

Select Board Meeting

May 4, 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 6:00pm

Pledge of Allegiance

- 1) **Discussion and possible vote to appoint the following Part-time Police Officers...**
 - A. **Bradford G. Merkel** Mr. Eichacker made a motion to appoint Bradford G. Merkel as a Part-time Police Officer for 1-year Term. 2nd by Mr. Veliz AIF Passed unanimously.
 - B. **Andrew Nepal** Mr. Eichacker made a motion to appoint Andrew Nepal as a Part-time Police Officer for 1-year Term. 2nd by Mr. Veliz AIF Passed unanimously.
- 2) **Discussion and possible vote to allocate \$11,033.50 from American Rescue Plan Act funds to offset the additional costs of the School Street Improvement project.** Mr. Eichacker made a motion to support the FY21 Warren CDBG – School Street Improvement Construction Project for a total of \$22,067 using \$11,033.50 from American Rescue Plan Act as needed. 2nd by Mr. Veliz AIF Passed unanimously.
- 3) **Discussion and possible vote to allocate \$11,033.50 from Community Development Block Grant miscellaneous funds to offset the additional costs of the School Street Improvement project.** Mr. Eichacker made a motion to support the FY21 Warren CDBG – School Street Improvement Construction Project for a total of \$22,067 using \$11,033.50 from CDBG recaptured funds as needed. 2nd by Mr. Veliz AIF Passed unanimously.
 - **Updates on the Economic Development Administration Request for Proposal Process.** Mr. Ferrera stated that he was going to put out the EDA request again, because there were people interested in doing it but had questions and did not have enough time to get the bid back.
- 4) **Continued discussion and possible vote to authorize the Town Administrator to issue a Request for Proposal to conduct a feasibility study for the purpose of constructing a new public safety/municipal complex.** Mr. Ferrera stated that he wanted to add the requirement that they have 3 sites plans, whether they be Town owned property or not. In addition, he would like to have whoever won the bid give us an estimated cost. He also suggested that the Board would hold the rest of the money from ARPA to pay the match for this study. Mr. Eichacker made a motion to authorize the Town Administrator to issue a Request for Proposal with the changes discussed to conduct a feasibility study for the purpose of constructing a new public safety/municipal complex. 2nd by Mr. Veliz AIF Passed unanimously.
- 5) **Continued discussion and possible vote on the final draft for employee performance evaluations and implementation time frame.** Mr. Eichacker made a motion to approve the employee performance evaluations and implementation time. 2nd by Mr. Veliz AIF Passed unanimously.

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- 6) **Discussion and possible vote to authorize the Town Administrator to enter into a temporary cleaning service agreement with Buffone Cleaning Services for the purpose of cleaning Town Buildings.** Mr. Ferrera stated that he had a company come in and look at all the Town Buildings. This will be temporary until our custodian comes back from leave. Mr. Eichacker made a motion to authorize the Town Administrator to enter into a temporary cleaning service agreement with Buffone Cleaning Services for the purpose of cleaning the Town Buildings, 2nd by Mr. Veliz AIF Passed unanimously.

- **Announcement, Special and Annual Town Meeting will be held this coming Tuesday, May 9th starting at 6:30pm, Quaboag Regional Middle/High School auditorium.**
- **Request of the US Army Corps of Engineers to perform their annual inspection of the levee on Monday, May 15th, 2023, or request to be rescheduled to a date sometime in the fall.** Mr. Ferrera stated that he spoke to the person at the Army Corps of Engineers, and they said that if May 15 was too soon, they could do in the fall. It was the decision to have them come in the fall. That way we can get more things done and scheduled. Mr. Ferrera will reach out to them and set up a date in the Fall.

- 7) **Minutes:** Mr. Eichacker made a motion to approve the minutes from April 6, and 13, 2023. 2nd by Mr. Veliz AIF Passed unanimously.

• **Town Administrator Report:**

- Mr. Ferrera said that he has been working with FinCom and everyone to get ready for the Annual Town Meeting. FinCom will be meeting right before the Special to approve Line-Item Transfers. They are not planning to be around this summer to do transfers.
- Both Warrants are on our website, along with the results of the Town Election.
- Mr. Blake will be at the 6:00PM meeting on May 9, 2023.
- Mr. Blake suggested that we have a meeting with the new Moderator before the meeting to help him familiarize himself with the articles. Mr. Eichacker will attend the meeting.
- Mr. Ferrera stated that he had met with the Fire Chief and Police Chief to get their input on the RFP for the Safety complex.

• **New Business: None**

• **Old Business: None**

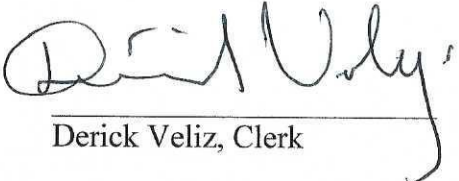
8) **Correspondence:**

- Hummingbird Porch Pot Warren Senior Center June 10th at 7:00PM put on by the Warren Cultural Council

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- **Comments and Concerns:**
 - Mr. Veliz explained that he has been working on the online applications for permits. He shared the one for electrical. This is because the new accounting software does not include building, planning, plumbing, or electrical permits.
 - Mr. Kondrat thanked everyone that came out and voted. He will still be around and involved.
 - Mrs. Soltys asked what the status of the safe in the hall. According to the Town By-Laws you cannot just give it away or sell it to an individual. You must put it up for auction. Mr. Ferrera stated that Chief Millette was going to do just that.
 - Mrs. Soltys stated that the school's annual report was late getting to the town this year. If it were not for Mrs. Dusty printing off and bringing to the senior center residents would not have gotten them. Once the school did bring them, they were missing ½ of the pages because they did not copy both sides.
- **Next meeting May 11, 2023, 5:30PM Executive; May 18, 2023, 6:00PM**
- **Adjourn** Mr. Eichacker made a motion to adjourn. 2nd by Mr. Veliz AIF Adjourned

Respectfully submitted by
Karen Dusty, Administrative Assistant


Derick Veliz, Clerk

5/4/2023

ARPA Funds (FIRST ROUND) - Office of The Town Administrator - 9/15/2022

Department	Use	Allocated	Submitted
Starting Amount		\$ 780,445.74	\$ 780,445.74
Town Clerk	Clickers	9,500.00	9,500.00
Town	Hand free	67,724.11	67,724.11
BOH	Testing Kit	42,757.60	42,757.60
Town	Essential Workers -Premium Pay	92,500.00	92,500.00
Fire Department	Radio - Infrastructure Project	350,023.83	350,023.83
BOS	Cleaning of the building for COVID	3,540.00	3,540.00
Town	Not paid by CARES	325.32	325.32
BOS	Misc. Camera, TV, Misc.	1,574.58	1,574.58
BOH	Nurses	14,015.74	14,015.74
Sewer Department	Tithe and bond for Specifications and Procurement	29,000.00	\$22,895.00
Sewer Department	Grit Screw	149,714.39	
Town Administrator	Tablets	683.17	683.17
Town	Essential Workers -Premium Pay (missed)	5,000.00	5,000.00
Town	Former Essential Workers - Premium Pay	14,087.00	14,087.00
Totals		780,445.74	618,378.48
			\$ 6,105.00 difference
			\$ 155,819.39

ARPA Funds (SECOND ROUND) - Office of The Town Administrator - 9/15/2022

Department	Use	Allocated	Submitted
2nd Allocation		\$273,289.60	\$273,289.60
Fire Department	Radio Infrastructure Project (funds to free cash)	\$122,000	
Police Department	Police Cruiser with Trade	\$44,859.35	\$44,859.35
Police Department	Police Cruiser with Trade	\$38,050.80	\$38,050.80
Fire Department	AED - Lifepak 1000	\$36,000	\$35,425.00
Highway / Cemetery / Parks	Kubota 4WD Sub-Compact Tractor	\$13,800	\$13,771.50
Fire Department	Lucas Machine	\$17,100	\$17,040.20
Shepard Building	New Shepard Building Sign	\$977.00	\$977.00
Totals		272,787.15	\$150,123.85
Balance		\$1,165.75	Balance

ARPA Funds (SECOND ROUND) - Office of The Town Administrator - 10/03/2022

Department	Use	Allocated	Submitted
2nd Allocation Continued		\$507,156.14	
Sewer Department	Grit Screw Balance	50,285.61	
Town	Essential Workers -Premium Pay (missed)	1,250.00	\$1,250.00
Senior Center	Dishwasher	20,000.00	
Highway Department	2024 Western Star Truck	144,000.00	
Highway Department	2022 F-550 Plow/Dump Truck	85,238.45	\$84,875.45
Town	Shepard Building Keyless / ID Card	14,600.00	\$12,487.00
Town Accountant	ARPA Audit	\$8,000	
Fire Department	2023 Chevy Silverado 2500HD with Snow Plow	\$56,780.04	
Highway Department	Computer Control Sytem - Salt and Sand	\$12,425.00	\$12,425.00
Fire Department	Holmatro Pentheon PCT 50 Combi Tool - Battery and Charging Equipment	\$7,987.75	
Fire Department	200 Residential Address Kits	\$2,070.00	\$2,062.76
Police Department	Police Gear - Entry Kits / Med Bags / Med Kits	\$3,802.00	\$3,358.57
Police Department	Printing of New Tickets - Tiger Press	\$875.01	\$875.01
Fire Department	Two Dell Toughbooks - Amazon	\$4,200.00	\$4,029.98
Quabog Valley Community	Senior Outreach Program	\$8,000	
BOS - School Street	School Street Improvement Project	11,033.50	
		429,947.36	\$121,363.77
		79,705.47	Balance
		\$80,871.22	Total Unallocated Balance

CDBG Misc Income FINANCIALS

DHCD Fiscal Year 4/1 - 3/31

DHCD Fiscal Year 4/1 - 3/31				Grant # or FY	Misc Income Country Bank Acct #5185			
	CK#	Town	Item		RECEIPTS	DISBURSE	Interest	BALANCE
RECAPTURE - 4/1/21-3/31/22								
Recapture to Program Income								
4/7/22	60217	Warren	4853	FY17 & FY18	\$ 125.50	\$ -		\$ 14,872.88
4/11/22						\$ 1,070.08		\$ 14,998.38
4/28/22	60339	Warren				\$ 1,236.47		\$ 13,928.50
4/30/22							\$ 2.00	\$ 12,691.83
5/10/22							\$ 0.67	\$ 12,693.83
5/12/22								\$ 12,694.50
5/16/22	60460	Warren	4870	FY17 & FY18	\$ 125.50	\$ 1,188.99		\$ 12,820.00
5/31/22							\$ 0.35	\$ 11,631.01
6/16/22				FY17 & FY18	\$ 125.50			\$ 11,631.36
6/30/22							\$ 0.48	\$ 11,756.86
7/14/22				FY17 & FY18	\$ 125.50			\$ 11,757.34
7/25/22	61005	Warren	32600			\$ 1,400.00		\$ 11,882.84
7/31/22							\$ 0.48	\$ 10,482.84
8/11/22				FY17 & FY18	\$ 125.50			\$ 10,483.32
8/31/22							\$ 0.45	\$ 10,608.82
9/22/22				FY17 & FY18	\$ 125.50			\$ 10,609.27
9/30/22							\$ 0.44	\$ 10,734.77
10/13/22				FY17 & FY18	\$ 125.50			\$ 10,735.21
10/31/22							\$ 0.46	\$ 10,860.71
11/21/22				FY17 & FY18	\$ 125.50			\$ 10,861.17
11/30/22							\$ 0.76	\$ 10,986.67
12/14/22				FY17 & FY18	\$ 125.50			\$ 10,987.43
12/31/22							\$ 0.94	\$ 11,112.93
1/11/23				FY17 & FY18	\$ 125.50			\$ 11,113.87
1/26/23		Warren		FY14	\$ 10,082.48			\$ 11,239.37
1/31/23							\$ 1.12	\$ 21,321.85
2/16/23				FY17 & FY18	\$ 125.50			\$ 21,322.97
2/28/23							\$ 1.64	\$ 21,448.47
3/9/23				FY17 & FY18	\$ 125.50			\$ 21,450.11
3/9/23								\$ 21,575.61
3/31/23					\$ 125.50	\$ 1,506.00	\$ 1.73	\$ 20,069.61
RECAPTURE - 4/1/22-3/31/23								
4/26/23						\$ 1,528.76		\$ 21,600.10
4/6/23				FY17 & FY18			\$ 1.67	\$ 21,600.10
4/30/23								\$ 21,601.77

TOWN OF WARREN
CDBG Misc Income FINANCIALS

DHCD Fiscal Year 4/1 - 3/31

Grant #					Recaptured Income		Program Income Country Bank Acct #5193			
	CK#	Town	Item	or FY			RECEIPTS	DISBURSE	Interest	Balance
RECAPTURE - 4/1/21-3/31/22					\$	753.00				
Recapture to Program Income										
4/7/22 Loan Payment - Peterson/54 Prospect	60217	Warren	4853	FY17 & FY18			\$			\$ 35,348.50
4/11/22 CMRPC - Technical Assistance	60239	Warren								\$ 35,348.50
4/28/22 PVPC - Inv #2 Historic Cemetery Work										\$ 35,348.50
4/30/22 Interest Earned April '22										\$ 35,348.50
5/10/22 Interest Earned May '22 - Cornerstone										\$ 35,348.50
5/12/22 Loan Payment - Peterson/54 Prospect										\$ 35,348.50
5/16/22 CMRPC - Technical Assistance	60460	Warren	4870	FY17 & FY18					\$ 1.06	\$ 35,348.50
5/31/22 Interest Earned May '22 - Country Bank										\$ 35,349.56
6/16/22 Loan Payment - Peterson/54 Prospect									\$ 1.45	\$ 35,349.56
6/30/22 Interest Earned June '22										\$ 35,351.01
7/14/22 Loan Payment - Peterson/54 Prospect										\$ 35,351.01
7/25/22 OSRP FY22 March - Inv #4911	61005	Warren	32660	FY17 & FY18					\$ 1.50	\$ 35,351.01
7/31/22 Interest Earned July '22										\$ 35,352.51
8/11/22 Loan Payment - Peterson/54 Prospect										\$ 35,352.51
8/31/22 Interest Earned August '22									\$ 1.51	\$ 35,354.02
9/22/22 Loan Payment - Peterson/54 Prospect										\$ 35,354.02
9/30/22 Interest Earned September '22									\$ 1.45	\$ 35,355.47
10/13/22 Loan Payment - Peterson/54 Prospect										\$ 35,355.47
10/31/22 Interest Earned October '22									\$ 1.50	\$ 35,356.97
11/21/22 Loan Payment - Peterson/54 Prospect										\$ 35,356.97
11/30/22 Interest Earned November '22									\$ 2.47	\$ 35,359.44
12/14/22 Loan Payment - Peterson/54 Prospect										\$ 35,359.44
12/31/22 Interest Earned December '22									\$ 3.00	\$ 35,362.44
1/11/23 Loan Payment - Peterson/54 Prospect		Warren		FY17 & FY18						\$ 35,362.44
1/26/23 Recapture-64 Chapel St., Warren				FY14						\$ 35,362.44
1/31/23 INT EARNED - 1/2023									\$ 3.01	\$ 35,365.45
2/16/23 Loan Payment - Peterson/54 Prospect										\$ 35,365.45
2/28/23 INT EARNED 2/2023									\$ 2.71	\$ 35,368.16
3/9/23 Loan Payment - Peterson/54 Prospect										\$ 35,368.16
3/9/23 Transfer Peterson Loan Payments to Program Income							\$ 1,506.00			\$ 36,874.16
3/31/23 INT EARNED 3/2023									\$ 3.10	\$ 36,877.26
RECAPTURE - 4/1/22-3/31/23					\$	1,506.00	\$	22.76		\$ 36,877.26
Recapture to Miscellaneous Income								\$ (1,528.76)		\$ 35,348.50
4/26/23 Recapture to Miscellaneous Income							\$			\$ 35,348.50
4/6/23 Loan Payment - Peterson/54 Prospect				FY17 & FY18			\$ 125.50			\$ 35,474.00
4/30/23 INT EARNED 4/2023									\$ 3.02	\$ 35,477.02

The Commonwealth of Massachusetts

Town of Warren

To Bradford G. Merkel

We, the Selectmen of Warren

by virtue of the authority vested in us by the laws of the Commonwealth, do hereby appoint you

Part-Time Police Officer

one (1) year term

Given at Warren this 4th day of May 20 23

Recorded _____ A.D. 20

Attest: _____

Town Clerk

Selectmen
of

Warren

The Commonwealth of Massachusetts

Town of Warren

To Andrew Nepal

We, the Selectmen of Warren

by virtue of the authority vested in us by the laws of the Commonwealth, do hereby appoint you

Part-Time Police Officer

one (1) year term

Given at Warren this 4th day of May 20 23

Recorded _____ A.D. 20

Attest: _____

Town Clerk

Selectmen
of

Warren



Cleaning Proposal

Prepared for:

James Ferrera, Town Administrator
Town of Warren
48 High St.
Warren, MA
413-436-570
TownAdministrator@Warren-MA.Gov

Submitted by:
Stephen Buffone
Buffone Cleaning Services
P.O Box 472
Charlton, MA 01507
774-230-7235

4/27/2023

Town of Warren
48 High St.
Warren, MA 01083

Dear Mr. Ferrera,

Thank you for the opportunity to provide you with a proposal for cleaning the Town of Warren Municipal Offices. Your desire to find the best-qualified contractor to partner with was most apparent in our initial meeting. I believe that you have before you a proposal that will exceed your high expectations.

At Buffone Cleaning Services, we are proud to say that we do our job well and safely. We believe in achieving excellence in all that we do. We also believe in providing our customers with professional service so they can rest assured that their building is well cared for. At Buffone Cleaning, we guarantee that through efficient administration we will not only be competitive in terms of cost, but also will most certainly be the best-qualified contractor for the task at hand.

Thank you for the opportunity to bid on your cleaning needs. If you have any questions, please do not hesitate to ask.

Sincerely,

Stephen Buffone
Buffone Cleaning Services

CLEANING SPECIFICATIONS Town of Warren

LOCATION:	Town of Warren	CONTACT:	James Ferrera
ADDRESS:	48 High St.	PHONE:	413-436-5701
	Warren, MA 01083	FAX:	
DATE:	4/27/2023	EMAIL:	TownAdministrator@Warren-MA.Gov

Shepard Building – 2X Week

Empty trash
Clean all bathrooms (toilets, sinks, mirrors, floors) & re-stock supplies
Sweep/vacuum all floors/carpets/stairwells.
Mop hard floors 1X week
Wipe down/disinfect conference room tables/desks
Spot clean windows/glass doors

Police/Fire/DPW/Senior Center 2X Week

Empty trash
Clean all bathrooms (toilets, sinks, mirrors, floors) & restock supplies
Clean kitchen areas/breakrooms
Sweep/vacuum all floors/carpets
Mop all hard floors 1X week
Spot clean windows/glass doors

TERMS AND CONDITIONS

Cleaning price: **Town of Warren Municipal Offices:**

Weekly Cleaning: \$400 per week.

4 Week Months: \$1,600/month

5 Week Months: \$2,000/month

Customer Signature: _____

Date: _____

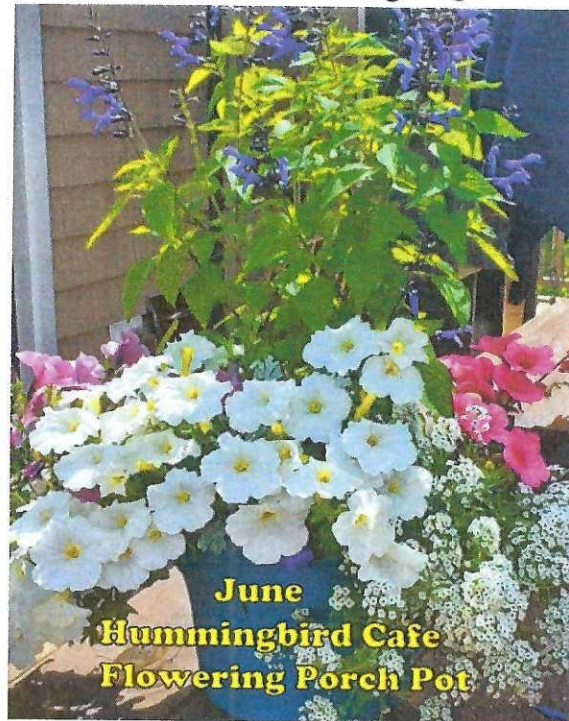
Buffone Cleaning Signature: _____

Date: _____

Payments: Due to unique situation – we can discuss payment schedule.

MAKE A HUMMINGBIRD PORCH POT!!

At the Warren Senior Center
7:00 pm on Saturday, June 10th!!



Advance registration with \$45 donation required by May 31st

for the June 10th evening class

or pick-up a DIY kit on June 10th at 7:00 pm.

All materials and instruction provided by Bemis Nursery.

Fundraiser benefits the Warren Cultural Council

Great parent/teen event or a gift for Mother's Day!!

Raffle, beverages and porch pot accessories available for cash
donations!!

Minimum of 25 participants required. For more information contact: warrenculturalcouncil@gmail.com



Board of Selectmen Meeting

Date: 5/4/23

Attendee: Joseph A. Kundra Jr.

Attendee: G. Miller

Attendee: Bob McNeil

Attendee: Ben Saltyk

Attendee: [Signature]

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