

## Select Board Meeting

June 1, 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:**

- **School Budget meeting:** Mr. Dufresne stated that we still do not have any of the documentation that we asked for back in March. Mr. Eichacker did research on the schools and towns that have the same demographics as Warren and none of those schools are asking for an Above Minimum amount. Mr. Dufresne stated that people are getting confused about why we are fighting with the School District. We just want to know where they are spending the money and why they are asking for so much more. We need to be fiscally responsible, not only to the school but also to the taxpayers in our Town. "Mr. Schwenker, please come to our meeting, let us sit down and talk about this like adults." We will not be going to their meeting on Monday, June 5, because we do not have any documentation on what they are asking for so we would be unprepared to ask any questions or discuss the budget. Mr. Kondrat stated the if we give them above minimum, he will have to use ½ of his social security to pay the taxes on his house and he cannot afford that. Mr. Kopacko wanted to go on record stating a couple of facts: At the first special budget meeting, the school was asked to provide a copy of the draft budget. At that 2<sup>nd</sup> meeting, they were asked again for the draft budget. The school committee needs to answer these questions. Mr. Dufresne stated that we are still in a holding pattern with the school budget.
1. **Review and possible vote on the following line-item transfer requests from the following departments...** Mr. Eichacker made a motion to approve the line-item transfer requests from the following departments: 2<sup>nd</sup> by Mr. Veliz, AIF Passed unanimously.
    - A) **Board of Selectmen - \$26,590.00**
    - B) **Board of Assessors - \$1,015.00**
    - C) **Treasurer's Office - \$1,200.00**
    - D) **Fire Department - \$2,000.00**
  2. **Discussion and possible vote on appointing Charlie T. Williams for one (1) year as a full-time police officer.** Mr. Eichacker made a motion to appoint Charlie T. Williams as a full-time police officer for the term of one (1) year. Mr. Veliz 2<sup>nd</sup> AIF Passed unanimously.
  3. **Discussion of storing retired engine five from the Fire Department at Quaboag Regional Middle High School for educational purposes.** Chief Lavoie stated that fire engine number five is out of service, but it could be beneficial in training the students in the Firefighting course up at Quaboag. The Select Board thought it was a great idea and we are all for it.
  4. **Communication from Lieutenant Governor Kimberley Driscoll:** Please see the communication attached to these minutes.

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- Getting the cloud up and running so that each department can have a folder so that all department personnel can see what is in the folder. This was one of the recommendations from the state audit.
- 9. **Correspondence:** Comcast letter to Mr. Ferrera Comcast is changing WCAT 12 to WCAT 6 starting August 3<sup>rd</sup>.
- 10. **Correspondence:** The letter from Maryanne Potrzuski about the vacancy on the Housing Authority is in this report.
- **Comments and Concerns:**
  - Congratulations to Anne Gobi on the appointment as the first director of rural affairs.
- **Next meeting June 15, 2023, 6:00PM**
- **Adjourn** Mr. Eichacker made a motion to adjourn 2<sup>nd</sup> by Mr. Veliz AIF adjourn 8:15pm

Respectfully submitted by  
Karen Dusty, Administrative Assistant

  
Derick Veliz, Clerk



# TOWN OF WARREN, MASSACHUSETTS

## POLICE DEPARTMENT

1 MILTON O. FOUNTAIN WAY, P.O. BOX 606, WARREN, MASSACHUSETTS 01083  
TELEPHONE: 413-436-9595 FAX: 413-436-7674

GERALD N. MILLETTE  
CHIEF OF POLICE

Date: May 30, 2023  
To: Charlie Williams and Town Administrator Jim Ferrera  
From: Chief Gerald Millette  
Re: Full Time appointment

Dear Charlie Williams,

This letter confirms our offer for the open Full Time Police Officer position. Your appointment is contingent on the following: approval by the Board of Selectmen, passing medical and mental exams, completing all trainings and all academy requirements per the MPTC.

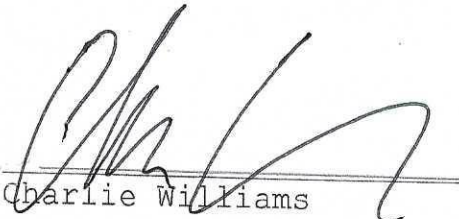
According to the Union wage classification, your salary level is Step 1 \$26.73 going to \$27.26 on July 1st. Your appointment date in front of the Board of Selectmen is scheduled for June 1st, 2023, at 6:00pm. Your one-year probationary period will start at that time.

New public employees must complete Ethics training within 30 days of beginning public service. This information will be provided to you and can be completed online.

If you should have any questions, please contact the Personnel Office at (413) 436-5701. Please sign below, acknowledging your acceptance of this position in accordance with the above.

Sincerely,

Chief Gerald N. Millette  
Warren Police Department

  
Charlie Williams





# 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 31, 2023

Executive Office of Housing and Livable Communities  
100 Cambridge Street – Suite 300  
Boston, MA 02114

RE: Massachusetts One Stop, Rural and Small-Town Development Fund  
Otis Street Improvement Project

To whom it may concern,

The Town of Warren has made remarkable progress towards comprehensive public works improvements in one of our oldest sections in town, the School Street Neighborhood. The neighborhood is approximately 55 acres with eight streets that are largely enveloped by the Quaboag River to the east and south. The streets include Quaboag Street, School Street, Prospect Street, Lombard Street, Richardson Street, Moore Avenue, Hillside Avenue and Otis Street. Our downtown, where there are shops and services, is located on the other side of the river, and the regional High School abuts the neighborhood just to the north. The area is also located within Warren's Census Designated Place, census tract 7611, and within an Environmental Justice zone.

Comprehensive infrastructure improvements to this neighborhood were envisioned approximately 12 years ago through our Community Development Advisory Committee (CDAC). Their continuing mission is to meet as an appointed body, assist with the development and management of community development activities, and make recommendations which are in the best interest of the community. Most of the CDAC's efforts have been directed to the oversight of the Warren's Community Development Block Grant Program (CDBG), which included the CDBG-funded School Street Neighborhood Planning Project. The study provided a comprehensive public works condition report (potable water, sewer, drainage, street and sidewalk surfaces, handicapped accessibility, etc.). The report confirmed the neighborhood had some of the town's oldest infrastructure that is inefficient, outdated and in some cases not in compliance with current standards. The plan also provided a phased approach for improvements utilizing grants and other local resources including CDBG, Mass Works, Chapter 90 funds, and in-kind services. Engineering design work was launched in 2016, which led to the \$1.3 million Quaboag Street Improvement Project completed in 2018 using CDBG and Mass Works funding. Moore Avenue and Lombard Street were recently completed with CDBG funds along with a significant local Chapter 90 contribution.

Warren was recently awarded CDBG funds for School Street improvements, and the One Stop program has provided a FY23 grant to Warren to make improvements to Prospect Street and Richardson Street, again combined with a significant local Chapter 90 contribution. So, the end of neighborhood improvements is in sight. We are now seeking funds through this application to provide for comprehensive infrastructure improvements to Otis Street, which is a short 400 foot and yet



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critically important connecting street within the middle of the neighborhood. A replacement water main, improved storm water drainage, and road and sidewalk improvements are being sought. These needed improvements will provide benefit to the entire neighborhood.

Without assistance through grants such as this, upgrades throughout this area would not be possible within a reasonable amount of time. Furthermore, constant piecemeal approaches with our limited local resources would create a perpetual state of construction negatively impacting residents of the area, many who are seniors and of low and moderate income.

This application has been approved by the Board of Selectmen at its meeting on Thursday, June 1, 2023. On behalf of Warren and its residents, we thank you for your consideration of this application and look forward to moving forward with the well thought out and coordinated work in this neighborhood. Please give this office a call if any other information is needed.

Sincerely,

David P. Dufresne, Chairman  
Warren Board of Selectmen

cc. James J. Ferrera, Warren Town Administrator  
Christopher J. Dunphy, Central Massachusetts Regional Planning Commission





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June 1, 2023

Executive Office of Housing and Livable Communities  
100 Cambridge Street – Suite 300  
Boston, MA 02114

RE: Massachusetts One Stop, Community Planning Grant  
Master Plan Update

To whom it may concern,

I would like to express my enthusiastic support for the Town of Warren's Master Plan Update. The Town is eager to update its Master Plan to reflect contemporary conditions and the many initiatives that have taken place since the plan was last updated in 2006.

Warren's identity is closely tied to its history as a center of manufacturing and its location at the crossroads of Central and Western Massachusetts. Although most of the industries that built the town are gone, Warren retains many economic strengths. From connectivity (the Mass. Turnpike and CSX freight lines traverse the town) to an Economic Target Area covering two historic mills, Warren possesses abundant assets it can leverage to foster growth and restore its economic base. Much planning for development has occurred since the Town last updated its Master Plan. The essential next step is synthesizing these many plans and initiatives into a comprehensive plan that reflects current needs and sentiments.

Robust community engagement would be central to the planning process. We intend to engage the public for the duration of the effort, drawing on surveys, workshops, and local expertise to create a master plan that is community-driven and highly actionable. A Master Plan Steering Committee will guide the effort to ensure that the planning process is as inclusive as possible and that the plan captures the town's diverse perspectives.

This application has been approved by the Board of Selectmen at its meeting on Thursday, June 1, 2023. As we are committed to this process, the Board of Selectmen voted unanimously at its June 1 meeting, to commit a match in the amount of \$10,001, an amount more than 10%, to secure additional bonus points as part of this competitive application. On behalf of Warren and its residents, we thank you for your consideration of this application. Without assistance through grants such as this, an update of the Master Plan would not be possible in the foreseeable future. Please give this office a call if any other information is needed.

Sincerely,

David P. Dufresne, Chairman  
Warren Board of Selectmen



May 31, 2023

BY ELECTRONIC EMAIL – townadministrator@warren-ma.gov

James Ferrera  
Town Administrator  
Town of Warren  
Shepard's Building  
48 High Street  
Warren, MA 01083

Re: Channel Lineup Changes

Dear Mr. Ferrera:

We are committed to keeping you and our customers informed about changes to Xfinity TV services. As part of that commitment, we want to inform you of the changes to the Xfinity channel lineup in Warren, MA.

Effective August 3, 2023, the following channel changes will occur:

Public, Educational & Government (PEG) Access Channel Changes

PEG Channel 12 will move to PEG Channel 6

The simulcast of PEG Channel 12 will move from Channel 1084 to Channel 1070

Channel 15 will move to PEG Channel 8

The Simulcast of PEG Channel 15 will move from 1090 to Channel 1071

Customers are being notified of all programming changes by means of bill statement messages.

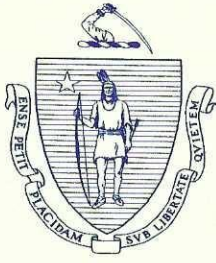
Please feel free to contact me at 413-205-8403 or [eileen\\_leahy@comcast.com](mailto:eileen_leahy@comcast.com) should you have any questions.

Thank you.

Very truly yours,

Eileen B. Leahy  
Senior Manager of Government and Regulatory Affairs





OFFICE OF THE GOVERNOR  
COMMONWEALTH OF MASSACHUSETTS  
STATE HOUSE • BOSTON, MA 02133  
(617) 725-4000

MAURA T. HEALEY  
GOVERNOR

KIMBERLEY DRISCOLL  
LIEUTENANT GOVERNOR

May 17, 2023

James Ferrera, Town Administrator  
48 High Street  
Warren, MA 01083

Dear Interim Town Administrator Ferrera:

I am writing to congratulate you and your colleagues in Warren on having completed your first Community Compact Best Practices grant. Both Governor Healey and I hope to bolster local government practices and foster strong partnerships with our municipalities through the Community Compact program.

Your participation in this program, in particular your work to regionalize and to have a Financial Management Review undertaken by the Department of Revenue's (DOR) Division of Local Services (DLS), is commendable and will provide key short and long term benefits to the Town of Warren.

Our Community Compacts program aims to enhance our shared commitment to provide better government for our residents, primarily focused on delivering more efficient, professional, and responsive services. Governor Healey and I appreciate Warren participating in the Community Compact initiative!

Sincerely,

A handwritten signature in blue ink that reads "Kimberley Driscoll".

Kimberley Driscoll  
Lieutenant Governor

cc: Sean Cronin, Senior Deputy Commissioner of Local Services  
Juan Gallego, Assistant Deputy Chief of Staff to the Lieutenant Governor





# Board of Selectmen Meeting

Date: 6/1/23

Attendee:	<u>Joseph Kunkat Jr.</u>	Attendee:	_____
Attendee:	<u>Adam Lave</u>	Attendee:	_____
Attendee:	<u>Raymond Kepachko</u>	Attendee:	_____
Attendee:	<u>Chris Butler</u>	Attendee:	_____
Attendee:	<u>Dawn Swister</u>	Attendee:	_____
Attendee:	_____	Attendee:	_____
Attendee:	_____	Attendee:	_____
Attendee:	_____	Attendee:	_____
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