

Selectmen Meeting
November 18, 2021

Who is in attendance: David Dufresne Chair, Richard Eichacker Vice-Chair, Derick Veliz, Clerk

- 1) **Call the Meeting to order:** 6:00 pm
- 2) **Pledge of Allegiance:**
- 3) **Pole Hearing for pole replacement:** A motion was made to allow National Grid to replace the pole on Reynolds Rd it was 2nd AIF Passed to approve Nation Grid to replace the broken pole.
- 4) **Tax Classification Hearing:** Ms. Clowes from the Assessor Office and review the attached documents. Tax rate is \$15.56 for the year. A motion was made to adopt option 1 2nd, AIF Passed
- 5) **Tree Tea Inc Agreement:** Need to move this meeting to December 2nd due to the contract not being complete
- 6) **Warren Housing:** cannot appointment anyone without a roll call vote with the Housing Authority and advertising move to December 2nd meeting A noticed needed to be put in the local newspaper.
- 7) **MMA Legislative alert:** See attached notice. This was to call or write letters for the Senators to oppose the Amendment #320. Motion was made to have Mike write a letter to the Senator to oppose the amendment 2nd AIF Passed
- 8) **Wi-Fi in the Gym:** Reviewed the proposal from Northeast IT for putting Wi-Fi in the gym. We are waiting for Comcast to send a Hot-Spot to see if that will work in the Gym instead of putting new wires from the server to the Gym. We will follow-up at our next meeting.
- 9) **WRTA appointment of a representative:** Motion to appoint Mike Lapinski as our WRTA representative 2nd, AIF Passed Mike accepted that the would be the representative.
- 10) **CSI-c:** Mr. Veliz explained that this was a way for the Police Chief, Fire Chief and Selectmen to send out a message to all the people in the town. So, it is like a reverse 911 except this can connect with social media also. Mr. Veliz is going to show it to the Police and Fire Chiefs to see what they think. Follow-up at a later meeting.
- 11) **PLMA:** Tabled at this time it will need to be voted on by the Town
- 12) **Dog hearing compliance 38 Elm Street:** Attached is the timeline presented by the Animal Control Officer (ACO) after much discussion this will be tabled until we have Legal input.
- 13) **Update of the Police move:** The owners of the building were given a list of local contractors to have them come and bid on the various work to be done. The design is complete now it is onto signing the contract and doing the upfit.
- 14) **Tree Lighting:** The tree lighting on the common will be held on December 28 at 4:00. There will be hot beverages and donuts. Manson's will be open for Chowder and Chili for sell with free hot beverages.
- 15) **Bridge Thank you letter:** We are holding off on the letter until the lights are put up.
- 16) **Shepard Building project list:** Mr. Dusty presented his list of ongoing projects. That report is attached. Most of the projects for the \$50,000.00 that was approved have been sent out to bid.

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17) Website: This is table currently. Due to looking at other options.

18) Warrants, & Bills: Mr. Eichacker made a motion to accept and pay all warrants and bills as follows: Mr. Veliz 2nd AIF Passed accepted and to pay all warrants and bills

a. Warrants:

i. 36	Payroll	\$49,839.79
ii. 37	Vendors	\$73,972.61
iii. 38	Payroll	\$43,162.96
iv. 39	Vendors	\$94,891.26
v. 40	Payroll	\$32,298.47
vi. 41	Vendors	\$52,424.98

b. Bills

i. BEC phase 1 Complete	\$22,416.33
ii. BEC phase 2 Complete	\$22,416.33
iii. Northeast IT Agreement payment	\$2,206.55
iv. Fire Fighting Equipment	\$145.00
v. WB Masson	\$519.47
vi. Verizon	\$138.43
vii. Verizon	\$17.47
viii. Verizon	\$2.65
ix. Ricoh	\$79.48
x. EX True Value	\$12.99
xi. Crystal Rock	\$27.74
xii. Tanko Lighting	\$1,189.25
xiii. Serv-U Locksmiths	\$38.67
xiv. MA – C2 MA Adams II Solar	\$1,174.44
xv. Pathfinder Regional Vocational	\$101,212.00
xvi. Power Products Generators Yearly budget	\$3,025.00
xvii. National Grid Gas Bill	\$110.33
xviii. National Bill Elect	-\$822.91
xix. National Grid	\$6.86
xx. Comcast	\$138.35

19) Minutes: Accept the minutes from October 28, 2021, Motion to accept the minutes of October 28, 2021, 2nd AIF Passed

20) Correspondence:

- a. Clock Tower To take care of it until the Town Meeting in May. See if the Chimes can be started up again.
- b. Police, Fire and EMT monthly reports: Chief Lavoie talked about how many calls they have had and that the fleet is old so next year we need a budget increase.

21) New Business:

- a. Traffic Cam: Mr. Veliz is looking and checking with a verity of companies and will report once ready to purchase.

22) Comments and Concerns:

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- a. Chief Lavoie brought up that they are out of room at Station B and are looking to get rid of a lot of items that are not needed. Wanted to check with the Regional High School to see if they would want to take the 1848 fire pump truck for an ongoing until a Public Safety Complex is built.
- b. Chief Lavoie brought up the Junior Firefighter Group wanted to have legal look at it so that he could get it going.

23) Next Meeting Date: Thursday December 2, 2021, 6:00 pm

24) Adjourn motion made to adjourn 2nd AIF Passed we are adjourned.

Respectfully submitted
Karen Dusty



Derick Veliz, clerk

TAX CLASSIFICATION HEARING

NOVEMBER 18, 2021

FY2022

**Presentation to the Board of Selectmen made by the Town of
Warren Board of Assessors.**

Bruce Martin, Chairman

H. W. Ramsey, Clerk

Kathy Czub, Member

Priscilla J. Clowes, Assistant Assessor

Annual hearing of the Board of Selectmen to consider the tax rate options available to the Town under MGL Ch. 40 Section 56. This hearing is to be held after the Assessors have determined final values, classified all properties, calculated new growth and reported this information to the DOR.

FY2022

• Total Budget	\$ 11,228,696.82
• Total Estimated Receipts	\$ <u>4,032,319.87</u>
• Tax Levy	\$ 7,196,376.95

The tax levy is then distributed among the different classes, Residential, Open Space, Commercial, Industrial and Personal Property as classified by the Assessors under MGL Ch. 59 Section 2A(b).

Levy Limit Calculation

FY2021 Levy Limit	\$8,602,186
2 ½%	\$ 215,055
New Growth	+ \$ <u>162,182</u>
FY2022 Levy Limit	= \$ <u>8,979,423</u>
Debt Exclusion	+ \$ <u>39,832</u>
FY2022 Maximum Allowable Levy	\$ <u>9,019,255</u>

The Minimum Residential Factor (MRF) = 89.8667

Values for most improved properties increased slightly for FY22 due to recent arm's length sales.

Values for FY22 have been approved by DOR.

Tax Policy Options for Consideration and Vote Tonight

1. Single or Split Tax Rate – vote required
2. Open Space Discount – vote required
3. Residential Exemption – vote required
4. Small Commercial Exemption – vote required

Option #1A – (Single Rate)

Using the MRF of 1.00000

Levy (estimated) =

Total Valuation =

Tax Rate (Levy/Valuation) =

\$	7,196,377.00
	<u>\$462,618,951.00</u>
	\$15.56

Option #1B – (Split Rate)

Using the MRF of .898667 the tax rate for residential property and open space would be \$13.98 per thousand and for Commercial, Industrial, Personal Property and Chapter Land (CIP) would be \$23.28 per thousand.

Residential Tax Rate

CIP Tax Rate

\$13.98

\$23.28

Option #2 Open Space Discount *There is no land classified as open space in the Town of Warren.*

The open space discount may reduce the amount of the tax levy paid by the open space class by a discount of up to 25%.

The discount lowers the open space rate because the amount of the levy paid by the class is reduced. Those taxes are shifted to the residential class alone, which means a higher residential tax rate.

Option #3 Residential Exemption

Adopting the residential exemption shifts the tax burden within the residential class from lower valued properties to higher valued properties. The amount of tax levy paid by the class remains the same. The exemption may not exceed 20% of the average value of all class one residential properties. Values may not be reduced by more than 10% of the full and fair cash values.

This option is typically used by cities and town with a significant number of large apartment buildings or expensive second homes to shift the tax burden away from "in-towners" to "out-of-towners".

Option #4 Small Commercial Exemption

Adopting the small commercial exemption shifts the tax burden within the class; the amount of the levy remains the same. Owners of commercial property valued at less than \$1,000,000 and occupied by a small business with fewer than 10 employees may be granted an exemption of no more than 10% of the assessed value of the property. Eligible businesses are those that have been certified by the Mass Dept. of Workforce Development who provides the list of businesses to the assessors annually.

Adoption of this exemption will result in a higher tax rate for all commercial and industrial properties. The amount of the levy remains the same. Owner of small businesses would pay lower taxes and shift the remainder of their levy share to the larger commercial and industrial taxpayers.



TOW - GymAP

Prepared for

Town of Warren, MA

Northeast IT Systems, Inc.

2107 RIVERDALE STREET
WEST SPRINGFIELD, MA 01089
413.736.NEIT
WWW.NORTHEASTIT.NET


2107 Riverdale Street, West Springfield, MA 01089
 T. 413.736.6348 F. 413.209.8705

Number AAAQ2955

Date Oct 15, 2021

Sold To	Ship To	Your Sales Rep
Town of Warren, MA Rich Eichacker 48 High Street Warren, MA 01083 United States	Town of Warren, MA Rich Eichacker 48 High Street Warren, MA 01083 United States	Shawn Weaver 4137366348 ext 109 Shawn@NortheastIT.net
Phone (413) 436-5701	Phone (413) 436-5701	

Terms	P.O. Number	Ship Via
NET 30		

Qty	Item	Description	Unit Price	Ext. Price
HARDWARE				
1	Ubiquiti UniFi IW HD UAP-IW-HD IEEE 802.11ac 1.99 Gbit/s Wireless Access Point - 2.40 GHz, 5 GHz - MIMO Technology - 5 x Network (RJ-45) - Gigabit Ethernet - PoE Ports - Wall Mountable		\$179.00	\$179.00
		<i>In-Wall 802.11ac Wave2 MU-MIMO Enterprise Access Point. Features:</i> 4x4 MU-MIMO on 5GHz (1733Mbps max PHY rate), 2x2 MIMO on 2.4GHz (300Mbps max PHY rate) 802.3af for base functionality. 802.3at required if using PoE passthrough 1x4 (1 in, 4 out) switched Gigabit Ethernet ports with configurable PoE passthrough (port 1 only)		
1	TL-PoE150S	TL-PoE150S PoE Injector Adapter, IEEE 802.3af compliant, up to 100 meters (325 Feet), Gigabit -10/100/1000, Black	\$25.99	\$25.99
SERVICES				
1	Service - Fixed Fee	SERVICES	\$0.00	\$0.00
		- Install UAP in wall box installed by Brian Hackworth - Configure WiFi for the Gym - LABOR INCLUDED WITH ASSURE IT		
1	CONTRACTOR	1 WiFi Location, Gym mounted low for UniFi Hardware Install and Labor Misc Materials required	\$966.00	\$966.00
		One Year Warranty on all parts, maerial and labor provided by SFI.		

Qty	Item	Description	Unit Price	Ext. Price
Recurring Charges				
SubTotal				\$1,170.99
Tax				\$0.00
Shipping				\$0.00
Total				\$1,170.99

If this proposal requires a deposit, this must be paid prior to any hardware or software being ordered. Remainder of balance due by due date on final invoice that is sent upon completion of work. Hardware returns subject to 30% restocking fee. All software & license sales are final and are non-returnable. Customer acknowledges that the prices on this document are ESTIMATES only, and are not exact numbers. While Northeast IT attempts to be as accurate as possible, actual costs at the end of the project may vary. The hardware and software prices contained on this proposal are valid for 30 days from date of presentation to the client. After 30 days, prices may change for some hardware and/or software.

Document Recap

Doc Name TOW - GymAP
 Doc Number AAAQ2955
 Date Oct 15, 2021
 Total \$1,170.99

Thanks for choosing Northeast IT Systems, Inc.!

By signing below, I agree to the following:

- 1) I am an authorized signer for the above company.
- 2) I authorize Northeast IT to proceed with all items on this proposal and perform the work necessary to complete the above tasks.
- 3) I have read and understood all of the items, services and terms of this proposal.

 Signature

 Date

The WRTA Advisory Board Communication Protocol

The WRTA Advisory Board keeps an updated members list which includes the following: a frequently checked phone number, email address, and mailing address. Please provide us with your contact information so that the necessary paperwork can be efficiently communicated to you every month. The WRTA Advisory Board also requests a copy of each board member's "conflict of interest" certificate. We have provided an on-line training link <http://www.muniprogram.state.ma.us>. Please take the brief course and print out the certificate for our records. The Certificate should name the WRTA. The Open Meeting Law requires us to have a *Certificate of Receipt of Open Meeting Law Materials*. The form and an electronic copy of the Open Meeting Laws will be emailed to you.

The WRTA Advisory Board minutes and open meeting notices are posted on our website www.therta.com. Every month you will receive the following in PDF file format via email:

1. Minutes from the prior months board meeting
2. Agenda for the upcoming meeting with reports (reports may be emailed separately)
3. Email with information is sent out a week before the meeting is scheduled.

Board meetings are held on the third Thursday of every month throughout the year and start promptly at 8:30a.m. Any changes to the meeting date(s) or times will be communicated to the board members. Parking is available at the Union Station garage and if you bring your ticket we will validate at the meeting. **Due to the Governor's extended order meeting will be held via Zoom webinar which requires computer or phone access to participate. Check your spam box should you not receive an invite for your first meeting. Please let the WRTA know should you have any considerations regarding teleconferencing.**

If you have any questions please don't hesitate to contact me.

Elizabeth R. Pokoly
 Executive Administrative Assistant to
 Dennis J. Lipka, Administrator
 508.453.3403; epokoly@therta.com

Communities Served:

Auburn	Brimfield	Douglas	Grafton	Millbury	North Brookfield	Paxton	Southbridge	Wales	West Boylston
Barre	Brookfield	Dudley	Holden	New Braintree	Oakham	Princeton	Spencer	Warren	West Brookfield
Berlin	Charlton	East Brookfield	Holland	Northborough	Oxford	Rutland	Sturbridge	Webster	Worcester
Boylston	Clinton		Leicester	Northbridge		Shrewsbury	Sutton	Westborough	



Moving Our Region Forward
Union Station Hub 60 Foster Street Worcester, MA 01608
508.453.3403 Fax: 508.752.1676 therta.com

New Advisory Board Members:

The WRTA Advisory Board meets every third Thursday of the month at 8:30a.m. throughout the calendar year. Their meetings are held at the WRTA Hub, 60 Foster Street, Worcester, MA 01608. Please note there is no parking on the WRTA Hub property as to ensure the safety of the customers and bus drivers in the platform area, however parking tickets from the Union Station garage will be validated. **Due to the Governor's order meeting will be held via Zoom webinar which requires computer or phone access to participate. Please let the WRTA know should you have any considerations regarding teleconferencing.**

The WRTA Advisory Board Chairperson is Mr. Gary Rosen (The City of Worcester representative) the Vice Chair is Douglas Belanger (Leicester) and Mr. Dennis J Lipka is the Administrator for the WRTA.

The WRTA Advisory Board duties include selection of the Administrator, approval of the budget, approval of route changes and other responsibilities as stated in the company by-laws. The WRTA has a management company (CMTM) which is in charge of operations and operations personnel. Customer service and paratransit operations are managed by CMTM but under the title of PBSTM.

All board meetings follow the Massachusetts Open Meeting Rules/Laws including subcommittee meetings. You will be added to the email list for the purpose of receiving all necessary meeting paperwork and your contact information will be kept on file. You will be asked to confirm your attendance every month via email or phone.

The WRTA Advisory Board requests copies of your most recent Conflict of Interest Certificate as well as a copy of your letter of appointment. These documents are for record keeping purposes and should be filed with us before your first Advisory Board meeting.

Thank you for your time and consideration regarding your appointment to the WRTA Advisory Board.

WRTA ADVISORY BOARD

Communities Served:

Auburn	Brimfield	Douglas	Grafton	Millbury	North	Paxton	Southbridge	Wales	West Boylston
Barre	Brookfield	Dudley	Holden	New Braintree	Brookfield	Princeton	Spencer	Warren	West
Berlin	Charlton	East	Holland	Northborough	Oakham	Rutland	Sturbridge	Webster	Brookfield
Boylston	Clinton	Brookfield	Leicester	Northbridge	Oxford	Shrewsbury	Sutton	Westborough	Worcester

Timeline of 38 Elm St

- 2017 - Noise complaints of the dogs begin (Rutland Regional Dispatch)
- Early 2019 - complaints to BOH made regarding several issues going on at the residence.

Corrective Orders Given by Board of Health/Building Inspector

- July 11, 2019 - Both Mr. Todd Brodeur and Ms. Angela Wordell were in attendance to discuss progress made on corrective actions. Due dates of corrective orders were mentioned to both residents. (BOH Meeting Minute Notes)
- September 26, 2019 - some progress on corrective orders made. Other work is still not completed. More follow ups required. (BOH Meeting Minute Notes)
- October 26, 2019 - Neighbors have video of one of the dogs from this residence running loose (Bear)
- March 21, 2020 - first call of dogs running loose in the neighborhood. (Rutland Regional Dispatch)
- April 16, 2020 - follow up inspection required regarding fence repair in addition to other ongoing issues (BOH Meeting Minute Notes)
- July 16, 2020 - Appointment to be set with Health Inspector and Building Inspector regarding the property - issues include fence (BOH Meeting Minute Notes)

Orders Not Fulfilled. Escalated to Central Housing Court

- October 15, 2020 - Court hears the case. The town seeks remedy to the pool and fence. The Court orders the pool to be drained and filled within 3 days. No mention in orders of fence. Orders were not completed. The Building Inspector makes note of this and refers to Town Counsel. This is still an active case within the court system.
- July 12, 2021 - Neighbors report one of the dogs has been loose again and running down the street. Neighbors have this on video. Report to the Police Department (PD) and Animal Control Officer (ACO) that this has been going on for a long time. ACO and PD go to the residence and speak to Ms. Wordell. ACO does assessment of dog (Bear) and makes note that he was friendly to ACO but that his stature could easily be intimidating, especially if he is running loose. ACO notes the severe structural problems with the fence. ACO notes that neither dogs are up to date on the rabies vaccination and neither dog is (or has ever been) licensed in the town. ACO discusses the severity of this

and requests Ms. Wordell to correct this. ACO offers to provide any assistance needed. Ms. Wordell shows ACO and PD the prong collar she has for the dog but states she does not know how to use it. ACO notes that the collar is too small. PD explains to Ms. Wordell how to properly use a prong collar.

- July 19, 2021 - the other dog at this residence (Diamond) was running loose in the neighborhood. ACO notified via Rutland Regional Dispatch
- July 29, 2021 - issue of dogs escaping through fence on agenda for the Board of Selectmen. Mr. Brodeur was not in attendance. Mention of previous orders regarding the fence/pool mentioned in the meeting. Ms. Wordell claims she had never heard of this order. Ms. Wordell said there was a piece of fence leaning and it was being moved by neighbors. Ms. Wordell stated she will speak to the homeowner (Mr. Brodeur) about fixing the fence and possible timeline.
- September 9, 2021 - **Dog Hearing** - Mr. Brodeur not in attendance. ACO spoke of the numerous complaints regarding the dogs at this residence. ACO had gone to the residence and assisted Ms. Wordell's sons in setting up the tie and stake. The tie is too short to humanely restrain the dogs however this was because there were no structures to set up the trolley system (unless permission from neighbors to use their trees was given). Neighbor showed 3 videos of the dog Bear getting loose. Other neighbors present state they fear the dogs at this residence would harm their dogs. Order given to fix fence, seek a professional trainer for proper leash/walking training, do not walk dogs off property until training completed. **Deadline of Orders: October 8, 2021**
- September 30, 2021 - Ms. Wordell is on camera violating the orders to keep the dogs on the property until training is completed. She is seen walking Bear by a neighbor's house.
- October 1, 2021 - ACO stops by residence to check in. Ms. Wordell reports no work on the fence had been completed and no trainer had been contacted. ACO reported the concern that the deadline for the orders was next week and the possible risk to the dogs if the order wasn't completed. Ms. Wordell responded that no work would be done and "See you next week."
- October 9, 2021 - ACO went to the residence. Ms. Wordell reports they have not done anything with the fence and a message was left for a trainer, but she did not hear back. ACO stated that per the orders of the selectmen, the orders were not completed and that ACO would need to hold the dogs while this issue was reviewed. Both Ms. Wordell and Mr. Brodeur handed care to ACO without incident. Bear went into ACO's care easily. Due to Diamond's smaller size, she was only able to get her front paws into ACO's vehicle. ACO attempted to help Diamond. Diamond attempted to bite ACO. Mr. Brodeur was able to lift Diamond into ACO's vehicle. ACO advised both owners on their rights to request an appeal by contacting the selectman's office. Selectmen's Assistant contacts Ms. Wordell and leaves a message stating a request for an appeal must be made in

writing. Ms. Wordell never responds. ACO reports that both owners verbally stated they wanted to appeal and ACO would like to give them the opportunity to discuss the orders. Selectmen agree and approve the appeal.

- October 21, 2021 - **Appeal Hearing:** Ms. Wordell reports she spoke to a trainer on October 20th and ordered 2 fence panels on October 21st (day of appeal hearing). Mr Brodeur not in attendance. Appeal denied, but a 3-week extension was given to fix the fence, which will need to be inspected by the Building Inspector and ACO to ensure the fence is completed. **Deadline of Extension: November 10, 2021**
- November 10, 2021 - ACO stopped by the resident's home. 2 panels purchased on October 21, 2021, are not installed, and were leaning against the garage. ACO advised Ms. Wordell that 2 members of the community had reached out to ACO and would like to help Ms. Wordell with the fence. Ms. Wordell declined anyone from the community getting involved. Ms. Wordell stated that the fence would be professionally installed and repaired that night. Ms. Wordell reported that she wanted to know when she could get her dogs back. ACO explained that per the extension, the fence would need to be inspected. ACO reported that an appointment with the building inspector would be requested by ACO immediately and ACO would ensure ACO was available due to the time sensitive nature of this matter. Ms. Wordell requested that ACO no longer come to her home without communicating the visit beforehand. Ms. Wordell said text was best and gave ACO a number to use. Ms. Wordell said to only call if it was an emergency.
- November 11, 2021 - this morning, a neighbor reported the fence was still not fixed. Later in the afternoon, ACO received a text message from Ms. Wordell stating that the fence had been completed by a licensed fence repair person and wants to know when ACO and Building Inspector will be there to inspect the fence. She also stated that ACO is not to call her and only text. If she responds, she has received the message. If she doesn't, she is busy.
- November 15, 2021 - ACO drove past the residence and noticed from ACO's vehicle on the main road that one portion of fence was being propped up by 2 wood pallets and another section was leaning against a tree. The fence was not repaired. ACO asked Selectmen and Selectmen's Assistant to speak about this matter in the next meeting to report the update.
- November 16, 2021 - ACO speaks to the town Building Inspector/Commissioner to provide the update on the fence. ACO requests that a second look be taken since ACO did not want to be the only person to report the fence not being repaired. Although the Building Commissioner requires advance appointments, due to the urgency of this matter, she was able to go out and do a basic inspection. She reported back to ACO that this fence was not structurally sound and was missing a portion of one of the panels. ACO confirmed ACO was on the agenda to give an update.

Phone Calls

July 19, 2021
July 22, 2021
July 23, 2021
July 25, 2021
July 27, 2021
July 29, 2021
July 30, 2021
Aug 3, 2021
Aug 5, 2021
Aug 6, 2021
Aug 7, 2021
Aug 12, 2021
Aug 14, 2021
Aug 15, 2021
Sept 9, 2021
Oct 1, 2021
Oct 9, 2021
Oct 28, 2021

Text Messages

July 25, 2021
July 26, 2021
July 27, 2021
July 29, 2021
July 30, 2021
Aug 3, 2021
Aug 5, 2021
Aug 6, 2021
Aug 7, 2021
Aug 12, 2021
Aug 13, 2021
Aug 14, 2021
Aug 15, 2021
Oct 11, 2021
Oct 28, 2021

Email

July 15, 2021
July 16, 2021
July 20, 2021
July 27, 2021
Oct 14, 2021
Oct 18, 2021
Oct 21, 2021

Warren Selectmen

From: David Dufresne
Sent: Sunday, November 14, 2021 4:26 PM
To: millieg2@comcast.net
Cc: Warren Selectmen
Subject: RE: [Warren, MA] tree lighting (Sent by Millie Gushue, millieg2@comcast.net)

Millie yes we will, thank you for keeping us in the loop on the tree lighting.

Karen can you please add this to the agenda for this week to be announced.

V/r

David P. Dufresne

Selectman/Planning Board

48 High Street

PO Box 609

Warren, MA 01083-0609

Phone: 413-544-4064

Email: dufresne@warren-ma.gov

From: Contact form at Warren, MA <cmsmailer@civicplus.com>
Sent: Sunday, November 14, 2021 2:17:28 AM
To: David Dufresne <dufresne@warren-ma.gov>
Subject: [Warren, MA] tree lighting (Sent by Millie Gushue, millieg2@comcast.net)

Hello ddufresne,

Millie Gushue (millieg2@comcast.net) has sent you a message via your contact form (<https://www.warren-ma.gov/user/401/contact>) at Warren, MA.

If you don't want to receive such e-mails, you can change your settings at <https://www.warren-ma.gov/user/401/edit>.

Message:

Will you please announce at your next meeting

The 26th Annual Tree Lighting Ceremony

Sunday November 28 @ 4:30 p.m.

Free hot beverages

Santa

the Quaboag High School Singers

Sing Along

Shepard Municipal Building

Project Updates

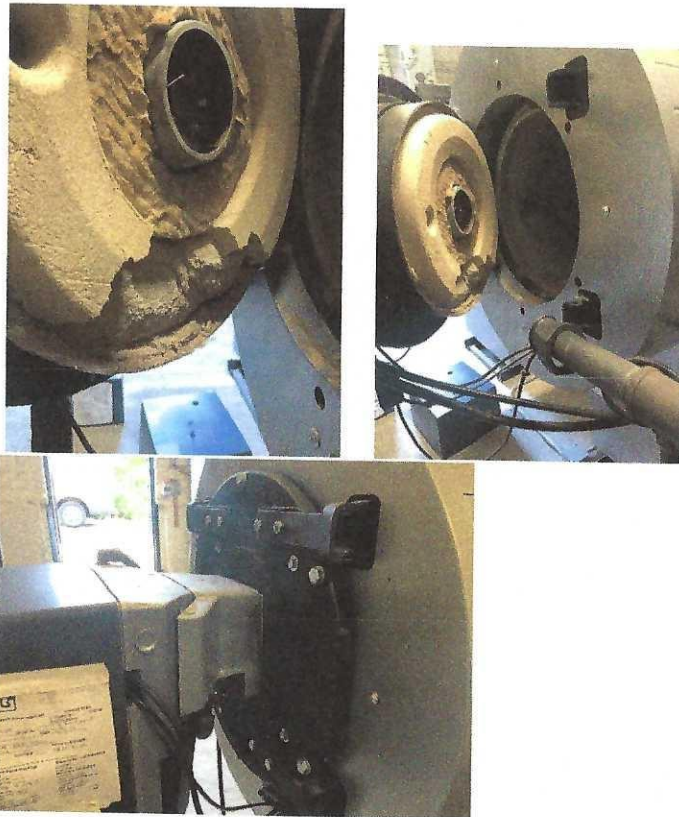
Involving Building Refurbishments and Pro-Active Preventative Maintenance

Provided by James Dusty at the request of the Warren Board of Selectmen 11/18/21

HVAC

1. B – G Mechanical Service, Inc. is replacing two (2) front refractories for the Weishaupt boilers, includes equipment labor and materials; (contract for this signed and delivered Sept 2021) Cost \$3,695.00 Work to be started November 18, 2021

*The refractories were found to be disintegrating and cracked when the boiler **preventive** maintenance was being performed. Failure to repair by replacement could cause internal high temp of boilers to migrate heat to external electronics and blowers, causing a much greater repair expense. On average the refractor replacement should last 10-14 years.



Plumbing

1. B.E.C. Plumbing and Heating Inc. is completing the lavatory upgrades, conversion of flushing systems to hands-free flushing. Same with sink faucets. conversion of paper towel dispensers and soap dispensers to hands-free. (9 faucets, 13 toilets, 8 urinals) These improvements also included the building custodian caulking, and painting all walls, stalls, floors etc. as well as insuring that all flushing systems were repaired and functional.

Shepard Municipal Building

Project Updates

Involving Building Refurbishments and Pro-Active Preventative Maintenance

Provided by James Dusty at the request of the Warren Board of Selectmen 11/18/21

2. The Shepard Building phase of these conversions are now complete. The other 5 locations are in process with completion of all department buildings by November 28, 2021, the poor conditions of all restrooms were not addressed until recently. Prior to the upgrades, many of the lavatory units were broken and covered with black plastic trash bags. The new flushing systems as well as the new the sink faucets will also save on water as they are more efficient and no longer leak from disrepair.
3. This project was approved for funding from the C.A.R.E.S. Act at a total cost of \$67,249.00



Windows

1. The Shepard building windows (approx. 100 windows) need re-caulking on the exterior. All the windows are leaking due to cracked and separated caulking on the exterior (caulking to metal and caulking to brick). Additionally, due to the long-term window caulking failure (due to age), damage includes interior windowsills which now have water damaged areas, requiring repair and re-painting all effected interior windowsills (most have been damaged by water leaking in

Shepard Municipal Building

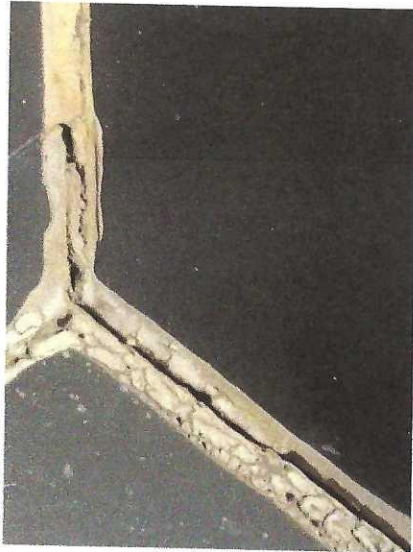
Project Updates

Involving Building Refurbishments and Pro-Active Preventative Maintenance

Provided by James Dusty at the request of the Warren Board of Selectmen 11/18/21

and wicking into the plaster), some sills are now totally destroyed. Some are now nearing total failure and can no longer be ignored, or the buildings' useful life and function will be at risk.

*Of all the maintenance issues in the Shepard Building, to date, the window leak repairs are going to be the most critical and costly. Not addressing this situation soon will limit the useful life of the building over extended time, and also greatly reduce FMV of the building. (For budgeting purposes only) estimates to repair are ranging from \$50,000.00 to \$200,000.00. a Scope of Work and RFP would be the next step going forward working with and through the Selectmen, Town Administrator and the Procurement Officer.



Shepard Municipal Building

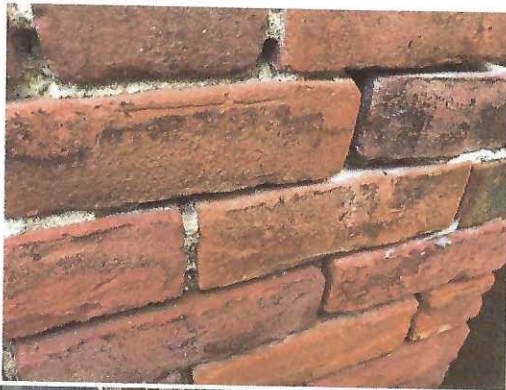
Project Updates

Involving Building Refurbishments and Pro-Active Preventative Maintenance

Provided by James Dusty at the request of the Warren Board of Selectmen 11/18/21

Brick Work

1. Cost estimates in process for re-pointing degraded and missing brick mortar on outside bricks.
2. Repair and waterproof and capping cement slab located on the NE corner of building to stop water current leakage and damage into the "Boxing Ring Room", water seepage into the building is being caused by cracked and loose brick and mortar.
3. Repair and waterproof cement shaft (now covered with steel plate, to also eliminate water leakage into "Boxing Ring Room").
4. Cost estimates pending



Shepard Municipal Building

Project Updates

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Painting Interior walls and Ceilings

1. Repaint one (1) room ceiling on 2nd floor. (Estimate pending)
2. Spots repaint several areas near the two front entrances (in house repair)



Flooring (Most of the hardwood floors are worn down to bare wood)

1. Refinishing maple hardwood flooring in the Selectmen's meeting room and Town Administrator/Administrative Secretary office
2. Sand to bare wood, and finish 1325 sq. ft. with (3) coats of oil modified polyurethane
3. Cost \$2.00 per sq. ft. = \$2,650.00 (lowest bid, most qualified and experienced) Recommend approving this bid.
4. Access logistics needed as each room will need to be unoccupied for three (3) days.
5. Considerations should be given to additional floor refinishing in most offices (budget over time)

Shepard Municipal Building

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Electrical

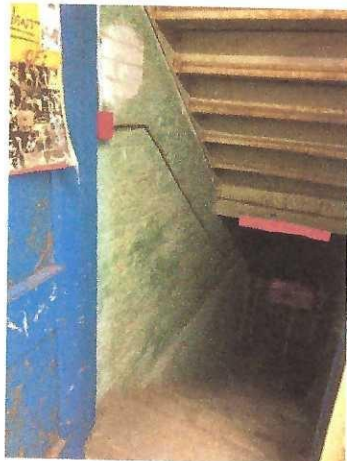
1. Install additional wall power outlets in the Selectmen's meeting room and Town Administrator office. (Cost estimate pending)

"Boxing Ring Room" (basement area below the "Community Room")

1. Dismantle to dispose of boxing ring and contents of rooms
2. Remove partially collapsed plaster/sheet rock ceilings**
3. HEPA Vac, Wire Brush, HEPA Vac. Clean – Open Joists
4. HEPA Vac & Power wash and Extract – Concrete Walls
5. HEPA Vac & Power wash and Extract – Concrete Floors
6. Antimicrobial Application – All
7. Stairs – Top and bottom – Power Wash & Extract
8. HEPA Vac & Clean Ceiling that are not removed
9. Containment – setup and tear down – includes materials
10. Airscrubber Setup and Rental – Including Filters
11. Dehumidifier Setup and Rental – 2 Large/3 Days
12. Personal Protective Equipment -2 ea./day
13. Dumpster – 30 Yard on Site

* This room has been tested for the presence of dangerous mold, lead paint and asbestos. Lab tests indicate no presence of mold, lead or asbestos (report on file)

**Additionally, the ceiling in this room, once torn down and removed (25% already collapsed), should be replaced at some time in the future but is not an urgent repair.

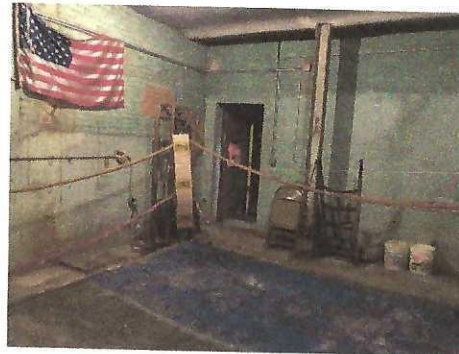


Shepard Municipal Building

Project Updates

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Shepard Municipal Building

Project Updates

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Additional Refurbishments and Improvements

Selectmen's Room Wall

1. Install a 24' wall going to the ceiling and anchored above.
2. Insulate complete wall
3. Sheetrock, taped and mudded
4. Install a 35" solid door
5. Paint wall and door
6. Install and paint trim and baseboard
7. Low bid is \$7,900.00

Outside Steel Access Door

1. Rusted through, in need of replacement (Bids Pending)



Overall Building Housekeeping

Directives to all department heads were sent out by Board of Selectmen with instructions to discard any un-needed or unnecessary furniture, fixtures, and equipment, as well a reviewing of all records and files, following all municipal, state, and federal document retention guidelines. All other files and documents not required to retain should be destroyed using a commercial document shredding service which will be available directly at the Shepard Building at a specified date.



The clock has two sections. One section is the clock mechanism itself and the other part is the striker mechanism for ringing the bell higher up in the tower. Upon taking photos with a telephoto lens from several angles outside the tower, I saw that there is a striking hammer poised to strike the bell as it did at one time, but could not determine the condition of the hammer or the bell. Would need closer inspection which can be done going forward through a trap door accessing that part of the tower. But the striking mechanism at the clock body seems to be disconnected. This can be investigated further if people wish the clock to strike the hours again.

Both the clock and the striker mechanism are gravity driven by weights connected to the clock by steel cables and pulleys. To "wind" the clock a hand crank is inserted onto the end of a shaft and the weights are cranked up until the winding barrel is full with cable and with no overlapping of cable. Cranked up fully, the clock should run for about a week.

Condition Report of Town Hall Tower Clock

The clock itself seems to be in excellent condition and works well. There are some condition issues with the hands and the balancing of the hands. The hands are made of wood and are probably the original hands. Over the years weathering has probably dried the wood and made it lighter than it originally was thus throwing the balance off. (each hand has a slim iron balancing rod facing the opposite direction from the hand that counter balances it.) The hands could be replaced but probably at significant cost involving accessing them from the outside with a crane or cherry picker. I (WS) have balanced the hands from the inside and the clock is working well and keeping time well.

Recent Maintenance on the Clock April-May 2019

I (WS) along with assistance from Marc Richard, selectman, was able to get access to the clock. I checked for any damage and saw none. The clock needed to be oiled and I did so - the pivot points and the pulleys for the drive weights. Initially the clock would run for a short while then stop because of the balancing issue with the hands. Once the hands were balanced, the clock ran/runs continuously and keeps good time. At this time all the clock needs is a weekly winding as well as small adjustments to correct for slow and/or fast running. The clock needs to be oiled only every 2-3 months.

I thank former clock operator Seth Blackwell for his advice and information regarding the clock.

William Shoucair
May 7, 2019

Monthly Report October 1, 2021 to October 31, 2021

In the month of October 2021, the Warren Police Department responded to a total of 1420 calls for service with 25 ending in arrests. The following is a breakdown of statistics.

Calls Logged	1420
Felonies Investigated	14
Incident reports	78
On View Arrests	8
Warrant Arrests	2
Summons Arrests	15
Total Arrests	25
Protective Custodies	4
Juvenile Arrests	6
Motor Vehicle Stops	90
Motor Vehicle Citations	55

In October 2021, the Police Department had 7 total vehicles on the roster. They consist of 4 Ford Police Interceptor SUV's, 1 Ford Taurus, 1 Ford Fusion and 1 Humvee. Mileage on each is as follows.

Taurus	51,990
Fusion	32,668
D785	2,283
5068	188,997
C564	66,409
5116	119,487
Humvee	8,208

This month the long wait for the new hybrid cruiser was over. We took possession of the new car at the beginning of the month. The hybrid has the same new graphic design and runs great. This new technology will hopefully save the Department in fuel costs.

On October 3rd, I took part with Chiefs from around the State in the Jimmy fund walk. I was part of Team Police Chiefs which was made up of 196 Chiefs and raised over \$162,363 for this fight against cancer. I completed my 4 mile walk with a group of Chiefs on a walking path from Uxbridge to Blackstone.

On the 4th, I attended the 28th Boylston Recruit Officer Class graduation of Officer Garrett Fortin at Mechanics Hall in Worcester. Ofc Fortin went through six months of vigorous Police training and is a great addition to WPD.

On the 16th, with the help of Ofc. LaFlower and my family, we dressed up our department Humvee as the Warren jail for Trunk or Treat. This year it was held at Quaboag High School due to the growth of the event in the past years. It was a big hit and attendance was the best I've ever seen. Thank you to the PTO for the invite.

On the 19th, 20th and 21st I attended Chief's Inservice in Norwood. Over the course of these three days courses that were required by the State were given. The big theme was Officer wellness and suicide due to the high numbers of Police suicide. If anyone sees an Officer anywhere that may need assistance, please refer them to Blue H.E.L.P. or Copley for support.

On the 31st, we were finally able to have Halloween and the Fire Departments annual parade again. Thank you Chief Lavoie for inviting me and having me judge the costumes with you. The event was a hit like always.

Finally, on the 25th, the Town saw the start of its new Town Administrator. On behalf of everyone at Warren PD, I would like to welcome Michael Lapinski to the Warren family.

Hope everyone has a great Thanksgiving,



Chief Gerald Millette

FIRE CHIEF REPORT

October 2021

FIRE CALLS:

The Fire Department responded to 27 calls in October of 2021.

Activated Alarm.....	3
Motor Vehicle Accident.....	9
Medical Assist.....	7
Mutual Aid.....	1
Gas Emergency.....	1
Carbon Monoxide.....	1
Illegal Burns.....	1
Electrical Emergency.....	2
Rescue/Extrication.....	1
Cancelled/False Call.....	1

AMBULANCE:

The ambulance responded to 69 calls in October of 2021, and 7 ALS intercepts were required.

INSPECTIONS:

The following inspections took place in October:

- 8 Smoke/CO
- 1 Oil Burning Equipment
- 2 Propane Tanks

ACTIVITIES/MEETINGS:

Warren Fire practiced live chimney fire evolutions and ladder operation and safety.
Warren EMS held an in-house call review with our medical director to evaluate and review high risk and specialized calls.

BUDGET:

I will continue to monitor the FY 22 budget closely and make the board aware of any problems or shortfalls. As mentioned in the previous report, our maintenance line item is low due to unexpected large repairs early in the fiscal year as well as our normal scheduled preventative maintenance. I will watch this line item closely.

As always, thank you for your ongoing support,

Adam Lavoie
Fire Chief

OCT EM REPORT

October 3 test of West Warren siren activation normal

October 24 CERT meeting to go over Halloween plans members got refresher on setting up signs 4 members attended 1 to 2 PM

Halloween 2021

October 27 29 30 6 to 9 PM team members helped with traffic parking, crowd control for parks haunted house held at Shepard building 4 members helped

Sunday, October 31

trick-or-treating 5 to 7 PM Jim, Rich Lisa, Ray, patrolled West Warren area where most trick-or-treating occurred 630 helped police department and fire department with parade from North Street to Albany Street members help with detours and traffic