conducting a building assessment at 968 Main Street (former Cornerstone Bank Building). (Anticipated Vote) **TABLED****
5. **Discussion with a possible vote to enter into a contract with H2M Architects & Engineers for the purpose of maximizing the use of the basketball court adjacent to Fire Station "A". (Anticipated Vote) **TABLED****
6. **First Review: Notice of Sale/Conversion of Use (First Right of Refusal) Pursuant to M.G.L c. 61 §8: 1212 Southbridge Road, Warren, MA Owner: Stormfield Capital Funding I, LLC.** DD made a motion to not exercise the Town's first right of refusal, 2nd DV, AIF; motion carried.

**Selectmen Meeting
Warren Senior Center, 2252 Main St, West Warren, MA 01092
January 15th, 2026, 4:00pm**

7. **Review with a possible vote to sign a memorandum of understanding between the Town of Rutland and The Central Massachusetts Regional Emergency Communication Center. (Anticipated Vote)** DD made a motion to sign a memorandum of understanding between the Town of Rutland and The Central Massachusetts Regional Emergency Communication Center, 2nd DV, AIF; motion carried.

8. **Anticipated vote to authorize the payment of warrants and bills.**

Warrants DD made a motion to approve the following warrants, 2nd DV, AIF; motion carried.

Payroll 14-26	\$ 129,365.24
Accounts Payable 26-26	\$ 205,521.11

Bills DD made a motion to approve the following bills, 2nd DV, AIF; motion carried.

VENDOR NAME	TOTAL
Lowe's	\$ 8.06
Sherwin Williams	\$ 1,419.44
Amazon	\$ 22.44
WB Mason	\$ 176.78
Warren Water District	\$ 203.77
Comcast Business	\$ 279.89
Stericycle	\$ 140.07
Weston & Sampson Engineers Inc	\$ 12,000.00
360 Building and Remodeling	\$ 11,183.00
C2 MA Adams	\$ 666.10
Warren West Brookfield Youth Football	\$ 500.00
Warren West Brookfield Youth Cheer	\$ 500.00

9. **Review with an anticipated vote on the meeting minutes from 1/8/2026.** DD made a motion to approve the minutes from 1/8/2026, 2nd DV, AIF; motion carried.

10. **Town Administrator Report.** JF provided the Board with a weekly update.

11. **New Business.** None

12. **Old Business.** DV suggests a height sign for the bridge in the center of Town.

13. **Correspondence: Bridge Report from MassDOT, Email from National Grid, Letter from West Brookfield, TA.**

Selectmen Meeting
Warren Senior Center, 2252 Main St, West Warren, MA 01092
January 15th, 2026, 4:00pm

14. **Comments & Concerns.** DV mentions that when dropping off “sharps” they must be in an approved container when brought to the Board of Health office or Fire Department. Joe Kondrat gave a brief history on the Knox Trail.
15. **Next Meeting: January 29, 2026, 6:00pm**
16. **Anticipated motion to adjourn the meeting.** DD made a motion to adjourn, 2nd DV, AIF; meeting adjourned 5:40 pm.

Respectfully Submitted by
Griffin Harrington, Administrative Assistant

David Dufresne, Clerk



Maura Healey, Governor
Kimberley Driscoll, Lieutenant Governor
Phillip Eng, Interim MassDOT Secretary
Jonathan L. Gulliver, Undersecretary and Highway Administrator



January 20, 2026

Town of Warren
Town Selectboard
48 High St., P.O. Box 609
Warren, MA 01083

Attn: Jeremy Olson, Highway Surveyor

SUBJECT: SMALL BRIDGE INSPECTION REPORT

W-07-016 (69X)

SOUTH ST / WIGWAM BROOK

Dated: 11/17/25

Dear Mr. Olson:

As part of the Massachusetts Bridge Inspection Program, MassDOT – Highway Division now also performs inspections of municipally owned bridges whose spans are between 10 feet and 20 feet.

For your records is a copy of recent bridge inspection field report for the referenced municipally owned bridge. Repair, rehabilitation, or reconstruction of any bridges to address the deficiencies reported is the owner/custodian's responsibility. Chapter 90 funds may be used for these purposes.

Questions regarding the content of the report may be directed to the District Bridge Inspection Engineer, Matthew Barrett, at 857-368-2081.

Sincerely,

Patricia A. Leavenworth, P.E.
District 2 Highway Director

MB/

cc: BIE (2), DHD D-2, DBIE D-2

Enclosure

STRUCTURES INSPECTION FIELD REPORT

ROUTINE & SPECIAL MEMBER INSPECTION

2-DIST
02

B.I.N.
69X

BR. DEPT. NO.
W-07-016

CITY/TOWN WARREN	8-STRUCTURE NO. W07016-69X-MUN-BRI	11-Kilo. POINT 000.000	41-STATUS P:POSTED	90-ROUTINE INSP. DATE NOV 17, 2025
07-FACILITY CARRIED HWY SOUTH ST	MEMORIAL NAME/LOCAL NAME	27-YR BUILT 1950	106-YR REBUILT 0000	YR REHAB'D (NON 106) 0000
06-FEATURES INTERSECTED WATER WIGWAM BROOK	26-FUNCTIONAL CLASS Urban Collector	DIST. BRIDGE INSPECTION ENGINEER <i>M. Barrett</i>		
43-STRUCTURE TYPE 302 : Steel Stringer/Girder	22-OWNER Town Agency	21-MAINTAINER Town Agency	TEAM LEADER J. Lorusso <i>J. Lorusso</i>	
107-DECK TYPE 9 : Other	WEATHER Cloudy	TEMP. (air) 1°C	TEAM MEMBERS A. T. LOCHNER <i>Andrew T Lochner</i>	

ITEM 58	3	
DECK		DEF
1. Wearing Surface	5	M-P
2. Deck Condition	3	S-A
3. Jack Arches	3	S-A
4. Curbs	7	-
5. Median	N	-
6. Sidewalks	7	-
7. Parapets	N	-
8. Railing	4	S-A
9. Anti Missile Fence	N	-
10. Drainage System	N	-
11. Lighting Standards	N	-
12. Utilities	7	-
13. Deck Joints	N	-
14.	N	-
15.	N	-
16.	N	-
CURB REVEAL (In millimeters)	E 90	W N

APPROACHES		DEF
a. Appr. pavement condition	5	M-P
b. Appr. Roadway Settlement	6	M-P
c. Appr. Sidewalk Settlement	7	-
d.	N	-

OVERHEAD SIGNS (Attached to bridge)	(Y/N)	N
		DEF
a. Condition of Welds	N	-
b. Condition of Bolts	N	-
c. Condition of Signs	N	-

ITEM 59	3	
SUPERSTRUCTURE		DEF
1. Stringers	N	-
2. Floorbeams	N	-
3. Floor System Bracing	N	-
4. Girders or Beams	3	S-A
5. Trusses - General	N	-
a. Upper Chords	N	-
b. Lower Chords	N	-
c. Web Members	N	-
d. Lateral Bracing	N	-
e. Sway Bracings	N	-
f. Portals	N	-
g. End Posts	N	-
6. Pin & Hangers	N	-
7. Conn Plt's, Gussets & Angles	N	-
8. Cover Plates	N	-
9. Bearing Devices	5	S-A
10. Diaphragms/Cross Frames	4	S-A
11. Rivets & Bolts	5	M-P
12. Welds	N	-
13. Member Alignment	7	-
14. Paint/Coating	4	S-A
15.	N	-
Year Painted	N	

COLLISION DAMAGE: *Please explain*
None (X) Minor () Moderate () Severe ()

LOAD DEFLECTION: *Please explain*
None (X) Minor () Moderate () Severe ()

LOAD VIBRATION: *Please explain*
None (X) Minor () Moderate () Severe ()

Any Fracture Critical Member: (Y/N) **N**

Any Cracks: (Y/N) **N**

ITEM 60	5			
SUBSTRUCTURE		DEF		
1. Abutments	Dive	Cur	5	
a. Pedestals	N	N		-
b. Bridge Seats	N	7		-
c. Backwalls	N	7		-
d. Breastwalls	N	5		M-P
e. Wingwalls	N	5		M-P
f. Slope Paving/Rip-Rap	N	N		-
g. Pointing	N	6		M-P
h. Footings	N	X		-
i. Piles	N	N		-
j. Scour	N	7		-
k. Settlement	N	7		-
l.	N	N		-
m.	N	N		-
2. Piers or Bents			N	
a. Pedestals	N	N		-
b. Caps	N	N		-
c. Columns	N	N		-
d. Stems/Webs/Pierwalls	N	N		-
e. Pointing	N	N		-
f. Footing	N	N		-
g. Piles	N	N		-
h. Scour	N	N		-
i. Settlement	N	N		-
j.	N	N		-
k.	N	N		-
3. Pile Bents			N	
a. Pile Caps	N	N		-
b. Piles	N	N		-
c. Diagonal Bracing	N	N		-
d. Horizontal Bracing	N	N		-
e. Fasteners	N	N		-

UNDERMINING (Y/N) If YES please explain **N**

COLLISION DAMAGE:
None (X) Minor () Moderate () Severe ()

SCOUR: *Please explain*
None (X) Minor () Moderate () Severe ()

I-60 (Dive Report): **N** I-60 (This Report): **5**

93B-U/W (DIVE) Insp **00/00/0000**

X=UNKNOWN N=NOT APPLICABLE H=HIDDEN/INACCESSIBLE R=REMOVED

CITY/TOWN WARREN	B.I.N. 69X	BR. DEPT. NO. W-07-016	8.-STRUCTURE NO. W07016-69X-MUN-BRI	INSPECTION DATE NOV 17, 2025
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ITEM 61 7

CHANNEL & CHANNEL PROTECTION

	Dive	Cur	DEF
1.Channel Scour	N	7	-
2.Embankment Erosion	N	7	-
3.Debris	N	7	-
4.Vegetation	N	7	-
5.Utilities	N	N	-
6.Rip-Rap/Slope Protection	N	7	-
7.Aggradation	N	6	-
8.Fender System	N	N	-

STREAM FLOW VELOCITY:
Tidal () High () Moderate () Low (X) None ()

ITEM 61 (Dive Report): N ITEM 61 (This Report): 7

93b-U/W INSP. DATE:

ITEM 36 TRAFFIC SAFETY

	36	COND	DEF
A. Bridge Railing	0	4	S-A
B. Transitions	0	0	S-A
C. Approach Guardrail	0	0	S-A
D. Approach Guardrail Ends	0	0	S-A

WEIGHT POSTING Not Applicable

	H	3	3S2	Single
Actual Posting	16	25	36	N
Recommended Posting	16	25	36	N

Waived Date: EJDMT Date:

At bridge		Other Advance	
N	S	N	S
Y	Y	Y	Y
8	8	8	8

Signs In Place (Y=Yes, N=No, NR=Not Required)
Legibility/Visibility

CLEARANCE POSTING

	E		W		meter
	ft	in	ft	in	
Actual Field Measurement		0		0	
Posted Clearance		0		0	

At bridge		Advance	
E	W	E	W

Signs In Place (Y=Yes, N=No, NR=Not Required)
Legibility/Visibility

ACCESSIBILITY (Y/N/P)

	Needed	Used
Lift Bucket	N	N
Ladder	Y	N
Boat	N	N
Waders	Y	Y
Inspector 50	N	N
Rigging	N	N
Staging	N	N
Traffic Control	N	N
RR Flagger	N	N
Police	N	N
Other:		
	N	N

TOTAL HOURS 12

PLANS (Y/N): Y N

(V.C.R.) (Y/N): Y N

TAPE#: _____

List of field tests performed:

RATING

Rating Report (Y/N): Y N

Date:

Inspection data at time of existing rating
I 58: 5 I 59: 5 I 60: 6 Date : 11/20/2017

Recommend for Rating or Rerating (Y/N): Y N

If YES please give priority:
HIGH () MEDIUM () LOW ()

REASON: _____

CONDITION RATING GUIDE			(For Items 58, 59, 60 and 61)
CODE	CONDITION	DEFECTS	
N	NOT APPLICABLE		
G 9	EXCELLENT	Excellent condition.	
G 8	VERY GOOD	No problem noted.	
G 7	GOOD	Some minor problems.	
F 6	SATISFACTORY	Structural elements show some minor deterioration.	
F 5	FAIR	All primary structural elements are sound but may have minor section loss, cracking, spalling or scour.	
P 4	POOR	Advanced section loss, deterioration, spalling or scour.	
P 3	SERIOUS	Loss of section, deterioration, spalling or scour have seriously affected primary structural components. Local failures are possible. Fatigue cracks in steel or shear cracks in concrete may be present.	
C 2	CRITICAL	Advanced deterioration of primary structural elements. Fatigue cracks in steel or shear cracks in concrete may be present or scour may have removed substructure support. Unless closely monitored it may be necessary to close the bridge until corrective action is taken.	
C 1	"IMMINENT" FAILURE	Major deterioration or section loss present in critical structural components or obvious vertical or horizontal movement affecting structure stability. Bridge is closed to traffic but corrective action may put it back in light service.	
0	FAILED	Out of service - beyond corrective action.	

DEFICIENCY REPORTING GUIDE

DEFICIENCY: A defect in a structure that requires corrective action.

CATEGORIES OF DEFICIENCIES:

M= Minor Deficiency - Deficiencies which are minor in nature, generally do not impact the structural integrity of the bridge and could easily be repaired. Examples include but are not limited to: Spalled concrete, Minor pot holes, Minor corrosion of steel, Minor scouring, Clogged drainage, etc.

S= Severe/Major Deficiency - Deficiencies which are more extensive in nature and need more planning and effort to repair. Examples include but are not limited to: Moderate to major deterioration in concrete, Exposed and corroded rebars, Considerable settlement, Considerable scouring or undermining, Moderate to extensive corrosion to structural steel with measurable loss of section, etc.

C-S= Critical Structural Deficiency - A deficiency in a structural element of a bridge that poses an extreme unsafe condition due to the failure or imminent failure of the element which will affect the structural integrity of the bridge.

C-H= Critical Hazard Deficiency - A deficiency in a component or element of a bridge that poses an extreme hazard or unsafe condition to the public, but does not impair the structural integrity of the bridge. Examples include but are not limited to: Loose concrete hanging down over traffic or pedestrians, A hole in a sidewalk that may cause injuries to pedestrians, Missing section of bridge railing, etc.

URGENCY OF REPAIR:

I = Immediate- [Inspector(s) immediately contact District Bridge Inspection Engineer (DBIE) to report the Deficiency and to receive further instruction from him/her].

A = ASAP- [Action/Repair should be initiated by District Maintenance Engineer or the Responsible Party (if not a State owned bridge) upon receipt of the Inspection Report].

P = Prioritize- [Should be prioritized by District Maintenance Engineer or the Responsible Party (if not a State owned bridge) and repairs made when funds and/or manpower is available].

STRUCTURES INSPECTION FIELD REPORT

ROUTINE & SPECIAL MEMBER INSPECTION

2-DIST
02

B.I.N.
69X

BR. DEPT. NO.
W-07-016

CITY/TOWN WARREN	8-STRUCTURE NO. W07016-69X-MUN-BRI	11-Kilo. POINT 000.000	90-ROUTINE INSP. DATE Nov 17, 2025	93*-SPEC. MEMB. INSP. DATE Nov 17, 2025
07-FACILITY CARRIED HWY SOUTH ST	MEMORIAL NAME/LOCAL NAME	27-YR BUILT 1950	106-YR REBUILT 0000	*YR REHAB'D (NON 106) 0000
06-FEATURES INTERSECTED WATER WIGWAM BROOK	26-FUNCTIONAL CLASS Urban Collector	DIST. BRIDGE INSPECTION ENGINEER M. Barrett		
43-STRUCTURE TYPE 302 : Steel Stringer/Girder	22-OWNER Town Agency	21-MAINTAINER Town Agency	TEAM LEADER J. Lorusso 	
107-DECK TYPE 9 : Other	WEATHER Cloudy	TEMP. (air) 1°C	TEAM MEMBERS A. T. LOCHNER 	

WEIGHT POSTING	<i>Not Applicable</i>	At bridge	Advance	PLANS (Y/N): N
Actual Posting	H 3 3S2 Single 16 25 36 N	N S Y Y	N S Y Y	(V.C.R.) (Y/N): N
Recommended Posting	16 25 36 N	8 8 8 8	8 8 8 8	TAPE#: _____
Waived Date: 00/00/0000	EJDMT Date: 00/00/0000	Signs In Place (Y=Yes, N=No, NR=Not Required) Legibility/Visibility		

RATING

Rating Report (Y/N): **Y** Date: **11/01/2018** Recommend for Rating or Rerating (Y/N): **N** If YES please give priority: HIGH () MEDIUM () LOW ()

Inspection data at time of existing rating
I 58: **5** I 59: **5** I 60: **6** I 62: **-** Date : **11/20/2017**

REASON: _____

SPECIAL MEMBER(S):

	MEMBER	CRACK (Y/N):	WELD'S CONDITION (0-9)	LOCATION OF CORROSION, SECTION LOSS (%), CRACKS, COLLISION DAMAGE, STRESS CONCENTRATION, ETC.	CONDITION		INV. RATING OF MEMBER FROM RATING ANALYSIS			Deficiencies
					PREVIOUS (0-9)	PRESENT (0-9)	H-20	3	3S2	
A	Item 58.2 - Deck Condition	N		See remarks in comments section.	3	3	Not Rated			S-A
B	Item 58.3 - Jack Arches	N		See remarks in comments section.	3	3	Not Rated			S-A
C	Item 59.4 - Girders or Beams	N		See remarks in comments section.	3	3	16	28	44	S-A
D										
E										

List of field tests performed:

	I-58	I-59	I-60	I-62
(Overall Previous Condition)	3	3	5	-
(Overall Current Condition)	3	3	5	-

DEFICIENCY: A defect in a structure that requires corrective action.

CATEGORIES OF DEFICIENCIES:

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X=UNKNOWN N=NOT APPLICABLE H=HIDDEN/INACCESSIBLE R=REMOVED

CITY/TOWN WARREN	B.I.N. 69X	BR. DEPT. NO. W-07-016	8.-STRUCTURE NO. W07016-69X-MUN-BRI	INSPECTION DATE NOV 17, 2025
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REMARKS

BRIDGE ORIENTATION

Structure carries South Street, north and south, over the Wigwam Brook which flows east to west.

Structure consists of thirteen steel beams which are labeled 1 - 13 from west to east.

See Sketches 1 - 3.

GENERAL REMARKS

Weight Posting:

Structure is posted for **16 - 25 - 36 TONS**. **See Sketch 4.**

Roadway Restriction:

Structure has a partially HMA covered steel plate (12' x 8') over Bays 1 & 2, behind plastic barriers that restrict the roadway width to 23.4'. **See Photo 1.**

ITEM 58 - DECK

Item 58.1 - Wearing Surface

Hot mix asphalt (HMA) Wearing Surface has random longitudinal and transverse cracks, up to 0.5" wide, and various HMA patches. **See Photo 1.**

Previous Comment: "*Northbound Lane has a pothole, 1' long x 5" wide x 1.5" deep.*" has been repaired with HMA. **See Photo 1.**

Item 58.2 - Deck Condition

Deck condition is based on the condition of the Jack Arches holding up gravel fill and wearing surface.

Refer to Item 58.3 - Jack Arches.

Item 58.3 - Jack Arches

Jack Arches consist of brick, wood, or steel as follows:

- Bay 1 has a failed brick and mortar arch.
- Bay 2 has a timber reinforced brick and mortar arch.
- Bays 3 - 12 have steel curved plate forms.

Structure has a partially HMA covered steel plate (12' x 8') above the opening spanning from Beam 1 to Beam 3, with barriers in place to keep traffic off of Bays 1 & 2. **See Photos 1 & 2.**

Bay 1, missing 95% of brick & HMA. **See Photo 2.**

Bay 2, timber reinforcement has decayed and is no longer supporting the brick and mortar jack arch. **See Photo 3.**

Bay 3, midspan adjacent to Beam 3 bottom flange, 2 rust holes up to 1.5" diameter at the center seam. **See Photo 4.**

Bays 4 - 9, jack arches have large areas of laminated rust with isolated minor rust holes. Water leakage is occurring at seams and beam interfaces.

Bay 7, midspan at the seam adjacent Beam 8, the arch plates have a rust hole, 0.75" wide x 14" high. **See Photo 5.**

Bay 10, 18" from the north end, 2 rust holes, 2.5" diameter. **See Photo 6.**

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REMARKS

Bay 12:

- Midspan at the seam adjacent Beam 13, 1.5" wide x 4" long rust hole.
- Midspan at the seam near Beam 12, 12" wide x 3" long rust hole.
- The length of the east edge of the plate arch is separated from Beam 13 up to 1". **See Photo 7.**

Item 58.8 - Railing

West Railing consists of four steel posts with two steel rails on the bridge.

West Railing:

- Posts are no longer connected to structure.
- Plastic barriers are in front of railing.
- Ends of railing are embedded into embankment.
- **See Photo 8.**

East Railing consists of 3 steel posts and 2 steel rails that connect to the adjacent bridge Pulaski Street over Wigwam Brook.

East Railing:

- North top rail is disconnected from center post.
- South bottom rail is bent due to impact damage.

Item 58.12 - Utilities

Under Bay 4, there is an unknown utility pipe with steel angle supports spanning from abutment to abutment.

APPROACHES

Approaches a - Appr. pavement condition

North & South Approach roadways have random longitudinal & transverse cracks up to 1/4" wide, bituminous patches up to 2' diameter and depressions up to 1/2" deep. **See Photo 1.**

North Approach, Northbound lane has a large HMA patch. **See Photo 1.**

HMA has been added adjacent to north and south edges of the steel plate over Bays 1 & 2, covering the previous holes. **See Photo 1.**

Approaches b - Appr. Roadway Settlement

North Approach Northbound Lane has a patched area with heavy settlement 13.5' long x 7.5' wide x 1.5" deep.

ITEM 59 - SUPERSTRUCTURE

Item 59.4 - Girders or Beams

Steel plate (12' x 8') has been added over Beams 1 - 3 x full span length and the previous plates have been removed. **See Photos 1 & 2.**

Per the 2018 Rating Report:

Beams 1 & 2 are S 20x65.4 with the 6.25" wide flanges tapering from 0.55" at the edges to 1.029" at the web that is 0.5" thick.

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REMARKS

Beam (Girder) 3 is a built up riveted plate girder with a 23.5" high x 0.625" thick web and 3" x 3" x 0.375" angles.

Beams 4 - 12 are S 12x40.8 with the 5.25" wide flanges tapering from 0.46" at the edges to 0.859" at the web that is 0.46" thick.

Beam (Girder) 13 is a built-up riveted plate girder with a 23.5" high x 0.625" thick web and 3" x 3" x 0.375" angles.

Structure has two steel transverse ties over the abutments, one under the jack arches and one over the jack arches that have failed.

The webs & top flanges of Beams 3 - 13 are not visible due to timber (Bay 2) and 0.25" thick steel (Bays 3 - 12) jack arches.

All beam bottom flanges have up to full-length x full-width severe section loss up to rust holes.

Beam 1 (out of service):

- Bottom flange has section loss up to full-length x full-width x up to knife edge remaining.
- At bearings, the beam is pushed out up to 4". **See Photo 9.**
- Transverse ties between Beams 1 & 2 have severe section loss and are broken in some locations.

Beam 2 (out of service): bottom flange has section loss up to full-length x full-width x up to knife edge remaining with the flange to 5" wide. **See Photo 10.**

Beam 3 (out of service):

- **East Bottom flange**, rust holes throughout with down to 1.5" width remaining. **See Photo 4.**
- **North end**,
 - West bottom steel angle has a 3" wide x 4" long rust hole with 1" width of total bottom flange remaining. **See Photo 11.**
 - East bottom steel angle has a 1.5" wide x 11" long rust hole with 2.25" width of total bottom flange remaining.
- **Midspan**, West bottom steel angle is to a knife edge remaining and the east bottom flange has numerous rust holes down to 3.25" width of total bottom flange remaining. **See Photo 3.**
- **South end**
 - West bottom steel angle has a rust hole, 3.5" wide x 5.5" long.
 - East bottom steel angle has a rust hole, up to 2" wide x 14" long.
 - Bottom flange is to 2.25" remaining. **See Photo 12.**

Beam 4, Bottom Flanges have 0.4" remaining x full-length.

Beam 5:

- East Bottom Flange, northern 8.5' has 0.25" remaining.
- West Bottom Flange has 0.4" remaining x full length.

Beam 6:

- East Bottom Flange has 0.2" remaining x full length
- West Bottom Flange, north half, to 0.25" remaining.

Beam 8, bottom flange has section loss up to full-length x full-width x knife edge remaining.

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REMARKS

Beam 9:

- West bottom flange has section loss up to full-length x up to 2" wide with rust holes near the south end.
- East bottom flange has section loss up to full-length x full-width x up to knife edge remaining.
See Photo 13.

Beam 10, bottom flange is to a knife edge x full length with 4" remaining width at the north end & 3.75" remaining at south end. **See Photo 14.**

Beam 11, bottom flange has numerous rust holes and is to 2.75" remaining width near the south end.
See Photo 15.

Beam 12, bottom flange is to a knife edge x full-length with rust holes at the south end leaving 2" remaining width. **See Photo 16.**

Beam 13 interior bottom angle has rusted completely away and is separated from the steel jack arch up to 1". **See Sketch 5 & Photo 17.**

Item 59.9 - Bearing Devices

North & South Abutments have steel sliding bearings.

Bearings 1 & 2, on both abutments have severe pack rust.

Bearings 3 - 13, on both abutments appear to be frozen due to severe pack rust.

Beam 1, North Bearing is severely undermined up to 4". **See Photo 9.**

Beam 3, South Bearing, front edge is unsupported up to 2". **See Photo 12.**

Beam 13, North Bearing is tilted up slightly at the east end.

Item 59.10 - Diaphragms/Cross Frames

Refer to Items 58.3 - Jack Arches & 59.4 - Girders or Beams.

Item 59.11 - Rivets & Bolts

Beams 3 & 13 have rivets along the top and bottom flanges, bearing stiffeners, and a web stiffener. Only the exterior face of Beam 13 has visible rivets which have severe section loss at the corroded portions of the beam. **See Photo 17.**

Item 59.14 - Paint/Coating

Paint System has severely deteriorated. **See Photos 2 - 17.**

ITEM 60 - SUBSTRUCTURE

Item 60.1 - Abutments

Item 60.1.b - Bridge Seats

North & South Bridge Seat consists of mortared stone masonry.

Item 60.1.c - Backwalls

North & South Backwalls consist of stone masonry with scattered concrete patches.

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REMARKS

Item 60.1.d - Breastwalls

North & South Breastwalls consist of mortared stone masonry.

Breastwalls have missing areas of mortar and up to 2' deep voids at the waterline.

North Breastwall, under Beam 6 at the waterline, one of the granite blocks has displaced 5" into the channel. **See Photo 18.**

Item 60.1.e - Wingwalls

Upstream stone embankment walls between this bridge and BIN (69W) have voids up to 3'. **See Photo 19.**

Item 60.1.g - Pointing

Breastwalls have random areas of missing mortar, up to 2' deep.

ITEM 61 - CHANNEL AND CHANNEL PROTECTION

Item 61.3 - Debris

Channel has random areas of timber, brick, and HMA debris.

Item 61.4 - Vegetation

Southeast (upstream) Embankment has long grass growing on top of minor aggradation for 1/2 channel width. **See Photo 20.**

Item 61.7 - Aggradation

Southeast (upstream) Embankment has 5' wide x up to 1.5' high of aggradation and or lateral stream migration between the granite embankment walls between this bridge and BIN (69W). **See Photo 20.**

TRAFFIC SAFETY

Item 36a - Bridge Railing

Refer to Item 58.8 - Railing.

Item 36b - Transitions

Structure has no transitions. **See Photo 1.**

Item 36c - Approach Guardrail

Northeast Approach has chain link fence.

Southeast Railing turns 90° up Pulaski Street and connects to the adjacent bridge. There is a missing section of rail covered by plastic orange fencing. **See Photo 21.**

Structure has no West Approach guardrails. **See Photos 1 & 8.**

Item 36d - Approach Guardrail Ends

Structure has no approach guardrails. **See Photo 1.**

Sketch / Photo Log

Sketch 1 : Plan with Roadway Measurements
 Sketch 2 : Framing Plan
 Sketch 3 : Cross Section Looking North
 Sketch 4 : Weight Posting Signs

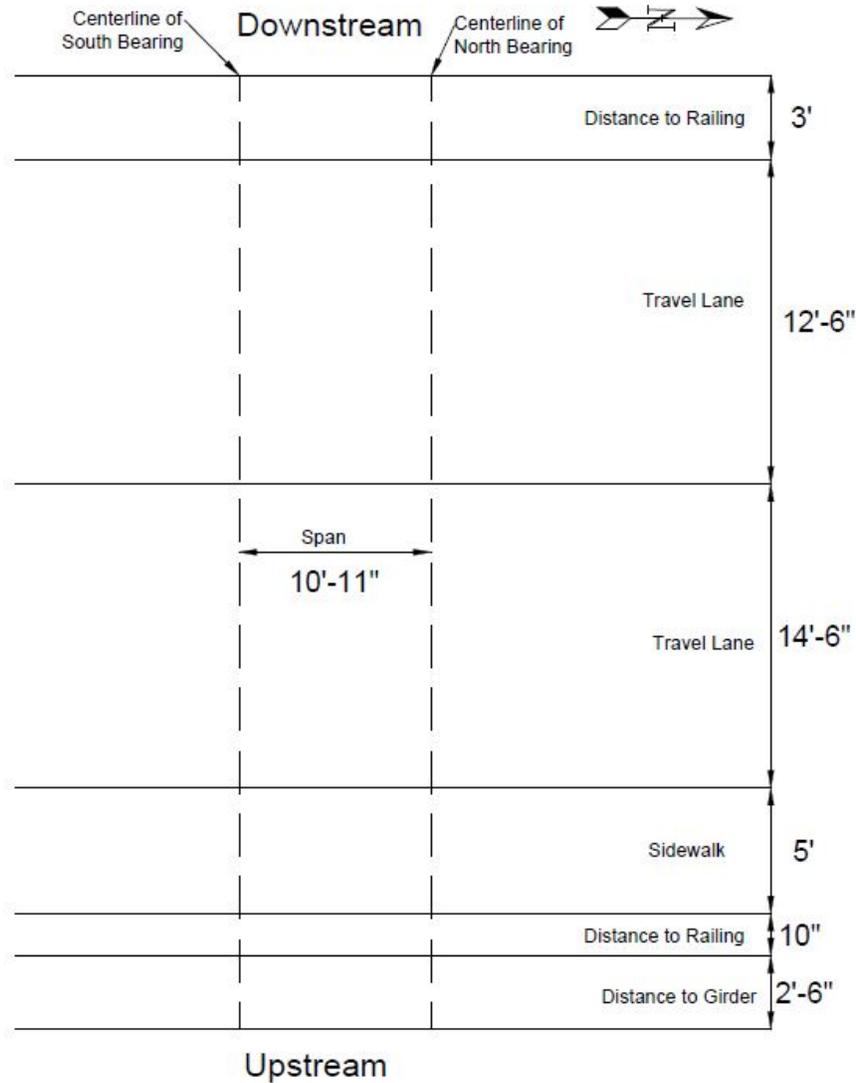
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REMARKS

- Sketch 5 : Beam 13, rust holes
- Photo 1 : Wearing Surface has severe cracking and HMA patches. Southbound Lane has a steel road plate and barriers.
- Photo 2 : Deck Underside, Bay 1, brick arch and HMA has failed, steel road plate is spanning Bays 1 & 2.
- Photo 3 : Deck Underside, Bay 2, north end, timbers have decayed away and no longer support the brick and mortar arch above.
- Photo 4 : Bay 3, jack arch has rust holes adjacent to beam 3. Beam 3, north end east flange, rust holes.
- Photo 5 : Deck Underside, Bay 7, midspan, adjacent to Beam 8, hole in jack arch.
- Photo 6 : Steel Jack Arch, Adjacent Beam 10, 18" from the North Abutment, rust holes.
- Photo 7 : Bay 12, plate arch is separated from beam 13.
- Photo 8 : West Railing posts are no longer attached to the bridge.
- Photo 9 : Beam 1, north end, bottom flange has section loss and bearing is shifted 4" to the west.
- Photo 10 : Beam 2, west face, bottom flange has severe section loss (out of service).
- Photo 11 : Beam 3, north end, rust holes.
- Photo 12 : Beam 3, south end, rust holes and front of bearing is unsupported.
- Photo 13 : Beam 9, near midspan, severe section loss with rust holes.
- Photo 14 : Beam 10, south end, rust holes to the bottom flange, reducing its width.
- Photo 15 : Beam 11, bottom flange, rust holes throughout.
- Photo 16 : Beam 12, south end bottom flange, width has been reduced.
- Photo 17 : Beam (Girder) 13, midspan to north end has rust holes.
- Photo 18 : North Breastwall, under Beam 6 has a displaced stone.
- Photo 19 : Northeast Embankment/Wingwall has deep voids, south wall similar.
- Photo 20 : Southeast Embankment with aggradation and vegetation.
- Photo 21 : Southeast Approach missing section of rail.

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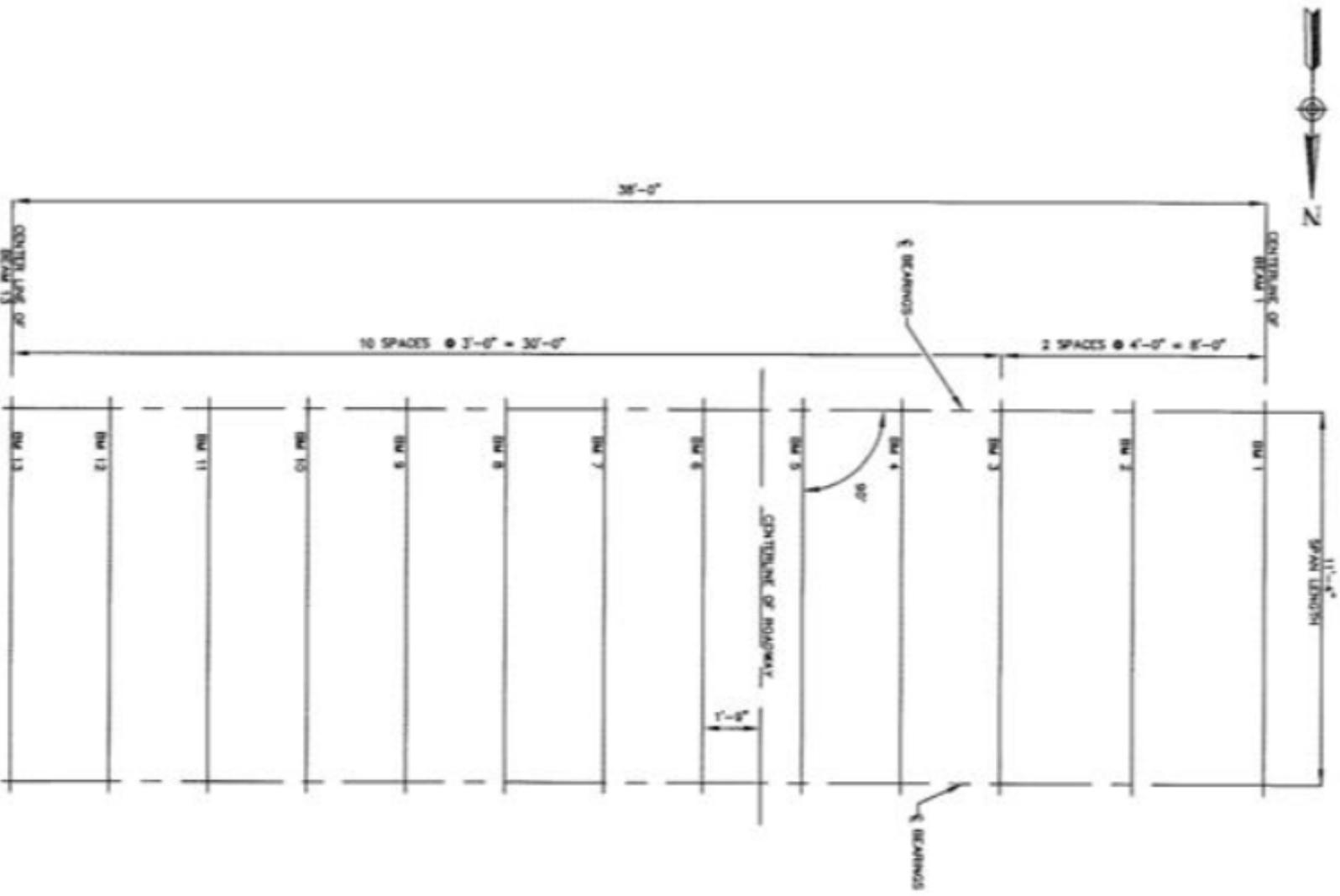
SKETCHES



Sketch 1: Plan with Roadway Measurements

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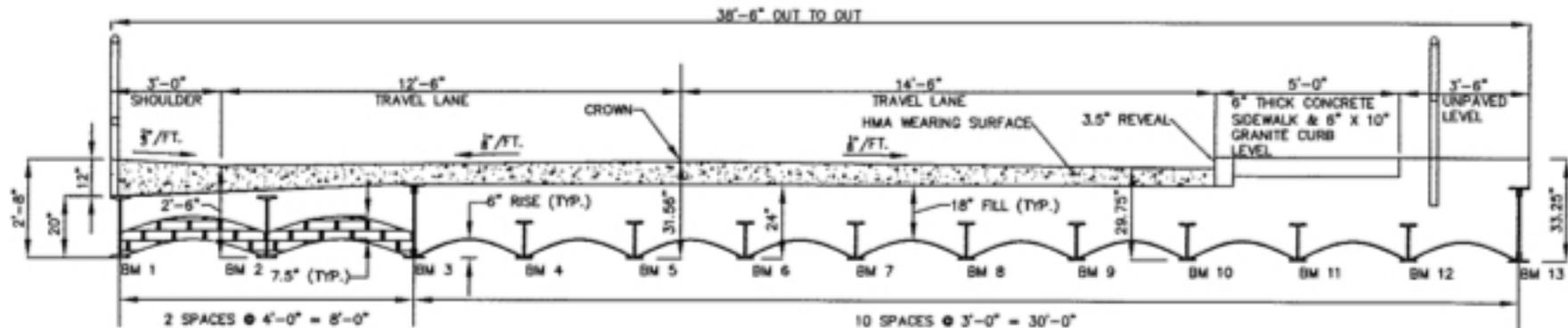
SKETCHES



Sketch 2: Framing Plan

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SKETCHES



NOTES

1. BAYS AND BEAMS ARE NUMBERED FROM WEST TO EAST
2. THE DECK IN EACH BAY IS AS FOLLOWS.
 - BAY 1 - BRICK ARCH DECK
 - BAY 2 - BRICK ARCH DECK WITH WOOD FORM WORK IN PLACE
 - BAYS 3 THRU 12 - $\frac{1}{4}$ " STEEL PLATE ARCH DECK
3. HATCH INDICATES HOT MIX ASPHALT WEARING SURFACE
4. WEARING SURFACE IS PLACED OVER BACKFILL/SOIL
5. BEAM 13 IS A BUILT-UP PLATE GIRDER, FIELD MEASURED 3 X 3 X $\frac{3}{8}$ " ANGLES AND $\frac{5}{8}$ " WEB PLATE. BEAM 3 IS ASSUMED IDENTICAL BASED ON BOTTOM FLANGE MEASUREMENTS.
6. BEAMS 4 THRU 12 FIELD MEASUREMENTS BEST FIT AMERICAN STANDARD BEAMS 12 X 40.8PLF
7. BEAM 1 FIELD MEASUREMENTS BEST FIT AMERICAN STANDARD BEAMS 20 X 65.4PLF. BEAM 2 IS ASSUMED IDENTICAL BASED ON BOTTOM FLANGE MEASUREMENTS.

Sketch 3: Cross Section Looking North

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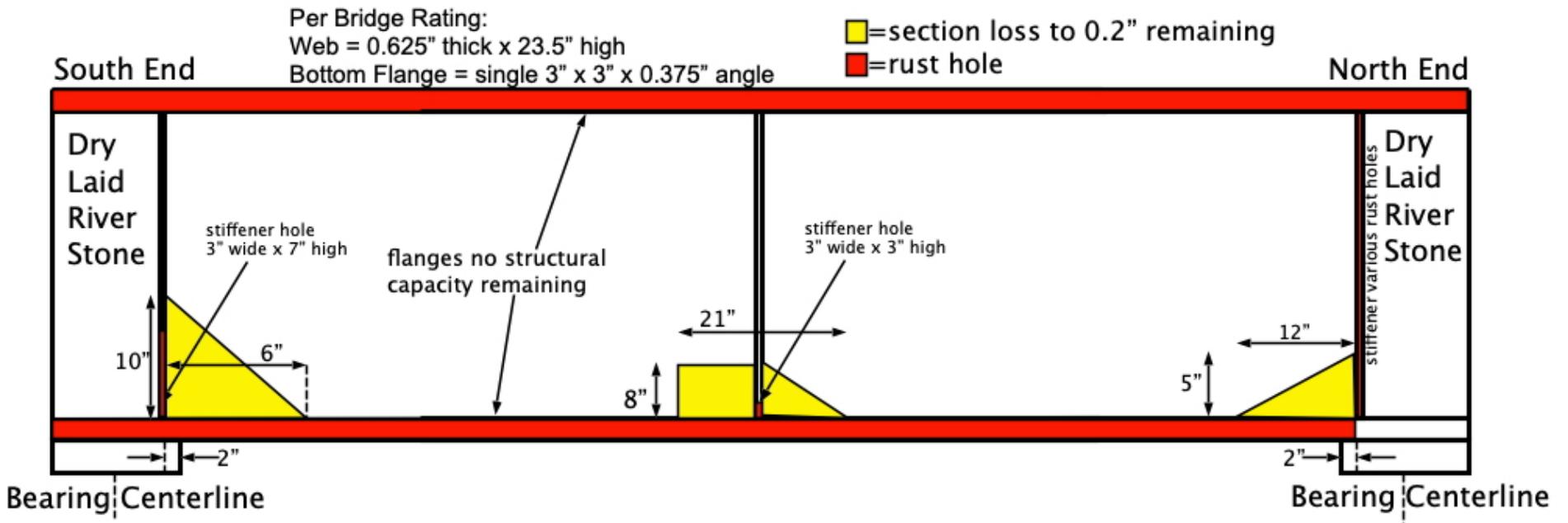
SKETCHES



Sketch 4: Weight Posting Signs

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SKETCHES



Sketch 5: Beam 13, rust holes

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WARRENB.I.N.
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W-07-0168.-STRUCTURE NO.
W07016-69X-MUN-BRIINSPECTION DATE
NOV 17, 2025**PHOTOS**

Photo 1: Wearing Surface has severe cracking and HMA patches. Southbound Lane has a steel road plate and barriers.



Photo 2: Deck Underside, Bay 1, brick arch and HMA has failed, steel road plate is spanning Bays 1 & 2.

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PHOTOS



Photo 3: Deck Underside, Bay 2, north end, timbers have decayed away and no longer support the brick and mortar arch above.



Photo 4: Bay 3, jack arch has rust holes adjacent to beam 3. Beam 3, north end east flange, rust holes.

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PHOTOS

Photo 5: Deck Underside, Bay 7, midspan, adjacent to Beam 8, hole in jack arch.



Photo 6: Steel Jack Arch, Adjacent Beam 10, 18" from the North Abutment, rust holes.

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PHOTOS



Photo 7: Bay 12, plate arch is separated from beam 13.



Photo 8: West Railing posts are no longer attached to the bridge.

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PHOTOS

Photo 9: Beam 1, north end, bottom flange has section loss and bearing is shifted 4" to the west.



Photo 10: Beam 2, west face, bottom flange has severe section loss (out of service).

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PHOTOS

Photo 11: Beam 3, north end, rust holes.



Photo 12: Beam 3, south end, rust holes and front of bearing is unsupported.

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PHOTOS

Photo 13: Beam 9, near midspan, severe section loss with rust holes.



Photo 14: Beam 10, south end, rust holes to the bottom flange, reducing its width.

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PHOTOS

Photo 15: Beam 11, bottom flange, rust holes throughout.

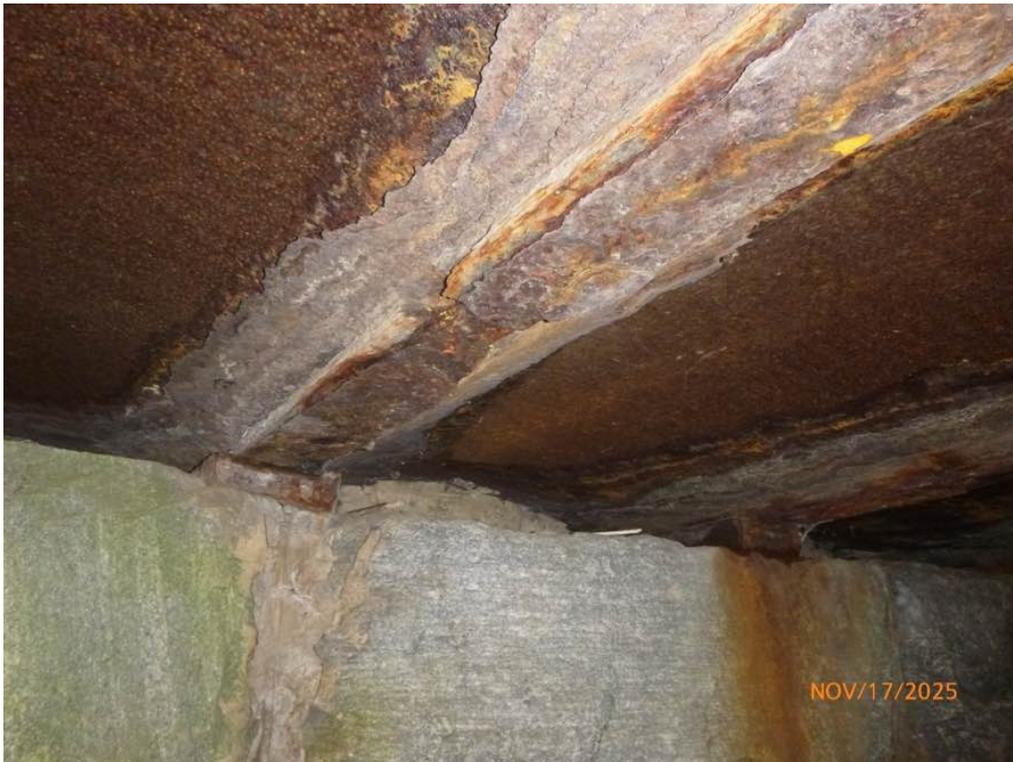


Photo 16: Beam 12, south end bottom flange, width has been reduced.

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PHOTOS

Photo 17: Beam (Girder) 13, midspan to north end has rust holes.



Photo 18: North Breastwall, under Beam 6 has a displaced stone.

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PHOTOS

Photo 19: Northeast Embankment/Wingwall has deep voids, south wall similar.



Photo 20: Southeast Embankment with aggradation and vegetation.

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PHOTOS



Photo 21: Southeast Approach missing section of rail.

Town Administrator

From: Stephen Duff <sduff@quaboagrsd.org>
Sent: Thursday, January 22, 2026 9:54 AM
To: Town Administrator
Cc: Shelley Davis
Subject: Highway Department - Sincere Thank You

Dear Town Administrator Ferrera,

I am writing to commend Jeremy Olson and the entire Highway Department for their outstanding efforts during our recent snowstorms.

While the decision to open, delay, or cancel school rests solely with me, those decisions would not be possible without the close collaboration between the school district and the Highway Department. Jeremy is consistently the first to call—often as early as 4:00 a.m., and frequently the night before—to begin planning for the following day. His expertise, foresight, and clear communication provide me with the confidence needed to make informed decisions that prioritize safety.

As both a resident and the Superintendent of Schools, I am deeply grateful to Jeremy and his team. Their work is essential not only to the safety of our students and staff, but also to the well-being of our entire community. Their dedication and professionalism do not go unnoticed.

I respectfully ask that you share this message with other town departments, as the Highway Department truly deserves recognition for its significant contributions to keeping our community safe.

Thank you for your continued support and collaboration.

Sincerely,
Steve Duff
Superintendent of Schools

--
Stephen Duff
Superintendent
Quaboag Regional School District
413-436-5991 X 1003
sduff@quaboagrsd.org

When writing or responding, please remember that the Secretary of State's Office has determined that email is a public record.

Hello,

I am a library Assistant at the Warren Public Library. I was asked by the library board to send some information about our upcoming programming celebrating the library's 150th anniversary. My understanding is that the board of selectmen will be promoting this programming at their next meeting. I was asked to get in touch with you specifically, and I did send this info to the selectmen@warren-ma.gov email as well, but I want to cover my bases since I leave work at 3 and the library is closed on Friday. The library is open until 7pm today, and you can also reach our main email at warrenpubliclibrary@hotmail.com.

These are the events we have scheduled:

Saturday, February 7th, 3:30pm at the Warren Public Library

Library board member Barbara Larkin will be giving a presentation on a diary discovered in her historic home. The teenage Nellie O. Northrop wrote in her diary almost every day as she grew up in 1870s Warren, and her writing gives us great insight into what life was like for the average young woman at the time of the Warren Public Library's founding.

Saturday, March 7th, 3:30pm at the Warren Senior Center

In celebration of Lucy Stone Day, storyteller Judith Black will be appearing as Lucy Stone to give an engaging presentation for all ages about the life and legacy of the influential women's rights advocate and abolitionist.

Thursday, April 9th, 6:30pm at the Warren Public Library Local author and library board member Ed Londergan will be presenting the life of General Joseph Warren, the Founding Father and Revolutionary War figure that our town is named for.

Saturday, May 9th, 3:30pm at the Warren Senior Center

In a break from our historical programming, joining storyteller Diane Edgecomb for her "Once Upon A Fairy Tale" presentation, where she will perform "a delightful re-telling of unusual fairy tales" for kids and their families.

Thursday, May 14th, 6:30pm at the Warren Public Library

Jeff Robbins gives a talk on Warren's history as a bustling center of industry at the time of the library's incorporation.

Thanks!

- Rowan Bernstein