

Select Board Meeting
March 30, 2023

Call Meeting to order: 6:04pm

Pledge of Allegiance

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

Report from the Cemetery Commission about the Stone Service reset and the water line repair:

1. **Discussion and possible vote on the Comins Pond Public use agreement:** Mr. Eichacker made a motion to approve the Comins Pond Public use agreement. 2nd by Mr. Veliz AIF passed unanimously.
2. **Discussion and possible vote on the budget:** Mr. Eichacker made a motion to accept the budget for the Board of Selectmen 2nd Mr. Veliz AIF Passed unanimously.
3. **Discussion and possible vote on the warrants for the Selectboard.** Make a motion to approve the budget for FY 24, Make a motion to approve the Warrants for the selectboard for the Special Town Meeting and the Annual Town Meeting.
- **Discussion of a noise complaint coming from the Senior Center air conditioning unit, submitted by John Aliengena.** Mr. Aliengena was present at the meeting and stated that during the summer the air-conditioning system at the Senior Center is so load that he can't enjoy his backyard. Mr. Dufresne stated that it will be investigated.
4. **Review and possible vote to sign a contract with Guardian Energy Management Solutions for an Energy Management System at the Warren Community Elementary School.** Mr. Ferrera reminded the Board that this is to help the Elementary School become more efficient in their heating and cooling. Mr. Eichacker made a motion to approve and sign a contract with Guardian Energy Management Solutions for an Energy Management System at the Warren Community Elementary School.
5. **Review and possible vote to sign a contract with Vadar Systems, Inc. for the implementation of financial software applications and services.** Mr. Ferrera stated that after viewing three different systems Vadar Systems makes the most sense, however, it does not work with the planning or building departments. This part of the system can be added for an extra cost. Mr. Eichacker made a motion to approve the contract with Vadar Systems, Inc. for the implementation of financial software applications and services. 2nd by Mr. Veliz AIF passed unanimously.

Announcement, the Special Town Meeting and Annual Town Meeting warrants will close at the Board of Selectmen's meeting on Thursday, April 6, 2023.

6. Warrants & Bills:

- a. Warrants: Mr. Eichacker made a motion to pay the following warrants, 2nd by Mr. Veliz AIF passed unanimously.

i. #88

Payroll

\$48,522.25

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ii. #89	Vendor	\$45,356.43
b. Bills: Mr. Eichacker made a motion to pay the following bills, 2 nd by Mr. Veliz AIF passed unanimously.		
i. CivicPlus		\$2,613.34
ii. KP Law		\$312.88
iii. Richco		\$174.70
iv. WB Mason	\$71.18+77.98=	\$149.16
v. Verizon		\$143.75
vi. National Grid		\$1,516.22
vii. Comcast		\$20.30

7. **Minutes:** Mr. Eichacker made a motion to accept the minutes from Feb 2, 9, and 16. 2nd by Mr. Veliz. AIF passed unanimously.

Town Administrator Report:

- a. Mr. Ferrera stated that the Finance Committee was ready for the meeting on Saturday to go over the budget and articles.
- b. Mr. McKeon was going to pick up the two trailers that he received funding for from an emergency management grant. One will hold the sandbags and tools for the levy the other one will be used to store other items that need to be moved from place to place.
- c. The Police received their 2nd cruiser this week and traded in two of the older cruisers.
- d. As of today, we have signed three contracts for the Accountant, Chief of Police and Lieutenant Early.
- e. The new hire Jessica Clarke started this last Monday.
- f. Mr. Ferrera stated that most of the Shepard Building projects are completed. Mr. Dufresne stated that we had the AED installed in this building, Highway building, Senior Center and the waste water treatment plant.

New Business: NONE

Old Business:

- a. Mr. Eichacker asked about the employee evaluation forms. Mr. Ferrera stated that he had to put in the information about Cyber security and it should be done by next week and will start in June.
 - b. The police feasibility study will be going out in the next week or two.
8. **Correspondence:** Letter from Maryanne Potrzuski with the Warren Housing Authority. Mr. Dufresne has spoken with her and said that everything that the resident talked about has or is in the processes of hiring a new director.
9. **Correspondence:** Budget from the QRSD
10. **Correspondence:** Mr. Nardi letter was addressed.

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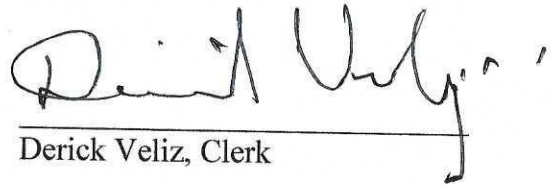
Comments and Concerns:

- a. Mr. Kondrat stated that people should know that grants are only for specific things, and they can't be used for other items that are not under the grant. Also, he wanted to say that if the police and fire couldn't get in the school to practice for active shooters, they should use the Shepard Building.

Next meeting April 1, 2023, 1 PM, with FinCom; April 4, 2023, 6:30 School Budget mtg. April 6, 2023, 6:00pm

Adjourn Mr. Eichacker made a motion to adjourn 2nd by Mr. Veliz AID adjourned.

Respectfully submitted by
Karen Dusty, Administrative Assistant


Derick Veliz, Clerk

Warren Selectmen

From: Maryanne Potrzuski <map48@verizon.net>
Sent: Sunday, March 26, 2023 12:28 PM
To: Warren Selectmen
Subject: Warren Housing Authority

March 26, 2023

Mr. David Dufresne - Chairman
Richard Eichacker - Vice Chair
Derick Veliz - Clerk

Good morning,

I just wanted to follow up after my telephone conversation with Chairman Dufresne. First, I would like to thank you for the opportunity to discuss the concerns of one of our residents at the March 23, 2023, selectman's meeting.

At the time of our conversation Mr. Dufresne, I hadn't had the opportunity to watch the video of that meeting, now that I have, I would like to share the information I have been able to acquire.

The water heater comment/concern is most definitely taken care of as soon as it is reported to our Maintenance Supervisor, David Johnson and if the water heater is defective, it is replaced immediately. Most of our water heaters are rented but there are still a few that we own. This particular tenant did have a faulty water heater over a year ago and the heater had a bad element and was replaced immediately. However, I did call the Maintenance Supervisor after our conversation to make sure there had not been any further complaints from this tenant, None have been made but we will follow up with him to double check. While it isn't my position to get involved with the day to day operations of the WHA if a tenant has concerns, I am more than happy to check into it.

The other issue this tenant mentioned was the cost for hiring a new Executive Director. Just to be clear this board of commissioners is deeply grateful to the town administrator, James Ferrara for all the help he gave us at no cost to the WHA for our last search as the consultant hired by our former chairperson had several missteps and was willing to cut his charge in half (\$5800 to \$2900) for some of his efforts and we terminated him. As we discussed the newly hired ED didn't work out and mutually agreed to resign.

Going forward in this new search we as a full board voted to hire Massachusetts National Association of Housing and Redevelopment Officials (Mass NAHRO) to conduct this next search at a cost of \$5000. The Department of Housing and Redevelopment (DHCD) who sets guidance's for all housing authorities has supported this decision. Mass Nahro will do a thorough investigation into all candidates to make sure they are qualified and work with our subcommittee to present the best candidates for our housing authority which hopefully will prevent the last problem from reoccurring.

We, the Board of Commissioners have gone through some growing pains and are working very hard to become a cohesive competent group of volunteers to do the very best we can for our Housing Authority and for all the Tenants that live here. As newly elected chair I am doing my best to follow Open Meeting Laws and conduct our meetings so we get our job done and allow self-expression from all that attend. With this new Massachusetts Supreme Court ruling (Barron V. Kolenda) I have reached out to our Legal Council to make sure I have a good understanding of this ruling and how to incorporate it into our meetings. As you and I discussed we can't make everyone happy and sometimes they just need to vent and I don't always need to have an answer for them but I will do my best to allow them to be heard.

As always I am open to any suggestions from you and your board so please reach out to me at anytime.

Respectfully submitted,

Maryanne Potrzuski
Chairperson
Warren Housing Authority
Board of Commissioner

Revenue and Expense Summary (with 3/15 cuts, E&D/SC adj.)

REVENUES:	FY2023 FINAL VERSION	FY2024 PROPOSED VERSION	FY24 v FY23 Increase
Operating:			
Warren Minimum Local Contribution	\$ 2,773,132	\$ 2,886,067	\$ 112,935
Above Minimum Contribution	\$ 523,142	\$ 1,246,462	\$ 723,320
Transportation	\$ 912,590	\$ 888,994	\$ (23,596)
TOTAL OPERATING	\$ 4,208,864	\$ 5,021,523	\$ 812,659
W. Brookfield Minimum Local Contribution	\$ 3,337,616	\$ 3,525,821	\$ 188,205
Above Minimum Contribution	\$ 351,436	\$ 878,842	\$ 527,406
Transportation	\$ 612,970	\$ 626,802	\$ 13,832
TOTAL OPERATING	\$ 4,302,022	\$ 5,031,465	\$ 729,443
TOTAL TOWN OPERATING ASSESSMENTS	\$ 8,510,886	\$ 10,052,988	\$ 1,542,102
State:			
State Aid - Chapter 70	\$ 9,257,500	\$ 10,338,129	\$ 1,080,629
State Aid - Chapter 71 Transportation Reimb	\$ 669,625	\$ 895,598	\$ 225,973
Charter Reimbursement	\$ 64,010	\$ 71,868	\$ 7,858
School Choice	\$ 908,673	\$ -	\$ (908,673)
Miscellaneous Revenue	\$ 7,000	\$ 7,000	\$ -
Total State Aid	\$ 10,906,808	\$ 11,312,595	\$ 405,787
Local:			
Investment Income (Interest)	\$ 15,000	\$ 750	\$ (14,250)
Fees (Parking)	\$ 2,500	\$ 2,600	\$ 100
Medicaid Reimbursement	\$ 80,000	\$ 82,000	\$ 2,000
Total Other Revenues	\$ 97,500	\$ 85,350	\$ (12,150)
Other Financing Sources:			
E & D Use	\$ 250,000	\$ 240,000	\$ (10,000)
TOTAL OPERATING REVENUES	\$ 19,765,194	\$ 21,690,933	\$ 1,925,739
Capital (Bond) payment - Warren	\$ 134,193	\$ 160,748	\$ 26,555
Capital (Bond) payment - W Brookfield	\$ -	\$ -	\$ -
TOTAL CAPITAL REVENUES	\$ 134,193	\$ 160,748	\$ 26,555
TOTAL REVENUE	\$ 19,899,387	\$ 21,851,681	\$ 1,952,294
EXPENDITURES:			
Operating:			
District Wide Expenses	\$ 4,180,980	\$ 7,674,182	\$ 3,493,201
Warren Community Elementary School	\$ 4,476,821	\$ 3,796,202	\$ (680,619)
West Brookfield Elementary School	\$ 3,128,843	\$ 3,110,227	\$ (18,616)
Quaboag Regional Middle/High School	\$ 7,217,786	\$ 6,309,650	\$ (908,136)
School Choice Sending Tuition	\$ 628,716	\$ 631,994	\$ 3,278
Charter School Sending Tuition	\$ 132,048	\$ 168,678	\$ 36,630

TOTAL OPERATING EXPENDITURES	\$	19,765,194	\$	21,690,933	\$	1,925,739
Debt Service:						
Principal	\$	120,391	\$	140,391	\$	20,000
Interest	\$	13,802	\$	20,357	\$	6,555
Total Debt Service	\$	134,193	\$	160,748	\$	26,555
TOTAL EXPENDITURES	\$	19,899,387	\$	21,851,681	\$	1,952,294
 Total Request Above Minimum	 \$	 874,578	 \$	 2,125,304		 143.01%
 Total Warren	 \$	 4,343,057	 \$	 5,182,271	 \$	 839,214
Total West Brookfield	 \$	 4,302,022	 \$	 5,031,465	 \$	 729,443
 % Enrollment Allocation Warren		60.68%		58.65%		651
% Enrollment Allocation West Brookfield		39.32%		41.35%		459

\$ 1,246,462.08

\$ 878,841.92

\$ 2,125,304.00

85% reimbursement used

\$970k used as expense offset

\$15k budgeted every year,
actuals not close to budget

\$ 0

E & D for FY21 was \$253,909

E & D for FY22 was \$241,306

9.81%

19.32%

16.96%

3/20/2023



BOARD OF SELECTMEN MEETING

CHARLES E. SHEPARD MUNICIPAL BUILDING

DATE: 3/30/23 6:00 mtg

Attendee:

Joseph Kaudiat Jr.

Attendee: _____

Attendee:

Adam Lavoie

Attendee: _____

Attendee:

Charles G. Basso

Attendee: _____

Attendee:

John Aliengren A

Attendee: _____

Attendee:

Jamie Lamoureux

Attendee: _____

Attendee:

G. Millette

Attendee: _____

Attendee:

Ray Kopacko

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