



# BOARD OF SELECTMEN

CHARLES E. SHEPARD MUNICIPAL BUILDING

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## BOARD OF SELECTMEN- WORKING MEETING MINUTES OF DECEMBER 7, 2020

**PRESENT:** Mr. John Nason, Chairman, Rebecca Acerra, Priscilla Clowes.

**ABSENT:** Mr. Marc Richard, Vice-Chairman, Mr. David Dufresne, Clerk.

**ATTENDEES:** none

### Opened the Meeting at 6:00 PM

Mr. Nason opened the meeting promptly at 6:00pm.

**RAO** – Discussion on Records Accessor Office position – Plan is to transfer duties to Laurie Stockley in the Town Clerk's office. Priscilla will contact K.P. Law to verify the process on this transition from part time position to full time employee position.

**Important Deadlines** -Becky advised important deadlines to keep in mind: Budget deadlines are typically February 1<sup>st</sup> and copy would go to the BOS and the Accountant. Annual Reports deadline should be around March 1<sup>st</sup>; Annual Inventory not as urgent approximately March 15<sup>th</sup> should be due.

**Garaventa** – Becky stated that I need to ensure the 2-year inspections are done on the two Garaventa elevator-chair lifts in the Shepard Building. Priscilla will check the placard to confirm inspection and expiration dates.

**Email Passwords:** Becky is part of the Veteran's Council and will keep her email: [acerra@warren-ma.gov](mailto:acerra@warren-ma.gov) for Veteran's Council correspondence, [rao@warren-ma.gov](mailto:rao@warren-ma.gov) will stay with Becky for now until decision is made for the RAO position- she will forward any RAO requests that need attention, [selectman@warren-ma.gov](mailto:selectman@warren-ma.gov) Becky stated that she will get together regarding sign in, but most is redundant of information that gets sent to the individual Board members.

**Northeast IT:** Priscilla stated that the 12/2/20 Zoom discussion with Doug and Shawn from Northeast IT informed us that the first step in the transition from Google to Microsoft 365 involves needing the up-to-date list of valid staff names, positions and emails. Shawn ran a report that lists all of the current emails and the dates last signed into them. Becky stated that she had already started the editing of a staff list, so she will finalize and get in touch with Northeast IT with the list. Also, she will discuss with Northeast IT the problem with the you tube sign in that indicates an error.

**Meeting dissolved at 7:45 PM.**

Respectfully submitted,

Priscilla Clowes  
Administrative Secretary

  
David Dufresne, Clerk  
John Nason, Chairman