

Select Board Meeting
September 29, 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:** 6:06 PM
2. **Pledge of Allegiance:**
3. **Appoint Catherine Mellen to the Warren Cultural Council:** Mr. Dufresne read the letter of request and interest. Mr. Dufresne asked if anyone had any questions or comments, no one did. Mr. Eichacker made a motion to appoint Catherine Mellen to the Warren Cultural Council for a 3-year term. Mr. Veliz 2nd AIF unanimously passed
4. **Vote to give permission for the Town Clerk to lower the number of hours for Early Voting for Election to 25% of the office hours:** Laura Stockley the Town Clerk, let the board know that she was made aware that the early voting hours could be lowered. She was in favor of this because the last election we only had 12 people come to early voting and it cost the town \$1,200.00 in salaries. Mr. Eichacker made a motion to allow the Town Clerk to decrease the number of hours by 20% of her normal hours for early voting for the election in November. 2nd Mr. Veliz, AIF unanimously passed.
5. **Vote to accept a state grant in the amount of \$11,542 for Lucy Stone Park Educational Interpretation project:** Mr. Ferrera explained what this grant was for and how it would help Lucy Stone Park. That there will be a match for the grant, and we would probably need to go to the Special Town Meeting (STM) for the funds. Mr. Eichacker made a motion to vote to accept the grant in the amount of \$11,542.00 for Lucy Stone Park Education interpretation project. 2nd by Mr. Veliz AIF unanimously passed.
6. **Review and discussion of the timeline for submitting articles for the Fall Special Town Meeting:** Mr. Ferrera presented the timeline and suggest the date and time that the Town Clerk would like to have. There were no questions, and everyone was good. The suggested date and time will be Monday November 14, 2022, at 6:00pm. Mr. Eichacker made a motion to set the Special Town Meeting on Monday November 14, 2022, at 6:00pm Mr. Veliz 2nd AIF unanimously passed.
7. **Vote and discussion on setting a date and time for the Fall Special Town Meeting:** This was done during the discussion in the review part of the meeting.
8. **Review and discussion of the proposed Fiscal Year 24 budget calendar:** Mr. Ferrera went though the timeline of the budget calendar and explained each step. The Board was good with it and asked to have it put on the website and sent to all departments.
9. **Establishment of a Review Committee for the Temporary Police Station Lease proposals:** Mr. Dufresne stated that the Request for Proposal (RFP) is due on October 31, 2022. The Board is looking for at least 5 people to be on the review committee. He stated that he would like Chief Millette, Chief Lavoie, to be on the review committee. Mr. Ferrera stated that he received a request from Mr. Dusty to be on and he would also like to be on. So that will mean that we will need 3 residents. Mr. Kondrat asked to be a resident on the committee. Mr. Dufresne thank him. If anyone else would like to be on the committee that they would please email the select board. Mr. Dufresne stated that you cannot be on the committee if you or your company will benefit from the RFP.
10. **Vote to enter a contract between the Town and Pine Ridge Technologies Inc. for the maintenance of Town streetlights:** Mr. Ferrera stated that the contract is before you to review and sign The Procurement Officer review their application and contracted the references. They are from MA. This has gone to legal for review. The base cost is \$888.00.

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They do have a way that the town residents or departments can let them know when a street like it out or a damage has been done. Mr. Dufresne asked to have the information put on the town website. Mr. Dusty asked if they had inventory or if we needed to keep it. Mr. Ferrera stated that they would keep everything that is needed in town, and they were given a list of make and model of our lights. Mr. Eichacker made a motion to accept and sign the agreement between the Town and Pine Ridge Technologies, Inc for the maintenance of the Streetlights in town. Mr. Veliz 2nd AIF unanimously passed.

- 11. Discussion and possible vote on the use of the Cornerstone Bank donation:** Mr. Dufresne stated that he had sent out an email of some ideas of how the Board could distribute the money that the town received from Cornerstone and asked if Mr. Eichacker or Mr. Veliz had any other ideas. They both said that they liked the ideas that he had put out. Mr. Eichacker made a motion to vote on donating the money in the following amounts to the following categories: Mr. Veliz 2nd AIF unanimously passed.

- a. \$5,000.00 to Veterans Council
- b. \$9,500.00 to Senior Center
- c. \$10,000.00 to Parks and Recreation
- d. \$1,000.00 to Baseball
- e. \$1,000.00 to Soccer
- f. \$1,000.00 to Football
- g. \$1,000.00 to Cheerleading

Mrs. Dusty is to let the people know that the Board of Selectmen donated to them and what they will need to do to collect the money.

- 12. Warrants & Bills:** Mr. Eichacker make a motion to accept and pay the following Warrants then Mr. Eichacker read the warrant number and amounts. 2nd by Mr. Veliz AIF unanimously passed. Mr. Eichacker make a motion to accept and pay the following Bills he then read the vendors and amount owed. 2nd by Mr. Veliz AIF unanimously passed

Mr. Dufresne made a motion to reimburse Joyce Eichacker for the payment of the zoom account. Mr. Veliz 2nd AIF Mr. Dufresne and Mr. Veliz both voted yes. Passed. **Mr.**

Eichacker recused himself from voting.

- 13. Minutes:** Mr. Eichacker to make a motion to approve the minutes from meeting held on Sept. 1, 15, & 19. MR. Veliz 2nd AIF unanimously passed

14. New Business:

15. Old Business:

16. Town Administrator Report:

- a. Special Town Meet Articles – Timeline: October 14 all articles need to be to the Town Administrator. FinCom to look at them on October 18, Board to approve on October 20, send to legal and post on October 28.
- b. QDS – Point – Zobria Software Presentation 10/5 9:30
- c. DOR – Interviews and Information Collection – 10/6 9:00
- d. Meet with the New School Superintendent, & Mr. Duff about the following:
 - i. Green Communities Grant, they would not commit on their share of the matching funds at this time. They wanted the town to put out a RFP before, but Mr. Ferrera doesn't recommend that until they commit to paying their share.

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- ii. The school district's delinquent sewer bills: They said that they applied for an abatement but were refused. They feel that they were not charged the proper amount, so only paid a portion of their bills.
- e. Grit Screw Project – Bids are back, and Tighe & Bond will review the bids, check references, and find out if the state has lodged complaints against either of the companies. Then they will make a recommendation to the Sewer Board.
- f. Meet with the Fire Chief for the interview but Mr. Ferrera wanted the Chief to talk about that.
- g. Tablets are live for the hourly employees to sign in and out of the buildings.

17. Comments and Concerns:

- a. Both Chief Lavoie and Chief Millette have had residents ask when Trick and Treating will be held in town. After a brief discussion the Board of Selectmen decided on Monday October 31, 2022, at 5:00-6:30 and the parade will start at 6:30 on North Street in West Warren as usual. Mr. Eichacker made a motion to have trick or treating on October 31, 2022, 5 – 6:30 2nd by Mr. Veliz 2nd AIF unanimously passed.
- b. Chief Millette wanted to know if the Board has decided to get the VoIP type phone. Mr. Ferrera said not now because it would take a lot of changes to our current internet service.
- c. Chief Millette last question was if with the new grant that Board of Health received to help them could we use it to get a nurse that might be able to come and help with mental health cases. Chief Lavoie said that it isn't a secret that a huge amount of the calls for the ambulance are behavioral or mental health even in the middle school.
- d. Mr. Eichacker said that Derick posted this on Facebook, so he gets the credit that Breezeland Orchards here in town was voted the best Apple Cider Donuts in Central MA.

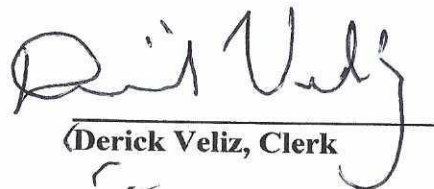
18. Correspondence:

- a. Chief Lavoie gave the report for Fire Department for August. He made the statement that the calls are still rising. When we get out new ambulance, we will be down for a couple of days to change all the gear over. We had several interviews and will be offering one of the people a position. He thanked Jim for being there. On OCTOBER 15, is the spaghetti dinner at the station we are having the auction also.
- b. Mr. Dufresne read the Emergency Management report for August
- c. Mr. Dufresne mentioned the National Grid Notice of Filing and Public Hearing. There is a link for a zoom meeting if anyone would like to attend.
- d. Mrs. Dusty talked about the bins in the back of the Shepard Building. The Town of Warren partnered with CMRK and has 2 bins in the back of the Shepard Building. You can donate clothing & Shoes. As of November 1, 2022, MA has banned Textile Waste.

19. Next Meeting Date: Oct 13, 2022, 6PM

20. Adjourn: Mr. Eichacker made a motion to adjourn Mr. Veliz 2nd AIF unanimously passed adjourned. 8:01pm

Respectfully submitted by
Karen Dusty, Administrative Assistant


Derick Veliz, Clerk

P.O. BOX 1353
19 Maple St
Warren, MA 01083
CMELLEN419@GMAIL.COM

Dear Selectmen,

I would like to join the Warren Cultural Council I've lived in this town for 26 years and I am on the C.O.A. Board.
This is my letter of intent.

Thank You,

Sincerely,

Catherine Mellen

Catherine Mellen

774-452-3117



LAURA J. STOCKLEY
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. 111
FAX: 413-436-9754
TOWNCLERK@WARREN-MA.GOV

TO: Board of Selectmen

FR: Town Clerk, Laura J. Stockley

RE: Early Voting Hours-Request to reduce scheduled hours

DT: September 27, 2022

The State is allowing Towns with less than 5,000 voters to reduce Early Voting hours for the upcoming November 8th Election.

Towns with less than 5,000 registered voters are only required to be open at least 25% of regular business hours. We currently have 3,579 registered voters.

For the recent September 6th Election, we only had 12 people show up to vote early. My payroll for the entire Early Voting period, which was 100% of my posted hours, was approx. \$1,200 dollars.

The Early Voting period for this Election is two full weeks. My payroll will greatly be reduced if I am allowed to shorten my daily hours.

The law also states that I must be open for at least 4 hours on the weekends of October 22nd and October 29th.

Reducing the daily hours to 2 hours each day, in addition to 4 hours on each weekend, will still leave 24 hours of available Early Voting. I believe that gives our residents plenty of opportunity to come in and vote early if they so choose. This will reduce my payroll by approx. \$1,500 dollars.

Approval of the Board of Selectmen is needed for this to happen, and the vote must be taken by October 2, 2022.

I would greatly appreciate your support in this matter.

Thank you,
Laurie

In-Person EV: Weekday Hours

- Weekday EV Hours: Regular business hours unless eligible to reduce hours:

Number of Voters	Required Weekday EV Hours
0 – 4,999	At least 25% of regular business hours
5,000 – 39,999	Week 1: At least 50% of regular business hours Week 2: Regular business hours
40,000+	Regular business hours

- Board of selectmen, city council, or town council must vote to reduce hours
 - Only required to vote if reducing hours
 - Vote must be taken by October 2
- No specifics in law about how to calculate percentages

OFFICE OF THE TOWN ADMINISTRATOR

TO: BOARD OF SELECTMEN

FROM: JAMES J. FERRERA

SUBJECT: TOWN ADMINISTRATOR REPORT

DATE: SEPTEMBER 29, 2022

CC: KAREN DUSTY
ADMINISTRATIVE ASSISTANT
FILE

- 1) Special Town Meeting Articles – Timeline
- 2) QDS – Point – Zobria Software Presentation- 10/5 9:30am
- 3) DOR – Interviews and Information Collection – 10/6 9:00am
- 4) Meeting with the New School Superintendent
 - A) Green Communities Grant
 - B) Old Sewer Bills
- 5) Grit Screw Project – Bids are Back-
AK Industrial \$198,800
Pride Environmental Construction \$272,621
Tighe & Bond will review the bids, check references, and find out if the state has lodged complaints against either of these companies. Then, they will make a recommendation.
- 6) Interviews for a New Full Time Firefighter
- 7) Tablets are Live – Pin codes have been issued.



Software Demonstration Agenda Outline

Warren, Massachusetts - October 5th, 2022 @ 9:30AM

ATTEND OUR LUNCH & LEARN EVENT IN PERSON OR VIRTUALLY

Meeting URL: <https://www.gomeet.com/danieldetuccio>

Join by phone: +12063884501

PIN: 615 3021#

9:30 - 9:50

20 MIN

Intro

Participant Intros
QDS Company Overview
Hosting/IT
Printing & Mailing
MyTaxBill - Payment Gateway
eQuality CAMA

9:55 - 10:35

40 MIN

Core Tax Collection

Product Overview
Financial Bridge
Permit Bridge
Reporting
Questions

10:40 - 10:50

10 MIN

Core Tax Title

Product Overview
Reporting
Questions

10:55 - 11:05

10 MIN

Core Assessor (BoA)

Product Overview
Reporting
Questions

11:10 - 11:40

30 MIN

Zobrio Cash Management

Product Overview
Reporting
Questions

11:45 - 12:35

50 MIN

Zobrio Fund Accounting & Budgeting

Product Overview
Reporting
Questions

12:45 - 1:30

45 MIN

Point PermitLink

Product Overview
Permitting
Reporting

FIRE CHIEF REPORT

August 2022

FIRE CALLS:

The Fire Department responded to 28 calls in August of 2022.

Activated Alarm.....	6
Motor Vehicle Accident.....	3
Medical Assist.....	7
Electrical Equipment Issue.....	1
Mutual Aid.....	3
Cancelled.....	2
Service Call.....	3
Structure Fires.....	1
Vehicle Fires.....	1
Rescue/Extrication.....	1

AMBULANCE:

The ambulance responded to 68 calls in August of 2022, and 5 ALS intercepts were required.

INSPECTIONS:

The following inspections took place in August:

-7 Smoke/CO

-4 Propane Tank Inspections

ACTIVITIES/MEETINGS:

In August, Warren Fire personnel held two trainings that consisted of truck/equipment checklists and maintenance as well as SCBA (air pack) confidence drills. Warren EMS held an additional training on safe stretcher operation scenarios at the Ware Fire Department as they have the same stretcher system that the new Warren ambulance is coming with. The new ambulance is expected to arrive and be put into service at the end of September. In August, we also partnered with Warren Community Elementary School and moved our antique 1847 "hand pumper" engine to be displayed in the school's foyer. It looks beautiful in the new location and we look forward to the public being able to see it.

BUDGET:

Currently, annual apparatus, building and equipment maintenance projects are in the process of being planned and in some cases completed. At the end of August, we began the process of advertising an open fulltime FF/EMT position after an employee left to pursue a career in another state. We will be posting the position and will be interviewing candidates in September.

Respectfully,
Adam Lavoie
Fire Chief

Emergency Management

Report for July and August 2022

July 1 helped with concert in the park 4 members helped out with parking

July 2 a thunderstorm with heavy rain 1 inch of rain in 30 minutes caused some street flooding in West Warren area chapel and dean streets also a tree on wires on town Farm Road, some cones were used.

July 3 test of Warren sirens test normal

July 3 some maintenance to cert trailer cleaning and painting 2 members helped out

July 8 the touch a truck event with the parks department put on conjunction with a concert we had our Cert trailer on display we also helped with parking of cars five members were present

July 15 concert in the park, although the band canceled, members worked on getting the word out that it was canceled

July 22 concert in the park at dean park members helped with parking of cars for members assisted.

July 23 and 24th cooling center was open at the senior center due to extreme heat CERT members helped with check-in, answering the phone assisting guests. had about a dozen people in and out through the days

August 2022

August 4 and 5 a cooling center was ran by the council on aging at Senior center from 8 AM to 6 PM CERT did not assist with that operation.

August 6 we assisted Sturbridge CERT with the Pam mass bike race 4 AM to 7 AM blocking intersections had two members from our team help out

August 7 test of emergency sirens normal

August 10 listened in to a statewide conference call about drought conditions

August 24 Monthly CERT meeting, we went over fire extinguisher safety watched a video

we went through our CERT trailer checked equipment, generators, did a refresher on setting up a pop-up tent with a new sidewall, talked over the plans of the upcoming fireworks and a car show Put on by clowing for kids foundation, we usually go to this event. We hand out safety information this is being held on September 10.

7 members attended the meeting.

August 27 from 530 till 10pm Assisted police department with parking and traffic control during the fireworks event that was held at High school we also had three members from the Charlton CERT to assist us And we had five members from our team.

Town of Warren Partners with CMRK Inc.

"Clothing with a Conscious"

Massachusetts TEXTILE Waste Ban is effective November 1, 2022. By partnering with CMRK Inc. residents have access to recycling all textiles. By scheduling household pick up residents also have additional access to recycling small household items without needing access to the local Transfer Station, or without leaving the house. CMRK Inc. will go to you.



WARREN HAS 2
DONATION BINS
LOCATED BEHIND THE
MUNICIPAL BUILDING
AT 48 HIGH ST.,
WARREN MA.



DONATIONS
ACCEPTED AT THE
BINS ARE LIMITED TO
CLOTHING AND
SHOES



CALL, TEXT, OR EMAIL
TO SCHEDULE A
HOME PICK UP WITH
CMRK INC. TO
RECYCLE ANY
TEXTILES, OR
HOUSEHOLD ITEMS
SUCH AS: DISHWARE,
GLASSWARE, KNICK
KNACKS, DVDS,
BOOKS, BICYCLES
AND MORE.



FOR A
COMPREHENSIVE LIST
OF ITEMS FOR
HOUSEHOLD PICK UP
VISIT:
[HTTPS://WWW.BBBSF
FOUNDATION.ORG/FA
QS/ACCEPTABLE-
NON-ACCEPTABLE-
ITEMS/](https://www.bbbsf.org/foundation.org/faqs/acceptable-non-acceptable-items/)



TO SCHEDULE PICK UPS, CALL OR TEXT 'PICKUP' TO 508-466-4590 OR EMAIL BBBSINFO@CMRKNE.COM



BOARD OF SELECTMEN MEETING

CHARLES E. SHEPARD MUNICIPAL BUILDING

DATE: 9/29/22

Attendee:

G. M. Hett

Attendee:

Attendee:

Joseph Kunder, Jr.

Attendee:

Attendee:

Laura J. Hockley

Attendee:

Attendee:

Jim Dusty

Attendee:

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