

Selectmen Meeting

March 10, 2022

In attendance: David P. Dufresne, Chair; Richard Eichacker, Vice-Chair; Derick Veliz, Clerk

1. **Call Meeting to order: 6:03 pm**
2. **Pledge of Allegiance**
3. **Accountant's budget and pay scale:** Tammy Martin town Accountant, said that since the town was changing the wage scale, she looked at the wage scale for her position and changed it to be in line with the towns around here. She increases the expense due to increase in cost of ink, paper, etc. The selectboard approved the budget
4. **Conservation's budget and pay scale:** Richard Eichacker recused himself due to the fact his wife is the chair. Joyce Eichacker Chair of the Conservation Commission presented the budget she added money for the Lucy Stone Park upkeep. This was the only change to her budget.
5. **Assessor's budget and pay scale:** Moved to the 24th
6. **Town Clerk's budget and pay scale:** Nancey Lowell Town Clerk increased the assistant Town Clerk salary; the last item that was increased was the elections & registrations due to have 3 elections this year. Town Clerk Training Salary add for FY 23 of \$10,000. The selectboard was approved the budget.
7. **Treasurer's budget and pay scale:** Dawn Swistak Town Treasurer increased the Treasurer Clerk Salary due to the new pay scale, 3% increase to her pay Treasurer expense due to increase costs, Bank Charges due to increase fees.
8. **Planning Board's budget and pay scale:** Derick Veliz Planning Board Chair presented the budget. The only increase to the budget was the Clerical Salary due to the wage scale.
9. **Warrants and Bills:** Motion was made to pay the Warrants and Bills as follows:
 - a. Warrants
 - i. 72 Payroll \$46,707.99
 - ii. 73 Vendor \$145,376.82
 - iii. 74 Payroll \$92,500.00
 - iv. 75 Payroll \$39,735.59
 - v. 76 Vendor \$103,922.72
 - b. Bills
 - i. Richco Products \$350.11
 - ii. Crystal Rock \$21.16
 - iii. WB Mason \$209.99
 - iv. WB Mason \$355.44
 - v. Warren Water District \$9,517.00
 - vi. Shred-it \$119.10
 - vii. MassCor \$13.69
 - viii. Biancaniello Contracting \$600.00
 - ix. Town of Warren Holding Facility \$3,150.00
 - x. Sousa's Fine Floors \$1,325.00
 - xi. Northeast IT \$106.97
 - xii. C2 MA Adams II. LLC \$332.57
 - xiii. Verizon \$133.30
 - xiv. Ez True Value \$11.99

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2nd by Derick

AIF 3 yes Passed Pay the warrants and bills

10. Minutes: No

11. Old Business: No old business

12. New Business:

- a. **Fire Monthly Reports:** Chief Lavoie stated that because they must go so far out of town to get to a hospital that it is costing more money to run the ambulance and they are covering more for other towns for the same reason, so he will need to do a Line-Item Transfer in May to have enough money.
- b. **Police Monthly Report:** Chief Millette stated that they are very busy and can't wait to have the 9 full-time officers it will help in overtime and allowing people to take time off. He is looking for grants to get new AED machines. He is glad that they got a hybrid because of the cost of gas.
- c. Derick Veliz did a drawing of an idea for the Town Common to make it more user friendly and add some parking in front. Still needs works but might be a good idea for the open space grant.

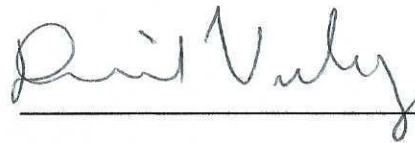
13. Comments and Concerns: None

14. Next Meeting Date: March 24, 2022, 6pm

15. Adjourn: Motion to adjourn made by Rich Eichacker 2nd by Derick Veliz AIF 3 -Yes
Adjourned.

Respectfully Submitted by

Karen Dusty. Administrative Assistant

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

Derick Veliz, Clerk

	FY20 Approved Budget	FY21 Approved Budget	FY22 Approved Budget	FY23 Proposed Budget		
ACCOUNTANT						
ACCOUNTANT SALARY	\$ 45,495.00	\$ 40,000.00	\$ 41,800.00	\$ 42,616.00		\$1,000 is addede to salary / if pass accounting exam
CHIEF PROCUREMENT OFFICER STIPEND	\$ -	\$ 1,000.00	\$ 3,000.00	\$ 3,000.00		
ASSISTANT TOWN ACCOUNTANT	\$ -	\$ -	\$ 5,000.00	\$ 5,000.00		
ACCOUNT EXPENSE	\$ 2,925.00	\$ 2,925.00	\$ 3,150.00	\$ 4,000.00		Prices have increased over the years a lot
MUNICIPAL AUDIT	\$ 24,400.00	\$ 24,400.00	\$ 24,400.00	\$ 24,400.00		
PROCUREMENT EXPENSE	\$ 700.00	\$ 700.00	\$ 700.00	\$ 700.00		
ACTUARIAL SERVICES	\$ -	\$ 4,000.00	\$ 750.00	\$ 4,850.00		GASB
ACCOUNTANT TOTAL	\$ 73,520.00	\$ 73,025.00	\$ 78,800.00	\$ 84,566.00		

SERVICE ENGAGEMENT AGREEMENT | SECTION VII

The following outlines the provisions of the Service Agreement between USI Consulting Group and Town of Warren.

USI Consulting Group agrees to prepare a full valuation of post-retirement welfare benefits including determination of Town of Warren's Annual Cost and liabilities that meet the requirements of GASB Statement Nos. 74 and 75.

Town of Warren agrees to pay USI Consulting Group for these services on the following basis:

		Anticipated Year of Billing	
BIENNIAL GAS 74/75 VALUATION AND REPORT	\$ 4,100	FYE 2022	\$ 4,850.00
FY 2022 DISCLOSURE	\$ 750	FYE 2023	
FY 2023 DISCLOSURE	\$ 750	FYE 2024	

Additional projects, including estimates of the effects of plan changes, will be billed at our blended hourly rate of \$385 per hour. Any additional fees will be discussed with you prior to the commencement of the work.

These fees are payable annually in two increments of 50% of the expected fees; one at service commencement and the other upon service completion.

This fee quote is good for a 60-day period beginning with the date of this agreement.

Robert W. Webb
Robert W. Webb
Vice President & Actuary
USI Consulting Group

1/4/2022
Date

Shirley Martin
Town of Warren

1/26/2022
Date

* has been sent out

Conservation Commission

Joyce Eichacker - Chair

(413) 436-5701 ext 102

conservation@warren-ma.gov / Jeichacker.warrenconcom@gmail.com

	Approved budget FY2017	Approved budget FY2018	Approved 2019	Approved budget 2020	Approved budget FY2021	Approved budget FY2022	Proposed 2023 budget
Clerical	6,786	6,849	6,921	8,984	9,167	9,167	9,167
Expense	2,000	2,000	2,000	2,000	1,500	2,800	2,000
Lucy Stone							4,080
Con com total	8,786	8,849	8,921	10,984	10,667	11,967	15,247

\$ 6,080

Explanation:

Clerical Salary: I believe the line item for Corinne can remain the same, even with an increase in salary if the pay scale increases and its a step year. We had budgeted to cover overtime due to the influx of work related to Solar.

Concom Expense: Last year (FY22) we asked for additional expense money (a one time increase) to purchase a tablet to take out onsite. In FY21 our expense budget was reduced without our concent/knowning. for FY23, we would like to return our expense budget to 2020's.

Lucy Stone

This year, we are requesting a new budget line - for Lucy Stone Park upkeep:

As you know, Lucy has been run by a volunteer, Tim O'Brien, and thanks to his efforts, the parks improvements have relied on volunteer-power, grants, donations and materials contributions - and will continue to do so - however! Tim is edging back to retirement and It is apparent that we need someone to take on the task of overseeing the more rigorous aspects of the garden and park. Volunteers will fill in the rest. Our proposed budget:

- contractor to maintain plants 3 days/month @20/hr for 6 months: \$2880
- expenses: \$200 / month for 6 months = \$1200 (most of the cost or materials are paid by donations)
- Total Lucy Stone: = \$4080

Thank you for your consideration



NANCY J. LOWELL
TOWN CLERK

OFFICE OF
TOWN CLERK

CHARLES E. SHEPARD MUNICIPAL BUILDING

P.O. Box 603
48 HIGH STREET
WARREN, MA 01083-0603

TEL: 413-436-5701 EXT. 3
FAX: 413-436-9754
LOWELL@WARREN-MA.GOV

TO: Board of Selectmen

CC: Finance Committee

FR: Nancy J. Lowell, Town Clerk

RE: Town Clerk/Assistant Town Clerk Training Salary

DT: February 8, 2022

Regarding our conversation about staying on to help with training of either the new Town Clerk and or the new Assistant Town Clerk; please add a line item in the Town Clerk Budget for FY23 only, for \$10,000.00; this includes a Contract Base Rate of \$25.00 per hour.

Thank you for your assistance in this matter.

Revised 3-15-22

	FY20 Approved Budget	FY21 Approved Budget	FY22 Approved Budget	FY23 Proposed Budget
TOWN CLERK				
TOWN CLERK SALARY/RAO	\$ 44,000.00	\$ 44,000.00	\$ 54,000.00	54,000.
TOWN CLERK STIPEND	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	---
ASSISTANT TOWN CLERK SALARY	\$ 15,790.00	\$ 16,033.00	\$ 22,848.02	25,665.
TOWN CLERK EXPENSE	\$ 2,730.00	\$ 2,730.00	\$ 2,730.00	2,730.
ADVERTISE NEW BY-LAWS	\$ 50.00	\$ 50.00	\$ 50.00	50.
REGISTRARS FOR LISING	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00	6,000.
ELECTIONS AND REGISTRATIONS	\$ 10,000.00	\$ 25,000.00	\$ 15,000.00	37,500.
PRESIDENTIAL ELECTIONS	\$ 8,000.00	\$ 15,000.00	\$ -	---
MASS GENERAL LAW BOOKS	\$ -	\$ -	\$ -	---
TOWN CLERK TOTAL	\$ 87,570.00	\$ 109,813.00	\$ 101,628.02	
* Town Clerk Training Salary (FY23 Only)				10,000.

Total: \$135,945.

Training for either new Town Clerk or new Assistant Town Clerk
10,000.00 for FY23 only.

Elections:

September 2022 State Primary	\$12,500.
November 2022 State Election	\$12,500.
May 2023 Annual Town Election	\$12,500.
Total:	\$37,500.

POSITION	TOWN & POPULATION	HOURS WORKED	HOURLY WAGE
ASST. TOWN CLERK	BARRE 5,500	22 HOURS	\$21.21
ASST. TOWN CLERK	HAMPDEN 4,966	25 HOURS	\$22.83
ASST. TOWN CLERK	WARE 10,066	35 HOURS	\$20.00
ASST. TOWN CLERK	PALMER 12,448	32.5 HOURS	\$22.00
ASST. TOWN CLERK	DEERFIELD 5,090	20 HOURS	\$21.08

	FY20 Approved Budget	FY21 Approved Budget	FY22 Approved Budget	FY23 Proposed Budget
TREASURER				
① TREASURER SALARY	\$ 44,045.00	\$ 44,045.00	\$ 50,000.00	51,500
TREASURER STIPEND	\$ -	\$ 1,000.00	\$ 1,000.00	1,000
TREASURER CLERK SALARY	\$ 15,112.00	\$ 15,195.00	\$ 15,195.00	16,203
③ TREASURER EXPENSE	\$ 9,100.00	\$ 9,400.00	\$ 9,400.00	10,300.-
TAX TAKING PROPERTY	\$ 12,000.00	\$ 13,310.00	\$ 13,310.00	13,310.-
④ BANK CHARGES/SERVICE CHARGES	\$ 1,500.00	\$ 1,225.00	\$ 1,225.00	1825.-
TREASURER TOTAL	\$ 81,757.00	\$ 84,175.00	90,130.00	94,138

① 3% COLA increase

② Clerk - 19hrs @ 16.40/hr. -new Wage Scale
(Wage increase from 14.84) -MINIMUM

③ Increase in Payroll Services expense +800.-

④ BAN ISSUANCE FEE +600.-

	FY20 Approved Budget	FY21 Approved Budget	FY22 Approved Budget	FY23 Proposed Budget
BENEFITS				
① COUNTY RETIREMENT ASSESSMENT	\$ 367,357.00	\$ 402,654.00	\$ 462,757.00	499,592
② MEDICARE	\$ 31,973.00	\$ 32,600.00	\$ 35,250.00	42,300
③ MEDICAL INSURANCE	\$ 474,000.00	\$ 438,832.82	\$ 458,650.00	475,000
DENTAL INSURANCE	\$ 19,802.00	\$ 19,808.00	\$ 19,800.00	19,800
④ RETIREE MEDICAL INSURANCE	\$ 78,100.00	\$ 81,511.23	\$ 82,700.00	70,000
LIFE INSURANCE	\$ 1,200.00	\$ 1,200.00	\$ 1,300.00	1300.-
UNEMPLOYMENT INSURANCE	\$ 6,000.00	\$ 6,000.00	\$ 10,000.00	10,000.-
BENEFITS TOTAL	\$ 978,432.00	\$ 982,606.05	\$ 1,070,457.00	1,117,992

① Per WRRS actuarial report

② Increase based on assumed payroll increases

③ MIAA Avg rate increase 3.7%

④ withdrawals/deaths during 2022

	FY20 Approved Budget	FY21 Approved Budget	FY22 Approved Budget	FY23 Proposed Budget
DEBT				
DEBT RETIREMENT	215,360	\$ 110,610.00	\$ 110,610.00	110,610
DEBT BETTERMENTS PRINCIPAL/INTEREST	47,882	\$ -	\$ -	
① INTEREST/SHORT TERM DEBT	3,300	\$ 1,152.00	\$ 1,250.00	2,300
② BETTERMENT TRUST Principal S/T Debt	0	\$ -	\$ -	50,000.-
DEBT TOTAL	\$ 266,542.00	\$ 111,762.00	\$ 111,860.00	162,710-

- ① Assume rate increase. Principal increase due to borrowing for Highway.
- ② Paydown Ban (typically voted @ Special w/ Free Cash) ---
- FY22 Special, I will ask for a Sum to paydown as was not in FY22 Budget

	FY20 Approved Budget	FY21 Approved Budget	FY22 Approved Budget	FY23 Proposed Budget
PLANNING BOARD				
PLANNING BOARD CLERICAL SALARY	\$ 13,942.00	\$ 14,354.00	\$ 16,000.00	18,000.00
PLANNING BOARD EXPENSE	\$ 2,000.00	\$ 2,500.00	\$ 2,500.00	2,500.00
PLANNING BOARD TOTAL	\$ 15,942.00	\$ 16,854.00	\$ 18,500.00	20,500.00

FIRE CHIEF REPORT
February 2022

FIRE CALLS:

The Fire Department responded to 27 calls in February of 2022.

Activated Alarm.....	1
Motor Vehicle Accident.....	2
Medical Assist.....	6
Cooking Fire.....	1
Illegal Burns.....	1
Investigation.....	4
Vehicle Fires.....	1
Power Line Incident.....	4
Rescue/Extrication.....	1
Cancelled.....	6

AMBULANCE:

The ambulance responded to 56 calls in February of 2022, and 6 ALS intercepts were required.

INSPECTIONS:

The following inspections took place in February:

- 6 Smoke/CO
- 3 Propane Tanks
- 2 Oil Burner Inspections

ACTIVITIES/MEETINGS:

Warren Fire held a training in February to review cold water rescue equipment and District Strike Team protocols and responses. Warren EMS held a virtual training to review check and inject medications and patient refusal protocols and report writing.

BUDGET:

I continue to monitor the FY 22 budget closely. Call volume increases especially with EMS calls will lead to potential payroll shortage towards the end of the fiscal year. I will address these shortages with line-item transfers if necessary. I continue to watch the vehicle maintenance line item as well. I am hopeful it will last until the end of the fiscal year.

As always, thank you for your ongoing support,
Adam Lavoie
Fire Chief

Monthly Report February 1, 2021 to February 31, 2021

In the month of February 2022, the Warren Police Department responded to a total of 1938 calls for service with 25 ending in arrests. The following is a breakdown of statistics.

Calls Logged	1938
Felonies Investigated	2
Incident reports	69
On View Arrests	3
Warrant Arrests	3
Summons Arrests	19
Total Arrests	25
Protective Custodies	6
Juvenile Arrests	4
Motor Vehicle Stops	101
Motor Vehicle Citations	65

In February 2022, 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	53,047
Fusion	36,250
D785	17,844
5068	189,400
C564	75,076
5116	121,443
Humvee	8,225

At the beginning of the month, Chief Crevier of Ware, Chief Ayotte of Hardwick/New Braintree and I met with our regional Domestic Task Force for our quarterly meeting. We discussed several items with one

being a training with our Officers and the Task Force. Hopefully in the coming months we can conduct this training.

Grant wise we received good news for both grants we applied for in January. The best news came from Six10 AED. This organization is run by the wife and daughters of David Greenwood who passed away on 6/10/2017 due to a sudden cardiac arrest. Their mission is to supply every police vehicle with a working AED. On the 8th, we were presented with one unit with a second unit on order. We also received the \$1,300 that we requested from MediGrant for prescription drug disposal.

On the 14th, the entire department went through a training presented by NESPIN. This training involved a lot on how NESPIN can assist our department and services they provide. I would like to thank Quaboag and Mr. Duff for allowing us to conduct this training in their auditorium.

And also this month, I had the pleasure to again sit on the Town Administrators search committee. The Committee met and was able to hand the Board of Selectmen three choices and two alternates to proceed forward in interviews. I then sat on the interview panel and a new Administrator was chosen. I look forward to working with the selected person.

Here's to warmer weather,

A handwritten signature in dark ink, appearing to read "Chief Gerald Millette", with a long horizontal flourish extending to the right.

Chief Gerald Millette



Board of Selectmen Meeting

Facilitator: _____

Date: 3/10

Objectives			

Attendee:

Karen Dusty

Attendee: _____

Attendee:

South Beaudry

Attendee: _____

Attendee:

Nancy Lowell

Attendee: _____

Attendee:

Dawn Swistak

Attendee: _____

Attendee:

Angie M. Hill

Attendee: _____

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