

Select Board Meeting
August 17, 2023, 6:00 pm

In attendance: David Dufresne, Chair; Rich Eichacker, Vice-Chair; Jim Ferrera, Town Administrator; Karen Dusty, Administrative Assistant

Call Meeting to order. 6:00pm

Pledge of Allegiance

- 1. Discussion and possible vote to approve the sale of a Bond Anticipation Note (BAN) renewal in the amount of \$372,900.00 and to authorize the Treasurer to issue the note to Greenfield Cooperative Bank.** Mr. Ferrera stated that this was to take care of the backhoe debt and the ambulance debt. Mr. Eichacker made a motion to approve the sale of the \$372,900.00 Bond Anticipation Note of the Town dated August 25, 2023, and payable August 23, 2024 to Greenfield Cooperative Bank at par with interest at the rate of 4.60 percent per annum, payable at maturity. 2nd by Mr. Dufresne all in favor passed unanimously.
- 2. Review a request from the Town Clerk to replace the Town's two voting machines with more compliant and updated machines. Possible vote to use American Rescue Plan Act funds to fund this purchase.** Ms. Stockley, the Town Clerk, stated that the voting machines that they have now were put into service in 2000, and that they are outdated. If they break there are no parts being made to fix them. Mr. Dufresne and Mr. Eichacker agreed that we should not wait until the special because they are needed for the election in November. Mr. Eichacker made a motion to use American Rescue Plan Act funds of \$9,220.00 to replace the Town's two voting machines with more compliant and updated machines. 2nd by Mr. Dufresne all in favor passed unanimously.
- 3. Discussion and possible vote on the acceptance of \$1,197,000.00 for fiscal years 2022/2023 Community Block Grant (CDBG) program.** Mr. Eichacker made a motion to accept the \$1,197,000.00 for fiscal years 2022/2023 Community Block Grant. 2nd by Mr. Dufresne all in favor passed unanimously.
- 4. Discussion and review of candidates to fill the position of part-time Assessor Clerk.** Mr. Eichacker made a motion to offer Patricia Plasse to fill the part-time Assessor Clerk position. 2nd by Mr. Dufresne all in favor passed unanimously.
- 5. Review the recommendation of the Board of Assessors and possible vote to fill the position of Assessor Clerk with starting step.** It was discussed and decided to offer her step one in a C-2 grade on the wage scale. Mr. Eichacker made a motion to offer Patricia Plasse a starting step as step one in the C-2 grade on the current wage scale which is \$17.23 per hour. 2nd by Mr. Dufresne all in favor passed unanimously.
- 6. Review letters of interest to fill the vacancy on the Board of Health until the next Town election and possible vote to fill said vacancy.** Mr. Ferrera has not heard back from Legal if a person can be appointed when they are on multiple boards. This item will be tabled until next week when Mr. Ferrera will have answers from Legal and Ethics.
- 7. Acknowledgement of the resignations of Jessica Clarke, Administrative Assistant to the Board of Health, Jill Chalifoux-Miller, Secretary to the Building and Planning**

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departments, and Andrew Nepal, full-time Police Officer. It was acknowledged that the Select Board received the three resignations.

- 8. Fire Department monthly report.** Chief Lavoie went over the report which is attached. Chief Lavoie stated that a new fire truck that is replacing Engine 5 should be coming in September. The Fire Department competed in a "Firefighter Muster" held in Brookfield. The event has several different evolutions that practice specific firefighter skills. Yes, they took home four trophies total. Two first place awards and one third place award as well as the overall winner award for the whole competition.
- 9. Emergency Management monthly report.** Mr. McKeon read his report and made the comment that they could use more help on the Community Emergency Response Team.
- 10. Discussion and acceptance on the full-page meeting notices.** The Board accepted the changes made and said to go forward with sending it out, but make sure it is a template not a Word doc.

11. Warrants & Bills.

- a. Warrants: Mr. Eichacker made a motion to pay the following warrants, 2nd by Mr. Dufresne all in favor passed unanimously.

| | | |
|-------------|-----|---------------|
| i. Payroll | #7 | \$ 51,396.61 |
| ii. Payroll | #8 | \$ 53,765.93 |
| iii. Vendor | #8 | \$ 34,029.90 |
| iv. Vendor | #9 | \$ 162,871.87 |
| v. Vendor | #10 | \$ 60,726.27 |

b. Bills:

- i. FY 23 encumbered Mr. Eichacker made a motion to pay the encumbered bill, Mr. Dufresne 2nd it all in favor passed unanimously.

| | |
|------------------------|-----------|
| 1. Associated Wreckers | \$ 700.00 |
|------------------------|-----------|

- ii. FY 24 Mr. Eichacker made a motion to pay the following bills, Mr. Dufresne 2nd it all in favor passed unanimously.

| | | |
|--|---------------------------------|----------|
| 1. WB Mason | $\$153.24+59.78+45.52+50.36=\$$ | 308.90 |
| 2. MMA | \$ | 41.00 |
| 3. Mirick O'Connell | $\$210.00+740.00+1,7454.00=\$$ | 2,695.00 |
| 4. Modern Pest | \$ | 100.00 |
| 5. Buffone Cleaners | $\$675.00+150.00=\$$ | 825.00 |
| 6. Comcast Business | \$ | 143.35 |
| 7. Crystal Rock | \$ | 31.74 |
| 8. Garaventa USA Inc | \$ | 1,500.00 |
| 9. National Grid | \$ | 72.37 |
| 10. Verizon | \$ | 11.93 |
| 11. C2 MA Adams II, LLC | $\$934.86+1,269.11=\$$ | 2,203.97 |
| 12. Stericycle | \$ | 110.57 |
| 13. Hampden Communication Corp. | \$ | 4,500.00 |
| 14. BainCor Inc. | \$ | 2,610.00 |
| 15. Central Mass Regional Planning Comm. | \$ | 5,000.00 |

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12. Minutes. Approve minutes from August 3, 2023. Mr. Eichacker made a motion to accept the minutes from August 3, 2023, Mr. Dufresne 2nd all in favor passed unanimously.

- **Town Administrator Report**

- Mr. Ferrera stated that this past week, the Highway Department held a mandatory meeting with the Highway and Water Treatment Plant employees about the use of chemicals and how to read a safety data sheet. Mr. Olson did an excellent job.
- There was training at the Police Station from MIIA on the subject of Sexual Harassment and defusing intense workplaces.
- Tecton, the Architecture firm that is doing the feasibility study, held meetings to assess what everyone's needs are.
- The renewal for our insurance is coming up and I am getting all the information that they need.
- The Accountant, Treasure, and Tax Collector are closing up all the books, along with training and implementing the new software.
- Regarding the people that have resigned, I am having them put together information about passwords and other things that would be helpful for the incoming person.
- Working with Chris Dunphy on the Request for Proposal for the EDA grant to make it more detailed and possibly having an engineer or architect help.
- The Sewer Department is looking at the issue of getting rid of their sludge themselves instead of paying Tighe and Bond to come up with a plan.
- Ms. Meli applied for, and received, a grant for adult literacy.

- **New Business. NONE**

- **Old Business. NONE**

13. Correspondence. Comcast Handouts for helping the seniors get free internet. These are on the Town Website and sent to the Senior Center for posting.

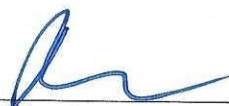
- **Comments and Concerns.**

- Mr. Kondrat was thankful for her teacher teaching him about the Pledge of Allegiance.
- Chief Lavoie wanted to thank the Highway Department for coming to their parking lot and repainting the parking lines.

- **Next meeting Aug. 24, 2023**

- **Adjourn:** Mr. Eichacker made a motion to adjourn the meeting, 2nd by Mr. Dufresne all in favor passed adjourned. 7:50pm

Respectfully submitted by
Karen Dusty, Administrative Assistance



Rich Eichacker, Vice-Chair



DAWN M. SWISTAK, CMMT
TREASURER

OFFICE OF
TREASURER

CHARLES E. SHEPARD MUNICIPAL BUILDING
P.O. BOX 607
48 HIGH STREET
WARREN, MA 01083-0607

TEL: 413-436-5701 EXT. 113
FAX: 413-436-9754
SWISTAK@WARREN-MA.GOV

MEMORANDUM

INTEROFFICE

TO: BOARD OF SELECTMEN
FROM: DAWN SWISTAK, TREASURER
SUBJECT: BOND ANTICIPATION NOTE (BAN) RENEWAL
DATE: AUGUST 10, 2023
CC: JAMES FERRERA – TOWN ADMINISTRATOR

Selectboard members,

On August 8th, I received 3 bids for the renewal Bond Anticipation Note (BAN) to refinance the backhoe and ambulance debt totaling \$372,900. The bid award went to Greenfield Cooperative Bank at 4.60% dated 8/25/2023 and payable on 8/23/2024.

The Backhoe debt was originally issued for \$122,900 in August of 2021 as authorized at the 5/11/2021 Town Meeting – Article #16.

The Ambulance debt was originally issued for \$350,000 in October of 2022 as authorized at the 5/11/2021 Town meeting – Article #15.

I kindly request that you approve the sale of the BAN by vote and authorize me to issue this note.

Respectfully,

Dawn M. Swistak, Treasurer

Jessica Clarke
102 Hunt Road
West Brookfield MA 01585
774-452-4394

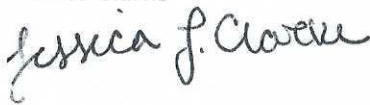
August 8, 2023

Dear Mr. James Ferrera and Board of Health Board Members,

Please accept this letter as notice that I am resigning from my position as the Administrative Assistant for the Warren Board of Health. My Last day of employment will be Thursday August 24th.

I am thankful for the professional development I have gained while here and the people I have met to help transition me into this role. Please accept this letter of resignation as I enter the next chapter of my career.

Jessica Clarke

A handwritten signature in cursive script that reads "Jessica F. Clarke". The signature is written in dark ink and is positioned below the printed name.

August 14, 2023

Dear Derick Veliz,

Please accept this letter as formal notification that I am resigning from my position as a Planning Board/Building Department Secretary with the Town of Warren. My last day will be August 24, 2023.

Thank you so much for the opportunity to work in this position for the past 2 years. I've enjoyed and appreciated the opportunities I've had to learn about the inner workings of municipal government. I've learned how to toggle between separate departments while helping residents/clients navigate the application process, as well as the importance of collaborating with multiple departments all of which I will take with me throughout my career.

During my last two weeks, I'll do everything possible to wrap up my duties. Please let me know if there's anything else I can do to help during the transition.

I wish the Building Department and Planning Board continued success and would like to thank you for the opportunity.

Sincerely,


Jill Chalifoux-Miller

Cc: David Dufresne;

Drue King;

Edward Londergan;

Richard Eichacker

Town Administrator

From: Gerald Millette
Sent: Monday, August 14, 2023 8:13 AM
To: Town Administrator
Subject: Fwd: Resignation

Morning Jim, Andrew has decided that he can not handle municipal policing and wishes to resign.

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From: Drew Ske <anepal34@gmail.com>
Sent: Friday, August 11, 2023 2:13:18 PM
To: Gerald Millette <millette@warren-ma.gov>
Subject: Resignation

Good afternoon Chief,

Please accept this letter as my formal resignation effective Tuesday 08/15/23.

My decision is based on a number of factors that I didn't see when I accepted the position.

I was a positive experience to work with a variety of town employees with the intention to served the residents of Warren by ensuring that all health and safety needs are met.

I am grateful for the opportunity, however I cannot commit to a full-time position. A candidate with the dedication to do so would be more appropriate. I am willing on stay on as a partimer if the option is available.

Sincerely,

Andrew Nepal

FIRE CHIEF REPORT

July 2023

FIRE CALLS:

The Fire Department responded to 24 calls in July of 2023.

| | |
|-----------------------------|---|
| Motor Vehicle Accident..... | 4 |
| Medical Assist..... | 6 |
| Structure Fires..... | 1 |
| Activated Alarms..... | 4 |
| Power Line Incident..... | 2 |
| Cooking Fire..... | 1 |
| Service Call..... | 1 |
| Investigations..... | 2 |
| Vehicle Fires..... | 1 |
| Illegal Burns..... | 2 |

AMBULANCE:

Warren EMS responded to 57 calls in July of 2023, and 16 ALS intercepts were required.

INSPECTIONS:

The following inspections took place in July of 2023:

- 4 Smoke/CO
- 1 Liquid Propane Tank Inspections
- 2 Oil Burner Equipment Inspections

ACTIVITIES/MEETINGS:

In July, Warren Fire personnel hosted a training with several other departments focusing on the deployment and use of the "Rural Hitch". This concept focuses on rural water supply and is a method taught to maintain water supply at fire incidents with constant water brought in by tankers. Warren EMS members completed required ASHER (active shooter/ hostile event response) awareness training required by The Office of Emergency Medical Services (OEMS).

BUDGET:

The FY24 budget is underway and I will watch all line items very closely. We have some outstanding bills from FY23 that have been encumbered for future payment.

Respectfully,
Adam Lavoie
Fire Chief

July 2023 Monthly Emergency Management report

July 2 test of West Warren siren test normal

Also spent some time cleaning and organizing the Office meeting room area

Later July 2 around 6 PM the Beaver dam on School St., Brook caused flooding in Village point Plaza, Ware rd ,Road 67 for about two hours all water subsided by 8 PM. Ware RD was closed until 8 PM fire departments from Warren, West Brookfield and were assisted ,Police ,Warren Emergency Management, Mass DOT we're all on scene Earlier in the afternoon in a 2 to 3 hour time frame we received just about 2 inches of rain in a short period of time which rows a lot of the small streams

July 3 on Quaboag street a tree on powerlines cause power area out from 6:30 to 10:30 PM for the area of school Street about 60 or 70 people were affected.

July 7 third concert in the park assisted with parking and we had about five rows of cars to members were assisting

July 9 I was contacted by a Cert team member which was in training with our team and she resigned, unable to continue with us at this time.

July 13 our new light tower and flood control trailer. Was Lettered

July 13, 10 PM heavy rain with a thunderstorm flooding of Dean and Chapel streets for a short time 1 inch of rain in less than 30 minutes.

July 22 Concert /truck event at Dean Park 6 members Cert helped with parking and truck parking

July 28 Concert in the park with petting zoo we had about five rows of cars 6 members assisted

Cooling Center was set up at the senior center from July 26 through July 28 times were from 8 AM to 6 PM. The center was open if anyone was in need of a place to cool off cert members ran the cooling center from 3 PM through 6 PM on those three days first day the 26th. We had two people utilizing the 27th. We had three people utilize it and on the 28th. We had seven people on the 28th was the hottest and highest humidity temperatures were in the mid 90s

On July 29 another flash flooding event about 7:30 PM to 8pm caused poor drainage flooding this time we had 1.6 of rain in 25 minutes. There was a Tree on wires on Reed Street. Additionally had flooding at the underpass in area of Main Street 723 Main St., 2006 area old W. Warren Rd. in Dean in Chapel streets.

11.6 Monthly Rain fall total



BOARD OF SELECTMEN MEETING

CHARLES E. SHEPARD MUNICIPAL BUILDING

DATE: 8/17/23

Attendee: Joseph Kuschner

Attendee: _____

Attendee: Doree King

Attendee: _____

Attendee: Adam Laera

Attendee: _____

Attendee: Jim McKern EMD

Attendee: _____

Attendee: Ray Kopacko

Attendee: _____

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