

Selectmen's Meeting

February 3, 2022

Attended: David Dufresne, Chair; Richard Eichacker, Vice Chair; Derick Veliz, Clerk

- 1. Call Meeting to order: 6:08 pm**
- 2. Pledge of Allegiance:**
- 3. Appointment for the Town Administrator Preselection Committee:** Mr. Eichacker made a Motion was made to appoint the following people to the Town Administrator Preselection Committee until the Town Administrator is hired: Gerald Millette, Adam Lavoie, Nancy Lowell, Jeremy Olson, Dawn Swistak, James McKeon, Daniel Thibodeau, Joshua Regan. 2nd by Mr. Veliz AIF Passed Karen Dusty recused herself since she is one of the applicants. Notes were taken by Laurie Stockley. The guidance was each should select 3 applications and 2 alternates. They need to be turned into the Selectboard by next Thursday.
- 4. Christopher Dunphy of Central MA Region Planning Commission about Grants:** Mr. Dunphy sent a letter to the Board of Selectmen seeking authorization to submit five (5) projects as part of the Expression of Interest (EOI) on behalf of the town of Warren and both Water Districts, through the web-based portal by Friday Feb. 4 deadline. Mr. Eichacker made the said motion, Mr. Veliz 2nd AIF Passed.
- 5. Fire Department pay scale & budget discussion:** Chief Lavoie started off by saying one of the most difficult problems that we have is keeping the people with what we pay them. The old pays scale is not in line with what we need to pay to keep people after they are trained. So, we kept most of our items the same except Salary for the men and Advance Life Support. Just as a reminder my contract is expiring in June. The discussion was made that the Selectmen know that the wage scale is the lowest around and we can't keep good people that is why we are asking what the Department Head need to put in their budgets what they must pay their people to keep them. Chief Lavoie said that the amount that he asked for it the minimum that he can keep his people. It is not the highest, but it is reasonable for what they can get from other Towns. Mr. Nason said that personally the wage scale is way overdue to be where they should be. Chief Lavoie we are paying part-timers under \$15.00. Mr. Dufresne, we don't have to pay minimum wage, but to keep people we need to. We need to stop having Warren be the training ground for people to leave once they have some experience and move to a town that is paying what we should. Mr. Dufresne asked if the budget was good with Mr. Eichacker and Mr. Veliz both said it was good.
- 6. Highway Department pay scale & budget discussion:** Mr. Olson the Highway surveyor said that it was interesting that he and Chief Lavoie were on the same page for the same reasons. They didn't even talk about it. With everything his men must learn and have certificates they deserve this raise. Other than salaries the only thing that he has raised from last year was Resurfacing by \$5,000 due to the storms we had last summer and how it destroyed the roads, Beaver Removal, Snow, and Ice Salaries just to make it a round number. Mr. Dufresne asked if the budget was good with Mr. Eichacker and Mr. Veliz both said it was good.

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7. **Warrants and Bills:** Mr. Eichacker made a motion to pay and accept the following Warrants and Bills. After they were read Mr. Veliz 2nd AIF Passed to accept and pay the warrants and bills.

a. **Warrants:**

i. 64	Payroll	\$48,416.30
ii. 65	Vendors	\$701,811.15

b. **Bills:**

i. Verizon	\$136.30
ii. National Grid	-\$21,007.77
iii. Google	\$366.00
iv. Economic Enviro Techs "Boxing Room"	\$1,500.00
v. Economic Enviro Techs "Windows"	\$1,100.00
vi. KP Law	\$724.40
vii. KP Law	\$890.63
viii. Amazon business de-humidifier	599.99

8. **Minutes:** Approve minutes for January 20, 2022, Mr. Eichacker made a motion to approve the minutes for the January 20, 2022.

9. **Old Business:**

- a. Where we are in spending the 50K Jim's report Mr. Dusty the Facilities Custodian reported that there were 12 started and most completed to date we have spent about ½ the money. Would like permission to replace the concrete slab outside the building that is part of the ceiling of the Boxing Ring Room. Mr. Veliz wanted the building Inspector to weigh in on this before permission to start. Mr. Dusty to get in touch with her as soon as he can.
- b. Mr. Veliz said that he needed to have 10% of the household do the survey that is on the website about how the weather has affected their homes and property. We now have 7% so please go to the Town Website and fill out the information.
- c. Red Dot will be up and live at the Town Hall shortly. And the Town alert is already going. We encourage everyone to get it. They do not need to give any information just put in their town.
- d. How is the camera doing? It is clear? The person on zoom said it was very clear and much better.

10. **New Business:**

- a. Brianna Dunn from the Board of Health letter: Mr. Eichacker made a motion to allow the Board of Health to contact the Town Legal department for question about the landfill.
- b. 2022 January CERT report: See attached

11. **Comments and Concerns:**

- a. Mr. Dufresne received an email about the steps in front of the Old Town Hall should be shoveled, no one has ever done that, they have just waited until it melted. That door that is there does into the police department and is not a public access.
- b. Mrs. Soltys said that the minutes did not match what the newspaper reported, and she wanted to see the handwritten minutes to see if they match the

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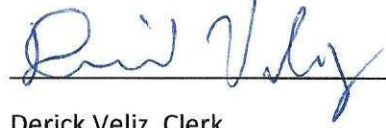
newspaper. Mr. Eichacker stated that they voted on to investigate the cost and then decided since it was voted down in the last Town Meeting that they would try in a later Town Meeting to get it approved.

12. Next Meeting Date: February 10, 2022

13. Adjourn: Mr. Eichacker made a motion to adjourn, Mr. Veliz 2nd AIF Adjourned

Respectfully Submitted by:

Karen L. Dusty Administrative Assistant

A handwritten signature in blue ink, appearing to read "Derick Veliz", is written over a horizontal line.

Derick Veliz, Clerk

FEB 2 '22 PM12
TOWN CLERK

Memo

To: Nancy Lowell, Town Clerk
From: Karen Dusty Administrative Secretary
Date: February 3, 2022
Re: Appointment

At the Board of Selectmen's meeting held on February 3, 2022, it was voted on and passed to appoint the following people to the Pre-selection Committee for the Town Administrator until the position is filled:

Gerald Millette
Adam Lavoie
Nancy Lowell
Jeremy Olson
Dawn Swistak
James McKeon
Daniel Thibodeau
Joshua Regan

February 3, 2022 6pm Board of Selectmen Meeting minutes of one agenda only: to appoint members to the Town Administrator Pre-Selection Committee.

Motion made to appoint Town Administrator Pre-Selection Committee member made by:

Rich Eichacker

Motion seconded by:

Derick Velz

All in favor: Pass

Signed by Amanda Storkley

Guidance: each should
Select 3 applications
w/ alternates.

Hold a meeting - organize a board.

Warren Selectmen

From: Chris Dunphy <cdunphy@cmrpc.org>
Sent: Thursday, February 3, 2022 1:31 PM
To: Warren Selectmen; Karen Dusty
Cc: Jeremy Olson; Richard Eichacker; scristol@verizon.net; Carol Sanders; andy9503
Subject: MA One Stop for Growth and Expression of Interest (EOI), Board of Selectmen 2/4/22

Hi Karen,
I apologize that I will not be able to attend this evening. Here is my explanation of what's going on and down below is my formal request of the Board.

The **Community One Stop for Growth** is a single application portal and collaborative review process of grant programs that make targeted investments based on a Development Continuum. There are 12 different programs offered through several state agencies. Communities are encouraged to start with an **Expression of Interest** that describes the needed local projects. State officials will review, provide feedback and guidance as to what program is best suited for the desired project and what the next steps might be in advance of an actual application due by June 3, 2022.

The **Expression of Interest (EOI)** allows an applicant to seek guidance from EOHED and partner agencies. The Expression of Interest is optional but highly encouraged.

Each organization (town) may submit an Expression of Interest form for the FY23 Round. All EOI forms may include up to two (2) project proposals by March 18, 2022, **however forms submitted prior to 11:59 PM on February 4, 2022 may include a total of five (5) projects.**

Once the Expression of Interest is submitted, staff at all partner agencies will review the submissions and provide guidance and insight to strengthen applications. Applicants may also be referred to other available programs that are not fully integrated into the One Stop application. All applicants are encouraged to submit an Expression of Interest early in the process to allow for the maximum amount of time for feedback.

RE actual applications: Applicants will be able to submit their application beginning May 2, 2022. The **final application deadline is June 3, 2022.**

***Christopher Dunphy, Principal Planner at CMRPC, is seeking authorization to submit five (5) projects as part of the EOI process on behalf of the town of Warren, and both Water Districts, through the web-based portal by Friday, Feb. 4 deadline.**

The 5 projects are:

Project	Potential One Stop Funding Source(s)
1. Economic Development Master Plan for the former Wrights Mill	Mass Development, DHCD
2. School Street Road, Sidewalk & Drainage Improvements	MassDOT- Massworks program
3. Prospect Street Water Main Replacement	Small Town Rural Development Program
4. Pulaski Street Water Engineering Design	Small Town Rural Development Program
5. River Street Water Main Replacement	Small Town Rural Development Program

These proposed initiatives were developed with the guidance and support of Warren's Community Development Advisory Committee.

Please call or email me with any questions. Cell (413)636-4352.

Best,
CD

Christopher J. Dunphy

Principal Planner

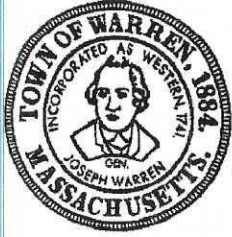
C.M.R.P.C.

1 Mercantile Street, STE 520

Worcester, MA 01608

(508)459-3333

cdunphy@cmrpc.org



TOWN OF WARREN

FIRE DEPARTMENT

1012 Main Street, P.O. BOX 608, WARREN, MASSACHUSETTS 01083
TELEPHONE: 413-436-5444 FAX: 413-436-0244

Adam S. Lavoie
Fire Chief

02/03/2022

Board of Selectmen
48 High Street
Warren, Ma 01083

Dear Board Members,

Please find the proposed budget for the fire department for FY 2023 attached to this letter for your review. There are slight increases requested to both fire and ambulance expense lines due to added cost of equipment and utilities. There is also an increase in the vehicle maintenance line item as repairs have become more frequent as the fleet ages. There are increases to all salary lines to reflect pay rates that are more in line with other communities. The Fire Chief line item I have left the same as my contract is expiring in June and I still need to meet with the board. There is a significant increase in the ALS (advanced life support) line item as fees and requirements are changing. I look forward to discussion with all parties regarding the requested increases and changes within the budget.

Respectfully Submitted,

Adam S. Lavoie
Fire Chief

FIRE DEPARTMENT
ADAM S LAVOIE / FIRE CHIEF
 PO BOX 608 1012 MAIN STREET
 WARREN MASSACHUSETTS 01083
 (413) 436 5444
 lavoie@warren-ma.gov

		ACTUAL BUDGET FY 2020	ACTUAL BUDGET FY 2021	ACTUAL BUDGET FY 2022	BUDGET REQUEST FY 2023
220-5112-011	FIRE DEPARTMENT SALARY	57,300	57,300	57,300	57,300
220-5210-020 220-5410-020	FIRE DEPARTMENT EXPENSE	40,000	40,000	42,000	45,000
220-5212-037 220-5410-037	VEHICLE MAIN/EXPENSE	18,000	18,000	20,000	25,000
220-5210-035	TRAINING	5,000	3,000	5,000	5,000
220-5810-126	PERS PROTECTION EQUIP	5,000	5,000	5,000	5,000
220-5210-089	HEALTH / WELLNESS	4,000	2,000	4,000	4,000
231-5210-020 231-5410-020	AMBULANCE EXPENSE	24,000	24,000	26,000	28,000
231-5112-011	AMBULANCE CALL PAYROLL	42,000	38,000	42,000	48,000
	EMS HOURLY SHIFT PAYROLL	17,802	21,479	24,689	34,196
	AMBULANCE TRAINING PAYROLL	7,500	7,000	7,500	7,500
232-5112-011	FIRE CHIEF/EMT SALARY	70,000	72,100	74,263	74,263
	EDUCATIONAL AWARD	5,000	5,000	5,000	5,000
231-5112-088	FF/EMT AND PARAMEDIC SALARY	145,210	148,015	151,652	178,817
231-5112-117	OVERTIME FF/EMT PARAMED	10,000	10,000	13,000	15,000
231-5120-050	EMT STIPEND	61,200	61,200	61,200	61,200
231-5210-996	TRAINING EMT	7,000	7,000	7,000	7,000
231-5210-071	BILLING AND REPORTING	17,000	14,000	15,000	15,000
231-5210-118 231-5410-118 220-5210-100 220-5410-151	ADVANCED LIFE SUPPORT EQUIPMENT TESTING RADIO/PAGER EQUIPMENT	20,000 5,000 0	20,000 4,000 0	22,000 5,000 5,000	40,000 5,000 5,000
	FIRE DEPARTMENT	561,012	557,094	592,604	665,276

EMERGENCY MANAGEMENT	2,500	2,500	2,000	2,500
EMERGENCY MANAGEMENT	500	500	500	500
FIRE DEPARTMENT TOTAL	564,012	559,594	595,604	668,276

	FY20 Approved Budget	FY21 Approved Budget	FY22 Approved Budget	FY23 Proposed Budget
HIGHWAY DEPARTMENT				
HIGHWAY SURVEYOR	\$ 51,897.00	\$ 59,463.00	\$ 59,463.00	\$ 67,463.00
HIGHWAY SALARIES	\$ 176,520.00	\$ 183,222.00	\$ 178,848.00	\$ 226,007.21
HIGHWAY SECRETARY SALARY	\$ 6,725.00	\$ 13,724.00	\$ 14,077.00	\$ 17,702.06
OVERTIME	\$ 2,000.00	\$ 3,000.00	\$ 4,000.00	\$ 5,000.00
HIGHWAY EXPENSE	\$ 58,000.00	\$ 60,000.00	\$ 60,000.00	\$ 60,000.00
MACHINE MAINTENCE AND OPERATION	\$ 50,000.00	\$ 50,000.00	\$ 60,000.00	\$ 60,000.00
DRAINAGE	\$ 25,000.00	\$ 26,000.00	\$ 26,000.00	\$ 26,000.00
RESURFACING	\$ 30,000.00	\$ 35,000.00	\$ 45,000.00	\$ 50,000.00
SIDEWALKS	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
TRASH REMOVAL	\$ 800.00	\$ 800.00	\$ 800.00	\$ 800.00
BEAVER REMOVAL	\$ 1,200.00	\$ 1,200.00	\$ 1,200.00	\$ 2,000.00
SIGNS	\$ 1,400.00	\$ 4,000.00	\$ 4,000.00	\$ 3,000.00
SNOW AND ICE SALARIES	\$ 24,560.00	\$ 24,560.00	\$ 24,560.00	\$ 25,000.00
SNOW AND ICE EXPENSE	\$ 110,000.00	\$ 110,000.00	\$ 110,000.00	\$ 110,000.00
TREE WORK		\$ 15,000.00	\$ 15,000.00	\$ 15,000.00
HIGHWAY DEPARTMENT TOTAL	\$ 548,102.00	\$ 595,969.00	\$ 612,948.00	\$ 677,972.27

Breakdown of the approved \$50,000.00 expenditure disbursements as of 2/2/2022
(completed or work in progress)

ITEM #	Purpose	Amount
1	"Boxing room" cleanout & restoration	\$ 8,101.00
2	Selectmen's meeting room sanding and sealing floor	\$ 1,476.00
3	Selectmen's office sanding and sealing floor	\$ 1,476.00
4	Ceiling repair and painting 3 locations	\$ 1,994.00
5	Install additional electrical outlets in serval rooms	\$ 3,500.00
6	Steel fire door replacement form outside into boiler room	\$ 3,487.00
7	Repair cement slab and steel cover over "boxing room"	\$ 6,500 *
8	Prepare & modify selectmen's meeting room to accommodate install of TV Screen on wall replace security hinge on Selectmen's office door and lock.	\$ 1,275.00
9	Install gas burner emergency switches in Shepard Building Police Department (old Town Hall) building and Fire station B (order by the State Fire Marshel Office)	\$ 1,450.00
10	Testing & Identifying of asbestos, lead and mold materials in "boxing room" area including ceiling. (Lab results on file)	\$ 1,500.00
11	Testing & Identifying of asbestos, and lead materials on the outside window caulking, (Lab results on file)	\$ 1,100.00
12	Purchased and installed high volume de-humidifier in "boxing/storage room"	\$ 599.00
	TOTAL	\$ 25,958.00

* #7 Subject to BOS approval (see attached proposal)



Biancaniello Contracting LLC

167 Dudley Road
Oxford MA 01540
617-510-9511
biancaniellofamily@gmail.com

ESTIMATE

EST263

DATE

02/01/2022

TOTAL

USD \$6,500.00

TO

James Dusty - Town Of Warren

☐ +15086676029

maintenance@warren-ma.gov

DESCRIPTION	RATE	QTY	AMOUNT
Demo and remove 8" wide by 4" deep x 24' feet along the brick wall that meets the wxisrint slab	\$0.00	1	\$0.00
Seal and waterproof from the Brick to 4-5" below the brick grade with tar adhesive and a waterproof membrane	\$0.00	1	\$0.00
Grind out a 24 foot long joint along the first brick and place a metal flashing inside to create a water table to promote the water running down the brick wall to shed off and be carried by the new properly pitched slab.	\$0.00	1	\$0.00
Mortar and seal in the new metal drip edge.	\$0.00	1	\$0.00
Prepare the slab to accept an additional 4-5" of concrete	\$0.00	1	\$0.00
Scarify the slab - drill and pin rebar as well as remesh to promote strength as needed	\$0.00	1	\$0.00
Apply a concrete bonding agent to the slab	\$0.00	1	\$0.00
Seal the slab with a professional grade masonry sealer. M	\$0.00	1	\$0.00
Fiberglass mesh added tinconcrere for addrional strength as well as remesh.	\$0.00	1	\$0.00
Edged and broom finished unless directed otherwise.	\$0.00	1	\$0.00

DESCRIPTION	RATE	QTY	AMOUNT
Metal 4x6 cover. We will seal as well as insatll a flashing and see how we can seal and divert water away from the seams and building.	\$0.00	1	\$0.00
Price includes all labor / materials and disposal.	\$6,500.00	1	\$6,500.00
TOTAL			USD \$6,500.00



The area to be trenched and flashed /water proofed

Warren Selectmen

From: Brianna Dunn
Sent: Wednesday, February 2, 2022 2:17 PM
To: Warren Selectmen
Subject: town council

Hi Karen,

BOH requires the use of Town Council again. We need to have a Record Notice put on the Deed through Worcester Court for the landfill parcels, so the deed is forever documented as a landfill. Could you put this before selectmen for me at the next opportunity?

Thank you
Brianna

Brianna Dunn

Board of Health Administrative Assistant
48 High St.
P.O. Box 478
Warren, MA 01083
(413) 436-5701 Ext. 112

2022
~~2020~~

EM CERT Report

Jan 2022

1-2 test of emergency sirens

1-6 work with Derick to set up Red dot on phone

1-5 Icy conditions caused flash freezing around 8 am

1-7 first plowable snowfall 5.0

1-17 snowfall of 3.0 inches

1-24 snowfall of 1.5

1-29 blizzard of 2022 (so far) town wide snow 9.0 inches ^{few}~~few~~ areas got a bit more

January snow fall of 18.5

Cert had no meetings or activities

few members were on stand by during the blizzard but nothing was needed.

1-28 Got 4000 KN95 masks though Mema these masks can be use for town workers and even public if needed.

Red dot Presentation at schools at WCES Jan 19 and QRMHS on 24th



Board of Selectmen Meeting

Facilitator: _____

Date: 7/3/22

Objectives

Attendee:

Daniel Thibodeau

Attendee: _____

Attendee:

James McKee

Attendee: _____

Attendee:

Dawn Swistak

Attendee: _____

Attendee:

Josh Regan

Attendee: _____

Attendee:

Jim Dusty

Attendee: _____

Attendee: _____

Attendee: _____

Attendee: _____

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