

**Select Board Meeting**  
**May 18, 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 allow Warren Cultural Council to have a one-day liquor license.** Mr. Dufresne stated that this is an event that we did most years, it is a good thing for the Cultural Council to make money. Mr. Eichacker made a motion to approve the Warren Cultural Council a one-day liquor license for June 10, 2023. 2<sup>nd</sup> by Mr. Veliz AIF Passed.
- Discussion on the Quaboag Region School Budget with members of the School Committee:** Mr. Dufresne welcomed Superintendent Ms. Binienda. Ms. Binienda stated that they received the Select Board's letter and in response she would like to read a response letter from the school's legal counsel. She proceeded to read the attached letter. Ms. Binienda brought up the fact that West Brookfield also responded to the letter. Mr. Eichacker read the attached letter from the West Brookfield Select Board. Mr. Eichacker suggested that we could have 3 meetings, one here, one in West Brookfield and one at the school. Mr. Dufresne stated that he hoped by the end of the three meetings we could have a budget that will work for the school and the taxpayers in both towns. Ms. Binienda said that she would bring this proposal for a meeting back to the School Board and let the Selectmen know.
- 2) Fire Chief Report:** The Chief had to go on a call, so the Town Administrator read the attached report.
- Discussion and possible vote to reorganize the Select Board.** Mr. Eichacker made a motion to have David Dufresne remain as the Chair; Mr. Veliz 2<sup>nd</sup> AIF voted by Mr. Eichacker and Mr. Veliz affirmative. Mr. Dufresne made a motion to have Rich Eichacker remain as the Vice-Chair, Mr. Veliz 2<sup>nd</sup> AIF Passed unanimously. Mr. Dufresne made a motion to have Derick Veliz remain as the Clerk, 2<sup>nd</sup> by Mr. Eichacker AIF Passed unanimously.
- 3) Letter of Resignation of Veterans Services Officer, Gary W. Lapine effective November 30, 2023.** Mr. Dufresne read the resignation of Gary W. Lapine as the Veterans Service Officer. Mr. Eichacker made a motion to accept the resignation of Gary W. Lapine as the Veterans Services Officer. 2<sup>nd</sup> by Mr. Veliz, AIF Passed unanimously.
- 4) Discussion of the Town's Financial Management Review conducted by the Division of Local Services, Department of Revenue.** Mr. Ferrera went over the report and some of the items we can incorporate are the following: networked drive, by-weekly payroll, Fiscal policies, and Professional development for the employees. This report is on the Town website.

Select Board Meeting  
May 18, 2023

- 5) **Review a request from Police Chief Millette to appoint Officer Christos Tsigas to part-time and possible vote.** Mr. Dufresne stated that Office Tsigas would like to go from full-time to a part-time officer for personal reasons. Mr. Dufresne asked if this was his choice and if anyone asked him to do this. Officer Tsigas stated that yes, it was his choice. Mr. Eichacker made a motion to appoint Christos Tsigas as a part-time Police Officer.
- 6) **Review and possible vote to sign a contract between the Town and Quaboag Valley Community Development Corporation for Senior Outreach services.** Mr. Ferrera stated that this was the organization that helps Senior Citizens to get medicine, groceries, etc. that the Board met with in January. Mr. Eichacker made a motion to sign the contract between the Town and Quaboag Valley Community Development Corporation for Senior Outreach and have David Dufresne sign on behalf of the board. 2<sup>nd</sup> by Mr. Veliz. AIF Passed unanimously.
- 7) **Request of the Highway Surveyor to sign the final report for State Aid Reimbursable Programs, Chapter 90 funds.** The Board of Selectmen Signed the paperwork to accept the money from Chapter 90 funds.
- 8) **Review of the Town's Americans with Disabilities Act plan, policies, and procedures.** Mr. Ferrera stated that Mrs. Karen Dusty has been the ADA Coordinator, they have the Non-Discrimination and the Grievance Policy in their binders. The ADA Coordinator appointment by the Board and need to sign by the Chairman. Mr. Dufresne signed the appointment of the ADA Coordinator.
- **Report from the Tax Collector on Deputy Collection Services.** The Tax Collector, Mrs. Kerry Schmidt, reported to the Board that in conjunction with the new financial software, the Deputy Collector will be Jeffery and Jeffery. This will be better for the residents because they can make on-line payments. Jeffery and Jeffery collect the money and give it to the Town and then we will pay their fee through the vendor warrant. This process will be much easier than what we presently have.
- 9) **Warrants and Bills:**
- a. Warrants Mr. Eichacker made a motion to pay the following Warrants, 2<sup>nd</sup> by Mr. Veliz AIF Passed unanimously.
- |      |      |         |              |
|------|------|---------|--------------|
| i.   | #98  | Payroll | \$52,508.98  |
| ii.  | #99  | Vendor  | \$152,433.04 |
| iii. | #100 | Payroll | \$59,107.68  |
| iv.  | #101 | Vendor  | \$46,591.10  |
| v.   | #102 | Payroll | \$94.29      |
| vi.  | #103 | Payroll | \$53,169.72  |
| vii. | #104 | Vendor  | \$64,743.80  |
- b. Bills Mr. Eichacker made a motion to pay the following bills, 2<sup>nd</sup> by Mr. Veliz AIF Passed unanimously.
- |    |        |         |
|----|--------|---------|
| i. | Turley | \$81.38 |
|----|--------|---------|



## Select Board Meeting May 18, 2023

ii.	Northeast IT	\$2,209.96
iii.	Mirick O'Connell	$\$1,925 + \$1,870 + \$350 = \$4,145.00$
iv.	KP Law	$\$252.00 + \$1,900.34 = \$2,152.34$
v.	360° Building & Remodeling	\$800.00
vi.	Modern Pest	\$100.00
vii.	Verizon	$\$146.63 + \$9.23 = \$155.86$
viii.	Pine Ridge Technologies Inc.	\$394.00
ix.	Karen Dusty	\$ 8.13
x.	KP Law	\$210.00
xi.	Comcast	\$143.35
xii.	National Grid	$\$5.11 + \$856.61 = \$861.72$
xiii.	Crystal Rock	\$ 9.58
xiv.	Stericycle	\$109.90
xv.	James Stockley for working Town Clerk	\$90.00
xvi.	Civic Plus	\$2,488.89
xvii.	Weston & Sampson	\$3,000.00

**10) Minutes:** Mr. Eichacker made a motion to accept the minutes for April 27, 2023, and May 4, 2023, 2<sup>nd</sup> by Mr. Veliz AIF Passed unanimously.

• **Town Administrator Report:**

- Mr. Ferrera let the board know that on May 23, 2023, the State Senate was going to be voting on important school amendments, transportation, minimum aid, Special Education funding and school funding formulas. He felt it was critically important that the Selectboard send out a letter telling our Senators that we support all the amendments. Mr. Dufresne asked him to write the letter and each of them will sign it. Mr. Eichacker stated that the State has not figured out the amount of money the schools are going to get yet.
- Mr. Ferrera stated that the results of the vote at the Special and Annual Town Meetings are on the website.
- The Public Safety Complex/Municipal Offices RFP went out on Wednesday, and we already have 5 companies that have requested the RFP. Their proposals are due back June 21, at 1:00pm.
- Mr. Ferrera will be revising the RFP for the EDA grant and will be sending it out again. Mr. Dufresne suggested that he work with Mr. Dunphy on this.
- The Finance Committee will be meeting with a couple of departments on May 24, at 6:00pm, to finish the line-item transfers.
- We received a check from EDP Renewables, which is C-2 Adam, our Solar company that we purchase energy from. This company did not get the qualifying certificate from the government, so they sent us a check with interest on the payments that we made during the time that did not have this certificate. The amount of the check is \$31,987.89 and it will go into the Town's miscellaneous funds account.

Select Board Meeting  
May 18, 2023

- **New Business: None**
- **Old Business:**

**11) Correspondence:** Memorial Day Parade

**12) Correspondence:** Maryanne Potrzuski resignation

**13) Correspondence:** Letter from West Brookfield

- **Comments and Concerns:**

- Mr. Eichacker asked Mr. Ferrera about the Grit Screw for the Sewer Treatment Plant. Mr. Ferrera said that they are waiting on just a couple more parts.
- Mr. Eichacker stated that he had heard from residents that the sound at the Annual Town Meeting was going in and out. Mr. Baker from WCAT came downstairs and addressed it, stating that due to the firewall at the school, they could not send the stream to the Shepard Building to get the best sound quality. They are working on it for the next meeting.
- Mr. Veliz stated that maybe when we vote on items we should stand because now you can vote any way and no one knows how you vote, so there is no accountability to your voting. Mr. Dufresne stated that he felt the important thing is that no one judges anyone else by how they vote. Peer pressure can be a good thing or not. We just need more residents to come out and vote. If you are not coming to vote, then you should not complain about expenditure.
- Mr. Kondrat stated that David did a great job tonight keeping his composure and keeping positive.

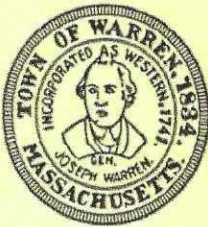
- **Next meeting May 25, 2023, 6PM Dog Hearing and 7PM School Budget meeting/regular meeting**

- **Adjourn:** Mr. Eichacker made a motion to adjourn, 2<sup>nd</sup> by Mr. Veliz AIF Adjourned 8:57PM

Respectfully submitted by  
Karen Dusty, Administrative Assistant

  
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

May 15, 2023

Quaboag Regional School District  
Quaboag Regional School Committee  
284 Old West Brookfield Road  
Warren, MA 01083

Chair Mr. Schwenker,

The Warren Board of Selectmen are committed to providing our students with a quality education. We value our school employees and the important role they play in our schools. We understand that these are challenging times, and we are committed to working with our school representatives to develop a budget that supports our schools' mission and is fiscally responsible to our taxpayers.

We would like to invite all school representatives to a series of meetings to discuss the school budget. These meetings will provide an opportunity for us to share our goals and priorities, and to hear your feedback. We believe that by working together, we can develop a budget that meets the needs of our students, our schools, and our community.

The Warren Board of Selectmen respectfully request you and your Board/Committees presence at the following meeting dates...

May 18<sup>th</sup>, 2023 @ 6PM

May 25<sup>th</sup>, 2023 @ 7PM

June 1<sup>st</sup>, 2023 @ 6PM

June 15<sup>th</sup>, 2023 @ 6PM

Planned Special Town Meeting date June 29<sup>th</sup>, 2023 @ 7PM

The meetings will be held at the Shepard Municipal Building at 48 High Street, Warren, MA. 01083. All meetings will be recorded via WCAT-12 and live streamed on Facebook and Zoom. All meetings will be open to the public.

The Warren Board of Selectmen request the following documents as part of the meetings:

1. What did the ESSER money fund? Positions and programs.
2. FY23 Financial Report
3. FY24 line-item budget with FY23 figures and percentage increase/decrease in a spreadsheet
4. Chart of accounts spreadsheet
5. Current ledger spreadsheet
6. List of all classes along with pupil count and # of teachers/aides
7. Documentation on how Massachusetts determines the Schools Operating Budget
8. Copy of all collective bargaining agreements

Respectfully,

Warren Board of Selectmen

# Dupere Law Offices, P.C.

94 North Elm Street, Suite 307  
Westfield, Massachusetts 01085  
Tel: (413) 562-3300 Fax: (413) 562-3301

Russell J. Dupere, Esq.  
Adam J. Dupere, Esq.  
Kimberly M. Roche, Esq.

May 18, 2023

Warren Select Board  
Charles E. Shepard Municipal Building  
48 High St.  
P.O. Box 609  
Warren, MA 01083-0609

Dear Warren Select Board Members,

Please be advised that I represent the Quaboag Regional School District as General Counsel. I am in receipt of your letter to my client dated May 15, 2023. My client has requested that I respond to said letter on their behalf.

I have been informed that the Committee is going to decline your request to meet with the Board on several dates in May and June for two reasons. First, the Committee plans instead on following the requirements of M.G.L. c. 71, s. 16B regarding the process to be followed after a rejected budget. Second, the Committee believes that the Board had ample opportunity to be involved and/or learn about the Committee budget prior to Town Meeting. In particular, the Committee held public meetings, to which you were invited, regarding the proposed 2024 Fiscal School Year budget to discuss the District's needs on the dates below:

December 14, 2022

January 9, 2023

February 1, 2023

February 7, 2023

February 13, 2023

February 27, 2023

February 28, 2023

March 6, 2023



March 8, 2023

March 13, 2023

Following these public meetings, the School Committee voted to approve the FY 2024 School budget on March 20, 2023. This was approved by a unanimous vote of 10-0. This School Committee-approved budget was then certified and forwarded to both member towns in accordance with M.G.L. c. 71, s. 16B.

On May 2, 2023, the Town of Warren released the Annual Town Meeting Omnibus/Articles. Superintendent Binienda had a conversation with Town Administrator Ferreira and learned that the School District's Budget was removed from the omnibus to an article in the warrant, which is contrary to the Town's longstanding practice of including the school budget in the omnibus. The Town Administrator informed Superintendent Binienda that the proposed budget from the school committee could not be supported as the article was written. Superintendent Binienda stated that a motion would be made to increase the article to which Town Administrator Ferreira responded by stating that it cannot be increased only decreased due to past practice.

In addition, neither Town Administrator Ferreira nor the Board of Selectman ever notified the School Committee that they were removing the school budget from the omnibus budget. Furthermore, Town Administrator Ferreira told Superintendent Binienda that the School Committee could have put an article on the floor for the annual meeting. However, the time frame for this opportunity had already passed. This was a clear attempt to prevent the voters from Warren from knowing and/or being able to vote on the Committee's proposed budget which would allow the District the ability to support the Warren childrens' education.

Prior to last year, the school budget has always been part of the town's omnibus budget. Last year the budget remained in the omnibus, however, the above minimum contributions were put in an article with the phrase "a sum of money."

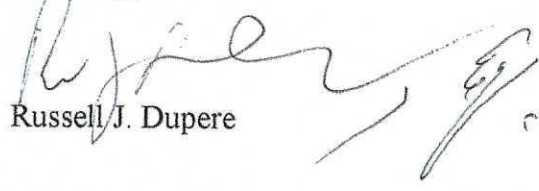
This current year, the town chose to remove the entire school budget from the omnibus and did not allow the registered voters to vote on the amount of money above minimum contributions the Committee felt were necessary to adequately support the education of the students of the town. In fact, they would only allow voters to support \$110,000 above minimum contributions which would result in roughly \$1,400,000 in budget cuts.

Registered voters of the town made two amendments during the annual town meeting which were denied by the moderator of the meeting. The first motion was to move the school district's budget back into the omnibus budget as it has been in the past. The second motion was to increase the budget to a level service budget in order to keep all of the same services today at tomorrow's cost despite it not being what the school committee felt was in the best interest of students. Both amendments were disallowed by the moderator. Ultimately, the registered voters of Warren voted not to accept the board of selectman proposed article.

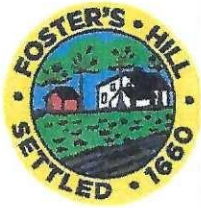
The School Committee is again extending the opportunity to all of the public, including the Warren Select Board, to attend the following meeting as they did with all indicated meetings above:

June 5 at 6:30 p.m. at the Quaboag Regional Middle-High School.

Sincerely,

  
Russell J. Dupere





Town of West Brookfield-TOWN HALL  
WEST BROOKFIELD, MASSACHUSETTS 01585  
(508) 867-1421 Telephone

West Brookfield  
Board of Selectmen  
Advisory Board



DATE: 5/18/23

Warren Board of Selectmen  
48 High Street  
P.O Box 609  
Warren, MA. 01083-0609

Chairman David P. Dufresne,

The West Brookfield Board of Selectmen and Advisory Committee received your invitation to a series of meetings to discuss the Quaboag Regional School District Budget. While we have tremendous respect for your board and recognize the need to collaborate, we do not support the process that you are utilizing to attempt to reduce the school budget as presented to the towns.

We strongly agree that the school budget, as presented, is significantly above what the towns can afford, and that ESSER funds, that everyone knew were short term in nature, should not have been used for recurring expenses. If the school committee used these funds to fund recurring expenses, then it was fiscally irresponsible, and they should not be looking for the two communities to bail them out. Both towns warned the school of the dangers of using the ESSER funds in this manner and they should not be surprised at the budget predicament with which they now find themselves. We all must live within the budgets that are adopted.

With that said, we want to maintain a professional and cordial working relationship with the Quaboag Regional School District. We believe your proposed process is going to lead to more divisiveness and not to a compromise that works for all parties.

The two towns need to work together to develop a budget that is responsible to our citizens and still provides a quality education to our children. With this in mind, we encourage a meeting between the key officials of each town and school officials to have an open discussion without acrimony. We respectfully request that we align on the strategy collaboratively to ensure a productive and mutually agreed approach.

We ask that the Town Administrators of both towns coordinate a small meeting to begin the process of finding budget numbers that all can agree upon.

Thank you,

  
Board of Selectmen Chairman

  
Advisory Board Chairwoman

OFFICE OF THE TOWN ADMINISTRATOR

## **FIRE CHIEF REPORT**

### **April 2023**

#### **FIRE CALLS:**

The Fire Department responded to 35 calls in April of 2023.

Motor Vehicle Accident.....	2
Medical Assist.....	4
Structure Fires.....	3
Investigations.....	2
Cancelled.....	3
Activated Alarms.....	4
Illegal Burn.....	4
Oil Burner Issue.....	1
Cooking Fire.....	1
Detail/Service Call.....	3
Good Intent.....	3
Brush Fires.....	5

#### **AMBULANCE:**

The ambulance responded to 51 calls in April of 2023, and 8 ALS intercepts were required.

#### **INSPECTIONS:**

The following inspections took place in April of 2023:

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

#### **ACTIVITIES/MEETINGS:**

In April, Warren Fire personnel held a joint training with Warren EMS and trained on stretcher and stair chair operations, back boarding and cervical collars and basic ambulance equipment.

#### **BUDGET:**

I continue to watch the FY23 budget closely as the fiscal year draws to a close. I anticipate a need for a small line item transfer to the overtime account to cover the remainder of the fiscal year due to vacations and several calls that have required fulltime staff being held over their normal hours.

Respectfully,  
Adam Lavoie  
Fire Chief





**TOWN OF WARREN**  
**VETERANS' SERVICE DEPARTMENT**  
P.O. BOX 633  
WARREN, MASSACHUSETTS 01083

Mr. James J. Ferrera  
Town Administrator  
Town of Warren, MA  
48 High Street  
Warren, MA 01083-0609

15 May 2023

**SUBJECT: LETTER OF RESIGNATION**

Dear sir:

Due to increasing age and a growing number of commitments at home, I am hereby submitting my letter of resignation from my duties as the Veterans Services Officer for the Town of Warren.

The effective date will be the 31<sup>st</sup> of November 2023 with my primary reason being that it would provide you and the town a significant time to locate, train and certify a replacement.

While I am aware that the position must be published for bids, I do have an individual candidate for recommendation. His name is Roger Joyce, and he recently retired from active duty with the US Army at the rank of Command Sergeant Major. He resides in Warren and I can personally vouch for him.

I wish to thank everyone in the municipal offices for their friendship and kindness in cooperating with Veterans Services.

Again my gratefulness to the Town for their assistance when needed.

Yours truly,

Gary W. Lapine  
Veterans Services Officer  
Town of Warren, MA

May 16, 2023

Board of Selectman

Town of Warren, Ma. 01083

Good morning,

I am writing to you today to give you my official letter of resignation as the Warren Housing Authority Tenant Board Member. As you know I have been elected to the 5-year seat by write in votes and have decided to accept that seat as an elected board member to the Warren Housing Authority and resign my seat as an appointed tenant board member.

At this time, I would like to thank the board of selectman for appointing me to the tenant board seat of the Warren Housing Authority and I look forward to continuing working with the Warren Housing Authority as the now elected board member in collaboration with the tenants here at Winthrop Terrace for the next 5-years.

Respectfully submitted,

A handwritten signature in cursive script, reading "Maryanne Potrzuski".

Maryanne Potrzuski, Chairperson

Warren Housing Authority

Board of Commissioners





1 Mercantile Street – Suite 520  
Worcester, MA 01608  
P: 508.756.7717 F: 508.792.6818  
[www.cmrpc.org](http://www.cmrpc.org)

May 9, 2023

Melissa Cryan  
Division of Conservation Services  
Executive Office of Energy and Environmental Affairs  
100 Cambridge St., Ste. 900  
Boston, MA 02114

RE: Town of Warren 2022 Open Space and Recreation Plan

Dear Ms. Cryan;

The Central Massachusetts Regional Planning Commission (CMRPC) is writing this letter in support of the Town of Warren and its recently completed 2022 Open Space & Recreation Plan. The Town and its Open Space and Recreation Committee (Committee) are to be commended for their hard work putting this Plan together.

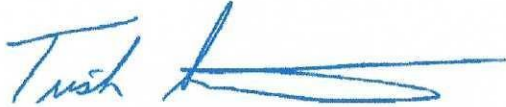
The Committee and its consultant, the CMRPC, have done a thorough job and the final document appears compliant with the standards for such plans as promulgated by your office. This plan highlights how Warren has maintained a balance between conservation and development. This plan also recognizes the need for continued protection of open space and enhanced recreation opportunities. In particular, the plan notes increased public interest and potential future associated with enjoyment and use of the Quaboag River, and Lucy Stone Park which abuts the river. The plan also cites municipal action to create a safe and comfortable environment for walkers, runners, and bikers.

Warren's Open Space and Recreation Plan will provide the Town with the specific guidance and action steps needed to accomplish its goals and objectives. These goals and objectives, which have been informed by significant community input, are clearly laid out in this plan. This plan also recognizes the need to develop partnerships, utilize available funding resources and improve collaboration to make its goals and objectives a reality.

Many of these partnerships are currently being pursued by the Conservation Commission and Planning Board. The Town of Warren will be well-served by having a State-approved Open Space and Recreation Plan to plan for its recreation facilities and programs, as well as to preserve and protect its valuable open spaces and natural resources. While these plans are helpful in providing Warren with a comprehensive analysis of the larger region, this OSRP will significantly help the Town due to the amount of local knowledge that it includes.

Please consider this letter to be a demonstration of CMRPC's support for the Plan and the process used to develop it. We find Warren's Plan to be fully consistent with the goals and objectives outlined in the Town's recent comprehensive planning projects, CMRPC's Regional Open Space and Recreation Plan, our 2020 Growth Strategy for Central Massachusetts (2000), Warren's Municipal Vulnerability Preparedness (MVP) Plan, CMRPC's current regional planning efforts (Imagine 2050), and the Massachusetts Statewide Comprehensive Outdoor Recreation Plan.

Sincerely,



Trish Settles, AICP  
Deputy Director, Regional Collaboration and Community Planning

Cc: Warren Open Space and Recreation Committee  
Warren Planning Board  
Warren Board of Selectmen

cc. Warren Town Administrator  
File





# 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

## ADA Coordinator

Board of Selectmen  
Town Offices  
P.O. Box 609  
Warren, MA 01083

### ***Designation of Warren ADA Coordinator***

In my capacity as Chairperson of the Board of Selectmen for the town of Warren, Massachusetts, I hereby appoint and designate Karen Dusty, Assistant to the Warren Board of Selectmen as the Town's Americans with Disabilities Act (ADA) Coordinator.

  
\_\_\_\_\_  
David P. Dufresne  
Chairman, Board of Selectmen

5-18-2023  
Date

## CONTACT INFORMATION

ADA Coordinator: Karen Dusty, Assistant to the Board of Selectmen

Address: Shepard Municipal Building  
48 High Street  
P.O. Box 609  
Warren, MA 01083

Phone: (413) 436-5701 Ext. 106

Email: [selectmen@warren-ma.gov](mailto:selectmen@warren-ma.gov)



# 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

### Non-Discrimination

The Town of Warren does not discriminate on the basis of disability. Program applicants, participants, members of the general public, employees, job applicants, and others who are entitled to have access to all programs, activities, and services will not be discriminated against on the basis of disability.

Copies of this notice as well as all other policies and procedures are available, upon request, in the standard or alternative print formats to include large print, audio tape, Braille, and computer disk. The town's grievance procedures, self-evaluation, transition plan and ADA policies, practices, and procedures, are readily available, upon request.

The Town of Warren has designated the following person to coordinate its efforts to comply with the ADA. Inquires, requests, and complaints should be directed to:

#### CONTACT INFORMATION

ADA Coordinator: Karen Dusty, Assistant to the Board of Selectmen

Address: Shepard Municipal Building  
48 High Street  
P.O. Box 609  
Warren, MA 01083

Phone: (413) 436-5701 Ext. 106

Email: [selectmen@warren-ma.gov](mailto:selectmen@warren-ma.gov)





# TOWN ADMINISTRATOR

CHARLES E. SHEPARD MUNICIPAL BUILDING

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

## TOWN OF WARREN GRIEVANCE POLICY For the General Public EQUAL ACCESS TO FACILITIES AND ACTIVITIES

Maximum opportunity will be made available to receive citizen comments, complaints, and/or to resolve grievances or inquiries.

### STEP 1:

The Town Administrator will be available to meet with citizens and employees during business hours. When a complaint, grievance, request for program policy interpretation or clarification is received either in writing or through a meeting or telephone call, every effort will be made to create a record regarding the name, address, and telephone number of the person making the complaint, grievance, program policy interpretation or clarification. If the person desires to remain anonymous, he or she may.

A complaint, grievance, request for program policy interpretation or clarification will be responded to within ten working days (if the person making the complaint is identified) in a format that is sensitive to the needs of the recipient, (i.e., verbally, enlarged type face, etc.).

Copies of the complaint, grievance, request for program policy interpretation or clarification and response will be forwarded to the appropriate town agency (i.e., park commission, conservation commission). If the grievance is not resolved at this level, it will be progressed to the next level.

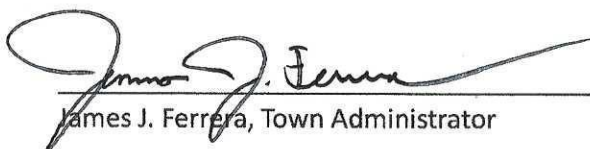
### STEP 2:

A written grievance will be submitted to the Town Administrator. Assistance in writing the grievance will be available to all individuals. All written grievances will be responded to within ten working days by the Town Administrator in a format that is sensitive to the needs of the recipient, (i.e., verbally, enlarged type face, etc.). If the grievance is not resolved at this level, it will be progressed to the next level.

### STEP 3:

If the grievance is not satisfactorily resolved, citizens will be informed of the opportunity to meet and speak with the Board of Selectmen, with whom local authority for final grievance resolution lies.

Adopted this 18th day of May 2023.

  
James J. Ferrera, Town Administrator



# 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

May 18, 2023

Melissa Cryan  
Division of Conservation Services  
Executive Office of Energy and Environmental Affairs  
100 Cambridge St., Ste. 900  
Boston, MA 02114

RE: Town of Warren 2022 Open Space and Recreation Plan

Dear Ms. Cryan;

On behalf of the Warren Board of Selectmen, we are pleased to offer this letter of support for the development of the Town of Warren's FY2022 Open Space and Recreation Plan (OSRP), as developed by our OSRP committee, and with assistance from the Central Massachusetts Regional Planning Commission (CMRPC).

The plan's development occurred through public meetings, distribution of community-wide surveys, meetings with our local boards and commissions, a public forum, and through other recent planning documents having been prepared by our community. As such, we feel the submitted OSRP accurately reflects community goals and objectives.

Noted within the plan is our intention to make better use of available resources to both preserve our open and recreation areas, as well as make the needed improvements to areas identified with shortcomings. Our local boards and committees will benefit by having this document as a valuable resource towards preservation, improvements, and possible acquisition.

We thank you for considering this Plan and supporting our open space and recreation efforts.

Sincerely,

David Dufresne, Chair  
Warren Board of Selectmen



## Town of Warren

### Planning Board

48 High Street

P.O. Box 609

Warren, MA 01083

May 9, 2023

Melissa Cryan  
Division of Conservation Services  
Executive Office of Energy and Environmental Affairs  
100 Cambridge St., Ste. 900  
Boston, MA 02114

RE: Town of Warren 2022 Open Space and Recreation Plan

Dear Ms. Cryan;

On behalf of the Warren Planning Board, we are pleased to offer this letter of support for the development of the Town of Warren's 2022 Open Space and Recreation Plan, as prepared by our Open Space and Recreation Committee with assistance from the Central Massachusetts Regional Planning Commission (CMRPC).

Our Open Space and Recreation Committee and staff have been working over the past year on developing the town's updated Open Space and Recreation Plan. Through public meetings, distributing community-wide surveys, meeting with other boards and commissions; and holding a public forum, participation has been widespread in creating this working document. Overall, the Open Space and Recreation Committee has done a commendable job on the development of this Plan.

Our land use boards, in particular the Conservation Commission, Parks and Recreation Commission, Open Space and Recreation Committee, all benefit from having this document as a resource when considering future acquisitions for passive and active recreation.

We thank you for considering this Plan and supporting our open space and recreation efforts.

Sincerely,

Derick R. Veliz, Chair  
Warren Planning Board





# Board of Selectmen Meeting

Date: 5/18/23

Attendee:

Joseph Kondrat Jr.

Attendee:

Attendee:

Tracey Mays

Attendee:

Attendee:

Adam Laroc

Attendee:

Attendee:

Chris Tsigas-WPD

Attendee:

Attendee:

Dan Thibodeau

Attendee:

Attendee:

Kerry Schmitt

Attendee:

Attendee:

Attendee:

Attendee:

Attendee:

Attendee:

Attendee:

Attendee:

Attendee:

Attendee:

Attendee:

Attendee:

Attendee: