

Selectmen Meeting
February 17, 2022

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

1. **Call Meeting to order:** 6:05 pm
2. **Pledge of Allegiance:**
3. **Council on Aging budget and pay scale:** Ms. Meli went through each item of her budget, justified why the numbers are more. Asked for more money for her. The board members were here and wanted to move her up another step. She was checking her numbers and coming back for a final review the next selectmen's meeting.
4. **Police budget and pay scale:** Went over the budget except the pay scale due to the negotiations on going. Chief Millett stated that there will be no more part-time police so once they get up to full capacity they can cut back on overtime. He decided to up the budget for fuel cost. With the new vehicle he felt that it would be less, but with the cost of fuel he may need to bump it up. Mr. Dufresne gave an update on the Temporary Police station that they are starting and said they should have it done by the end March hopefully. So next year we will be able to budget what the heat and cooling cost will be because we will have gone through all 4 seasons. A question from a resident asked if the rent for Coy Hill Tower comes out of the Expense line. Chief Millett said Yes. We will come back once negotiation are complete.
5. **Selectmen budget and pay scale more discussion:** The selectmen went over the area that we didn't have the information from the Electrical inspector, the Parking Clerk, the insurance information. The errors on the pay for the new position and the Selectmen's Assistant.
6. **Warrants and Bills:** Mr. Eichacker made a motion to accept and pay the following Warrants and Bills: it was 2nd by Mr. Veliz after they were read. AIF Passed unanimously
 - a. **Warrants**
 - i. 68 Payroll \$35,383.95
 - ii. 69 Vendors \$69,161.84
 - b. **Bills**
 - i. MassCor Flag \$55.25
 - ii. MassCor Business Cards \$23.95
 - iii. Central MA Regional Planning Commission \$673.75
 - iv. Verizon \$8.46
 - v. Verizon \$.33
 - vi. Kellco \$81.36
 - vii. WB Mason Paper \$255.20
 - viii. WB Mason Ice melt \$103.68
 - ix. Derick Veliz TV and hanging bracket \$575.58
7. **Minutes:** Approve minutes for February 3, 2022, Mr. Eichacker made a motion to approve the minutes for February 3, 2022, Mr. Veliz 2nd AIF Passed to approve the minutes.
8. **Old Business:**

Selectmen Meeting
February 17, 2022

- a. Signature on the Open Space Grant for \$15,625.00 with a match total of \$3,125.00 some discussion on what this grant was and that it was a good deal. Signed it after the meeting.
- b. COVID Test Kit arrived. They are available in the Board of Health office on Monday's 5:00pm – 7:00pm and Thursday 9:00am – 12:00pm Noon.

9. New Business:

- a. DEP Meeting Derick is to take the lead on this and report back.
- b. We received the Community Development Block Grant (CDBG) and can proceed with School Street. This is part of a larger grant that we have used to fix other streets in the past. It will fix the water main, sidewalk, retaining walls, on part of School Street.
- c. My Town Alert is great, even the sewer department, can send out a notice if something was to happen there. If you sign up for it on your phone and change phones, please make sure that we have the correct information so that you can receive the alerts.

10. Comments and Concerns: NO comments or concerns

11. Next Meeting Date: February 24 6PM

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

Respectively Submitted by
Karen Dusty, Administrative Assistant


Derick Veliz, Clerk

Council On Aging FY 23 Budget

541-5112-011	COUNCIL ON AGING DIRECTOR	53,244.00
541-5210-020	COUNCIL ON AGING EXPENSE	25,000
541-5410-020		
541-5112-119	CUSTODIAN	12,834.00
541-5110-910	LUNCH COORDINATOR	28,971.00
541-5112-012	COA PT GENERAL HELPER	13,488.00
541-5212-021	MAINTENANCE/REPAIRS	3,500
541-5710-073	SENIOR VAN AND TRANSPORTATION	2,000
5415210--970	ELDERBUS SUBSIDY	1,000
541-5610-068	TRI VALLEY SERVICES	957
	COUNCIL ON AGING	140,994.00

Wage increases : Director 25.50, Lunch Cordinator 18.50, Custodian15.50 General Helper 16.00

*3 EXTRA WEEK TO COVER SICK TIME FOR CUSTODIAN

*4 Extra weeks to cover vacation time for Lunch Coordenator and Director

*The C.O.A. is submitting an article for a part time van driver.

We propose 15 hour per week @ 15 hours per week \$12,528 to replace the S.V. & Transport line

* Elder Bus line went down 1,000.00, the WRTA is no charge through 2022.

If Van Driver passes total budget would be 151,522.00

	FY20 Approved Budget	FY21 Approved Budget	FY22 Approved Budget	FY23 Proposed Budget
COUNCIL ON AGING				
COA SALARY (DIRECTOR)	\$ 34,241.00	\$ 38,750.00	\$ 41,635.00	53,244
COA LUNCH COORDINATOR SALARY	\$ 25,121.00	\$ 25,729.00	\$ 26,622.00	28,971
COA CUSTODIAN SALARY	\$ 10,253.00	\$ 10,962.00	\$ 11,424.00	12,137
COA PART-TIME GENERAL HELPER SALARY	\$ 10,035.00	\$ 10,782.00	\$ 11,385.00	12,528
COA EXPENSE	\$ 20,000.00	\$ 24,000.00	\$ 20,550.00	24,000
COA MAINTENANCE	\$ 2,500.00	\$ 2,500.00	\$ 3,000.00	3,500
SENIOR VAN AND TRANSPORTATION	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	2,000*
ELDER BUS SUBSIDY	\$ 1,914.00	\$ 2,000.00	\$ 2,000.00	1,000
TRI-VALLEY SERVICES	\$ 957.00	\$ 957.00	\$ 957.00	957.00
COUNCIL ON AGING TOTAL	\$ 107,021.00	\$ 117,680.00	\$ 119,573.00	138,337

* The C.O.A. is submitting an article for a part time van driver. we propose a 15 hour per week at 16.00 per hour. for 12,528 To replace the Senior Van and Transportation line.

* Elder Bus Subsidy is Free for the 2022 calendar year.

* Wages increases

* expence increases, Monthly Monitoring for fire Alarm 240.00 per year electric, gas, among other monthly expenses went up.

* If Van Driver passes Total Budget would be 148,865

Department Budget Fiscal Year 2023 8 full time officers and Chief							
Action, Related Services, and Expenses						Years of service and current step as of 7/1/21	
						Hourly	Overtime
Salary	\$ 99,132.00						N/A
Hourly							
						\$ 36.41	\$ 54.61
LaFlower		Hired full time on 7/1/08			13	\$ 31.94	\$ 47.91
On anniversary date goes to step					14	\$ 31.94	\$ 47.91
Stephen Bouchard		Hired full time on 10/22/2018			4	\$ 28.35	\$ 42.51
On anniversary date goes to step					5	\$ 28.91	\$ 43.31
Morin		Hired full time on 11/4/2019			3	\$ 27.80	\$ 41.71
On anniversary date goes to step					4	\$ 28.35	\$ 42.51
John Nale		Hired full time on 5/18/2020			3	\$ 27.80	\$ 41.71
On anniversary date goes to step					4	\$ 28.35	\$ 42.51
Fortin		Hired full time on 3/15/2021			1	\$ 26.73	\$ 40.11
On academy graduation date 10/2021 goes to step					2	\$ 27.26	\$ 40.81
Shea		Hired full time on			1	\$ 26.73	\$ 40.11
On academy graduation date 5/2022 goes to step					2	\$ 27.26	\$ 40.81
		Hired full time on			Entry	\$ 20.00	\$ 30.01
On anniversary or graduation date goes to step					1	\$ 26.73	\$ 40.11
Hired full time on 1/04/10					12	\$ 18.50	\$ 27.71
					Jan-22	\$ 18.20	\$ 27.31
David Mellen hired 4/12/99					22	\$ 20.00	\$ 30.01
OPEN						\$ 20.00	\$ 30.01
Kene Cote hired 1/4/05					16	\$ 20.00	\$ 30.01
Paul Soojian					1	\$ 20.00	\$ 30.01
John McGrath					1	\$ 20.00	\$ 30.01
Christos Tsigas					1	\$ 20.00	\$ 30.01
Hector Melendez					1	\$ 20.00	\$ 30.01
						\$ -	\$ -
Officer average hourly rate						\$	\$ 20.01

[illegible]

[illegible]

	12 Holidays plus one floating holiday					
	Lieutenant 13 holidays					\$ 3,786.64
	Officer LaFlower 13 holidays					\$ 3,321.76
	Officer Bouchard 13 holidays					\$ 3,006.64
	Officer Morin 13 holidays					\$ 2,948.40
	Officer Nale 13 holidays					\$ 2,948.40
	Officer Fortin 13 holidays					\$ 2,835.04
	Officer Shea					\$ 2,835.04
	New Hire				Total	\$ 2,779.92
					\$ 27,450.58	
	Holiday overtime coverage (holidays actually worked)					
	Holidays actually worked are compensated at time and a half plus holiday pay					
	There are 9 regular holidays plus one floating holiday - 3 holidays are subject to double time pay					
	Regular pay is budgeted in salaries. For 10 holidays an extra 1/2 pay figures in.					
	Ten holidays x 5 shifts x 8 hrs x averaged 1/2 pay =					\$ 5,936.67
	Floating holidays = 8 shifts x 8 hours x averaged time and a half pay =					\$ 2,923.34
	Thanksgiving, Christmas and New Years days are compensated at double time plus holiday pay					
	(3) days x 5 Shifts x 8 hrs x average overtime pay				Total	\$ 5,481.26
						\$ 140,068.57
	Overtime					
	Investigations, court, emergencies, shift overlap, injury, directed patrols, special situations etc.					
	Overtime figures = 1000 hours per year					
	Includes overtime for training replacement shifts					\$ 52,071.94
Section 5	Expense line					
	vehicle fuel and maintenance, clerical items, purchases				Total	\$ 74,700.00
Section 6	Police Maintenance and Utilities					
	Line pays all Police Department utility bills, i.e. heat, electric, water, sewer, phones, internet and janitorial supplies.					
					Total	\$ 21,600.00
Section 7	Police school					

[illegible]

FY 2022 (actual)		Inc/dec		FY2023	
	Chief	\$ 97,188.00	\$ 1,944.00	Chief	\$ 99,132.00
	Lieutenant		\$ -	Lieutenant	
	Salaries	\$ 361,351.00	\$ 120,385.40	Salaries	\$ 481,736.40
	Clerk	\$ 25,563.00	\$ 1,257.36	Clerk	\$ 26,820.36
	Supp Sal	\$ 211,585.00	\$ 25,394.61	Supp Sal	\$ 236,979.61
	Expenses	\$ 74,700.00	\$ -	Expenses	\$ 74,700.00
	Maint&Util	\$ 21,600.00	\$ -	Maint&Util	\$ 21,600.00
	Build Rep		\$ -	Build Rep	
	School	\$ 22,543.00	\$ 1,351.80	School	\$ 23,894.80
	Clothing	\$ 11,750.00	\$ 3,800.00	Clothing	\$ 15,550.00
	Firearms	\$ 500.00	\$ -	Firearms	\$ 500.00
	Total	\$ 826,780.00	\$ 154,133.17	Total	\$ 980,913.17
Increase over FY 2022 are contractual and added full time					
					\$ 154,133.17
	Total Police Department Operating Budget for FY 2023				\$ 980,913.17
	Total Operating Budget for FY2019				\$ 983,485.00

Salaries									
	Chief								\$ 99,132.00
								Total	\$ 99,132.00
	Salaries								
	Lieutenant Early								\$ 76,024.08
	Patrolman LaFlower								\$ 66,690.72
	Patrolman Bouchard								\$ 60,071.76
	Patrolman Morin								\$ 59,194.80
	Patrolman Nale								\$ 58,237.80
	Patrolma Fortin								\$ 56,642.22
	Patrolman Shea								\$ 56,088.90
	Patrolman New Hire								\$ 48,786.12
								Total	\$ 481,736.40
	Administrative Secretary							Total	\$ 26,820.36
	Per personnel by-law								
								Total Salaries	\$ 607,688.76

BOARD OF SELECTMEN						
	FY21	FY22	FY23			
SELECTMEN A						
MODERATOR	500	500	500			
SELECTMEN SALARY	15,000	15,000	15,000			
SELECTMEN EXPENSE	7,000	7,000	7,000			
ELECTRICAL INSPECTOR	5,000	5,000	5,000			
ELECTRICAL INSPECTOR EXPENSE	200	200	200			
ALTERNATE ELECTRICAL INSPECTOR	300	300	300			
FACILITIES CUSTODIAN	31,500	31,500	16,000			Part time \$16.00
FACILITIES COORDINATOR	0	0	45,000 45,000			NEW POSITION
SHEPARD BUILDING EXPENSE	42,000	42,000	45,000			
TOWN HALL REPAIR	10,000	10,000	10,000			
TOWN HALL UTILITIES	0	0	12,400			Paid by Police
TECHNOLOGY ANNUAL FEES/SUPPLIES	30,000	30,000	25,000			
COMPUTER HARDWARE/SOFTWARE	5,000	5,000	5,000			
TOWN REPORT	2600	2600	2800			
PUBLISH SPECIAL TOWN MEETING	80	80	120			
MEMORIAL DAY/VETERAN PROGRAMS	3000	3000	3000			
SELECTMEN BASEBALL		500	500			
SELECTMEN BASKETBALL		500	500			
SELECTMEN SOFTBALL		500	500			
SELECTMEN SOCCER		500	500			
SELECTMEN FOOTBALL		500	500			
PARKING CLERK SALARY	700	700	900			
PARKING CLERK EXPENSE	100	100	200			

50,112.00

~~45,000~~

PARKING CLERK SERVICE BUREAU EXPENSE				100	100	100
GENERATOR EXPENSE					4000	6500 maintenance
COPIER LEASE						15000 New machines
BOILER MAINTENANCE					4,425	6,500 maintenance
REGIONAL DISPATCH				122000	122000	129,741
TOTAL				275,080	286,005	303,232
BENEFITS						
COUNTY RETIREMENT ASSESSMENT				402,654	462,757	499,592
MEDICARE				32,600	35,250	42,300
MEDICAL INSURANCE				438,833	458,650	475,000
DENTAL INSURANCE				19,808	19,808	19,800
RETIREE MEDICAL INSURANCE				81,511	82,700	70,000
LIFE INSURANCE				1,200	1,300	1,300
UNEMPLOYMENT INSURANCE				6,000	10,000	10,000
BENEFITS TOTAL				982,606	1,070,465	1,117,992
DEPT RETIREMENT				110,610	110,610	110,610
DEBT BETTERMENTS PRINCIPAL/INTEREST				0	0	0
INTEREST/SHORT TERM DEBT				1,152	1,250	2,100
PRINCIPAL S/T DEBT				0	0	50,000
TOTAL				111,762	111,860	162,710
SELECTMEN B						
ADMINISTRATIVE SECRETARY/ PAO				54000	43468	52,166 Hours increase
SELECTMEN'S ASSISTANT				0	3000	3,000
ADMINISTRATIVE SECRETARY EXPENSE				500	500	500

54,518.68

*

ANIMAL CONTROL OFFICER SALARY		0	0	8,000	
ANIMAL CONTROL OFFICER EXPENSE		0	0	8,000	5000
TOTAL		54500	46968	71,666	
SELECTMEN C					
LAW DEPARTMENT EXPENSE		75,000	75,000	90,000	new law suites <i>Lawsuit</i>
RENT CONTROL BOARD		0	0	0	
BOARD OF APPEALS		500	500	500	
ECONOMIC DEVELOPMENT COMMITTEE		100	100	100	
HISTORICAL COMMISSION		500	2500	2,500	
CULTURAL COUNCIL		2,126	2,126	2,126	
STREET LIGHTING		15,000	15,000	15,000	
STREET LIGHT MAINTENANCE		15,000	15,000	15,000	
HYDRANT RENTAL PREC. A		36,234	36,234	39,625	Increase in fees
HYDRANT RENTAL PREC. B		13,959	13,959	14,899	Increase in fees
SECURING TOWN OWNED HOUSES/BUILDINGS		0	11,000		
REGIONAL PLANNING		1,508	1,508	1,508	
INSURANCE LIABILITY		122,000	122,000	125,050	2.5% increase
INSURANCE WORKMAN'S COMP		25,000	25,000	30,750	2.5% increase <i>825,625</i>
TOTAL		307927	307927	337,058	
SELECTMEN TOTAL					
		1,731,875	1,823,225	1,992,658	

Warren Selectmen

From: Chris Dunphy <cdunphy@cmrpc.org>
Sent: Thursday, February 17, 2022 3:03 PM
To: Warren Selectmen; Karen Dusty; David Dufresne; Richard Eichacker; Derick Veliz
Cc: Jeremy Olson; Danielle Marini | CMRPC; Andrew Loew
Subject: FW: Warren Small Communities grant, PARC grant.... and CDBG
Attachments: Warren small communities contract FY22.pdf; contractor authorized signatory listing.doc

Hi,

The Warren CDAC met last night to discuss various initiatives. They voted to recommend the use of misc. CDBG recaptured funds to use as the required match in support of the development of Warren's Open Space and Recreation Plan. If Warren accepts the attached contract, a required 20% match is necessary, which breaks down as follows:

Project Totals

\$15,625 - Project Total

\$12,500 - Grant Award Total

\$3,125 - Match Total (20% of \$15,625)

FY22 Totals

\$7,000 - FY22 Total

\$5,600 - FY22 Grant Award

\$1,400 - FY22 Match

FY23 Totals

\$8,625 - FY23 Total

\$6,900 - FY23 Grant Award

\$1,725 - FY23 Match

The contract must be signed and returned to Ms. Cryan (see below). In addition, the WORD document asks for authorized signatories related to this grant. Perhaps the 3 boards member, or at least two. Whoever is chosen on page 1 of the WORD document, a notarized form (page 2) must be completed for each person.

FY21 Warren CDBG

Warren was awarded \$800,000 through the MA Department of Housing and Community Development's Block Grant program for Phase 1 improvements of School Street. This phase will replace the water main from the intersection of Main Street to the intersection of Otis Street, as well as conduct minor sewer repairs. In addition, approximately 2,150 square feet of insufficient retaining wall supports a portion of the road and sidewalk along the east side of School Street. Planning and engineering studies have determined the existing wall is not salvageable and will require replacement as part of the overall improvements. A new sidewalk and safety fencing on top of the wall will occur along this section.

Efforts are currently under way to seek funding to conduct the remaining street, sidewalk, and drainage rehabilitation. If funds cannot be obtained, permanent trench patch will occur where the new water main will be installed.

Best,
CD

Christopher J. Dunphy

Principal Planner

C.M.R.P.C.

1 Mercantile Street, STE 520

Worcester, MA 01608

P.O. Box 478
48 HIGH STREET
WARREN, MA 01083-0478

TEL: 413-436-5701

WARREN BOARD OF HEALTH

Created by Special Act of the Legislature

February 16, 2022

The Warren Board of Health is pleased to announce home test-kits have arrived at no cost to Warren Residents. The Warren Board of Health would also like to recognize and thank the Board of Selectmen who supported, and granted, the ability for home test kits to be provided to Warren Residents. Home test kits will only be provided to Warren residents, and upon distribution will require proof of residency.

Members of the Warren Health Department will be handing test kits out-

WHERE: 48 HIGH ST., WARREN MA 01083

WHEN: 5PM-7PM MONDAYS & 10AM-12PM THURSDAYS 2/17/2022-3/11/2022

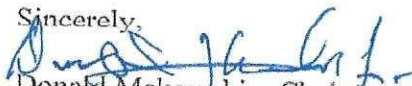
If supplies last, and need persists, Board of Health will post an announcement providing an extension of dates and times.

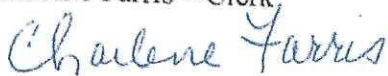
Supplies are limited, and we would like to reach as many residents as possible. Therefore, the same resident will not be able to receive test kits on behalf of the Warren Board of Health multiple times. Please remember, other resources are available for your use.

Federal Website provides 4 kits per household, this resource is available 1 time.
<https://special.usps.com/testkits>

Families with children in Quaboag School district can opt their children in to get (2) test kits/week. Call the school your child attends to sign up.

Be well Warren Residents.

Sincerely,

Donald Makowski – Chairman

&
Charlene Farris – Clerk


Warren Selectmen

From: David Dufresne
Sent: Wednesday, February 16, 2022 11:43 AM
To: Brianna Dunn; Warren Selectmen
Cc: Richard Eichacker; Derick Veliz
Subject: Re: DEP meeting

Brianna, we will let you know after tonight's meeting.

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: Brianna Dunn <BOH@warren-ma.gov>
Sent: Wednesday, February 16, 2022 11:11:50 AM
To: Warren Selectmen <selectmen@warren-ma.gov>
Cc: David Dufresne <dufresne@warren-ma.gov>; Richard Eichacker <Eichacker@warren-ma.gov>; Derick Veliz <Veliz@warren-ma.gov>
Subject: DEP meeting

Hi all,

DEP has requested a meeting with BOH, one member from BOS and town council. I have not reached out to town council; I need permission to do so. DEP is proposing Feb 23rd, 1 pm. They also asked that it be posted as an executive meeting. BOH can make that time. Is anyone from BOS willing/able to make the meeting? Can BOH invite Town Council?

The meeting is regarding the Non-compliance at the Landfill/transfer station, many conditions of the permits have not been met since closure in 2019 (there are 3 different permits, technically 4 but one is combined with both landfills). Many of the conditions are close to being satisfied, and some have been satisfied since the notice as of recently. I think all around, DEP wants to make sure the Town is aware of what is going on. A big thing to mention is the Engineering Company and Project Manager that have been working for BOH for have slacked hard on Warren and made the situation worse by being the responsible party for services but not providing services. I cannot seem to find a contract for their services, (weird) and I think that might be part of why DEP is interesting in conversing with Town Council, and getting people from a couple boards together. If somewhere in this world, there is a contract, Warren got ripped off.

I do have another company in place to take over with the new Fiscal Year pending the budget is approved, and I have a couple more companies I am still waiting on proposals from so we can rid ourselves of Barton & LoGuidice, and go with the cheapest, most qualified company willing to provide services and communication. I have not asked Barton & LoGuidice if we have a contract with them, or for any agreements we have on file because they are finally submitting the reports required to get Warren into compliance again with DEP. I'm afraid if I reach out asking that, they will begin to have inclination Warren is looking to end services with them. I had to reach out to Headquarters to get people moving on this, the company is very aware of the unsatisfactory job that has been done, I would regret asking for a contract only for them to stop the completion of the project they started years ago. Many other companies have said it would be difficult and costly to pick up where Barton & LoGuidice has left off in the Closure Certification it would be best for them to finish. DEP is very aware of this situation, and Tom Speight who I have been working with from DEP, also agrees it could make the situation worse. Tom Speight is willing to provide Warren

extra time on a couple conditions pending the approval of the new budget so we can end services as soon as the closure certification is complete (the transfer station budget must be an article on the ATM, he knows that will not be until May).

If Feb 23 1 pm does not work, please send a couple proposed dates if someone from BOS will attend the meeting.

Brianna Dunn

Board of Health Administrative Assistant

48 High St.

P.O. Box 478

Warren, MA 01083

(413) 436-5701 Ext. 112



Board of Selectmen Meeting

Facilitator: _____

Date: 2/17

Objectives			

Attendee:

Shawn McI.

Attendee: _____

Attendee:

Joyce Stuart

Attendee: _____

Attendee:

Katie Mellen

Attendee: _____

Attendee:

Julie Vorhies

Attendee: _____

Attendee:

Daniel Thibault

Attendee: _____

Attendee:

Adam Lavee

Attendee: _____

Attendee: _____

Attendee: _____

Attendee: _____

Attendee: _____

Attendee: _____

Attendee: _____

Attendee: _____

Attendee: _____

Attendee: _____

Attendee: _____

Attendee: _____

Attendee: _____