

Select Board Meeting

January 12, 2023

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

Call Meeting to order: 6:05 pm

Pledge of Allegiance

1. **Dog Hearing for 841 Brimfield Rd, Lot 15** After some discussion it was decided that since we were not sure that the owner of the dog had knowledge of the hearing that this would be tabled until the 1/26/2023 meeting. Mr. Eichacker made a motion that the Dog hearing for 841 Brimfield Rd Lot 15 would be **tabled until the meeting on January 26th**. 2nd by Mr. Veliz AIF Passed unanimously.
2. **Review and possibly sign a memorandum of understanding between the Town and Porter Road Pet Care, East Longmeadow for the boarding of animals that are in the custody of the Animal Control Officer.** **PASSED OVER UNTIL 1/26/23 MEETING.**
3. **Acceptance of Karen Wilk's hours for Senior Tax Work Off abatement.** Mr. Eichacker made a motion at accept the 62.5 hours worked in 2023 for Karen Wilk Senior Tax Work Off abatement. 2nd by Mr. Veliz AIF Passed
4. **Emergency Management report and summary.** Mr. McKeon did his report and then reported on the winter storm named Elliott. The Emergency Management/Fire Chief from West Brookfield was here and suggested that there be a roundtable meeting sooner rather than later. Mr. Dufresne stated that we would do that on February 2, at 6:00pm and invite all of the departments that had anything to do with the storm, also all the West Brookfield select board, the Emergency Management Director/Fire Chief, Principal Duff, Superintendent Binienda, and both Police departments. Everyone agreed that this would be a great way to open communication and get everyone on the same page. To discuss the use of the school as the shelter for both towns.
5. **Fire Department Monthly Report** Chief Lavoie read his report and then stated that the defibrillators should arrive in the next few days. The street signs have been ordered and once they are in, we will decide what we are going to offer the residents as far as the posts.
6. **Police Department Monthly Report** Chief Millette read his report. He wanted to thank everyone for helping with the new event called "stuff the cruiser", we gathered 600 toys and were able to help 50 families. For the third year in a row, I did my holiday card competition with Warren Elementary and the card that won is the one that was sent out. We will have training on the MILO on the 25 and 26th of January.
7. **Acceptance of a state grant from the Executive Office of Public Safety and Security, Fire Services in the amount of \$5,858.00.** Chief Lavoie stated that in the past he has signed the SAFE grant. This allows us to do the programs at the elementary school, purchasing things like the plastic hardhats and teaching classes at the Senior Center, for example, on avoiding slips and falls. Chief decided that instead of just signing the grant he would do a more formal thing and let the Select Board know. Mr. Eichacker made a motion to accept the state grant from Executive Office of Public Safety and Security Fire Services in the amount of \$5,858.00 2nd by Mr. Veliz AIF Passed unanimously. Excellent job Chief.
8. **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. Eichacker stated that he still had an issue of asking them for a performance bond, because it was not in the original contract. We need to make sure that everyone knows it is a requirement to be in contract with the Town. Mr.

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- Eichacker made a motion to execute a contract between the Town and Weston and Sampson, Inc. for bidding, construction administration and engineering services for the Prospect Street Improvement project. 2nd by Mr. Veliz AIF Passed unanimously.
9. **Vote to designate the Town Administrator as the Town's Environmental Certifying Officer.** Mr. Eichacker made a motion to designate Jim Ferrera the Town Administrator as the Town's Environmental Certifying Officer. 2nd by Mr. Veliz AIF Passed unanimously.
 10. **Review of a letter drafted by the Town Administrator to CSX regarding the condition of their bridge.** Mr. Ferrera made a call to the 800-action number Chief Millette had given him, where he was able to file a report and get a tracking and case number. So, he'll work on the letter and let's review it when it is complete. Also, Gilbert Road Bridge will be included in the letter.
 11. **Discussion and review of the possible adoption of a petty cash policy and procedure for Town Departments.** Mr. Ferrera stated that the town needed a petty cash policy. There are some departments that had petty cash in a lock box with no key; a filling cabinet; or in a desk drawer. In the policy it should say that an employee can face disciplinary action, up to termination. Mr. Eichacker made a motion to accept the petty cash policy and procedure as presented and amended. 2nd by Mr. Veliz AIF Passed unanimously.
 12. **Continued discussion on a proposed draft for a universal employee evaluation program.** Mr. Ferrera stated that we have been talking about this and what is before you is an updated draft. Mr. Ferrera made the point that, in the case where a Board is the supervising authority, the entire board is not needed for an evaluation and that it could be just the Chair. The other board members could submit comments or ask questions. This is the typical document for setting goals for the employee's job. This is a good start since we started with nothing. So, the first meeting will be for everyone to fill out their part then they come back together to talk about what was written and together set goals. Six months later, get back together and see how the employee is doing on most goals. Dufresne stated that it might be good to do this in time for budget season, because if the board feels that the employee deserves a raise, it can be brought before the Selectboard and put into next year's budget. After the decision it was decided to **table until January 26th**.
 13. **Warrants & Bills:**
 - a. Warrants: Mr. Eichacker made a motion to pay the Warrants 2nd Mr. Veliz AIF Passed unanimously.
 - b. Bills Mr. Eichacker made a motion to pay the Bills 2nd by Mr. Veliz AIF Passed unanimously.
 14. **Minutes:** Mr. Eichacker made a motion to accept the minutes for November 28 Tax and Liquor License meetings 2nd by Mr. Veliz AIF Passed unanimously.
 15. **Town Administrator Report:**
 - a. Today we have the presentation from Tyler Technology, with the finance, planning and building teams. This is our final presentation. It is our goal to use the Community Compact Grant to go toward getting one of these systems. With that, looking at the numbers, Mr. Ferrera wants to circle back and speak with all the departments to see which one they would like to obtain. Not sure if we need to do an RFP, since it is over \$50,000.00. Now that we have full picture, we are ready to move this system forward.
 - b. In the past couple of days, full-time employees met with Colonial Life. If they choose to accept any of the extra insurance, it will be paid for by a payroll deduction.

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- c. The Board of Assessors met today, and they have been reviewing the candidates. There are 4 that we are going to interview next Thursday.
- d. Also, been working with the Board of Health on their interviews. We have second interviews with one of the interviewees.
- e. We have spoken to all three of the Seniors that are participating in the work-off program and there was one that didn't have a specific location to work, so I spoke with the Assessors, and they had asked her to come in and work 3 days a week answering phone calls and just having the office open.
- f. We did have a full-time Police Officer leave, so I will work with Chief Millette to get that posted online.
- g. A couple weeks ago Chief Lavoie, Chief Millette, and I went out to Littleton to see their modular Police Station so we will know better how to word the RFP.
- h. This week was budget week. We have most of all budgets in, and I have met with most of the departments. I have also asked the departments to do goals.
- i. I know that Mr. Dunphy has been working with Weston and Sampson in getting the bids back in. He also wanted me to announce the Community Development Block Grant to talk about some upcoming programs that are necessary for this grant.
- j. All streetlights that have been reported have been fixed. How it works with this new company is that I send out an email and they send me a picture or a phone call to let me know that it is fixed.
- k. Update on the Keyless: they are coming back for the back door and to adjust the front door.
- l. The Microsoft two-factor authentication Yubikeys are ordered. Once they are in, a representative from Northeast IT will walk each person through how to use either the keys or their phone.

New Business: NONE

Old Business: Mr. Dufresne stated that employees who do not need to get in the building will still need an employee ID badge, which we will be printed on the test ID badges. It will be up to the boards to determine who in their department will need them.

Correspondence: Got correspondence about someone wanting to be on the Parks and Recreation Commission if there is a position opened. We will address this on January 26th.


Comments and Concerns:

- a. Ms. Schmidt wants to have a meeting with the Personnel Board and the Department Heads to go over the employee evaluation form, so everyone is on the same page.
- b. Mr. Eichacker wanted to know if we were going to start using Google Meets. Mr. Veliz stated that we would run both programs next time.

Next Meeting: January 26, 2023, at 6:00 PM

Adjourn Mr. Eichacker made a motion to adjourn 2nd by Mr. Veliz AIF Passed adjourned 9:29pm.

Respectfully submitted by
Karen Dusty, Administrative Assistant


Derick Veliz, Clerk

November Emergency Management Cert report

November 6 test of emergency sirens test normal

November 12 assisted Sturbridge CERT with Brave 5K Road race provided traffic control on course 7 to 11 AM 2 members.

November 16 Monthly CERT meeting went over traffic control procedures, training
five members attended

November 27 A chimney fire a second alarm corner of Southbridge and Bemis Road helped PD close the road for an hour. Signs were used 1 to 2 PM.

December Emergency Management Cert report

December 2 Annual Warren tree lighting 5 to 7 PM helped with crosswalks and detours of the downtown area. Also had three Charlton, CERT members help along with 4 Warren members.

December 4 test of Warren siren test normal

December 4 Assisted West Brookfield with white Christmas event help with cross walks

three members from Warren cert

5 members form Charlton cert

December 17 Assisted veterans council with Reese across America ceremony. Pine Grove Cemetery helped with parking and event security. Three members from the warren cert 2 members from the Charlton cert

Winter storm, Elliott and shelter operation shelter operation 6 PM Dec 23 to 6 PM on December 24 a total of six people attended two residents from West Brookfield for residents from Warren there was approximately 645 people from 9am without power in the south bridge forest hawks Cronin Bragg area till approximately 11 PM on December 23 the storm brought strong, southern early winds of 30 to 50 miles an hour and roughly about 2 inches of rain later after 4 PM temperatures dropped and there were snow showers, icy roads and westerly winds that caused a few more tree and wire issues.

FIRE CHIEF REPORT

December 2022

FIRE CALLS:

The Fire Department responded to 46 calls in December of 2022.

Activated Alarm.....	2
Motor Vehicle Accident.....	10
Medical Assist.....	6
Cancelled.....	4
Oil Burner Issue.....	1
Cooking Fire Incident.....	1
Carbon Monoxide Issue.....	1
Investigations.....	1
Structure Fires.....	2
Service Call.....	3
Mutual Aid.....	4
Power Line Incident.....	11

AMBULANCE:

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

INSPECTIONS:

The following inspections took place in December:

- 8 Smoke/CO
- 5 Propane Tank Inspections
- 2 Oil Burner/Tank Inspections

ACTIVITIES/MEETINGS:

In December, Warren EMS personnel did not have a regular training because members were given a break from the required EMT refresher that took place over several trainings in November. Warren Fire personnel trained in hose line deployment and hose packing as well as ice rescue equipment and procedures.

BUDGET:

I continue to watch the FY23 budget closely as we continue to see large increases in utility bills, medical equipment costs and fuel costs. I will keep the Selectmen and Town Administrator aware of any issues or shortages as FY23 continues.

Respectfully,
Adam Lavoie
Fire Chief

Monthly Report December 1, 2022 to December 31, 2022

In the month of December 2022, the Warren Police Department responded to a total of calls 1778 for service with 28 ending in arrests. The following is a breakdown of statistics.

Calls Logged	1778
Felonies Investigated	9
Incident reports	77
On View Arrests	7
Warrant Arrests	3
Summons Arrests	18
Total Arrests	28
Protective Custodies	7
Juvenile Arrests	4
Motor Vehicle Stops	314
Motor Vehicle Citations	130

6

In December 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	57,670
Fusion	47,673
D785	50,450
5068	8,627
C564	92,450
Humvee	8,322

The month started off with the Town's tree lighting originally scheduled for the 3rd, being rescheduled twice. On the 9th we were able to have a very successful event put on by the Parks Department. I would like to recognize the Warren Patrolmen's Association on a very successful toy drive. This year they started the stuff a cruiser event with the help of the Grinch. A record amount of over 600 toys were collected and were able to assist over 50 families and 144 children. Thank you to all the citizens that helped make this happen and again a special thanks to all the Officer's for their hard work.

For the third year in a row, I conducted a contest with the fifth grade at the Warren Elementary to design the Department's holiday card. With the help of Principal Slattery and the art teacher we had an outstanding card design that we were able to distribute.

On the 6th I attended a leadership conference that was put on by the Massachusetts Chiefs of Police Association. After the conference I attended a Homeland Security meeting.

On the 13th, I met with the domestic violence task force at Ware Police Department. This task force is made up of Ware, Warren and Hardwick. Meetings are attended by Chief Crevier, Chief Ayotte, Ware Town Manager Stewart Beckley and myself.

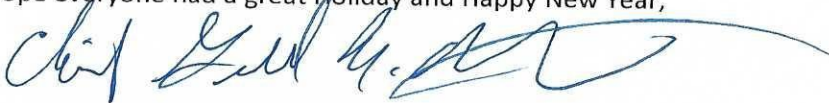
On the 14th, all members of the School's safety committee met. We have been meeting monthly to finalize a few of our new regulations. Mr. Urban from the High School is a huge asset and I thank him for all his work he has done for school safety.

On the 15th, I attended the Elementary School's holiday concert with Chief Lavoie. A great show was put on by all grades. After the concert Chief Lavoie and I stopped into the senior center's holiday party. Thank you to the center for the invite.

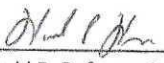
On the 17th, I attended the wreath laying ceremony at the cemetery. This was an amazing event honoring the Town's Veterans. Becky Acerra and Rich Demetrius did an amazing job putting this event together and placing almost 600 wreaths on the graves of our Veterans.

Finally, on the 28th the Department conducted a training at the high school. This training was conducted by Lieutenant Early and went over several different areas of Police work.

Hope everyone had a great Holiday and Happy New Year,

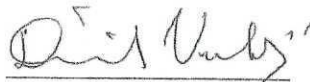
A handwritten signature in blue ink, appearing to read "Chief Gerald Millette", with a long, sweeping horizontal line extending to the right.

Chief Gerald Millette


David P. Dufresne Sr.

BOS Bills Week ending 1/14/23

Rich Eichacker


Derick Veliz

Line Item Number	Vender Name & Add,	Account #	Invoice #	Amount
001-192-5210-020 Town Hall repair/maintenance				
	Modern Pest Services 100 Plasant Street Brunswick, ME 04011	467099	467099	\$ 92.00
001-193-5210-020 Shepard Building Expense				
	Warren Water District PO Box 536 Warren, MA 01083	55420	12/23/2022	\$ 159.67
	C2 MA Adams II LLC 100 Park Avenue, 24th Floor New York, NY 10017		BPIN 009708	\$ 715.06
	Stericycle, Inc. 28883 Network Place, Chicago, IL 60673-1288	1000667799	8003131678	\$ 114.60
	Crystal Rock P O Box 660579 Dalas TX 75266-0579	12442511585743	1585743 010123	\$ 26.45
	Comcast PO Box 70219 Philadelphia, PA 19176-0219	8773 11 100 000215	1/3/2023	\$ 143.35
001-424-5210-020 Streetlight				
	C2 MA Adams II LLC 100 Park Avenue, 24th Floor New York, NY 10017		BPIN 009708	\$ 970.72