

# Warren Board of Selectmen

## Minutes of January 26, 2023, Meeting

6 p.m., Selectmen's Meeting Room (also by Zoom and Facebook Live)

**Selectmen in Attendance:** David Dufresne, Derick Veliz, Richard Eichacker (all in person)

**Others in attendance:** Joseph Kondrat, Tracey O'Neil, Police Chief Gerry Millette, Ofc. Brad Merkel, Jim McKeon, Jessie Sweeney, Suzanne Ramsey, Lisa Boucher, Becky Acerra, Richard Demetrius, Christopher Dunphy, Jeremy Olson, Carol Sausville, Stacy Reardon, Igor Bashkinov, ACO Tamara Dufresne

David Dufresne opened the meeting at 6:00 pm with the Pledge of Allegiance.

### #1

Held Agenda Item #1 until all parties in are attendance.

### #2

Becky Acerra, chair of the Veterans Council, and co-chair Richard Demetrius, reported on the success of the Dec. 17 Wreaths Across America project in town. \$5,035 was raised and wreaths were placed on all Veterans' graves at Pine Grove, St. Paul's, and Warren South cemeteries. The Council expressed its gratitude for the many donors, volunteers and attendees, and has put a sign in the Shepard Building to recognize the private and business donors. It was nice to have so many young people involved, and she hopes that by placing wreaths at actual gravesites, they can truly appreciate the sacrifices made by veterans.

Fund raising for Wreaths Across America 2023 will begin soon.

### #1 (redux)

**Nuisance Dog Hearing, continued from Jan. 19 – 841 Brimfield Road, Lot 15, Tracey O'Neil, owner of German Shepherd Maya**

Parties who would be giving testimony were sworn in by D Dufresne.

ACO Tamara Dufresne told selectmen that neighbors from Evergreen Mobile Home Park had made several calls to her to report a constantly barking dog, and she told them to call the Police Department's non-emergency number to report the problem so

that the complaints would be documented. Several calls were made complaining of the dog being outside and barking all day, including on very cold days. The dog did have access to the inside of the residence, and so no cruelty charges were brought.

Officer Brad Merkel recounted the Police Department history with the dog complaints – there have been more than 20 calls for service from four complainants, and one arrest warrant was issued that was later rescinded. There was also a citation that required the owner to appear before a judge, but O'Neil did not have to pay a fine after 30 days. When he has responded to the location, he has been able to hear the dog barking from several lots away. When he has gone up to the residence, no one has been home and, although there is a dog door, the dog does not seem to go inside. Neighbors reported to him that the owner was often gone for nine or more hours a day.

Next-door neighbor Stacy Reardon testified that the dog is alone and barking from 5:30 in the morning until 3:00 in the afternoon. Her children can't sleep in their bedrooms because of the incessant barking. She has lived there for 3 ½ years, and it has always been a problem (Reardon submitted several videos of the dog barking, including one recorded at 11 p.m.). She has offered to walk the dog or go over and play with her during the day, but the owner felt that that would "defeat the purpose" of her having a dog. Reardon has also complained to the Mobile Home Park Board, who responded that the matter was out of their hands.

Tracey O'Neil, owner of the female German Shepherd Maya, stated that Ms. Reardon has been afraid of her "dangerous dog" since she moved in (Ms. Reardon denies this), and that that is when complaint calls on the dog started, though she has lived there for 25 years. She feels that it's a personal problem that Ms. Reardon has with her, as there are lots of barking dogs in the park and hers is the only one with complaints. The dog does sometimes spend days somewhere else, and on some other days someone comes to spend time with her. The dog can currently go in and out of the house as she wants. And it's no surprise that the dog barks a lot when the police respond – most dogs bark when someone is near their territory.

D Dufresne stated that this hearing is to determine whether Maya should be deemed a Nuisance Dog – if she is, then conditions will be set to keep her under control; if the conditions are not met, fines will be assessed, and ultimately, the dog could be seized, if she continues to be a nuisance and bark at all hours.

O'Neil said the Mobile Home Board determined that the dog wasn't the problem, the problem was between the two neighbors. Selectmen requested minutes from the meeting of that board.

Regardless what the Mobile Home Board determined, there are many documented complaints and instances of the dog's constant barking, which have been witnessed by



town officials, and when that consistently happens for longer than 10 minutes at a time, there is no question that the dog is a nuisance.

When asked by selectmen about conditions that should be set, ACO T Dufresne suggested that the dog be kept inside or at another location when the owner is away from the residence, or that it be brought inside after barking for 10 minutes. T Dufresne also noted that whatever conditions are set, they must be able to be documented.

**Motion to close the Nuisance Dog Hearing:** R. Eichacker

**2<sup>nd</sup>:** D Veliz

**Vote:** 3-0 in favor

**Motion to deem Maya a Nuisance Dog:** R. Eichacker

**2<sup>nd</sup>:** D Veliz

**Vote:** 3-0 in favor

Conditions were discussed, including that the dog should not be outside when she is unattended, and that she should be brought inside anytime she barks for longer than 10 minutes. If the conditions are not met, a \$500 fine may be imposed, with a \$1000 fine for the second offense. Hopefully, the conditions will be met and no fines or other penalties will be needed.

**Motion to set the two conditions:** R. Eichacker

**2<sup>nd</sup>:** D Veliz

**Vote:** 3-0 in favor

Conditions are set and should be met as of tonight. D Dufresne asked that a letter detailing the conditions be delivered to O'Neil by constable and copied to the Police Department and to the ACO.

### **#3**

Selectmen discussed a Memorandum of Understanding between Warren and Porter Road Pet Care, in East Longmeadow, for Porter Road Pet Care to serve as a shelter for animals taken into the custody of the ACO. It currently serves the towns of Wilbraham, Longmeadow and East Longmeadow. The facility is available to the ACO 24 hours per day/7 days per week to accept such animals and will house them at the cost of \$20 per night (the same cost offered to other towns it serves). There is plenty of capacity for any animals the Town of Warren might need housed. If pet owners come to pick up their pets, they will be charged \$30 per night.

The agreement can be canceled or amended by either party with forty-eight hours' notice.

## **Motion to accept and sign the Memorandum of Understanding with Porter Road**

**Pet Care:** R. Eichacker

**2<sup>nd</sup>:** D Veliz

**Vote:** 3-0 in favor

### **#4**

Christopher Dunphy, Principal Planner from the Central Mass Regional Planning Commission, came before Selectmen to discuss Phase 2 of the Community Development Block Grant funding for the School Street Neighborhood (application is due March 3). Phase 1 is addressing water lines and retaining wall reconstruction; funding is in place for that phase and bids open for the work Feb. 2.

On Feb. 16 at 6 p.m., the final Public Hearing will be held on Phase 2, which will deal largely with surface improvements on School Street. The CDBG Advisory Committee is recommending that Selectmen apply for funding for this phase of the project.

The Advisory Committee, led by Chairman and Highway Surveyor Jeremy Olson, is also recommending that Selectmen consider including improvements to the Town Common. Warren should have a bright and attractive spot in the center of town. He also indicated that with the end of COVID, more people are coming out to town events, such as the Tree Lighting Ceremony. There have been requests from residents for a Farmers' Market and similar events, but the parking, lighting, etc. at the common aren't conducive to them. Improvements are needed in those areas and others, including benches, walking paths, repairs to the water fountain and changes to the bandstand, screening from the train tracks, and plans and designs for such projects are available through a grant.

Dunphy pointed out that such improvements could bring economic benefit to the town, and that there should be several meetings with resident involvement in the planning stages for the redesign.

A detailed property survey, parking (businesses would benefit, too), existing features (incl. fountain and gazebo), new structures, utilities, walkways, restrooms and storage would be among the specific items that should be included in the application. Also, the railroad depot could possibly play a role in the redesign.

Suzanne Ramsey, of the Parks and Recreation Commission, expressed the commission's support, and mentioned that she believes there may be a time capsule buried beneath the bandstand that's scheduled to be opened in 2026. R Eichacker suggested that a new time capsule be planned and buried when the old one is opened.

The next CBDG Advisory Committee meeting will be held at 4:30 p.m. on Feb. 15, and the final Public Hearing on the application will be the next evening, Feb. 16, at 6 p.m. on Phase 2 of the School Street Improvement Project and the town common design.

C Dunphy also informed Selectmen that the One Stop for Growth Program is accepting "Expressions of Interest" (deadline March 3) – the board will review submissions and give feedback on grants that would be appropriate. Infrastructure projects, underutilized facilities, feasibility studies, and master plans would be among the appropriate requests for this program.

Igor Bashkinov, a downtown business property owner, indicated we might seek some funding for crosswalks and lighting in the downtown and Common area. When customers park across Main Street from the businesses, it can be difficult and dangerous to cross at night – a lighted crosswalk sign would help. Highway Surveyor J Olson said that those lighted signs are very expensive, but there are Complete Streets grants for moving people on roads that would be more appropriate for that type of project or elevated crosswalks. Also, the state has to approve that type of change.

#### **#5**

Selectmen received for signing a Close-Out Agreement for the 2016 Community Development Block Grant, which was awarded for the design of the School Street Neighborhood Project.

**Motion to sign the Close-Out Agreement for the FY 2016 CDBG Program:** R.

Eichacker

**2<sup>nd</sup>:** D Veliz

**Vote:** 3-0 in favor

#### **#6**

Parks and Recreation Commission opened a joint meeting with the Board of Selectmen – Commission members Suzanne Ramsey and Lisa Boucher were in attendance.

Selectmen were notified that Barbara Trombley had resigned from the Parks and Recreation Commission, leaving an open seat. Letters of Interest were submitted by Joseph Kondrat and Jessie Sweeney. S Ramsey indicated that they would like the person who is appointed to have a desire to be very involved and have plenty of time to devote (250-300 hrs/year), as well as some technology skills for creating fliers and social media notices for events, etc.

J Kondrat introduced himself as a 70-year resident of Warren and historian with an interest in our parks and their history. He has ideas for events (i.e., a visit from the Viet



Nam Moving Wall) and the parks (more parking and a bandstand at Dean Park), and he has plenty of time, is willing to do labor and would run for the commission seat in May.

J Sweeney has been a resident of Warren for two years, and in that time has been volunteering for Parks and Rec events including dances, concerts, fireworks, the Haunted House and decorating the town for holidays. She is good with computers and with art, she really enjoys the work, and she also would run for the seat in May.

D Dufresne asked for the commission's recommendation – S Ramsey stated her appreciation for J Kondrat's historical knowledge and his interest, and recognized J Sweeney's past efforts with Parks' events. Because of her experience with the events and activities, as well as her computer and art abilities, J Sweeney would be their recommendation.

**Motion to appoint Jessie Sweeney to the Parks and Recreation Commission:** L Boucher

**2<sup>nd</sup>:** S Ramsey

**Vote:** 5-0 in favor (Parks and Selectmen)

#### **#7**

Town Treasurer Dawn Swistak requested that Selectmen appoint Warren resident Julie Towlson as a part-time clerk in her office, which is Grade C-2 on the Wage Scale, and pay her as a Step 3 on the scale due to her 10+ years of experience in banking and Customer Service and her Bachelor's Degree.

**Motion to appoint Julie Towlson a clerk in the Treasurer's Office, Grade C-2 at**

**Step 3:** R. Eichacker

**2<sup>nd</sup>:** D Veliz

**Vote:** 3-0 in favor

#### **#8**

Selectmen reviewed a Petty Cash policy, procedures and forms put together by the Town Administrator James Ferrera, Town Treasurer Dawn Swistak and Town Accountant Tammy Martin. J Ferrera indicated that the Police and Building departments have had their Petty Cash accounts audited and are currently the only departments with such accounts. Should Selectmen approve the policy, etc., those departments' petty cash would be taken back and re-audited, and the departments could then request petty cash according to the policy.

**Motion to accept the Petty Cash Policy, procedures, and forms:** R. Eichacker

**2<sup>nd</sup>:** D Veliz

**Vote:** 3-0 in favor

## **#9**

Selectmen reviewed a contract for Heating Oil and Ultra-Low Sulfur On-road Diesel Fuel for the Highway Department and Wastewater Treatment Plant with Sherman Oil. The contract covers the time period Feb. 1, 2023, to Feb. 1, 2024.

J Ferrera said that it's the first time Warren has used the regular bid process for these products, having formerly purchased in bulk from Sherman Oil, and Sherman Oil was the only bidder, with an offer of \$0.19 over "rack price." D Dufresne asked J Ferrera to inquire whether the town could have a similar agreement for gasoline.

**Motion to accept and sign the agreement with Sherman Oil for Heating Oil and Ultra-Low Sulfur Diesel Fuel:** R. Eichacker

**2<sup>nd</sup>:** D Veliz

**Vote:** 3-0 in favor

## **#10, #11**

Due to the absence of the Selectmen's/Town Administrator's Administrative Assistant Karen Dusty, and the fact that the applicants are not in attendance, the agenda items relating to a liquor license for Picosso on Main, and to a common victualers license for George's Pizza will be tabled.

**Motion to table agenda items #10 and #11:** R. Eichacker

**2<sup>nd</sup>:** D Veliz

**Vote:** 3-0 in favor

## **#12**

Selectmen reviewed a letter from J Ferrera to CSX Rail regarding the condition of its railroad bridge at Maple and Southbridge roads in Warren. Said conditions have deteriorated to a point that debris is falling from the structure and is a danger to pedestrians and motorists. The letter included photographs taken Jan. 16 of specific points of concern, structural and otherwise. Though the town has called CSX with the complaint and was given a complaint number, the letter requests a written reply and has been cc'd to US Representative Richard Neal and US Senators Warren and Markey.

**Motion to accept and send the letter to CSX Rail:** R. Eichacker

**2<sup>nd</sup>:** D Veliz

**Vote:** 3-0 in favor



### **#13**

J Ferrera presented an updated copy of the Employee Performance Appraisal Form for Selectmen to review. Selectmen's suggestions for updates included an N/A rating in each category, as not every rating category is applicable to every position; a final cumulative score using the category ratings; and a section for employees' opinions and comments about the review process.

### **#14, #15**

Warrants and Bills, and Minutes agenda items tabled due to absence of Administrative Assistant.

### **#16**

#### **Town Administrator's Report**

The Highway Department has the new F-550 truck with snowplow that was purchased with ARPA funds, and used it in the recent storm.

All departments have passed in their FY 2024 Budget Requests, and he and T Martin have met with department heads and discussed their requests. Finance Committee is in the process of reviewing the requests. All departments have put forth Level Services budgets, but some costs are going up, including utilities, fuel and insurance costs.

J Ferrera, along with the offices of Planning/Building, Assessors, Tax Collector, Treasurer and Accountant have seen presentations from three different software companies in an effort to link the offices' software systems. There are still questions about the costs and capabilities of the various offerings, but once those are answered, we should be ready to select one and move to the procurement process.

The keyless entry system for the Shepard Building is 90% installed – we're just waiting for a part to complete the installation on the Gymnasium door. Many of the ID badges/keys have been assigned and distributed, and Karen is working on getting the rest of the employees done.

The boards of Health and Assessors are currently trying to fill the vacancies in their offices. The Assessors will hold second interviews with their finalists next week. The Board of Health had to postpone their meeting scheduled yesterday until next week, when they hope to make a decision. A Senior Volunteer has been working a few hours per week in the Assessors' Office to answer telephones and take messages.

J Ferrera, along with R Eichacker, attended the Massachusetts Municipal Association Annual Meeting and Trade Show. A wide variety of vendors were there with their



products, state departments (DOR, Atty General, Sec of State, MassCor, Auditor, etc.) had booths, and there were seminars and presentations on topics including Financial Outlooks and Labor Law. It was a great opportunity to have face-to-face time with state departments and network with other communities. Apparently, Assessors' Office staff are in high demand, but there's a chance that another community can help us out with training once we hire someone.

Pine Ridge Technologies is working on getting the streetlights all working. Pole #55 was hit and the light will have to be replaced; Pine Ridge will bill the town, but we can try to recoup the cost from the insurance of the driver who hit the pole. Also, the former company Tanko failed to complete the conversion to LED lights on some of the poles; J Ferrera will contact Tanko for a refund for the unfinished poles. D Dufresne suggested a website link to report streetlight problems.

Finally, J Ferrera, with Selectmen's approval, will work on requested office improvements in the Shepard Building, including refinishing floors, replacing some furniture, shelving for MILO training, repair to walls, painting (Trial Court will provide painters), fixing hanging wires, and outdoor lighting and cameras.

## **#17**

### **No New Business**

## **#18**

### **Old Business**

J Kondrat inquired about the Police Department Search Committee, and whether it will be the same committee or a new one appointed when it's time to look at the trailers. The topic will need to be revisited, as RFPs for trailers is not yet out.

## **#19**

### **Correspondence**

Selectmen received a letter from J Kondrat, who is concerned that a plow driver working for the town plowed the snow right into the driveway of his wife's recently-deceased cousin. He has since spoken to Highway Surveyor Jeremy Olson about the issue, and was told the problem would be addressed.

**#20**

**Comments and Concerns**

R Eichacker will present his report on the MMA Annual Meeting at the next meeting.

Derick Veliz was not able to post the information about C Dunphy's application to the town website. Also, tonight's meeting was not listed on the calendar – perhaps there should be a standing Thursday night Selectmen's meeting posted with "agenda TBA" for each week, which can be removed when a regularly scheduled meeting will not be held.

It is difficult to use Civic Open Plus website, even for D Veliz, who is a tech wizard, though R Eichacker pointed out that the winning community websites at the MMA Annual Meeting were Civic Open Plus sites.

**Motion to adjourn:** R. Eichacker

**2<sup>nd</sup>:** D Veliz

**Vote:** 3-0 in favor

Meeting adjourned at 9:49 pm.

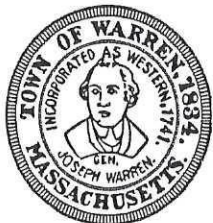
Respectfully submitted,

Kerry Schmidt

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

Derick Veliz, Clerk





# BOARD OF SELECTMEN

CHARLES E. SHEPARD MUNICIPAL BUILDING

48 High St. • P. O. Box 609 • Warren, MA 01083-0609 • Tel. 413-436-5701 • Fax 413-436-9754

January 31, 2023  
Tracey O'Neil  
PO Box 1033  
Warren, MA 01083

## NOTICE OF DECISION Nuisance Dog

Dear Tracey,

On Thursday January 26, 2023. The Board of Selectmen of the Town of Warren held a public hearing in accordance with Massachusetts General Laws, Chapter 140, Section 157, to determine whether the dog owned and/or kept by you in the Town of Warren is a nuisance dog as those terms are defined in said statute. The hearing was based on a Dog Complaint report from neighbors.

Based on the facts introduced at the public hearing including, but not limited to the testimonies and documents, the Board of Selectmen voted to declare your dog owned by you located at 841 Brimfield Rd, Lot 15, Warren Massachusetts is a nuisance dog, and based on this finding, the Board of Selectmen issued the following orders:

1. The Dog cannot be left unattended outside.
2. If the dog is barking more then 10 minutes consistently, the animal is to be brought back into the home.

Please be advised that this order constitutes an order of the Board of Selectmen issued in accordance with G.L. c140, §157 and that it may be enforced in accordance with the procedures set forth in said statute. Upon proof of a violation of these requirements, the statutes provide for immediate surrender of the dog; a requirement that you will be prohibited from owning a dog in the Commonwealth for a period of five years; a fine of not more than \$500.00 for the first offense and \$1,000.00 for the 2<sup>nd</sup> offense; imprisonment for not more that 60 days in a jail or house of corrections; or all of the above. Therefore, given the serious consequences that may follow from your failure to abide by the terms of this order your prompt attention to this matter is strongly suggested.

Sincerely,

David Dufresne, Town of Warren  
Board of Selectmen, Chair

## Town Administrator

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**From:** Town Clerk  
**Sent:** Tuesday, January 24, 2023 11:58 AM  
**To:** Town Administrator  
**Subject:** Vacancy on the Park and Rec Commission  
**Attachments:** Barbara Trombley letter.pdf

Jim,

There is currently a vacancy on the Park and Rec Commission, due to the resignation of Barbara Trombley, which became effective on November 30, 2022. I have attached a copy of her resignation letter. If someone should be appointed to the position, that appointment would expire on May 2, 2023. They would have to pull Nomination Papers if they would like to remain in the position after May 2<sup>nd</sup>. All Nomination Papers for this year's Annual Town Election will be available on February 1, 2023, in my office.

Laurie

*Laura J. Stockley*  
*Town Clerk/RAO*  
48 High Street  
PO Box 603  
Warren, MA 01083-0603  
(413) 436-5701 ext. 3



To: The Board of Commissioners  
of the Parks and Recreation  
Commission and Town Clerk

I am writing this letter to  
inform you that I am  
resigning from my position  
as a Commission member  
on this day November 30, 2022.

Barbara E Trombly

JOSEPH A. KONDRAT, JR.

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

January 12, 2023

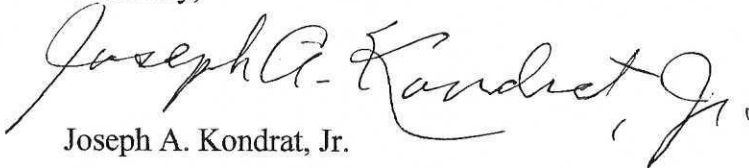
Town of Warren  
Board of Selectmen

Dear Sirs:

I have heard that sometime in the near future there may be an open spot on the Board of Parks and Recreation which can be filled until the next formal election.

I request to be considered in the event that an opening arises on the Board of Parks and Recreation. I have lived in Warren for over 70 years and have been to and used the parks for myself as a youth and with my children and grandchildren.

Sincerely,

A handwritten signature in cursive script that reads "Joseph A. Kondrat, Jr." The signature is fluid and extends across the width of the text area.

Joseph A. Kondrat, Jr.



**From:** Jessie Sweeney <[wessie333woowoo@gmail.com](mailto:wessie333woowoo@gmail.com)>

**Date:** January 12, 2023 at 5:20:35 PM EST

**To:** Suzanne Ramsey <[parksandrec@warren-ma.gov](mailto:parksandrec@warren-ma.gov)>

**Subject:** Letter of interest for filling in

To whom it concerns,

I, Jessie Sweeney, am interested in being the third Parks and Recreation Commissioner. Filling in while there is an opening for now. I've already helped out with many events since December of 2019 tree lighting. I enjoy helping the Community, and appreciate all Lisa and Sue do to.

Jessie Sweeney

[Wessie333woowoo@gmail.com](mailto:Wessie333woowoo@gmail.com)

704-614-1793



DAWN M. SWISTAK  
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: BOARD OF SELECTMEN  
FROM: DAWN SWISTAK, TREASURER  
SUBJECT: TREASURER'S CLERK - STARTING WAGE STEP INCREASE REQUEST  
DATE: JANUARY 23, 2023  
CC: JIM FERRERA, TOWN ADMINISTRATOR

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Dear Board of Selectmen,

I am kindly requesting to increase the starting wage for the vacant Treasurer's Clerk (Grade C-2) position.

My office has been without a clerk for 6 months. After an exhausting interview process - interviews with 7 candidates, having 3 candidates rescind their application (before the interview process) due to pay rate, and another 2 decline the position due to pay rate, I have a well-qualified individual, who lives in Town, has a Bachelor's Degree, and 10+ years of both cash handling and customer service experience.

I am requesting the approval to start this qualified candidate at Step-3. I feel they would be a valuable part of our team and they have the qualifications to justify the increase in step.

Thank you for your time and consideration in this matter.

Regards,

Dawn M. Swistak  
Treasurer



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

Julie Towlson  
PO Box 191  
West Brookfield, MA 01585

January 23, 2023

Dear Ms. Towlson,

In accordance with the Town of Warren Hiring Policy, this letter serves as a written offer of employment for the position of part-time Treasurer's Clerk. In this role, you will be required to perform all tasks as outlined in the job description. The starting salary to be offered is \$17.92 per hour (Grade C-2/Step 3). This rate is in accordance with the hourly wage compensation schedule set by the Town. This offer is contingent on a satisfactory CORI background check and pre-employment physical exam. Your estimated effective date of hire is January 31, 2023, and your 90-day probationary period will begin at your official start time. Your department will schedule an appointment with the Treasurer's office to complete the hiring process.

As you know, this position is currently budgeted for nineteen (19) hours per week. Tentatively, your scheduled hours will be as follows: Tuesday 11:00 AM to 4:00 PM, Wednesday and Thursday 9:00 AM to 4:00 PM. As discussed, these hours are subject to change based on operational needs of the Treasurer's Office.

You will be reporting directly to the Treasurer at the Municipal Building (48 High Street). It is understood and agreed that you will be taking July 1-16<sup>th</sup> as an unpaid vacation, and further that you are allowed up to 2 weeks of unpaid vacation time, until sufficient time has been accrued to convert to paid vacation per the Town of Warren Personnel By-Laws.

New Public employees must complete Ethics Training within 30 days of beginning public service.

If you should have any questions, please contact me at the number listed above. Please sign below, acknowledging your acceptance of this position in accordance with the above. I look forward to having you as part of our team!

Regards,

Dawn M. Swistak  
Treasurer  
Town of Warren

Accepted by: \_\_\_\_\_

Julie F. Towlson





# BOARD OF SELECTMEN MEETING

CHARLES E. SHEPARD MUNICIPAL BUILDING

DATE: 1-26-2023

Attendee: Joseph Kuchat Jr

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

Attendee: Lisa Boucher

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

Attendee: Chris Dumpy, CMPPC

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

Attendee: Brad Merkel

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

Attendee: Suzanne Ramsey

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

Attendee: Jerry Olson

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

Attendee: Tracy O'Neil

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

Attendee: Carol Sanders-Sweeney

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

Attendee: Jesse Sweeney

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

Attendee: Jim McKeon

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