

Select Board Meeting

1-5-23

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

Call Meeting to order. 6:05pm

Pledge of Allegiance

1. **Review and possible vote on a new application for a Common Victualler License for Mass Appeal Pizza & Bread Co. located at 2162 Main Street, West Warren.** Mr. Jeffrey Fleming is the owner. The grand opening is on Valentine's Day. Mr. Eichacker made a motion to accept the application and to sign the Common Victualler certificate 2nd by Mr. Veliz AIF Passed Unanimously.
2. **Discussion and possible vote to enter into a lease agreement with Hampden Communications Corporation for space on and or near the telecommunications tower facility located at 1621 Southbridge Road, Warren.** Chief Lavoie stated this is the third and final contract for the last tower needed for the new radio system. Mr. Eichacker made a motion to accept the lease agreement with Hampden Communication Corporation for space on and or near the telecommunications tower facility located at 1621 Southbridge Road, Warren 2nd by Mr. Veliz AIF Passed Unanimously.
3. **Vote on the acceptance of a state grant, 911 transition award fiscal year 2023, for regional dispatch and sign the intermunicipal contract agreement with the Town of Rutland, MA.** Chief Lavoie stated that most towns are going to a regional dispatch, and it is a good thing. Mr. Eichacker made a motion to accept the state grant, 911 transition award fiscal year 2023, for regional dispatch and to sign the intermunicipal contract agreement with the Town of Rutland, MA 2nd by Mr. Veliz AIF Passed Unanimously.
4. **Discussion and possible vote on the use of American Rescue Plan Act funds for the Police Department.** Chief Millette stated that he had two things to bring before the board. first, prior it was voted to raise the parking fees to pay for the printing of the tickets at a cost of \$853.54. "The Parking clerk doesn't have that in her budget to pay the new tickets thus we were wondering if we could use ARPA to pay for it." Mr. Eichacker made a motion to set aside \$853.54 to pay for the new parking tickets from the ARPA funds 2nd by Mr. Veliz, AIF Passed Unanimously. Second, we do not have the proper kits for an active shooter. Known as "Tac Med ARK Casualty Throw Kit and entry kit with a backpack." The Chief stated that the treatment kits are for wound care, with bi-lingual instructions. They will provide initial treatment in controlling bleeding and airway. The other part of the kit is entry kit tools to get into a room/car/closet, equipped with bolt cutters along with a breaching sledge. These backpacks will be stored in the cruisers. We would like to order the kits and backpacks for a total of \$4,002.00, including shipping, using ARPA funds. Mr. Eichacker made a motion to set aside \$4,002.00 the entry, med bags and med kits. 2nd by Mr. Veliz Pass Unanimously.
5. **Continued discussion and possible vote on the use of American Rescue Plan Act funds to fund a senior outreach program at the Quaboag Valley Community Development Corporation for Warren seniors.** Ms. Carol Zins stated that the program is set up to help seniors who do not have the ability to pick up groceries, medicines, and get to doctor appointments. She informed us that there are currently 5 seniors in Warren receiving this help, and they are requesting \$8,000.00 to help the seniors in Warren. Mr. Eichacker made a motion to set aside \$8,000.00 for the Warren Senior Outreach Program through the Quaboag Regional Development Corp. 2nd Mr. Veliz, AIF Passed Unanimously.

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6. **Discussion and possible vote to extend the contract between the Town and Central Massachusetts Regional Planning Commission for its planning assistance with the Town's Municipal Vulnerability Preparedness plan.** Mr. Ferrera stated that a little more time was needed to complete the study so if the Selectboard could extend the contract, it would be helpful. No one had any questions or issues with extending. Mr. Eichacker made a motion to extend the contract between the Town and Central Massachusetts Regional Planning Commission for the Town's Municipal Vulnerability Preparedness plan. 2nd by Mr. Veliz AIF Passed Unanimously.
7. **Review and possible vote to execute a contract between the Town, Weston, and Sampson, Inc. for bidding, construction administration and engineering services, for Prospect Street improvement project.** Mr. Ferrera said that this was a standard contract and that we were waiting on the performance bond. Mr. Eichacker made the point that we really did not need a performance bond on an engineering contract. Mr. Ferrera said that he recommended it. Mr. Eichacker stated that we needed to make sure that all potential contractors know that before they did their bids, and everyone agreed. We TABLED THIS UNTIL WE GOT THE PERFORMANCE BOND.
8. **Communication from Mr. Bruce Martin, Board of Assessors, regarding two vacancies on the Board of Assessors. Discussion and possible vote on interested candidates to serve on the Board of Assessors until the next Town Election.** We have four letters from people that would like to be temporarily appointed to the Board of Assessors. They are Karen Kelly-Garay, Joe Kondrat, Paula Keefe, and Michael Starsiak. Mr. Martin was the only one left on the Board of Assessor and he was present to voice his vote on which two out of the four he would like to see appointed to the board until the election in May. Mr. Dufresne asked Ms. Kelly-Garay and Mr. Kondrat if either of them had any experience in the assessor's office. They did not. He then asked why they wanted to be on the board. Mr. Martin voiced his preference that he would like the Board of Selectmen to appoint Karen Kelly-Garay and Paula Keefe to the Board. Mr. Eichacker made a motion that the Board of Selectmen to appoint Karen Kelly-Garay and Paula Keefe to the Board of Assessor until May 2, 2023. 2nd by Mr. Veliz AIF Passed Unanimously. Including Mr. Martin's vote as the Assessor's Board member.
9. **Review and possible vote on a senior property tax work-off abatement and application for Leona A. Wrobel, Diane Hollyer, and Karen Wilk:** Mrs. Dusty had done the research for what other towns were paying for the seniors work off program and what the state law was. After discussion about what the towns around us were paying, the Board decided that they would offer to our seniors \$750.00 a year for working 50 hours. We have three ladies that have applied this year. Their applications were accepted. Mr. Eichacker made a motion to accept Leona A. Wrobel, Diane Hollyer, and Karen Wilk's application for the senior work off program for 50 hours for \$750.00 off their property taxes for the year 2023. 2nd by Mr. Veliz AIF Passed unanimously.
10. **Discussion and possible authorization to enter a memorandum of understanding with Porter Road Pet Care, East Longmeadow for the boarding of animals that are in the custody of the Animal Control Officer.** Mr. Ferrera informed the Board that Palmer, Ware might be interested in allowing some animals that come into custody of our animal control officer to be housed at their new facility. To date there has been no response from them. Due to the need, I reached out to another ACO in the Town of Wilbraham, who owns a place in East Longmeadow called Porter Road Pet Care and she said that she would allow us to bring

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the animals there. This would be an interim solution until we can find somewhere closer to house the animals. They would charge \$20.00 a day for the animal unless the owner claimed the animal, then it would be \$30.00 a day. Mr. Ferrera asked the Board if they would allow him to proceed? After discussion they asked Mr. Ferrera to put an agreement together and present it for final consideration. Mr. Eichacker made a motion to allow the Town Administrator to enter a memorandum and agreement with Porter Road Pet Care of East Longmeadow for the care of animals that are in the care of the ACO 2nd Mr. Veliz AIF Passed Unanimously.

- 11. Discussion on possible Town Common improvements.** Mr. Eichacker stated that we should have a meeting with all those involved in the decision as to what is being proposed for the Common. Everyone agreed that Parks, Highway, and Chris Dunphy should all be invited to a meeting on January 26th.

12. Warrants & Bills:

- a. Warrants: Mr. Eichacker made a motion to pay the warrants 2nd by Mr. Veliz AIF Passed Unanimously.
- b. Bills Mr. Eichacker made a motion to pay the bills 2nd by Mr. Veliz AIF Passed Unanimously.
- c. Zoom Bill Mr. Dufresne made a motion to reimburse Joyce Eichacker for the Zoom account 2nd by Mr. Veliz AIF Passed. Mr. Eichacker abstain.

Minutes: No Minutes

13. Town Administrator Report:

- a. Tyler Technology is coming in this week. This will be the final financial software company to do a presentation. On Thursday, the 12th starting at 9:00 all day.
- b. As reported, we have vacancies in the Board of Assessors and the Board of Health for staff. Mr. Ferrera has worked with both the Boards to advertise their openings. The boards have scheduled interviews and will have a new hire soon.
- c. Mr. Ferrera stated that he had met with the Accountant and Treasurer to create a rough draft for Petty Cash Policy and will have it for the next meeting.
- d. The Keyless entry system is complete for the two front doors. They needed to order a part for the back door and will come back as soon as they have the part.
- e. We have some vacant properties that are presently insured. The properties are located at 1059, 1061 Main St. and 38 Maple Street. It is the goal to get these marketed and sold to get them back on the tax rolls.
- f. National Grid bill for the streetlight account has had a rolling credit for years. Mr. Ferrera stated that he had done a lot of research as to what this credit was from. Pulling some old files, he found that these are not solar credits. He noted that there was a credit of about \$40,000.00 that the Town had received. During that same timeframe, the Town was still paying the bill which they had credit for. After working with National Grid, we will be getting a refund check in the next couple of weeks in the amount of \$18,954.11. The solar credit is something different. Mr. Ferrera noted that the solar credit that we have can be for different energy ideas or upgrades.

- 14. New Business:** Keyless entry since it is completed, we are working to design the employee ID and the building access cards. These cards will help to make our building inspector, ACO, and others look more official. After the board looked at all the examples, it was decided to use a horizontal orientation and include the person's title, except for a board like the Select Board where the Chair might change yearly. It was also decided to attach an expiration date.

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15. Mr. Ferrera stated that one thing he didn't mention is the YubiKey Multi-Factor Authentication from Northeast IT. Karen made a list of all those that needed a key and there are 23 so I suggest that we order 25 just in case. The cost is \$60.00 a key. Mr. Eichacker made a motion to approve the purchase of 25 YubiKeys security keys. 2nd Mr. Veliz, AIF Passed

Old Business: No old business

Correspondence: Mr. Veliz stated that he got a phishing email. It came from Northeast IT but that was not identified in the email. If you click on the email, it will take you to a training video that you will need to complete. This helps the employees learn more about phishing emails and what to click on and what not to. Northeast IT sends some of them out for training.

Comments and Concerns:

- Mr. Eichacker stated that he wanted to thank Police, Fire, Highway, CERT, for their challenging work in setting up a shelter and clearing trees that were blocking roads. We had the linemen from National Grid working hard. Mr. Dufresne stated West Brookfield send some residents to Warren because they did not have a shelter. Chief Lavoie said that if people are looking to help out in the town, CERT is a great place to be involved. Principal Duff and the lunch staff were fantastic. Mr. Dufresne wants an after-action report with all involved. CERT does not have enough team members, and due to the holiday, some members were away.
- Mr. Veliz: commented that the WIFI speed increased with the moving of the server upstairs.
- Mr. Veliz wanted to check with Chief Lavoie about the house number signs. Chief let the Board know that the signs are ordered. Chief Lavoie is looking into getting the posts.
- Mr. Veliz asked about getting credit cards for each department and if we have made any progress on this. Mr. Ferrera stated that we would need to work with the Treasurer on getting those so maybe we should have her come to a meeting to discuss her concerns. Mr. Dufresne stated that he understands the Treasurer's concern, but having our town employees purchase items on their personal credit card is unethical and we should not ask them to do it.
- Mr. Dufresne asked about the ACO's gas card, as it has been 7 months without a card. Mr. Ferrera went on to talk about the COA trying to hire a Van Driver.
- Mr. Veliz inquired about a mail stamp machine, Mr. Ferrera said that there is something we can do but it will be expensive.
- Mr. Veliz stated that we were looking at something different other than ZOOM so we can talk about that next week. We can try Google Meets to see how it works and use both until everyone get used to doing the Google meeting.
- Mr. Veliz wanted to know about the gas depot. Mr. Dufresne stated that it would be a big project and would need to go out to bid and before the town for a vote. Mr. Ferrera stated he spoke with Ware regarding this, and they stated that it would cost between \$500,000.00-700,000.00 dollars.
- Jim Fountain, a resident from town, had a discussion with the board about taxes and property values.

Next Meeting Date: January 12, 2023, 6 p.m.

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Adjourn Mr. Eichacker made a motion to adjourn 2nd by Mr. Veliz AIF Passed Adjourned
10:22 pm

Respectfully submitted by,
Karen Dusty, Administrative Assistant


Derick Veliz, Clerk

Karen Kelly-Garay
146 Bragg Road
Warren, MA

January 4, 2023

Warren Town Administrator
48 High Street
Warren, Mass 01083

Att: Jim Ferrera

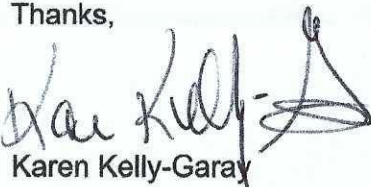
Re: Board of Assessors

Dear Jim,

With regard to our conversations, I am interested in one of the open positions on the Board of Assessors.

Please let me know if you need any additional information from me.

Thanks,


Karen Kelly-Garay

JOSEPH A. KONDRAT, JR.

55 Pleasant Street
P.O. Box 124
West Warren, Ma.
01092-0124
1-413-436-5184

December 27, 2022

Town of Warren
Town Administrator

Dear Jim:

After serious consideration I formally request to be considered as a replacement for the position of Assessor in the Town of Warren, and to hold the position until the formal election is held in May of 2023.

It is unusual for so many in that office to resign within one month. People often disagree on a position which they hold; but, as we all know it is better to listen to an opposing view rather than just quit outright and walk away.

I am not more capable than the next person, although very few who held that office in the past could be considered overqualified. Most were elected just because they ran for the office and not based on past experience. I have the ability to listen to all sides and make my own decisions. Sometimes it is worth more to have a good listener rather than a bull in a china shop. I feel that I will be in a position to restore confidence and ethics to the Assessors Office. I will have open meetings and not lock the public out.

Sincerely,



Joseph A. Kondrat, Jr.

RESUME

Joseph A. Kondrat, Jr.
55 Pleasant Street
West Warren, Mass. 01092
P.O.Box 124
413-436-5184

GEMINI
Empath Studies

Education:

Warren High School	Warren, Mass.	
Class of 1968	Class Rank 22 nd	GPA 3.8
National School of Conservation	Washington, D.C.	
Environmental Engineering	1971	GPA 3.9
NxLevel For Entrepreneurs Program	Ware, Mass.	
Creative Organizations	2007	GPA 4.0

Employers:

A.C. Martinilli, Rogers Plastics, Inc.	West Warren, Mass.	1966
Stock - General Labor		
William E. Wright & Sons, Co.	West Warren, Mass.	1967
Stock - General Labor		
Hardwick Knitters, Inc.	West Warren, Mass.	1971 to 2017
Dye House Operations Trainer, Assistant Shift Supervisor, Mechanic		
Polymer Injection Molding	Bondsville, Mass.	2007 - 2015
Injection Machine Operator and Trainer		

Clubs:

Fraternal Order of Eagles	West Warren, Mass.	
Chairman of the Board of Trustees	3 Years	
Corporate President	2 Years	
Bartender and Stock Order Control	3 Years	

Government:

Warren Historical Commission	
Member	1994 - 1997

Author Of:

A History of the Quaboag Indians	Copyright 1994
A Tale of Lord Hemper	Copyright 2017
A Tale of Survival	Copyright 2018

Town Administrator

From: Pbkwitch <pbkwitch@aol.com>
Sent: Thursday, January 5, 2023 12:04 PM
To: Town Administrator
Subject: Board of Assessors

January 5, 2023
Paula B. Keefe
777 Coy Hill Road
P.O. Box 456
Warren, MA 01083
781-777-2827

Dear Mr. Ferrera and Mr. Martin,

It was great to meet up with you again and a surprise that our Assessors Office is once again understaffed. Retirement is great but my sense of duty tells me that to once again offer my services to the Town of Warren as a member of the Board of Assessors. I have been in Appraisal and Assessment since 1980 and achieved my MAA. I believe you have my complete resume on file and I'm available for any questions that you may have. Thank you for your consideration in this matter.

Sincerely,

Paula B. Keefe
[Sent from the all new AOL app for iOS](#)

1-2-23

To whom it may concern,

I (Michael Starsiak) would like to be considered for the assessors post that is currently open.

I am a life long (43 yrs) resident of the town and and a home owner (43 yrs) as well as owning other properties. I have recently retired and now feel I have the time to serve on this board and the town of Warren.

Thank you

Michael A. Starsiak

Michael A. Starsiak

87 Spring St.

W. Warren

774-922-0316 (cell)



11/16/2022

TO: WARREN CDA

FROM: CAROL ZINS - 967-3001

SUBJECT: SENIOR OUTREACH PROGRAM

CC: MELISSA FALES AND SHEILA CUDDY

The Senior Outreach program is for people ages 60 + who are income qualified at 80% of moderate income. Currently the program covers Ware, Hardwick and Warren. Funding for Hardwick and Ware Outreach is coordinated and managed by QVCDC and is funded through the Ware Community Development Department overseen by Tiffany Menard at the PVPC.

Currently 5 seniors in Warren have been receiving services with no source of funding.

Services include; grocery shopping and delivery, pharmacy pickup and delivery, mail pick up and drop off, food bank delivery, some help with trash and notifications regarding local resources specific to our aging population.

Warren

July 1, 2022- present	July 1, 2021- June 30, 2022	<u>Proposed Budget</u>	
5 members	4 members	Total	\$8,000.00
42.25 hrs.	159 hours	Personnel:	\$5,500.00
20 trips	90 trips	Travel:	\$1,500.00
263 miles	2,330 miles	Related Costs:	\$1,000.00

Come bring your family and friends and get your COVID-19 1st dose, 2nd dose or booster.

All vaccines are at no cost!

Bring your ID, insurance card and vaccination card.

If you do not have insurance or your insurance card on you, you will still be able to receive the vaccine.

(all brands of vaccine and bivalent booster available)

COVID-19 VACCINE & BOOSTER CLINIC

All vaccines are at no
cost to you

Walk-ins Welcome

Ages 6months+

Pre-register using the links below for the vaccine clinic

Pre-registration is highly encouraged but walk-ins are welcome

Education to Employment 79 Main St Ware	November 29, 2022 2pm-6pm	https://tinyurl.com/4ztndp9u
Belchertown Senior Center 60 State St Belchertown	December 5, 2022 9am-1pm	https://tinyurl.com/25wubdsn
Ware Senior Center 1 Robbins Rd Ware	December 7, 2022 12pm-3pm	https://tinyurl.com/5xc7btdt
Brimfield Senior Center 20 Main St Brimfield	December 15, 2022 10am-1pm	https://tinyurl.com/4fbmc89y

Give-away: \$75 gift card when you receive a vaccine

Please direct any questions to Emily Coderre at ecoderre@townofware.com

FREE in-home COVID-19 vaccination is available!

Massachusetts offers in-home vaccinations for anyone who has difficulty getting to or using a community vaccination location, including children 6months and older.

All Vaccine Types:

Pfizer
Moderna
Novavax
J&J



Boosters are available

Sign up for an appointment by phone at:

883-983-0485

Or online at mass.gov/vaccinesathome

Holiday Community Resources

Free Thanksgiving Dinner Nov. 24th

12pm United Church of Ware

Delivery and Take out only

Please call to reserve your meal

Dave at 413-537-0633 or Penny at 413-813-5632

Please leave name and phone #

Free Thanksgiving Dinner Nov. 24th

10am to 12pm Knights of Columbus

Delivery Only

Paul @ 413-277-5000

Please leave name address phone #

and number of meals needed

Free Christmas Dinner Sun. Dec. 25th

United Church of Ware

Delivery and Take out only

Please call to reserve your meal

Dave at 413-537-0633 or Penny at 413-813-5632

Please leave name and phone #

Food Pantry / Jubilee Cupboard

20 Park Street, Ware

Thursdays 10 am to 12 pm

Walk ins Welcome!



BOARD OF SELECTMEN MEETING

CHARLES E. SHEPARD MUNICIPAL BUILDING

DATE: 1/5/23

Attendee: James Allard

Attendee: _____

Attendee: Jeffrey Fleming

Attendee: _____

Attendee: Joseph Koudrost Jr.

Attendee: _____

Attendee: Jim Fountain

Attendee: _____

Attendee: Shan Mui

Attendee: _____

Attendee: Alan Laine

Attendee: _____

Attendee: Gerry Millette

Attendee: _____

Attendee: Mike Luddy

Attendee: _____

Attendee: Bruce C. Gray

Attendee: _____

Attendee: Sam Hull

Attendee: _____

Attendee: Michael Garay

Attendee: _____

Attendee: Carol Zias

Attendee: _____

Attendee: _____

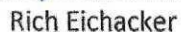
Attendee: _____

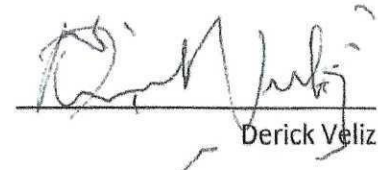
Attendee: _____

Attendee: _____


David P. Dufresne Sr.

BOS Bills Week ending 1/7/23


Rich Eichacker


Derick Veliz

Line Item Number	Vender Name & Add,	Account #	Invoice #	Amount
001-122-5210-127 Selectmen Info Tech Purchase				
	Northeast IT Systems 2107 Riverdale St. West Springfield, MA 01089		740180	\$ 39.99
	Northeast IT Systems 2107 Riverdale St. West Springfield, MA 01089		46036	\$ 2,200.00
	Northeast IT Systems 2107 Riverdale St. West Springfield, MA 01089		45915	\$ 4,018.00
001-122-5210-130 Selectmen secure Tax Foreclosure Property → <i>Property + Casualty.</i>				
	MIIA PO box 49015 Baltimore, MD 21297		20221201311	\$ 1,614.00
001-151-5212-028 Town Counsel				
	KP Law 101 Arch Street Flor 12 Boston, MA 02110		140144	\$ 5,126.84
	KP Law 101 Arch Street Flor 12 Boston, MA 02110		140145	\$ 336.00
001-193-5210-020 Shepard Building Expense				
	Kelco Products Incorporated PO Box 2784 Springfield, MA 01101		468129	\$ 450.00
	Kelco Products Incorporated PO Box 2784 Springfield, MA 01101		467971	\$ 51.80
	Verizon PO Box 15124 Albany NY 12212- 5124	5561 376 687 0001 0	12/26/2022	\$ 134.42
	National Grid PO Box 371396 Pittsburgh PA 15250-7396	14070 52001	12/8/2022	\$ 89.10
	Valley communications systems, Inc 20 1st Avenue Chicopee MA 01020-4619		854	\$ 176.00
001-193-5210-135 Shepard Build Town Copier/Printers Lease				
	Marlin Leasing Corp PO Box 13604 Philadelphia PA 19101	1816126	2281280	\$ 1,107.23
001-424-5210-020 Streetlight				
	Pine ridge Technologies, Inc 217R Main Street North Reading, MA 01864	22698	22698-1122	\$ 1,388.00
4103-000-5210-020 Cable Bill				
	Comcast PO Box 70219 Philadelphia, PA 19176-0219	8773 11 0000680	10/15/2022	\$ 20.26
146-000-5210-020 ARPA Funds				
	CMG Colonial Municipal Group 61 Brigham Street Marlborough, MA 01752		JO11941	\$74,588.45
	Kens Auto Sales Inc. 921 Main Street Holyoke MA 01040		25874	\$ 10,287.00