

Selectmen's Meeting

September 21, 2023

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

Open Meeting: 6:01pm

Pledge of Allegiance:


1. **Discussion and possible vote and a one-time pouring Liquor License for the Warren Public Library for November 2nd 6:00 – 9:00pm** Mr. Dufresne stated that since MIIA will not insure an event hosted by non-Town personnel in one of the Town-owned buildings, the event host will need to have \$1,000,000.00 in event insurance coverage with the Town listed as an additional insured. Because of this new requirement, the Warren Public Library will not be serving alcohol at the event on November 2, 2023.
2. **Discussion and possible appointment of Officer Brad Merkel from part-time officer to full-time Officer.** Mr. Eichacker made a motion to appoint Officer Bradford Merkel to a full-time position for a term of 1 year, 2nd by Mr. Veliz, all in favor passed unanimously.
3. **Emergency Management monthly report:** Mr. McKeon reviewed his monthly report.
4. **Emergency Management to discuss several items: Light Tower, September being emergency preparedness month, and some sort of vehicle for towing the emergency management trailers.** Mr. McKeon stated that the light tower could stay outside, but that he thought it would fit in the shed at the cemetery or he could purchase a tarp to cover it. He then stated that September was emergency preparedness month and there are a lot of resources out there and they are on the Website. The third item that Mr. McKeon brought up is a vehicle to be able to use in time of emergency or to haul the electronic sign around town. Now he uses the Highway trucks but feels that there needs to be an agreement with Highway. It was decided that the Board would like Mr. Olson, the Highway Surveyor, to come to the next meeting to talk about what the options are to get a truck for the emergency management team. Mr. Ferrera is to speak with Mr. Olson.
5. **Review a proposal and price quote from NSA Commercial Door & Hardware for providing non removable pin and hinges on doors at the Shepard Building.** After a brief conversation it was decided to request 3 bids. This is tabled until the bids are received back.
6. **Review and discuss the first draft of the space needs assessment by Tecton Architects for Police and Municipal offices.** Mr. Ferrera stated that he and Chief Millette met with Tecton and went over the numbers for the Police Station. Mr. Ferrera also went over the numbers for the Town Offices. The pages before you are just the sq footage that might be needed. Mr. Ferrera will be meeting with Tecton and Chief Lavoie next week to go over the numbers for the Fire Department. Once we have all of the numbers in, they will start working up layouts. As it stands right now for the Town Offices, we would need approximately 1.5 acres, and for the Police Department we would need approximately 1 acre.
7. **Warrants & Bills:**
 - a. **Warrants:** Mr. Eichacker made a motion to pay the following warrants, 2nd by Mr. Veliz, all in favor, passed unanimously.

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| i. Payroll | #13 | \$55,976.68 |
| ii. Vendor | #16 | \$35,187.80 |
- b. Bills: Mr. Eichacker made a motion to pay the following bills, 2nd by Mr. Veliz, all in favor, passed unanimously.
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|------------------------------------|-----------------|-------------|
| i. Town of Warren Sewer Commission | | \$ 570.00 |
| ii. National Grid Gas & Ele. | \$91.91+273.09= | \$ 365.00 |
| iii. Verizon | | \$ 12.76 |
| iv. Buffone | | \$ 1,425.00 |

- **Minutes: Approve minutes from August 31, 2023.** Mr. Eichacker made a motion to approve the minutes from August 31, 2023, 2nd by Mr. Veliz, all in favor, passed unanimously.
- **Town Administrator Report:**
 - Mr. Ferrera stated that the Secretary position for the Planning and Building interviews for the 5 people will begin on Monday starting at 2:00 pm. The interview committee consists of: Ms. Church, Mr. Mansfield, Ms. King, Mr. Londergan, and Mr. Ferrera.
 - Our Veteran Agent will be leaving at the end of November. West Brookfield has moved forward with going into contract with another person. Mr. Ferrera asked the Selectmen if they wanted to advertise just for our town or join the other towns. The Select Board decided to advertise only for our town and see if there is anyone interested. If not, we can always go with the other towns.
- **New Business: NONE**
- **Old Business:** Mr. Eichacker asked if there was any news of the Grit Screw. Mr. Ferrera said that the manufacturing is still waiting on parts.
- **Correspondence:** Ms. Schmidt sent a notice about the Santos property. Mr. Dufresne asked Mr. Ferrera to find out what the difference in cost was from the tax title route or to accept a gift from Santos.
- **Comments and Concerns:**
 - Mr. Kondrat announced that the siren went off by accident.
 - Our Town Alert is now up to 1,600 receivers.
 - Mr. McKeon stated that the school was having their Trunk or Treat, which will be held on October 14, 2023
- **Next meeting is September 28, 2023, 5:30pm Dog Hearing Meeting and 6:30pm regular meeting.**
- **Adjourn** Mr. Eichacker made a motion to adjourn, 2nd by Mr. Veliz, all in favor, passed unanimously. 7:45pm

Respectfully submitted by
Karen Dusty, Administrative Assistant


Derick Veliz, Clerk



TOWN OF WARREN, MASSACHUSETTS

P O L I C E D E P A R T M E N T

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: September 18, 2023
To: Bradford Merkel and Town Administrator Jim Ferrera
From: Chief Gerald Millette
Re: Full Time appointment

Dear Brad,

This letter confirms our offer for the open Full Time Police Officer position. According to the Union wage classification, your salary level offered is Step 4 \$28.93 going to \$29.51 on July 1st. Your appointment date in front of the Board of Selectmen is scheduled for September 21st, 2023 at 6:00pm. Your one-year probationary period will start at the time of your first shift.

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

Bradford Merkel

August 2023 Emergency Management Report

August 5 two Cert members assisted Sturbridge with their pan mass bike race we assisted blocking some intersections along route 20 and Sturbridge between 4 am and 6:30 AM

August 6 test of the emergency sirens test normal

August 12 attended a search and rescue class put on by the Charlton, CERT. The class was taught by. Central mass search and rescue team which are volunteer group trained to assist in searches. I myself attend this class. I will bring back some of the techniques they showed in this course to our team was a four-hour classroom course and then a four hour out in the field

EMD Quarterly Meeting – August 23, 2023

Virtual Teams Meet 1:00 pm – 3:00 pm

Agenda

Opening remarks from Bonnie Roy, MEMA Regional Manager

State Plans Update and FEMA Response and Recovery Climate Change Planning Guidance

Sara Zalieckas, MEMA All Hazards Planning Unit Supervisor

MEMA PIO/Preparedness Program and “Dealing with the Media”

Christian Cunnie, MEMA Public Information Program Supervisor

National Mass Care Exercise

Meghan Gomes, MEMA Exercise Unit Supervisor/SE

Lessons Learned: July Storms Disaster Response/Recovery

MEMA West Local Coordinators

Update from Homeland Security Councils

MEMA Grants Department

MEMA Training Department

August 30 Monthly Cert meeting we went over first aid /medical taught by Dan, five members attended. Also we started to talk about upcoming activities Halloween events and Christmas events are. And a clowning for kids car show that we are Attending in September.



BOARD OF SELECTMEN MEETING

CHARLES E. SHEPARD MUNICIPAL BUILDING

DATE: 9/21/23

Attendee: Joseph Kondrat Jr.

Attendee: [Signature]

Attendee: Jim McKeon

Attendee: Cynthia Boyle

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