

Selectmen Meeting
January 6, 2022

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

- 1) **Call the Meeting to order:** 6:05 pm
- 2) **Pledge of Allegiance:**
- 3) **ACO Requests:** Same as number 4
- 4) **Animal Control Officer (ACO) using foster homes for dogs waiting for forever homes:**
Dogs that are surrendered or seized need to go to a holding facility that is expensive for the town, so it was voted on allowing the ACO to use foster homes for the dogs until they are adopted. Rich made a motion to allow the ACO to use foster care homes Derick 2nd AIF Passed.
- 5) **Jim's Dusty Facilities Custodian report on town projects:** Mr. Dusty said that the boxing ring room is completed, but the slab that is the roof for part of the room is still leaking and needs to be fixed. The Selectmen meeting room floor is completed, now to the Selectmen's office. Repair & Painting ceiling all bids are in and will use the lowest bid. The Steel Door is ready to go. Waiting on the wall in the selectmen's office until we get the new Town Administrator. The windows is going to be a big project and will need to be on the Annual Town Meeting for a vote. A motion was made to accept the bid on replacing the Steel door 2nd AIF Passed
- 6) **ARPA Funds:** Test kits, town-wide hazardous waste collection day, A motion was made to purchase 5 pallets of Home COVID Test kits, 2nd AIF Passed We need to notify the Board of Health to go ahead and order them. They decided to do a Town-wide hazardous waste collection day and the Police will take the prescription drugs and the Fire Department will take used needles. A notice was to be sent to Board of Health to have them set it up. Other money to be spent on bills not paid through other grants, a study for the town to have to be eligible for more grants that the government have to offer, the grit screw for the sewer department, and Warren Water District for High Street. A motion was made to do the Town-wide Hazardous waste collection day 2nd AID Passed.
- 7) **Update of the Police move:** The lease agreement has been signed with Dextrust Development LLC and they are starting the work to get our Police into their new temporary home.
- 8) **Discussion on Pay Scales:** Because our Pay Scale ends in May 2022 we need to look and come up with a new one, that is comparable to other towns around us, so we don't loose our good people. We are aware that we need to keep within our financial constraints. Once we get an idea, we will have the different department heads come in and go over them.
- 9) **Keyless Entry System for Municipal Building:** We have talked about this and feel that it is still a good idea, since it cost almost \$1,000.00 to rekey the building each time some one leaves with the key. If we had the keyless entry system, we would just shut off the key and if there was a meeting going on we can unlock the building for that meeting and then lock it back up remotely. This would be just the two south doors. A motion made 2nd AIF Passed, to look into how much.

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10) Travis Bakers director of WCAT12 request for increased Cap: He is requesting a Cap increase in his budget. The Cap is now \$25,000.00 he has over \$100,000.00 in his budget but the selectmen has put a Cap on his spending that money. What they are spending the money on will help them to broadcast better and not have the equipment go down as much. A motion was made to allow WCAT12 increase their cap to \$65,000.00 2nd AIF Passed.

11) WI-FI in GYM: We were waiting to see if we could get a booster from Comcast for free but that isn't going to happen. So, it looks like we will need to go with running a hard wire to the gym. Ms. Schmidt said that she had a booster at home that she would bring in to try to see if it would work. They are not very expensive so that might be an answer if it works. So, it was decided to table this until our next meeting.

12) Streetlight's contract: It was talked about that we are paying a middleman to get the streetlights maintained, so we need to look at local contractors. Mr. Dusty will check to see if there is a local company to take over the contract.

a. Tanko Keeping price same as last year, their contract ended on December 31

13) Pre-Selection Committee for Town Admin.: A resident said that we needed to get a new selection committee for the Town Administrator review. We need 5 new residents to come forth and be on the review committee. So, we need to put it out on social media quickly. We have gotten several applicants from Indeed and a couple from MMA.

14) Warrants and Bills: Motion to accept and pay the following warrants and bills 2nd AIF Passed

a. Warrants:

i. 42	Payroll	\$42,684.13
ii. 43	Vendor	\$76,903.60
iii. 44	Payroll	\$58,709.39
iv. 45	Vendor	\$41,264.26
v. 46	Payroll	\$44,005.65
vi. 47	Vendor	\$911,392.86
vii. 48	Vendor	\$20,599.71
viii. 49	Payroll	\$47,106.24
ix. 50	Vendor	\$54,346.81
x. 51	Payroll	\$42,632.33
xi. 52	Vendor	\$70,509.57
xii. 53	Payroll	\$41,926.54
xiii. 54	Vendor	\$98,380.47
xiv. 55	Payroll	\$51,822.02
xv. 56	Vendor	\$41,170.03

b. Bills:

i. The Commonwealth Boiler inspection	\$450.00
ii. National Grid	-\$22,523.28
iii. National Grid	\$1,946.79
iv. National Grid	-\$351.28
v. Verizon	\$28.69

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vi. Ricoh	\$1744.04
vii. Power Products	\$1599.70
viii. Tanko Lighting	\$4,470.38
ix. James Dusty	\$97.73
x. Northeast IT	\$2,203.00
xi. Northeast IT	\$499.00
xii. Modern	\$80.00
xiii. B-G Mechanical Contract	\$1475.00
xiv. MassCor Flag in Gym	\$55.25
xv. James McKean	\$26.88
xvi. Sousa's Fine Floors	\$1,325.00
xvii. KP Law	\$4,786.30
xviii. Serv-U Lock	\$31.44
xix. Verizon	\$28.69
xx. Verizon	\$138.45
xxi. Cabot insurance for 1061 Main ST.	\$1,925

15) Minutes: No minutes to accept

16) Correspondence: Resident sent in a request to have the tables outside of George's Pizza. David will stop by and speak with them to move the tables until the weather is better. Another correspondence was a request to be business in the old Wrights Mill, a private company owns the building, but we are working with them to get businesses in there.

17) Old Business: Derick let everyone know that he is working on the notification app for the police, fire, highway, and selectmen can send notices to anyone who has a cell phone. Also, putting Red Dot on the town computers so that they can contact the police is needed. Also, he let us know that he has the bid for the radar street signs. Rich brought up the grants for small community that we don't need to put up the 20% until we are awarded the Grant, Table this until later.

18) New Business:

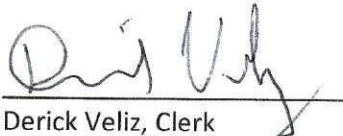
- a. Senior citizen Property Tax Work-off abatement application announce that we are doing this again this year and we have the applications for it. Motion made to do the Senior Proper Tax Work-off abatement 2nd AIF Passed.
- b. Cemetery and the Board of Health vacant spot intent letters advertise in the newspaper, on Cable, and on the Town Website.
- c. Nancy Lowell retiring in May, she is so sad to go, she loves her job and the people she works with, but it is time. See attached letter. We will greatly miss her.

19) Comments and Concerns: Ms. Soltys wanted the letter from Mr. Holtz about the Old Town Hall put on the Website,

20) Next Meeting Date: January 20, 2022

21) Adjourn: Motion to adjourn 2nd adjourned 8:29 PM

Respectably Submitted by
Karen Dusty, Administrative Secretary


Derick Veliz, Clerk

 Print  Cancel**cap Increase Request**

Travis Baker <Cable@warren-ma.gov>

Wed 12/22/2021 10:01 AM

To: Finance Committee <financecommittee@warren-ma.gov>; Warren Selectmen
<selectmen@warren-ma.gov>

Dear Finance Committee and Selectmen,

Warren Cable – WCAT12 is requesting a cap increase in the amount of \$40,000.00 for the following items.

- Replacement of 2 cameras for offsite recording & related equipment
- Equipment to provide Streaming services of WCAT12 programming
- Replacement of studio computer equipment
- Assessments, repairs & replacements of Broadcasting equipment to improve our broadcasting quality

If you have any questions, please feel free to reach out to me and I will gladly help.

Thank you,

Travis Baker
Chairman WCAT-12
(413)992-9045

WARREN BOARD OF HEALTH

Charles E. Shepard Municipal Building

January 4, 2022

Dear Selectmen,

As you are aware, the residents of Warren have expressed their need and want of home test kits to be provided to them by their Local Board of Health. The Board of Health has discussed the matter and would like to serve residents by having enough home test kits to provide to at least 50% of the population. The vendor contracts have been released. **Table 1** shows the breakdown of the minimum purchase requirements, and pricing for each vendor. Taking minimum purchase requirement and pricing into consideration it is sensible to purchase through the vendor Intrivo, Inc. **Table 2** shows minimum purchase, cost, kits provided, and the percentage of the community each purchased pallet would provide by obtaining product through Intrivo, Inc.

Table 1 Vendor Options

Vendor	Minimum Requirement & Pricing	Minimum Cost
Ellume USA LLC	1 pallet; 1,224 kits; \$26.10/kit; 1kit = 1 test	\$31,946.40 or \$31,307.47 with PPD 2% discount
iHealth Labs Inc.	1 pallet; 15,120 kits; \$10.00/kit; 1 kit = 2 tests	\$151,200
Intrivo, Inc.	1 pallet; 464 kits; \$19.00/kit; 1 kit = 2 tests	\$8,816.00 or \$8,551.52 with PPD 3% discount

According to 2020 Federal Census, Warren has a population of 4,975 people, and 2,035 households. These are the data used for extrapolating the following percentages. Take note, 1 household does not consider the occupants of each household. For **Table 2, 1 household is 1 unit.

WARREN BOARD OF HEALTH

Charles E. Shepard Municipal Building

Table 2 Breakdown of costs and services by Intrivo Inc.

Intrivo Inc.						
Case	Kit	Household %	Population %	Cost US \$	3% PPD savings if paid 20 days	Total Cost US \$
1	464	22	9	8,816.00	264.48	8,551.52
2	928	45	19	17,632.00	528.96	17,103.04
3	1,392	68	28	26,448.00	793.44	25,654.56
4	1,856	91	37	35,264.00	1,057.92	34,206.08
5	2,320	114	47	44,080.00	1,322.40	42,757.60

According to this data if Warren purchases 5 cases of test kits Warren could serve nearly 50% of the population and provide a kit to each household with a surplus which could be used and distributed between the Police Department, Fire Department, and Senior Center. This is the ideal scenario and end goal of the Board of Health.

The Board of Health recognizes that it is possible the outreach won't be there; it would be unfortunate to have a large surplus remaining. The Board of Health's second request would be to purchase 3 cases, and serve 68% of households, and 28% of the population. It might also be feasible to purchase 1 case at a time or begin with 1 case and see how fast the community utilizes this resource. Warren was not included in the free test kit distribution by the state because we did not have more than 5.3% of our population below the poverty level. Warren could start with 1 case, that would hypothetically support the low-income residents as 1 case supports 9% of our population.

The Fire Department requested 25 kits, and Police Department requested 10 kits. I foresee these being used rather quickly. If Warren purchases kits, they should be purchased for a few months' worth of protection. To date, the Board of Health is unaware of any future COVID-19 grants for FY22. We should allocate resources while we have the means. Once the Board of Health knows how many kits can be allocated, we will begin making distribution arrangements.

Sincerely,

Warren Board of Health
Donald Makowski – Chairman
Charlene Farris – Clerk
&
Brianna Dunn- Administrative Assistant



Vendor List and Information*

Vendor	Master Blanket Purchase Order #	Contact Person	Phone #	Email	Discounts (PPD, Other)	Pricing and Order Minimums
Master Contract Record	PO-22-1080-OSD03-SRC01-24121	Kelly Thompson Clark	(617) 720-3184 (EST)	Kelly.thompsonclark@mass.gov	N/A	N/A
Ellume USA LLC	PO-22-1080-OSD03-SRC01-24081	George Kokoros	(617) 320-3487 (EST)	george.kokoros@ellume.com	PPD: 2.0% -10 days; 1.0% - 15 days.	\$26.10 per 1-test kit; Minimum: 1 pallet = 1,224 tests
iHealth Labs, Inc.	PO-22-1080-OSD03-SRC01-24080	Tianyang Liu or Leah Wang	(408) 398-0318 (PST)	tianyang.liu@ihealthlabs.com	No PPD discount	\$10.00 per 2-test kit; Minimum: 1 pallet = 15,120 tests
Intrivo, Inc.	PO-22-1080-OSD03-SRC01-24129	David Ottenstein	(905) 655-8601 (PST)	dottenstein@intrivo.com	PPD: 3.0% - 20 days	\$19.00 per 2-test kit; Minimum: 1 case = 464 tests

*Note that COMMBUYS is the official system of record for vendor contact information.

** [The Master Contract Record MBPO] is the central repository for all common contract files. Price files may be found in the individual vendor's MBPO.]

NOTE: Contract User Guides are updated regularly. Print copies should be compared against the current version posted on mass.gov/osd.

Updated: December 29, 2021

Template version: 7.0

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January 6, 2022

Dear Board of Selectmen,

Over the last twenty-three years, nineteen of which I served the Town of Warren as Town Clerk, it has been an honor and a privilege to serve the people of Warren. I have met so many wonderful people, worked with so many board members and talented staff throughout my tenure. I am overwhelmed with gratitude for the confidence the Townspeople have demonstrated by electing me over the years.

Having said this, for the past several months I have been planning the next chapter of my life. While this decision was not an easy one, as I love my job and the people of Warren, I know the timing is right.

Please accept this letter in anticipation of my retirement effective May 3, 2022.

Again, thank you for your kindness and support.

Respectfully submitted,

A handwritten signature in cursive script, reading "Nancy J. Lowell". The signature is fluid and elegant, with the first name being the most prominent.

Nancy J. Lowell