

Selectmen Meeting
December 21, 2023, 6:00PM

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

Call the meeting to order. 6:01PM

Pledge of Allegiance:

1. Discussion and Vote to accept the Common Victualler License for the following:

Mr. Eichacker made a motion to accept the renewal Common Victualler Licenses for the following, 2nd by Mr. Dufresne, all in favor, passed unanimously.

- a. Alltown Market at 1300 West Main Street, Warren, MA
- b. Dunkin Donuts at 1300 West Main Street, Warren, MA
- c. Dippin Donuts at 2370 Main Street, West Warren, MA
- d. George's Pizza at 991 Main Street, Warren, MA
- e. Mason's Grill at 14 Milton O Fountain Way, Warren, MA
- f. Mass Appeal Pizza and Bread Co. at 2162 Main Street West Warren, MA

2. Discussion and Vote to accept the Class II and III for the following:

Mr. Eichacker made a motion to accept the renewal licenses Class II for the following, 2nd by Mr. Dufresne, all in favor passed unanimously.

- a. Copart of Connecticut at 600 Old West Warren Rd, West Warren, MA Class II
- b. Copart of Connecticut at 656 Old West Warren Rd West Warren, MA Class II
- c. Warren Truck and Auto Repair at 550 Main Street, Warren Class II
- d. Mike's Automotive Inc. at 434 Boston Post Rd Warren, MA Class II
- e. Service Auto Body at 27 Spring St. West Warren, MA Class II
- f. Como's Inc. at 2400 Main Street, West Warren, MA Class II
- g. Fijol's Junkyard at 388 Old West Warren Rd, West Warren, MA Class II
- h. Subaguru of Massachusetts LLC at 114 South St West Warren, Class II
- i. Edward H. Spencer, Inc. at 764 Main Street, Warren, MA Class II

Mr. Eichacker made a motion to accept renewal license for a Class III for the following, 2nd by Mr. Dufresne, all in favor, passed unanimously.

- j. Copart of Connecticut at 436 Old West Warren Rd West Warren, MA Class III
- k. Copart of Connecticut at 600 Old West Warren Rd, West Warren, MA Class III
- l. Copart of Connecticut at 656 Old West Warren Rd West Warren, MA Class III
- m. Warren Truck and Auto Repair at 550 Main Street, Warren Class III
- n. Como's Inc. at 2400 Main Street, West Warren, MA Class III
- o. Fijol's Garage at 366 Boston Post Rd, Warren, MA Class III
- p. Fijol's Junkyard at 388 Old West Warren Rd, West Warren, MA Class III

3. Presentation of the Fire Chief November monthly report Chief Lavoie read his attached report. He stated that the new Engine #4 is getting ready to go into service. That this month's training was for the Firefighters to get familiar with the truck. The Chief spoke about maybe hiring more staff, due to the call volume and lack of on-call personnel. Mr. Dufresne asked about doing a staff study for both the Fire and Police Department to give them an outside opinion about staffing.

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4. **Review and possibly vote on the contract between the Town and the Emergency Management Procurement Grant (EMPG). (Anticipated Vote)** Mr. Eichacker made a motion to accept the Emergency Management Procurement Grant, 2nd by Mr. Dufresne, all in favor, passed unanimously.
- **Discussion and possible vote on turning on/fixing the sound for the old town hall's clock tower.** Mr. Dufresne stated that he has had several residents ask to have the chimes turned back on in the Town Hall. He stated that he was going to go there tomorrow to see what he could do to fix them.
5. **Discussion on recognizing a citizen of the year and employee of the year.** The Board decided that the recognition for a citizen and an employee should be yearly and that there needs to be a policy. Mr. Ferrera will see what other towns use as criteria. **Tabled until after the new year.**
- **Request from the Town Administrator to participate in the Massachusetts Municipal Association Annual Meeting and Trade Show on January 18th to 20th in Boston (Anticipated Vote).** Mr. Eichacker made a motion to allow the Town Administrator to participate in the Massachusetts Municipal Association Annual Meeting and Trade Show, 2nd by Mr. Dufresne, all in favor, passed unanimously.
- **Review dates to hold a project kickoff event with representatives from Weston & Sampson for the Wrights Mill Master Recovery Plan.** The date that was decided was January 11th at 10:00 AM.
- **Announcement from the State on the disbursement of FY24 "Fair Share" funds, a portion of Chapter 90 funds, Warren to receive \$176,088 in grant funding.** Mr. Ferrera stated that the State had extra money and decided that it would be distributed to communities based on the miles of road and population. The expenditure of the money would need to follow Chapter 90 protocols.
6. **Discussion and possibly vote on the letter to Mass Historical Commission about the South Warren Cemetery. (Anticipated Vote)** Mr. Eichacker made a motion to sign the letter of support to the Massachusetts Historical Commission for the South Warren Cemetery, 2nd by Mr. Dufresne, all in favor, passed unanimously.
7. **Warrants & Bills: Payroll and Vendor warrants (Anticipated Vote)**
 - a. **Warrants:** Mr. Eichacker made a motion to pay the following warrants, 2nd by Mr. Dufresne, all in favor passed unanimously.

i. Payroll	#29	\$ 59,745.65
ii. Vendor	#30	\$ 56,813.20
 - b. **Bills:** Mr. Eichacker made a motion to pay the following bills, 2nd by Mr. Dufresne, all in favor passed unanimously.

i. Petty Cash Reimbursement for Selectmen	\$ 68.18
ii. Envirosigns	\$ 5,667.77
iii. B-G Mechanical Service, Inc.	\$ 1,563.50

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iv. Northeast IT	\$ 280.00
v. Modern Pest	\$ 100.00
vi. National Grid	\$2,145.57+35.81= \$ 2,181.38
vii. Garaventa USA Inc.	\$ 1,225.00
viii. Buffone Cleaning	\$ 1,350.00
ix. Stericycle	\$ 124.45
x. SBA Structures, LLC	\$ 1,753.85
xi. AK Industrial Services LLC	\$ 159,695.00
xii. Tecton Architects	\$ 12,600.00

8. **Minutes:** Mr. Eichacker made a motion to approve the minutes from November 30, 2023; December 4, 2023, Tax Hearing, December 4, 2023, Senior Abatement and December 7, 2023, 2nd by Mr. Dufresne, all in favor, passed unanimously.

• **Town Administrator Report:**

- Northeast IT came in and updated the amount of memory in seven of the Town's computers.
- The electrician did what he could in the Shepard Building. The rest of the work is outside and he needs to wait for warmer weather.
- Workers Comp increased due to the increased number of employees and the increase in pay. Last year we got a credit for \$900.00, but this year there has been a significant increase. He did notice that the Fire Department is covered both by both Workers Comp and by CHUBB, which is our accidental insurance for the Police and Fire Department, so correcting that should reduce the amount.
- January 3rd we will be having a Department head/Board chair meeting at 9:00AM in the FinCom room. This meeting is to go over the budget calendar and expectations.
- Mr. Ferrera stated that he did get dates to meet from the Treasurer, and others, so that the Capital Planning Committee can meet soon.
- The Tax Collector is working to send out all the Tax Bills.
- Job interviews have been scheduled for this coming Tuesday for the opening at the Wastewater Treatment Plant.
- We have received 4-5 applications for the accountant position already. We will be accepting applications until January 16, 2024.

• **New Business: NONE**

- **Old Business:** Mr. Dufresne asked about the Senior Center. Mr. Ferrera stated that the electrician has completed his work, and the kitchen is next with a new dishwasher and oven, but there are issues with the cabinets and the countertop that need to be addressed.

• **Correspondence: None**

• **Comments and Concerns**

- Mr. Kondrat stated that there are several houses in town that the Board of Health has inspected and found issues with. They have sent several letters to the owners of the properties and would now like to speak with the legal team to see what the next steps are. Mr. Ferrera asked to have a copy of all of the documentation sent to the homeowners and a list of the properties, with the worst house listed first.

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Mr. Dufresne stated that if there are structural issues, the Building Inspector needs to be involved.

- Mr. Kondrat wished everyone a Merry Christmas
- Mr. Dufresne stated that everyone has done an outstanding job this year and wished everyone a Merry Christmas and Happy New Year.
- **Next Meeting:** January 4, 2024, 6:00PM
- **Adjourn:** Mr. Eichacker made a motion to adjourn, 2nd by Mr. Dufresne, all in favor, passed unanimously. Adjourned at 7:31PM

Respectfully submitted by
Karen Dusty, Administrative Assistant



Rich Eichacker, Vice-Chair

FIRE CHIEF REPORT
November 2023

FIRE CALLS:

The Fire Department responded to 31 calls in November of 2023.

Motor Vehicle Accident.....	8
Medical Assist.....	7
Activated Alarms.....	2
Carbon Monoxide.....	1
Investigations.....	1
Power Line Incident.....	1
Illegal Burns.....	1
Cancelled.....	5
Service Call.....	1
Good Intent.....	1
Brush Fires.....	1
Oil Burner Issue.....	2

AMBULANCE:

Warren EMS responded to 60 calls in November of 2023, and 12 ALS intercepts were required.

INSPECTIONS:

The following inspections took place in November of 2023:

- 6 Smoke/CO Inspections
- 1 Oil Burner Inspections
- 5 Liquid Propane Inspections

ACTIVITIES/MEETINGS:

In November, Warren EMS did not hold a training due to a scheduling conflict. Warren Fire personnel began mounting equipment on the new Engine #4 and began training on the operation and pumping of that apparatus. We also placed into service our new air packs and bottles.

BUDGET:

I continue to watch the FY 24 budget closely for any issues that may arise.

Respectfully,
Adam Lavoie
Fire Chief

COMMONWEALTH OF MASSACHUSETTS ~ STANDARD CONTRACT FORM



This form is jointly issued and published by the Office of the Comptroller (CTR), the Executive Office for Administration and Finance (ANF), and the Operational Services Division (OSD) as the default contract for all Commonwealth Departments when another form is not prescribed by regulation or policy. The Commonwealth deems void any changes made on or by attachment (in the form of addendum, engagement letters, contract forms or invoice terms) to the terms in this published form or to the Standard Contract Form Instructions, Contractor Certifications and Commonwealth Terms and Conditions which are incorporated by reference herein. Additional non-conflicting terms may be added by Attachment. Contractors are required to access published forms at CTR Forms: <https://www.macomptroller.org/forms>. Forms are also posted at OSD Forms: <https://www.mass.gov/lists/osd-forms>.

CONTRACTOR LEGAL NAME: (and d/b/a): WARREN, Town of		COMMONWEALTH DEPARTMENT NAME: Massachusetts Emergency Management Agency (MEMA)	
Legal Address: (W-9, W-4): 48 High Street, Warren, MA 01083		Business Mailing Address: 400 Worcester Rd, Framingham, MA 01702	
Contract Manager: Jim McKenon	Phone:	Billing Address (if different): same	
E-Mail: mckeon@warren-ma.gov		Contract Manager: EM Grants Unit	Desk #:508-820-1407
Contractor Vendor Code: VC6000192022		E-Mail: EM.Grants@mass.gov	Desk #: 508-561-0449
Vendor Code Address ID (e.g. "AD001"): (Note: The Address ID must be set up for EFT payments.)		MMARS Doc ID(s): FY24EMPG2300000WARRE	
		RFR/Procurement or Other ID Number: FFY2023EMPG	
X_ NEW CONTRACT PROCUREMENT OR EXCEPTION TYPE: (Check one option only) Statewide Contract (OSD or an OSD-designated Department) Collective Purchase (Attach OSD approval, scope, budget) X Department Procurement (includes all Grants - 815 CMR 2.00) (Solicitation Notice or RFR, and Response or other procurement supporting documentation) Emergency Contract (Attach justification for emergency, scope, budget) Contract Employee (Attach Employment Status Form, scope, budget) Other Procurement Exception (Attach authorizing language, legislation with specific exemption or earmark, and exception justification, scope and budget)		CONTRACT AMENDMENT Enter Current Contract End Date Prior to Amendment: _____ Enter Amendment Amount: _____ AMENDMENT TYPE: (Check one option only. Attach details of amendment changes.) Amendment to Date, Scope or Budget (Attach updated scope and budget) Interim Contract (Attach justification for Interim Contract and updated scope/budget) Contract Employee (Attach any updates to scope or budget) Other Procurement Exception (Attach authorizing language/justification and updated scope and budget)	
The Standard Contract Form Instructions, Contractor Certifications and the following Commonwealth Terms and Conditions document is incorporated by reference into this Contract and are legally binding: (Check ONE option): X Commonwealth Terms and Conditions Commonwealth Terms and Conditions For Human and Social Services			
COMPENSATION: (Check ONE option): The Department certifies that payments for authorized performance accepted in accordance with the terms of this Contract will be supported in the state accounting system by sufficient appropriations or other non-appropriated funds, subject to intercept for Commonwealth owed debts under 815 CMR 9.00. Rate Contract. (No Maximum Obligation) Attach details of all rates, units, calculations, conditions or terms and any changes if rates or terms are being amended.) X Maximum Obligation Contract. Enter total maximum obligation for total duration of this contract (or <i>new</i> total if Contract is being amended). \$ 2,700.00			
PROMPT PAYMENT DISCOUNTS (PPD): Commonwealth payments are issued through EFT 45 days from invoice receipt. Contractors requesting accelerated payments must identify a PPD as follows: Payment issued within 10 days % PPD; Payment issued within 15 days % PPD; Payment issued within 20 days % PPD; Payment issued within 30 days % PPD. If PPD percentages are left blank, identify reason: agree to standard 45 day cycle statutory/legal or Ready Payments (M.G.L. c. 29, § 23A); X only initial payment (subsequent payments scheduled to support standard EFT 45 day payment cycle. See Prompt Pay Discounts Policy.)			
BRIEF DESCRIPTION OF CONTRACT PERFORMANCE or REASON FOR AMENDMENT: Funding for this grant is provided via a Federal Fiscal Year 2023 Emergency Management Performance Grant (EMPG), Assisting Listing #97.042 and has a required dollar-for-dollar match. Funds may only be used for activities outlined in the subrecipient's approved FFY2023 EMPG Subgrant Application and in accordance with attached Federal Standard Terms and Conditions, Commonwealth Terms and Conditions, and MEMA Special Conditions and Reporting Requirements.			
ANTICIPATED START DATE: (Complete ONE option only) The Department and Contractor certify for this Contract, or Contract Amendment, that Contract obligations: X 1. may be incurred as of the Effective Date (latest signature date below) and <u>no</u> obligations have been incurred <u>prior</u> to the Effective Date. ___ 2. may be incurred as of ___, 20 ___, a date LATER than the Effective Date below and <u>no</u> obligations have been incurred <u>prior</u> to the Effective Date. ___ 3. were incurred as of ___, 20 ___, a date PRIOR to the Effective Date below, and the parties agree that payments for any obligations incurred prior to the Effective Date are authorized to be made either as settlement payments or as authorized reimbursement payments, and that the details and circumstances of all obligations under this Contract are attached and incorporated into this Contract. Acceptance of payments forever releases the Commonwealth from further claims related to these obligations.			
CONTRACT END DATE: Contract performance shall terminate as of <u>June 30, 2024</u> , with no new obligations being incurred after this date unless the Contract is properly amended, provided that the terms of this Contract and performance expectations and obligations shall survive its termination for the purpose of resolving any claim or dispute, for completing any negotiated terms and warranties, to allow any close out or transition performance, reporting, invoicing or final payments, or during any lapse between amendments.			
CERTIFICATIONS: Notwithstanding verbal or other representations by the parties, the "Effective Date" of this Contract or Amendment shall be the latest date that this Contract or Amendment has been executed by an authorized signatory of the Contractor, the Department, or a later Contract or Amendment Start Date specified above, subject to any required approvals. The Contractor certifies that they have accessed and reviewed all documents incorporated by reference as electronically published and the Contractor makes all certifications required under the Standard Contract Form Instructions and Contractor Certifications under the pains and penalties of perjury, and further agrees to provide any required documentation upon request to support compliance, and agrees that all terms governing performance of this Contract and doing business in Massachusetts are attached or incorporated by reference herein according to the following hierarchy of document precedence, this Standard Contract Form, the Standard Contract Form Instructions, Contractor Certifications, the applicable Commonwealth Terms and Conditions, the Request for Response (RFR) or other solicitation, the Contractor's Response, and additional negotiated terms, provided that additional negotiated terms will take precedence over the relevant terms in the RFR and the Contractor's Response only if made using the process outlined in <u>801 CMR 21.07</u> , incorporated herein, provided that any amended RFR or Response terms result in best value, lower costs, or a more cost effective Contract.			
AUTHORIZING SIGNATURE FOR THE CONTRACTOR: X: <u>[Signature]</u> Date: <u>12-21-23</u> Print Name / Title: <u>David P. Infante</u> <u>Selectman, Chair</u>		AUTHORIZING SIGNATURE FOR THE COMMONWEALTH: X: _____ Date: _____ Print Name / Title: <u>Claire F. Stewart, Acting CFO</u>	



Commonwealth of Massachusetts
CONTRACTOR AUTHORIZED SIGNATORY LISTING

This form is jointly issued and published by the Office of the Comptroller (CTR) and the Operational Services Division (OSD) as the default form for all Commonwealth Departments when another form is not prescribed by regulation or policy.

Signature for Corporation (C or S), Partnership, Trust/Estate, Limited Liability Company (must match Form W-9 tax classification)

Contractor/Subrecipient Legal Name	Vendor Code / FFY Grant Program
WARREN, Town of	VC6000192022 / FFY2023EMPG

INSTRUCTIONS: Any Contractor (other than a sole-proprietor or an individual contractor) must provide a listing of individuals who are authorized as legal representatives of the Contractor who can sign contracts and other legally binding documents related to the contract on the Contractor's behalf. In addition to this listing, any state department may require additional proof of authority to sign contracts on behalf of the Contractor, or proof of authenticity of signature (a notarized signature that the Department can use to verify that the signature and date that appear on the Contract or other legal document was actually made by the Contractor's authorized signatory, and not by a representative, designee or other individual.)

For privacy purposes DO NOT ATTACH any documentation containing personal information, such as bank account numbers, social security numbers, driver's licenses, home addresses, social security cards or any other personally identifiable information that you do not want released as part of a public record. The Commonwealth reserves the right to publish the names and titles of authorized signatories of contractors.


There are three types of electronic signatures that will be accepted on this form: 1) Traditional "wet signature" (ink on paper); 2) Electronic signature that is either: a. hand drawn using a mouse or finger if working from a touch screen device; or b. An upload picture of the signatory's hand drawn signature; 3) Electronic signature affixed using a digital tool such as Adobe Sign or DocuSign. Typed text of a name not generated by a digital tool, computer generated cursive, or an electronic symbol are not acceptable forms of electronic signature.

Authorized Signatory Name	Title	Phone Number	Email Address
David P. Dufresne	Selectman, Chair		

Acceptance of any payment under a Contract or Grant shall operate as a waiver of any defense by the Contractor challenging the existence of a valid Contract due to an alleged lack of actual authority to execute the document by the signatory.

I certify that I am a responsible authorized officer of the Contractor and as an authorized officer of the Contractor I certify that the names of the individuals identified on this listing are current as of the date of execution and that these individuals are authorized to sign contracts and other legally binding documents related to contracts with the Commonwealth of Massachusetts on behalf of the Contractor. I understand and agree that the Contractor has a duty to ensure that this listing is immediately updated and communicated to any state department with which the Contractor does business whenever the authorized signatories above retire, are otherwise terminated from the Contractor's employ, have their responsibilities changed resulting in their no longer being authorized to sign contracts with the Commonwealth or whenever new signatories are designated.

Please note you cannot self-certify your own signature as a single signer listed above.

Signature		Date	
Print Name	Richard Eichacker	Phone Number	
		Email	



BOARD OF SELECTMEN MEETING

CHARLES E. SHEPARD MUNICIPAL BUILDING

DATE: 12/21/23

Attendee: Joseph Kundiak Jr.

Attendee: Adam Lavoie

Attendee: Gerry Millette

Attendee: Ray Kopacko

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