

**Select Board Meeting  
Aug. 3, 2023, 6:00pm**

**In attendance:** David Dufresne, Chair; Rich Eichacker, Vice-Chair; James Ferrera, Town Administrator; Karen Dusty, Administrative Assistant; Derick Veliz, Clerk not in attendance.

**Open Meeting:** 6:00PM

**Pledge of Allegiance:**

- **Discussion with Quaboag Regional School District Superintendent Stephen Duff on updates from the district:** Superintendent Duff could not make it, so he sent an email to Mr. Ferrera which Mr. Ferrera read. Superintendent Duff stated in the email that he would like to come and do an update on what is going on in the district each month. The work at the elementary school is going well. They have found all of the turnoff valves and if they do not have to bleed them, the work will be finished before school opens. If they do, the school will not be able to use the classrooms that the contractor needs to work in.
  - **Cemetery Commission wanting to inform the board about a Founder's Tour and adoption of a grave. Barbara Larkin from the Library to talk about how they can get involved:** Mrs. Baxter explained that she would like to do the Founder's Tour on May 2, 2024. She would also like to see if the school children could adopt a grave where they would find out about the history of that person. Mrs. Larkin stated that the Library would like to be a part of the Founder's Tour by having a contest for the children in town to teach them more about the Town's history and founders. The library would present a prize for the winner.
- 1) **Discussion, possible vote, and signing on the reimbursement of Chapter 90 funds:** Mr. Eichacker made a motion to accept the reimbursement of Chapter 90 funds, 2<sup>nd</sup> by Mr. Dufresne, all in favor passed unanimously.
  - 2) **Acknowledgement of the resignation of Board of Health member, Charlene Farris and to open the process for Town residents to submit a letter of interest to serve on the Board of Health until the next municipal election:** Mr. Eichacker made a motion to accept the resignation of Charlene Farris from the Board of Health and open the process for Town residents to submit a letter of interest to serve on the Board of Health until the next municipal election, 2<sup>nd</sup> by Mr. Dufresne, all in favor passed unanimously.
  - **Discussion with Rebecca Acerra and Rich Demetrius about resigning and possible acceptance:** Mr. Demetrius read his letters of resignation for the Community Emergency Response Team, the Conservation Commission, and his and Rebecca Acerra's letter of resignation from the Veterans Council. Make a motion to accept the resignation of Rebecca Acerra from the Veterans Council and Rich Demetrius from the Community Emergency Response Team, Conservation Commission, and Veterans Council. 2<sup>nd</sup> by Mr. Dufresne all in favor passed unanimously.
  - 3) **Review a request from the Emergency Management Director to use \$3,015.00 of American Rescue Plan Act (ARPA) for the purpose of replacing the batteries for the**

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**digital sign board that is used to display Town messages to the public.** The Select Board was in favor of using the American Rescue Plan Act funds for the replacement of the batteries and the work that has been done. This will give us \$24,597.93 left in the ARPA. Mr. Eichacker made a motion to use American Rescue Plan Act funds the amount of \$3,015.00 for the purpose of replacing the batteries of the digital sign board and to take care of the current bill for work done 2<sup>nd</sup> by Mr. Dufresne all in favor passed unanimously.

- 4) **Discussion and possible vote to accept a state matching grant from the Department of Conservation & Recreation for the Fiscal Year 2022 volunteer fire assistance program that has a \$2,450.00 Town match.** Chief Lavoie stated that this was the grant the Select Board approved a while ago and will be used to purchase new brush fire helmets for the fire department. Mr. Eichacker made a motion to accept the matching grant from the Department of Conservations & Recreation for the Fiscal Year 2022 volunteer fire assistance program where we match of \$2,450.00, 2<sup>nd</sup> by Mr. Dufresne all in favor passed unanimously.
- 5) **Discussion, possible vote and signing of the acceptance of the Ambulance Abatements for the 3<sup>rd</sup> and 4<sup>th</sup> quarters of FY 23:** Mr. Eichacker made a motion to accept the Ambulance Abatements for the 3<sup>rd</sup> and 4<sup>th</sup> Quarters of FY23, 2<sup>nd</sup> by Mr. Dufresne all in favor passed unanimously.
- 6) **Discussion and review of written quotes for proposed building improvements at the Senior Center:** This was moved to the next meeting due to the fact that Mr. Ferrera did not have the 3<sup>rd</sup> bid back yet.
- 7) **Discussion on full page meeting notice:** After looking at the examples, they like the one with the block at the top with the board's name in it. The Select Board wanted to add a line that said, "This meeting will be conducted in person and remotely using video conferencing technology and the line Zoom link meeting information". A final review will be done at the next meeting.
- 8) **Warrants and Bills**
  - a. Warrants
    - i. FY 23 Mr. Eichacker made a motion to pay the following warrants for FY 23, 2<sup>nd</sup> by Mr. Dufresne all in favor passed unanimously.

1. #121	Payroll	\$ 20.00
2. #122	Vendor	\$ 46,975.98
3. #123	Vendor	\$422,633.56
    - ii. FY24 Mr. Eichacker made a motion to pay the following warrants for FY 24, 2<sup>nd</sup> by Mr. Dufresne all in favor passed unanimously.

1. Payroll	#3	\$ 56,882.21
2. Payroll	#4	\$ 50,778.41
3. Payroll	#5	\$ 879.20
4. Payroll	#6	\$ 51,921.32
5. Vendor	#4	\$195,152.18
6. Vendor	#5	\$ 85,689.99
7. Vendor	#6	\$113,752.37



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8. Vendor #7 \$ 75,064.64

**b. Bills**

- i. FY23 Mr. Eichacker made a motion to pay the following bills for FY 23, 2<sup>nd</sup> by Mr. Dufresne, all in favor passed unanimously.
  1. National Grid \$ 108.99
  2. Turley Publications \$ 52.00
- ii. FY24 Mr. Eichacker made a motion to pay the following bills for FY 24, 2<sup>nd</sup> by Mr. Dufresne all in favor passed unanimously.
  1. MMA \$728.00+\$225.00=\$ 953.00
  2. WB Mason \$20.98+\$245.96=\$ 266.94
  3. Northeast IT \$ 3,354.00
  4. Power Products System \$375.00+\$294.52=\$ 669.52
  5. True Value \$ 30.95
  6. Toomey Water Service \$ 150.00
  7. National Grid \$ 165.79
  8. Verizon \$17.85+\$146.50=\$ 164.35
  9. Buffone Cleaning Service \$ 1,350.00
  10. Amazon \$ 230.85
  11. Kelco Products \$78.00+\$56.00=\$ 134.00
  12. Marlin Leasing \$ 1,107.23
  13. Paul Shepardson Electric \$ 1,300.00
  14. American Tower \$ 2,200.00
  15. American Tower \$ 2,200.00
  16. SBA Structures \$1702.77+\$1702.77=\$ 3,405.54
  17. Hampden \$ 9,000.00
  18. Central MA Region Planning \$ 1,534.24
  19. Comcast Business \$ 20.30

9) **Minutes:** Approve the minutes for July 6, 2023, and July 13, 2023, Mr. Eichacker made a motion to approve the minutes for July 6, 2023, and July 13, 2023, 2<sup>nd</sup> by Mr. Dufresne all in favor passed unanimously.

• **Town Administrator Report.**

- The Assessor's Clerk position was posted, and 35 applicants applied. 11 were selected for interviews, with 6 showing up for a 1<sup>st</sup> interview. The Assessor Board is interested in having a 2<sup>nd</sup> interview with 3 of the finalists.
- WHIP City Fiber tour of their facility is set for August 31 at 10:00 am.
- The kickoff meeting with Tecton on the feasibility study worked out great. They will be meeting with the Fire and Police chief to make sure that they know what is needed for each department.
- The Department of Labor Services responded to our report about the hazards identified. They were all closed except for item #8 which was granted an extension until August 31, 2023. Mr. Ferrera has a training set up for Wednesday August 9, 2023.

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- **New Business: NONE**
- **Old Business:** Mr. Dufresne stated the only old business is the flags and banners for downtown, but we are still looking at putting up flag poles on light posts. Mr. Dufresne also stated that this would have to wait until we get funding.
- 10) **Correspondence:** Worcester Community Action Council Notice regarding Low-income household water assistance program information is placed on the Website.
- **Comments and Concerns:**
  - Mr. Eichacker stated that he was at the WooSox game, and that West Warren resident Rita Schiano sang the National Anthem.
  - Mr. Kondrat complimented the Fire Department on their quick response to a fire in a neighboring town.
  - Mr. McKeon stated that the Town-wide yard sale and the Town fireworks will be held on the same day, September 9.
- **Next meeting: Aug. 17, 2023, 6:00 PM**
- **Adjourn:** Mr. Eichacker made a motion to adjourn 2<sup>nd</sup> by Mr. Dufresne all in favor passed unanimously. Adjourned at 8:04pm

Respectfully submitted by  
Karen Dusty, Administrative Assistant

  
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Rich Eichacker, Vice-Chair

Charlene Farris  
PO Box 1066  
Warren, MA 01083

Board of Health  
48 High St.  
Warren, MA 01083

Letter of Resignation

To the Board:

As of today, July 20, 2023, I resign my position on the Warren Board of Health.

Due to lack of communication and teamwork I can no longer commit to my position on the Board.

Charlene Farris

*Charlene Farris*

*7-20-23*

## Town of Warren, MA Board of Health Vacancy

The Board of Selectmen is seeking to fill a vacancy on the Board of Health. This is a three-member board in which there is currently one vacancy. The term of office would be until the next Town election on May 7, 2024. Candidate must be a resident of the Town.

The role of a Board of Health member is to perform many important and crucial duties relative to the protection of public health, the control of disease, the promotion of sanitary living conditions, and the protection of the environment from damage and pollution.

Responsibilities include but not limited to:

- Attend monthly Board meetings.
- Review and approve the department's expenditures.
- Compiles the Department's annual budget request.
- Works with other Board members to develop good public health policy.
- Ensures that the Board of Health office is accessible to the public.
- Responds to inquiries from the public on matters concerning the Board of Health.

Please submit a letter of interest to the Town Administrator by 4:00 p.m. on Thursday, August 17, 2023.

Letter of interest may be sent via email to [townadministrator@warren-ma.gov](mailto:townadministrator@warren-ma.gov)

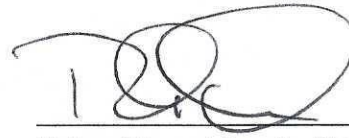
August 3, 2023

Dear Board of Selectmen,

Please accept this as our Letter of Resignation from the Veterans Council. It has been an honor to serve the Veterans of our community. We will make an appointment with the Town Administrator to return all items that belong to the Veterans Council and the Town of Warren.



Rebecca Acerra, Co-Chair



Richard Demetrius, Co-Chair

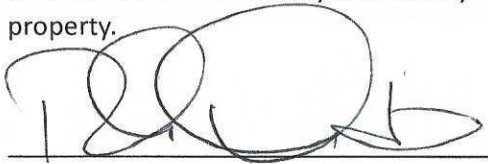
Cc: Town Clerk



August 3, 2023

Dear Board of Selectmen,

Please let this serve as my forced Letter of Resignation from CERT. As one of the original members, it has been an honor to serve my community. I will make arrangements with Jim McKeon to return all town property.

A handwritten signature in black ink, appearing to read 'Richard Demetrius', written over a horizontal line.

Richard Demetrius

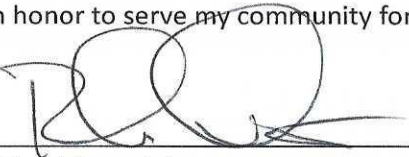
Cc: Town Clerk



August 3, 2023

Dear Board of Selectmen,

Please let this serve as my forced Letter of Resignation from the Conservation Commission. It has been an honor to serve my community for the last 16 plus years.

A handwritten signature in black ink, appearing to read 'Richard Demetrius', written over a horizontal line.

Richard Demetrius

Cc: Town Clerk

## Warren Selectmen

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**From:** Lisa and Bob Boucher <boucher03@gmail.com>  
**Sent:** Thursday, August 3, 2023 3:58 PM  
**Subject:** Warren Selectmen  
Veterans Council

Good afternoon. I would like you to know how wonderful the Veterans Council has been the last few months. Our big boy passed away in May and was living in North Carolina. I reached out to Becky and Rich many times with many questions. They were both very understanding and beyond helpful. Our situation was a difficult one and had many bumps in the road that hindered us getting him home. Both veteran council members provided us much needed information and we are fortunate that Aaron was brought home to us this past weekend.

They both are a crucial component to our veterans in town. I am eternally grateful for all their support and just wanted you to know how lucky we were to have them assist us in a difficult situation.

Lisa Boucher.

Sent from my iPhone



THE COMMONWEALTH OF MASSACHUSETTS  
EXECUTIVE OFFICE OF LABOR AND WORKFORCE DEVELOPMENT  
DEPARTMENT OF LABOR STANDARDS

MAURA HEALY  
GOVERNOR

KIM DRISCOLL  
LIEUTENANT GOVERNOR

LAUREN E. JONES  
SECRETARY

MICHAEL FLANAGAN  
DIRECTOR

August 1, 2023

DLS WSHP File # 23S-14155

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

**Re: Request for Extension of Due Date**

Dear Mr. Ferrera,

Thank you for sending us your description of the progress that your town has made in correcting the hazards identified in the Department of Labor Standards written warning dated June 26, 2023. DLS received your request (via email) for an extension of due date(s) on July 27, 2023. A summary of your corrective actions thus far, and our response to your request follows:

**Item 01 - Basement Stairway, Damaged Stair Tread:** DLS Has received documentation showing that the fifth stair tread up from the basement floor has been repaired. **This item is closed as of July 27, 2023.**

**Item 02 - Basement Stairway Missing Right Hand Side Handrail:** DLS Has received documentation showing that a right hand side handrail has been installed. **This item is closed as of July 27, 2023.**

**Item 03 - Basement Stairway, Left Hand Side Handrail - Dimension not sufficient to provide grasping surface:** DLS Has received documentation showing that the left hand side handrail has been repaired so that it extends beyond a point where a grasping surface is necessary. **This item is closed as of July 27, 2023.**

**Item 04 - Flexible Cables Installed and In Use As A Substitute For Fixed Wiring:** Flexible cords have been removed and outlets were installed. **This item is closed as of July 27, 2023.**

**Item 05 – Exit route door from patrol room to main hallway was not marked by a sign reading "Exit":** An illuminated sign was installed at the exit door from the patrol room to the main hallway. **This item is closed as of July 27, 2023.**

**Item 06 – Exit signs were not illuminated in the following locations - Exit route door from main hallway to lobby, exit route door from lobby to Main Street, exit route door at beginning of ADA exit ramp, exit route door at end of ADA ramp to Main Street:** Illuminated exit signs have been installed in these locations. **This item is closed as of July 27, 2023.**

**Item 07 – Personal Protective Equipment Written Hazard Assessment:** The Workplace Hazard Assessment for Custodial Services was completed on July 27, 2023. The Hazard Assessments for the Highway and Sewer departments were provided to DLS on August 1, 2023. **This item is closed as of August 1, 2023**

**Item 08 – Written Hazard Communication Program:** The town of Warren Highway Department maintains an Hazardous Communication file. DLS has been provided with a copy of their SDS master sheet. The Town of Warren endeavors to enlist the services of an Industrial Hygienist to ensure that the town has provided appropriate training and safety data sheets to it's employees. **DLS Grants you an extended due date of August 31, 2023**

If you have any questions or require additional assistance, please do not hesitate to contact me at 508-599-3461 or [edward.mackeil@mass.gov](mailto:edward.mackeil@mass.gov)

Sincerely,

*Edward MacKeil*

Edward MacKeil, SMS, CHST, OHST  
Industrial Safety & Health Inspector  
Massachusetts Department of Labor Standards (MA DLS)  
Workplace Safety & Health Program (WSHP)

Cc: File





# BOARD OF SELECTMEN MEETING

CHARLES E. SHEPARD MUNICIPAL BUILDING

DATE: Aug 3, 2023

Attendee:

Jeff Nickerson

Attendee:

Joseph Kuchat Jr.

Attendee:

Ray Kopach

Attendee:

Blair Ruse

Attendee:

Michael Key

Attendee:

Judith E. Rice

Attendee:

Cynthia Bayler

Attendee:

Laurette Pratt

Attendee:

Benneth Pratt

Attendee:

Russell Ambler

Attendee:

Robert J. Slat

Attendee:

John M. Slat

Attendee:

Pala Ovimeffe

Attendee:

Jim Mullen EMD

Attendee:

Beverly Soltys

Attendee:

Kathy Odian

Attendee:

Denny Ovimeffe

Attendee:

Attendee:

Attendee:

Attendee:

Attendee:

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