

## Selectmen Meeting

November 9, 2023

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

**Open Meeting: 6:00 PM**

### **Pledge of Allegiance:**

1. **Appointment for Brandon Chiasson to serve for one year on the Cable Advisory Committee per Travis Baker request. (Anticipated Vote)** Mr. Eichacker made a motion to appoint Brandon Chiasson for a 1-year term on the Cable Advisory Committee, 2<sup>nd</sup> by Mr. Veliz all in favor appointed unanimously.
2. **Resignation letter from Tammy Martin, Town Accountant, effective December 7, 2023.** Mr. Dufresne stated that he was sad to see Tammy leave but excited for her next adventure. Mr. Eichacker and Mr. Veliz stated the same thing.
- **Discussion and approval of a Chapter 90 Project requested by Mr. Olson (Anticipated Vote)** Mr. Olson explained that with the changes that the State has made with how Chapter 90 is spent, it is better for the Town if we purchase a piece of equipment as opposed to renting it. This is a CX145D excavator. The cost is \$189,000.00 and that will still leave a lot of money for us to work on the roads in Town. Mr. Eichacker made a motion to approve the acceptance of the Chapter 90 project.
3. **Resignation email from Devon Colden, Wastewater Treatment Plant, effective November 6, 2023.**
4. **Review a request from the Tax Collector to start Julie Towlson, as the Assistant Tax Collector at Step 3 on the wage classification scale. (Anticipated Vote)** Mr. Eichacker made a motion to approve Julie Towlson as the Assistant Tax Collector and start paying her at a Step 3 on the wage classification scale. 2<sup>nd</sup> by Mr. Veliz all in favor, passed unanimously.
- **Review of any departmental requests for staff to attend the November 16<sup>th</sup> Special Town Meeting. (Anticipated Votes)** Mr. Eichacker made a motion to approve Karen Dusty to work for the Town at the Special Town Meeting on November 15, 2023, for a total of 45 minutes, 2<sup>nd</sup> by Mr. Veliz, all if favor passed unanimously.
5. **Review and possible signing a contract between the Town and J & M Transfer, Inc. for the transportation and transfer of liquid wastewater treatment plant sludge. (Anticipated Vote)** Mr. Eichacker made a motion to sign the contract between the Town and J & M Transfer, Inc. for the transportation and transfer of liquid wastewater treatment plant sludge, 2<sup>nd</sup> by Mr. Veliz, all in favor passed unanimously.
6. **Review and possible signing a certificate of completion for the exterior building improvement project and the release of contractor's funds held in escrow. (Anticipated Vote)** Mr. Eichacker made a motion to sign a certificate of completion for the exterior building improvement project at the Senior Center and the release of contractor's funds held in escrow.

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7. **Discuss Levy Emergency Action Plan Proposal presented by Mr. McKeon the Emergency Manager.(Anticipated vote)** Mr. McKeon stated that the Corp of Engineers was happy with the trailer but brought up a point about having an emergency action plan. This is more than just a small thing; it is a step-by-step outline on what needs to be done and the order that it should be done. Mr. McKeon thinks that we should have a committee and hire a company to draw up the plan. Mr. Dufresne asked to have an article on the Annual Town Meeting to fund the cost associated with creating the plan.
8. **Review of shared programing for Police/Fire/Town Offices by Tecton Architects.** Mr. Ferrera stated that he, Chief Lavoie and Chief Millette met with Tecton and toured several areas to see what land the Town owns that would be suitable for the Police/Fire/Town Office all together or separately. Several options were brought up. We need to know total land estimates with parking and open space to make sure we have enough to do it properly.
9. **Acceptance of request for Petty Cash for the Planning Board (Anticipated Vote)** Mr. Eichacker made a motion to accept the request for petty cash and changing the custodian of the funds for the Planning Board, 2<sup>nd</sup> by Mr. Veliz, all in favor, passed unanimously.
10. **Public hearing on the following liquor license renewal applications with anticipated votes:**
  - a. **Warren One Stop 958 Main Street, Warren** Mr. Eichacker made a motion to approve the liquor license renewal for B & P Liquors Inc. DBA Warren One Stop Market, 2<sup>nd</sup> by Mr. Veliz, all in favor, passed unanimously.
  - b. **Warren Package Store 942 Main Street, Warren** Mr. Eichacker made a motion to approve the liquor license renewal for Shivrajan Inc. DBA Warren Package Store, 2<sup>nd</sup> by Mr. Veliz, all in favor, passed unanimously.
  - c. **Glenda's Pub 948 Main Street, Warren** Mr. Eichacker made a motion to approve the liquor license renewal for Glenda's Enterprises LLC dba Glenda's Pub, 2<sup>nd</sup> by Mr. Veliz, all in favor passed unanimously.
  - d. **Whiskey Hill Liquors 2370 Main Street Warren** Mr. Eichacker made a motion to approve the liquor license renewal for J & K Enterprises LLC dba Whiskey Hill Liquors, 2<sup>nd</sup> by Mr. Veliz, all in favor, passed unanimously.
  - e. **St. Stanislaus 144 South Street, Warren** Mr. Eichacker made a motion to approve the liquor license renewal for St Stanislaus Society of West Warren, 2<sup>nd</sup> by Mr. Veliz, all in favor, passed unanimously.
  - f. **Quaboag Aerie #4133 Fraternal Order of Eagles, Inc. 2167 Main St. West Warren** Mr. Eichacker made a motion to approve the liquor license renewal for the Quaboag Aerie #4133 Fraternal Order of Eagles, Inc. 2<sup>nd</sup> by Mr. Veliz, all in favor, passed unanimously.
  - g. **Countryside Pub at 83 Mechanic Street, Warren** Mr. Eichacker made a motion to approve the liquor license renewal for AMR Enterprises LLC dba Countryside Pub, 2<sup>nd</sup> by Mr. Veliz, all in favor, paid unanimously.

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- Met with Tecton to go over different sites that could be used for the project.
- Mr. Ferrera held a department head meeting on Wednesday to go over the Special Town Meeting information.
- The Town received a grant of \$5,000.00. This will be used to put firewalls at the Fire station, Highway, and Senior Center.
- Working with FinCom we are in the process of compiling the budget calendar for the next fiscal year.



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- Mr. Ferrera is drafting the requirement for posting the accountant and sewer positions.
- Notice for a Capital Planning Committee is being put on the Website.
- Mr. Ferrera will be meeting with the Assessors, Tax Collector, Treasurer, Accountant on Monday about the tax classification.
- The Senior Center is completed and looks great. The Building Commissioner will inspect both the Senior Center and the steps at the Wastewater Treatment this week.
- **New Business: None**
- **Old Business:** Mr. Veliz wanted to know if he could produce several designs for signs that say Welcome to Warren. .
- 15. **Correspondence:** Mr. Dufresne received an email from Anne Chojnicki about Brownfield Sites.
- 16. **Correspondence:** National Grid Home Preparations ahead of Winter.
- **Correspondence:** Mr. Ferrera stated that he had received a phone call from Sue Ramsey Parks Department she asked if they could have Vendors in the lobby of the Old Town Hall. Mr. Dufresne stated that he was not comfortable with this, there would be no public restrooms, and the building is not safe for the public to be in there. Mr. Ferrera stated that he would let her know.
- **Comments and Concerns:**
  - Mr. Veliz may not make it on November 30, 2023
  - Mr. Ferrera stated that we need a Tax Classification Hearing.
  - Mr. Kondrat a speeding truck on main street, also things falling off trucks. Also, November 11 is Veterans Day.
  - Mr. McKeon updated the Board on the Welcome sign on Maple Street is back up and looking nice.
  - Mr. McKeon December 1 is the tree lighting on the Common. It will be from 4-7 and the tree lighting will be at 6:00 pm.
  - Mr. Dufresne stated that Friday November 10 is the Marines' Birthday and Saturday is Veteran's Day so take a moment and thank a Veteran.
  - November 13 is a meeting with the School Committee at 6:30pm in the Media room at the Middle/High School
- **Next meetings: November 16, 2023, Special Town Meeting 7:00 Premeeting 6:30**
- **Adjourn** Mr. Eichacker made a motion to adjourn, 2<sup>nd</sup> by Mr. Veliz, all in favor, adjourned. 9:10.

Respectfully Submitted by

Karen Dusty, Administrative Assistant



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Rich Eichacker, Vice Chair

## Warren Selectmen

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**From:** Travis Baker  
**Sent:** Thursday, November 2, 2023 5:33 PM  
**To:** Warren Selectmen  
**Subject:** Appointment Request

Good evening Karen,

Could we be put on the next agenda for Selectmen.

Cable Advisory Committee would like to ask the Board of Selectmen to appoint resident Brandon Chiasson to Cable Advisory Committee for a 1-year term.

Thank you,

Travis

November 8, 2023

Tammy Martin  
122 High Street  
Warren, MA 01083

Re: Notice of Resignation from the Town of Warren

Dear Board of Selectmen,

I am writing to inform you of my decision to resign from my position of Town Accountant for the Town of Warren. My last day will be on Thursday, December 7<sup>th</sup>.

I want to express my deep gratitude for the opportunities and the experiences I have gained during my time working for the Town of Warren. Working here has provided me with valuable skills and knowledge that will undoubtedly contribute to my future success.

It has been such a pleasure coming to work every day and working with wonderful colleagues. I will truly miss working with all the departments. The departments use teamwork, communication, and cooperation which have allowed us to accomplish so much through these past years.

I am confident that the Town of Warren will continue to thrive. Our town has a great Town Administrator that has a lot of heart and enthusiasm which will continue to help our town grow. He has given me the confidence and guidance that has really helped me strive in my position here at the Town of Warren.

Thank you again for your understanding and support.

Sincerely,

  
Tammy Martin

## Town Administrator

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**From:** Mychal Colden <colden23.mc@gmail.com>  
**Sent:** Monday, November 6, 2023 4:34 PM  
**To:** Town Administrator  
**Subject:** Re: Reply email  
**Attachments:** image001.png

Dear Jim this is Devon colden I have to regretfully resign from my position as waste water operator due to being forced out of my house I would like to thank you for the opportunity and position that was provided to me. My new address is 23 hickory St, Danbury, CT 06810

On Mon, Nov 6, 2023, 3:08 PM Town Administrator <[townadministrator@warren-ma.gov](mailto:townadministrator@warren-ma.gov)> wrote:

Hi Devon,

Please reply to this email.

Thanks,



James J. Ferrera

Town Administrator

48 High Street

PO Box 609

Warren, MA 01083

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

Phone: (413) 436-5701 Ext. 107





Kerry Schmidt  
Collector of Taxes

OFFICE OF THE  
**COLLECTOR OF TAXES**

*Charles E. Shepard Municipal Building*  
48 High Street  
Warren, MA 01083-0582

Tel. (413) 436-5701  
Fax (413) 436-9754

November 7, 2023

Julie Towlson  
289 Boston Post Road  
West Brookfield, MA 01585-0191

Dear Ms. Towlson,

I want to thank you for your interest in the position of Assistant Tax Collector.

Based on our discussion and your experience and performance in the Treasurer's Office, I feel that you are the right person for the job, and I would like to invite you to serve as the Assistant Tax Collector for the Town of Warren. In combination with your position in the Treasurer's Office, you will be working approximately 30 hours per week, which will make you eligible for full-time benefits from the Town of Warren.

The offer is contingent on your being approved for a Public Officials Bond by Travelers Insurance.

Subject to the approval of the Personnel Board, you will begin at Step 3 on the payscale for Grade C-2 employees, and will be paid \$18.28/hour for 15 hours per week, with the possibility of more hours when office workload or vacation time dictate.

The start date will be Monday, December 18, 2023, at which time your 90-day probationary period will begin.

I look forward to working with you.

Sincerely,

Kerry Schmidt  
Collector of Taxes

*Please sign this letter to accept this position in accordance with the above-stated guidelines.*

  
Signed

11/7/23  
Date





## **TOWN OF WARREN RECORDING OF PUBLIC MEETINGS POLICY**

### **Purpose:**

This policy addresses meetings of all public bodies in Town. The purpose is to inform all members of Boards, Commissions, or Committees that every public body in Town must follow Massachusetts General Law Chapter 30A, Section 20 as well as all the provisions under the Massachusetts Open Meeting Law. It is the Town's goal to provide residents with the information they need to make informed decisions on the local level and to help educate the public on all matters in the Town.

### **Policy:**

All Boards, Commissions and Committees must follow Massachusetts General Law Chapter 30A, Section 20 as well as complying with all the provisions under the Massachusetts Open Meeting Law. It is also the Town's policy to allow the Town's Public Access Channel (WCAT) to record and broadcast any public meetings of the Town.

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**OFFICE OF THE TOWN ADMINISTRATOR**

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**TO:** ALL DEPARTMENTS / BOARDS / COMMISSIONS / COMMITTEES

**FROM:** JAMES J. FERRERA, TA

**SUBJECT:** MEETINGS OF A PUBLIC BODY

**DATE:** NOVEMBER 9, 2023

**CC:** KAREN DUSTY  
ADMINISTRATIVE ASSISTANT  
FILE

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This is a reminder to all public bodies that all meetings must be open and accessible to the public unless your meeting is a properly posted executive session. Under the statute there are only ten reasons why a public body may go into executive session. It is also important to note that under Massachusetts General Law, Chapter 30A, Section 20 subsection (f) "after notifying the chair of the public body, any person may make a video or audio recording of an open session of a meeting of a public body, or may transmit the meeting through any medium, subject to reasonable requirements of the chair as to the number, placement and operation of equipment used so as not to interfere with the conduct of the meeting. At the beginning of the meeting, the chair shall inform other attendees of any recordings." I would highly recommend that each chair of a public body ask if anyone is recording their meeting so that other attendees are notified of said recording. If a public body does not allow for said recording to happen then that body could be in violation of State law and subject to an open meeting law complaint. It is also the Town's policy to allow the Town's public access channel (WCAT) to record and broadcast any public meetings of the Town. Please consult the Office of the Attorney General's website, <https://www.mass.gov/the-open-meeting-law> for more information on the open meeting law or to sign up for a free online training. Thank you in advance for your continued cooperation and support.



## National Grid Recommends Home Preparations Ahead of Winter

*National Grid is encouraging customers to prepare for inclement weather in the months ahead and providing information on what they can do to manage bills and save money*

**November 6, 2023**

**CONTACT: Media Relations – 781-907-3980**

**WALTHAM, MA** – With colder weather and storm season on the horizon, National Grid is encouraging customers to proactively prepare their homes and businesses for the winter season and take advantage of energy and cost-saving measures available through National Grid and our partners at Mass Save. As the weather gets colder, and with more frequent and more powerful storms becoming the norm, it is important for customers to be prepared, stay connected, and take action in advance of the upcoming winter heating season.

At National Grid, our teams work day in and day out to ensure that our customers receive the safest and most reliable energy service possible. The company is continuously inspecting, investing in, and upgrading critical infrastructure, performing vegetation management services to keep power lines clear of obstructions, and preparing our crews to respond to significant weather events.

In 2022, National Grid upgraded and modernized infrastructure across Massachusetts, including work that made our critical facilities that help power and heat homes and businesses more resilient and more secure, added more automation to our system to be able to identify issues before they happen and more quickly restore power if an event occurs, and clear vegetation that is near our infrastructure to avoid outages.

These investments, along with other efforts, have resulted in National Grid having strong system performance in 2023, with our Massachusetts electric network operating at 99.95 availability, providing customers with reliable electric service. In support of our storm preparation and restoration efforts, National Grid routinely conducts training drills and tabletop exercises and is in regular contact with local public safety and emergency response officials. Additionally, National Grid has community liaisons assigned to every city and town the company serves. We make outbound calls to critical care customers and undertake robust communication efforts to keep our customers informed.

“As we head into the fall and winter months, the chance for harsh weather to potentially impact our customers in Massachusetts is greatly increased,” said Tim Moore, Vice President of New England Electric Operations. “Ahead of these more unpredictable seasons, we recommend all our customers ensure they are prepared in case of outages in their area. National Grid takes steps throughout the year to make our system more resilient, but major storms can cause significant damage. In the event of a power outage, our crews and support teams will be ready and working for as long as needed to safely restore service as quickly as possible.”

National Grid is offering customers the following tips and reminders to help keep them prepared for the months ahead:



**Prepare your home:**

- Customers with generators are encouraged to conduct regular maintenance checks to ensure the generator is operating safely.
- If applicable, schedule a home's furnace tune-up to ensure it is in proper working order, and ensure it and any water heaters are properly vented.
- Test smoke and carbon monoxide detectors and change the batteries every year.
- Remove dead or rotting branches on trees.
- Schedule a free Mass Save home energy assessment to learn ways to reduce winter energy use. Call 888-774-3167 to schedule an appointment.

**Prepare a winter emergency kit in the event of a major storm with the following items:**

- Water – the American Red Cross recommends one gallon of water per person per day.
- Food – at least a three-day supply of non-perishable food, plus a can opener.
- Battery-powered or hand crank radio.
- Flashlight and extra batteries.
- First-aid kit.
- Moist towelettes, garbage bags, and plastic ties for personal sanitation.
- Personal hygiene supplies.
- Extra cash.
- Cell phone with chargers.
- Emergency contact numbers.

Other items to consider may be found [on the National Grid website here](#).

Winter also means increased energy usage. Our Customer Savings Initiative is designed to help customers reduce their energy use and lower energy costs, manage their energy bills and payments, and help them secure available energy assistance. More information can be found at [ngrid.com/heretohelp](http://ngrid.com/heretohelp). Additionally, National Grid is continuing to meet customers in the communities where they live and work to offer assistance through our [Customer Saving Events](#) across Massachusetts.

**Stay Safe:**

- People who depend on electric-powered life support equipment, such as a respirator, should let National Grid know. To register as a life support customer, call the company's Customer Service Center at 1-800-322-3223.

**Customers Should Stay Connected:**

- Report power outages at [www.nationalgridus.com](http://www.nationalgridus.com) or call 1-800-465-1212.
- Use a mobile device to track outage information and storm-related safety tips through National Grid's mobile site, accessible at [www.ngrid.com/mobile](http://www.ngrid.com/mobile).
- Like National Grid on Facebook and follow on Twitter and Instagram; National Grid posts all the latest storm and restoration updates.
- Track outages and estimated restoration times at [www.nationalgridus.com/outage-central](http://www.nationalgridus.com/outage-central).
- Make sure National Grid has updated email addresses and phone numbers on file. Update contact information at [ngrid.com](http://ngrid.com). Click on sign in/register.
- To stay connected during storms and outages, text to 64743 using any of the below commands.
  - REG to sign up for text alerts
  - OUT to report an outage



- SUM followed by your town, county, or state to get a summary of outages in your area
- HELP for the full list of commands

Additional safety information may be found at <https://www.nationalgridus.com/MA-Home/Storm-Safety/>

#### **About National Grid**

National Grid (NYSE: NGG) is an electricity, natural gas, and clean energy delivery company serving more than 20 million people through our networks in New York and Massachusetts. National Grid is focused on building a smarter, stronger, cleaner energy future — transforming our networks with more reliable and resilient energy solutions to meet state climate goals and reduce greenhouse gas emissions.

For more information, please visit our [website](#), follow us on [Twitter](#), watch us on [YouTube](#), like us on [Facebook](#) and find us on [Instagram](#).



# BOARD OF SELECTMEN MEETING

CHARLES E. SHEPARD MUNICIPAL BUILDING

DATE:

11/09/23

Attendee:

Bruce Martin

Attendee:

Attendee:

Hanny Yarb

Attendee:

Attendee:

Joseph Kandrak, Jr.

Attendee:

Attendee:

Jim Shuman

Attendee:

Attendee:

Jeremy Olson

Attendee:

Attendee:

Jim McKeon

Attendee:

Attendee:

Ray Kopacke

Attendee:

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