

Select Board Meeting  
Oct 13, 2022

In attendance: David Dufresne, Chair; Rich Eichacker, Vice-Chair; Derick Veliz, Clerk; James Ferrera, Town Administrator; Karen Dusty, Administrative Assistant

1. **Call Meeting to order**
2. **Pledge of Allegiance**
3. **Vote to:**
  - a. **Extend the useful life of the new ambulance** Mr. Eichacker made a motion to approve that the maximum useful life of the departmental equipment listed below to be financed with the proceeds of the \$350,000.00 borrowing authorized by a vote at the Town Meeting on May 11, 2021 (Article 15) is hereby determined pursuant to G.L. c.44 §7 (1) to be as follows: Purpose, Ambulance; Borrowing Amount \$350,000.00; Maximum Useful Life 7 years. 2<sup>nd</sup> by Mr. Veliz AIF Passed unanimously
  - b. **For the BAN on the new ambulance:** Mr. Eichacker made a motion to approve the sale of the \$350,000.00 Bond Anticipation Note of the Town dated October 25, 2022, and payable August 25, 2023, to Greenfield Cooperative Bank at par with interest at the rate of 3.75 percent per annum, payable at maturity. 2<sup>nd</sup> by Mr. Veliz AIF passed unanimously
4. **Discussion & vote on the MIIA renewal of the retiree health insurance:** Mr. Eichacker made a motion to approve the renewal proposal from MIIA Health Benefits Trust for the Medex 2 w/PDP product for Town Retirees. Renewal is at zero increase to premium for the term from January 1, 2023, thru December 31, 2023. 2<sup>nd</sup> by Mr. Veliz AIF Passed unanimously.
5. **Possible vote on Acceptance of the \$10,000.00 grant from the Ma Emergency Management Agency:** Mr. McKeon stated that there are 2 grants, and this is one of them. He is going to purchase two trailers: one to put the emergency flood control material such as sandbags, and shovels and the other one will be used to transport items for CERT, the elections booths, etc. The other grant will be about \$3,000.00 to be used to purchase the material for the emergency flood control. Mr. Dufresne thanked Mr. McKeon for getting these two grants. Mr. Eichacker made a motion to accept the grant from the MA Emergency Management Agency. 2<sup>nd</sup> by Mr. Veliz AIF passed unanimously
6. **Acknowledge the resignation of Margaret Bernard from the Warren Housing Authority Commission:** Mr. Eichacker made a motion to accept the resignation of Margaret Bernard from Warren Housing Authority. 2<sup>nd</sup> by Mr. Veliz AIF passed unanimously.
7. **Discuss and appoint Robert O'Keefe to the Board of Commissioners of the Warren Housing Authority:** Mr. Eichacker made a motion to appoint Robert O'Keefe to the Warren Housing Authority Commission, until the next town election in May.
8. **Updates on the Fall Special Town Meeting (Monday, November 14, 2022, at 6pm in the auditorium.** Mr. Ferrera just wanted to update the Board on the meeting schedule: FinCom was meeting on Tuesday October 18, 2022, the Board to approve the articles on October 20, send the articles to legal on Friday. The Board was okay with all of this and no questions.
9. **Final review and vote on the proposed fiscal year 2024 budget calendar:** Mr. Ferrera wanted to make the Board aware that FinCom wanted a meeting at 9:00 on Saturday April 8<sup>th</sup> at 9:00. Mr. Eichacker made a motion to accept the fiscal year 2024 budget calendar. Mr. Veliz 2<sup>nd</sup> AIF accepted unanimously.



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- 10. Review & possible vote to appoint applicants to serve on the Temporary Police Station Lease Review Committee.** The Board looked over the three candidates and decided to accept the first two that gave notice that they wanted to be a part of the committee and the third one could be an alternate. Mr. Eichacker made a motion to accept the following to serve on the committee for the Temporary Police Station. Town Employees: Chief Mellette, Chief Lavoie, Jim Dusty, James Ferrera, Joe Kondrat, Steven Murphy, Kathleen Banas and Marci Dineen to be the alternate. 2<sup>nd</sup> by Mr. Veliz AIF accept the committee unanimously
- 11. Status update on 29 Bacon St. (Code Enforcement Efforts) & possible vote to Pursue further legal actions.** Mr. Eichacker made a motion to proceed with the receivership process on 29 Bacon St. 2<sup>nd</sup> by Mr. Veliz AFI Passed unanimously
- 12. Review Pest Control quotes for the Shepard Building & possible vote:** Tabled
- 13. Discussion on setting up the MILO Range Active Shooter Simulator. (Police Dep.)** Mr. Dufresne described that simulator and how it will be used by not only our police department but many other around the area. We need a room to put the system in by the Dec. 1<sup>st</sup>., we need to clean out the current archive room and move the stuff to a different location. Since the sports teams have all joined with West Brookfield, we will ask them to remove their items in the room behind the stage and we will move the stuff in the archive room to there. That way we can install the MILO system in the archive room.
- 14. Discussion & possible vote on the use of the American Rescue Plan Act funds awarded to the Town.** Mr. Eichacker made a motion to allocate the spending of ARPA funds for the following: Mr. Veliz 2<sup>nd</sup> AIF passed unanimously
  - a. Grit Screw Balance \$50,285.61
  - b. Essential Workers – Premium Pay (missed) \$1,250.00
  - c. Senior Center Dishwasher \$20,000.00
  - d. Highway 2024 Western Star Truck \$144,000.00
  - e. Highway 2022 F-550 Plow/Dump Truck \$100,000.00
  - f. Town Shepard Bldg. Keyless entry \$ 14,000.00
- 15. Discussion on schedule of fees for Liquor Licenses** Tabled
- 16. Discussion and sign paperwork for Countryside Pub:** Mr. Eichacker made a motion to waive the fees for AMR Enterprises LLC/Countryside Pub for their liquor license until they renew. 2<sup>nd</sup> Mr. Veliz AIF passed unanimously
- 17. Review and accept the State Election Warrant** Mr. Eichacker made a motion to accept the State Election Warrant. 2<sup>nd</sup> Mr. Veliz AIF unanimously
- 18. Review draft Performance Evaluations for Professional Staff** Mr. Ferrera explained that process and Rich asked for time to digest the form and Mr. Dufresne asked to have it sent out to the Department Heads to have they look at it and then we will review it later.
- 19. Review Tighe & Bond's recommendation to award for the incline grit screw auger project & vote on award.** Mr. Ferrera explained that Tighe and Bond was hired to do the investigation and request for the Grit Screw, and they recommend AK Industrial Services LLC. Mr. Eichacker made a motion to accept the recommendation of Tighe and Bond and award the contract to AK Industrial Services LLC. 2<sup>nd</sup> by Mr. Veliz AIF passed unanimously
- 20. Warrants & Bills:** Mr. Eichacker made a motion to pay the Warrants Mr. Veliz 2<sup>nd</sup> AIF passed unanimously. Mr. Eichacker made a motion to pay the bills presented Mr. Veliz 2<sup>nd</sup> AIF passed unanimously.
- 21. Minutes:** Mr. Eichacker made a motion to accept the minutes from September 29, 2022
- 22. New Business:**

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- a. Fire Chief report for September: Chief Lavoie went over his report. Chief reported that the High School classes are going fantastic, so glad that we have this resource to recruit young people to come to work for the fire department. Other towns are wanting to know how to do it. Chief Lavoie wanted to thank Jim Ferrera for sitting in on the interview process. Also, grateful for the new pay scale and all the benefits that the town offers that is how he got the new Firefighter. Mr. Olson agreed that is how he was able to get his new foreman.
- b. Police Chief report for September: Chief Millette went over his report.

**23. Old Business:**

- a. Question about the reports from the School District
- b. Key cards for 3 doors.

**24. Town Administrator Report:**

- a. Kudos to the financial team for working long hours to get everything into the state to get the free cash certified.
- b. Software system presentation was very successful. Everyone seemed to be excited about it. Would like to get some other companies to present and meet with each department individually to show them how it will work for them.
- c. On Friday Oct. 14, Mr. Ferrera will be going to a meeting with the Western MA delegation to talk to them about local aid and the state budget. How some of the new solar laws hurt the small towns that already have a lot of solar in their towns like we do.

**25. Comments and Concerns:**

- a. Derick brought up that Warren Pumps is celebrating 125 years in town with a luncheon on Wednesday October 19 from 12-1.
- b. Chief Millette wanted to know about raising the fees for tickets in town. Mr. Dufresne said to figure out what he would like to raise them to and let the Board know.

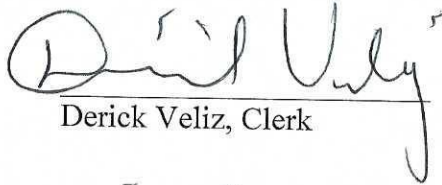
**26. Correspondence:**

- a. Comcast letter to let the communities stay informed by going to [www.xfinity.com/programmingchanges](http://www.xfinity.com/programmingchanges) or call 866-216-8634

**27. Next Meeting Date: Oct 20, 2022, 6PM**

**28. Adjourn:** Mr. Eichacker made a motion to adjourn 2<sup>nd</sup> by Mr. Veliz AIF Adjourned 9:03pm

Respectfully submitted by  
Karen Dusty, Administrative Assistant

  
Derick Veliz, Clerk





DAWN M. SWISTAK, CMMT  
TREASURER

OFFICE OF  
**TREASURER**

CHARLES E. SHEPARD MUNICIPAL BUILDING  
P.O. BOX 607  
48 HIGH STREET  
WARREN, MA 01083-0607

TEL: 413-436-5701 EXT. 113  
FAX: 413-436-9754  
SWISTAK@WARREN-MA.GOV

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**INTEROFFICE MEMORANDUM**

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**TO:** SELECTBOARD  
**FROM:** DAWN SWISTAK, TREASURER  
**SUBJECT:** MEETING AGENDA REQUEST  
**DATE:** OCTOBER 4, 2022  
**CC:** TOWN ADMINISTRATOR

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Gentlemen,

I kindly request for the following three items be placed on the 10/13/2022 Selectman's meeting agenda:

1. Vote to extend the useful life of the new Ambulance from 5 to 7 years. (Vote Attached)
2. Vote to approve a new borrowing - BAN for the Fire Department Ambulance, in accordance with 5/11/21 ATM Article #15. \*The Bid for the note is scheduled for 10/11/22 - the details will be provided to the Board once awarded.
3. Vote to renew Medex 2 w/ PDP thru MIIA for Town's Retiree supplemental health insurance. (Memo Attached)

Regards,

Dawn M. Swistak, Treasurer



DAWN M. SWISTAK  
TREASURER

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**INTEROFFICE MEMORANDUM**

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**TO:** BOARD OF SELECTMEN  
**FROM:** DAWN SWISTAK, TREASURER  
**SUBJECT:** USEFUL LIFE – NEW AMBULANCE  
**DATE:** OCTOBER 12, 2022  
**CC:**

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Dear Board of Selectmen,

Under MGL c.44, section 7(1) the useful life for equipment is set at 5 years unless otherwise voted. The DLS Useful Life schedule allows for the useful life to be extended up to 20 years. In speaking with Fire Chief Lavoie regarding call volume and anticipated wear and tear, and looking back at our prior ambulance purchases, I can reasonably argue that the ambulance will be in service for 7 years.

Additionally, debts for assets must be paid off at the end of the useful life. By extending the useful life of this asset, the debt associated with this asset can be paid off over 7 years (approx. \$50K/year) as opposed to the statutory 5 year period (approx. \$70K/year).

I recommend an extension of the useful life of the newly purchased ambulance from the statutory 5 years to 7 years.

Regards,

Dawn M. Swistak  
Treasurer



DAWN M. SWISTAK, CMMT  
TREASURER

OFFICE OF

## TREASURER

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TEL: 413-436-5701 EXT. 113  
FAX: 413-436-9754  
SWISTAK@WARREN-MA.GOV

I, the Clerk of the Board of Selectmen of the Town of Warren, Massachusetts, certify that at a meeting of the board held **OCTOBER 13, 2022**, of which meeting all members of the board were duly notified and at which a quorum was present, the following vote was unanimously passed, all of which appears upon the official record of the board in my custody:

Voted: To approve the sale of the \$350,000 Bond Anticipation Note of the Town dated OCTOBER 25, 2022, and payable August 25, 2023 to Greenfield Cooperative Bank at par with interest at the rate of 3.75 percent per annum, payable at maturity.

I, further certify that the vote was taken at a meeting open to the public, that no vote was taken by secret ballot, that notice stating the place, date and time of the meeting was filed with the Town Clerk and a copy thereof posted in the office of the Town Clerk or on the principal official bulletin board of the town at least 48 hours, including Saturdays but not Sundays and legal holidays, prior to the time of the meeting and remained so posted at the time of the meeting, that no deliberations or decision in connection with the vote were taken in executive session, and that the official record of the meeting was made available to the public promptly and remains available to the public, all in accordance with G.L. c.39, s.23B as amended.

Dated: \_\_\_\_\_

\_\_\_\_\_  
Clerk of the Board of Selectmen



DAWN M. SWISTAK  
TREASURER

OFFICE OF  
**TREASURER**

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**INTEROFFICEMEMORANDUM**

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**TO:** BOARD OF SELECTMEN  
**FROM:** DAWN SWISTAK, TREASURER  
**SUBJECT:** 2023 MEDICAL INSURANCE RATE - RETIREES  
**DATE:** OCTOBER 4, 2022  
**CC:**

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Dear Board of Selectmen,

The renewal for the term January 1, 2023 thru December 31, 2023 reflects no change over current rates for our Medex 2 w/PDP product for the Town's Retirees. There are no substantive plan changes, however there are formulary changes for the PDP product, which is typical for January 1<sup>st</sup> renewals.

This rate hold is good news, given a budgeted 2% increase for FY2023.

I recommend renewing with MILA for the Medex 2 w/PDP product.

Best Regards,

Dawn M. Swistak  
Treasurer



## **FIRE CHIEF REPORT**

### **September 2022**

#### **FIRE CALLS:**

The Fire Department responded to 31 calls in September of 2022.

Activated Alarm.....	4
Motor Vehicle Accident.....	8
Medical Assist.....	4
Mutual Aid.....	3
Cancelled.....	2
Service Call.....	2
Investigations.....	3
Vehicle Fires.....	1
Power Line Incident.....	1
Gas Emergency.....	1
Illegal Burn.....	2

#### **AMBULANCE:**

The ambulance responded to 65 calls in September of 2022, and 10 ALS intercepts were required.

#### **INSPECTIONS:**

The following inspections took place in September:

- 6 Smoke/CO
- 3 Propane Tank Inspections
- 1 Oil Burner Inspection

#### **ACTIVITIES/MEETINGS:**

In September, Warren Fire personnel partnered with National Grid and had a presentation on electrical safety and electrical emergency scenarios, they also trained on new ice rescue suits and equipment that were received after being awarded a successful safety grant from the state. Warren EMS had an on-site review of the new ambulance to go over compartment layout, stretcher operation, new equipment and vehicle components/operation. The new ambulance will be going into service in October.

#### **BUDGET:**

All apparatus received preventative maintenance work in the month of September as well as state inspections and stickers. Interviews for the full-time FF/EMT position were conducted and a finalist was chosen. Currently, an offer of employment has been made to the candidate and we are working through the hiring process. On-call and part-time employees are doing their best to cover open shifts during this time.

Respectfully,  
Adam Lavoie  
Fire Chief



### Monthly Report September 1, 2022 to September 30, 2022

In the month of September 2022, the Warren Police Department responded to a total of 1557 calls for service with 31 ending in arrests. The following is a breakdown of statistics.

Calls Logged	1557
Felonies Investigated	12
Incident reports	86
On View Arrests	7
Warrant Arrests	8
Summons Arrests	16
Total Arrests	31
Protective Custodies	1
Juvenile Arrests	0
Motor Vehicle Stops	183
Motor Vehicle Citations	77

In August 2022, the Police Department had 6 total vehicles on the roster. They consist of 3 Ford Police Interceptor SUV's, 1 Ford Taurus, 1 Ford Fusion and 1 Humvee. Mileage on each is as follows.

Taurus	57,114
Fusion	44,413
D785	43,814
5068	189,758
C564	88,211
Humvee	8,301

The start of September saw the return of kids to school. On the first day of school, I met with the 7<sup>th</sup> and 8<sup>th</sup> graders and spoke with them in regards to bullying and internet safety. I also met with the entire Elementary School staff to and spoke with them in regards to school safety. On the 9<sup>th</sup> Lt Early and I conducted ALICE training with the entire 7<sup>th</sup> grade.

On the 8<sup>th</sup>, I accompanied the Fire Department to assist in conducting fire drills. We then had a Safety Committee meeting on the 15<sup>th</sup> to speak of the upcoming lock down drill. On the 23<sup>rd</sup> we conducted successful lock down drills at all three schools in the district.

For training I attended firearms qualifications that were held on the afternoon of the 9<sup>th</sup>. I also attended on the 20<sup>th</sup>, 22<sup>nd</sup> and 23<sup>rd</sup> in-service training for all of Mass Chiefs. This training was held in Norwood in conjunction with the MPTC.

This month we also received good news on the grant front. First, we took possession of a new PBT that we were awarded through a grant run by the Office of Alcohol Testing. Secondly, we were advised that we had been issued \$17,280 from the Governors Highway Safety grant. This grant will allow us to fund extra patrols for traffic enforcement.

And finally, I wish to thank everyone who came out to in support of the Patrolman's Union. On the 10<sup>th</sup> the Union put on a comedy show fund raiser at the Polish Club on South Street. The show was a lot of fun and there were several prizes won by members of the audience.

Have a great Fall,



Chief Gerald Millette





# BOARD OF SELECTMEN MEETING

CHARLES E. SHEPARD MUNICIPAL BUILDING

DATE: \_\_\_\_\_

Attendee:

Joseph Kurland Jr.

Attendee: \_\_\_\_\_

Attendee:

Maryanne Potryski

Attendee: \_\_\_\_\_

Attendee:

Virginia Fleming

Attendee: \_\_\_\_\_

Attendee:

Adam Lavoie

Attendee: \_\_\_\_\_

Attendee:

Gerry MilleHe

Attendee: \_\_\_\_\_

Attendee:

Laura J Stockley

Attendee: \_\_\_\_\_

Attendee:

Jim Dusty

Attendee: \_\_\_\_\_

Attendee:

Jim McKen

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