

Select Board Meeting
June 15, 2023, 6PM

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

Call Meeting to order: 6:19PM

Pledge of Allegiance.

- 1. Review OTHER POST- EMPLOYMENT BENEFITS (“OPEB”) DECLARATION OF TRUST AND AGREEMENT, with possible vote to sign said agreement.** Mr. Eichacker made a motion to approve and sign the Other Post – Employment Benefits declaration of trust and agreement, 2nd by Mr. Veliz, AIF Passed unanimously.
- 2. Discussion and possible vote on allowing Joyce Eichacker to represent the Town at a public hearing with the telecommunications, utilities, and energy joint committee at the state house regarding two bills that are being reviewed.** Mr. Eichacker made a motion to allow Joyce Eichacker to represent the Town at a public hearing regarding the two bills about the Dover act. 2nd by Mr. Veliz AIF Passed Unanimously.
- 3. Emergency Management report:** Mr. McKeon presented his Emergency Management report. See attached.
- 4. Review and possible vote on the Comprehensive Emergency Management Plan agreement:** Mr. Eichacker made a motion to accept and sign the Comprehensive Emergency Management Plan agreement and sign in appropriate places. The Plan is available in the Selectmen office.
- 5. Discussion of communication received by the Parks Department regarding the challenges of hiring seasonal staff.** Ms. Ramsey stated that they did not have anyone that was qualified as a lifeguard or a camp director supervisor. Comins Pond will be open for swimming, but it will be at your own risk. She stated that this was because of the wages we offered; people could go elsewhere and get \$5-\$10 more an hour. She would like to see this change next year so they can be competitive with other towns in the area.
- 6. Moved #13 up: Discussion and possible vote to use American Rescue Plan Act (ARPA) funds to purchase new picnic tables and trash receptacles for Town parks:** Ms. Ramsey stated that the park needs 10 picnic tables and 5 trash receptacles for the parks in town. There are picnic tables that have sharp edges and are falling apart. Mr. Eichacker made a motion to allocated \$13,000.00 from the American Rescue Plan Act 2nd by Mr. Veliz AIF Passed unanimously.
- 7. Presentation of May 2023 Fire Department Report.** Chief Lavoie presented the May Fire Department Report. See attached.
- 8. Presentation of May 2023 Police Department Report.** Chief Millette presented the May Police Department Report. See attached.
- 9. Discussion and possible vote on the Amendment 1 of the agreement between Town of Warren and Central Ma Regional Planning Commission for FY 2021 MA Community Development Fund Program Administration Services.** Mr. Eichacker made a motion to accept Amendment 1 and to have Chair Mr. Dufresne sign 2nd by Mr. Veliz AIF Passed unanimously.

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16. Town Administrator Report:

- a. Department head meeting: All employee evaluation completed by June 30, 2023
- b. The Shepard Building projects are continuing. the floors in the Board of Health and the Assessors' Office will be refinished. The lighting for the Flagpole, sign, and bulletin board will be in next year's budget.
- c. Police Station repairs: stairs, hand railings, new purifier, covered the pilings in the basement with plastic. In the future, we will be addressing the mold issue and clutter.
- d. CSX is working on the bridge downtown.
- e. Met with state officials at the Town Administrator conference and made good contacts. There is some talk about addressing the aging of most towns' infrastructure.
- f. Vadar is starting to come online.
- g. Planning to have a meeting to review how to post a meeting, the open meeting law, and keep everyone up-to-date.
- h. Mr. Ferrera wanted to let the board know that he has passed all classes in procurement law.

17. New Business: NONE

18. Old Business:

- a. Status on the radio system. Chief Lavoie stated that they found interference with the radio and the FAA is tracking it down. Once they find it, they will stop it.

19. Correspondence:

- a. Comcast wants to hold a meeting to complete the contract.

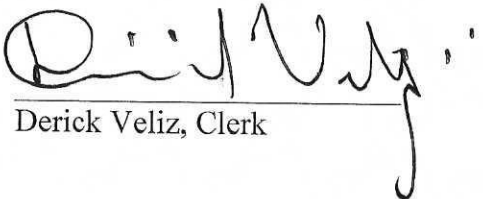
20. Comments and Concerns:

- a. Mr. Veliz would like the lines painted in the center of town so people will stay on their own side of the street.
- b. Any information on the flags going down through the center of town and center of West Warren, also the number we will need and where to get them?
- c. Ms. Chalifoux- Miller wanted to know whether the floor in the Building Department would be refinished or if a new carpet could be installed. Mr. Ferrera stated that it is still on the radar.

21. Next meeting June 22, 2023, 6:00PM and the Special Town Meeting June 29, 2023, at 7:00pm at the Quaboag Regional Middle/High School.

22. Adjourn: Mr. Eichacker made a motion to adjourn, 2nd by Mr. Veliz, AIF adjourned 8:35PM

Respectfully Submitted by
Karen Dusty, Administrative Assistant


Derick Veliz, Clerk

April 2023 Emergency Management Report

April 2 test of West Warren siren normal

structure fire, Washington Street provided road close signs at Southbridge Road Jones st Keyes st two members, assisted with that

April 8 Easter egg hunt with a Hill Lucy Stone Park 1030 to 1230 members from Charlton Warren CERT team is assisted with Kyle control and parking. Also Sturbridge sent a motorcycle Officer as well three members from Charlton Cert for members from Warren Cert also signs and cones were used in trailer. One was used.

April 1 town rabies clinic was held at DPW

April 8 Sturbridge's Cert put on a training course of a stress management CIMS training one member attended

April 26 monthly Cert training went over upcoming events showed us the new 6 x 10 trailer opening procedures for trailer and storage container. Six members attended.

April 30 Assisted Sturbridge CERT with your Lions Club. Can you race started at Turner's field and ended at Westfield Dam in Sturbridge members assisted with parking and directing people at the start and finish lines

May 2023 Emergency Management Report

5-7 test of emergency sirens test normal

5-10 joint emergency management meeting with Town and West Brookfield at their fire station for members attended 2 1/2 hours 4 members attended

5-16 had a pre-planning meeting with the upcoming events in West Brookfield 3-4 pm 1 hour
Jim

5-17 attended a workshop with Mema in Agawam and event incident action plan 930-1230pm
Jim

5-20 helped Town and West Brookfield with their asparagus festival, assisting the shuttle parking and crosswalk duty we also had a few people from Charlton Come Assist. As well
8 members, helped

5-24 Monthly Cert meeting. Taught by Dan T (medical class) 8 members

5-25 Jim met with police and fire, chiefs to pre plan Memorial Day, parade, and services

5-28 Memorial Day Parade Rd. closures detours assisted PD 12 PM through 4 PM in both Warren and West Warren areas

8 members helped out

5-29 Memorial Day, West Brookfield, assisted their police department blocking roads while the



50 Maple Street, Milford, MA, 01757
Phone: 1-800-222-2211
Fax: 508-422-1954
www.masscor.us

Sales Quote: Q22828

Please refer to Quote No. When Ordering

Customer ID: 10147

Quote Date: 05/03/2023

Customer Name: Warren Parks Department

Quote Status: Created

Quote Name: FY24 Jim McKeon

Quote Valid To: 06/02/2023

Customer Service Rep: Steve Cristol

Quote Valid From: 05/03/2023

Customer Service Rep Contact

No: 774-235-5099

Customer Service Rep Email: steven.cristol@massmail.state.ma.us

Quote Items:

No.	Product ID	Description/Comments	Quantity	UOM	Unit Price	Item Total
	MRPT-96-EC	8 FT Rectangular Picnic Table, Metal, Enamel Coat - CUSTOMER ADVISED JULY/ AUGUST DELIVERY PAINTED BLACK	1	Each	\$906.38	\$906.38
	MROUNDPT-46-EC	46 Inch Round Picnic Table, Metal, Enamel Coat - CUSTOMER ADVISED JULY/ AUGUST DELIVERY PAINTED BLACK	1	Each	\$916.93	\$916.93
	32MTR-DOOR-EC	32 Gallon Size Trash Receptacle, 36" Height, 26" Diameter, with Door, Enamel Coating. - CUSTOMER ADVISED JULY/ AUGUST DELIVERY- PAINTED BLACK	1	Each	\$721.79	\$721.79
MassCor is pleased to provide the above quotation. Please call our Customer Service Department should you have any questions.					Subtotal	
					Quote Adjustments	
					Sales Tax	
					Grand Total	

Please Note: All deliveries are made to the loading dock/1st floor only, unless noted on the quotation.

If placement is required, please call for pricing/scheduling.

Installation charges are separate and must be quoted.

May be subject to additional applicable taxes.

For the elimination of sales taxes, a Certificate of Exemption must be provided prior to order entry.

All returns are subject to re-stocking fees.

Custom and Special Orders will require design / specification approval. These items are non-refundable.

FIRE CHIEF REPORT

May 2023

FIRE CALLS:

The Fire Department responded to 45 calls in May of 2023.

Motor Vehicle Accident.....	9
Medical Assist.....	7
Structure Fires.....	4
Investigations.....	1
Cancelled.....	4
Activated Alarms.....	8
Illegal Burn.....	1
Vehicle Fires.....	1
Gas/LP Emergency.....	1
Brush Fires.....	6
Power Line Incident.....	1
Electrical Equipment.....	2

AMBULANCE:

The ambulance responded to 74 calls in May of 2023, and 13 ALS intercepts were required.

INSPECTIONS:

The following inspections took place in May of 2023:

-4 Smoke/CO

-1 Oil Burner/Tank Inspections

ACTIVITIES/MEETINGS:

In May, Warren Fire personnel were given a unique opportunity to have the MIAA driver simulator trailer come to town. This allowed the apparatus drivers to participate in a two-day program which consisted of classroom and hands on driver evolutions. The course was well received and enjoyed by all members that participated. Personnel also trained on lockout/tagout kits and the new fire ground radios. Warren EMS personnel held CPR refresher training in the month of May.

BUDGET:

I continue to watch the FY23 budget closely as the fiscal year draws to a close. After meeting with the Finance Committee, a single line item transfer was requested and approved to add money to the overtime line item. This was necessary to cover vacations and holidays throughout the remainder of the fiscal year.

Respectfully,
Adam Lavoie
Fire Chief

Monthly Report May 1, 2023 to May 31, 2023

In the month of May 2023, the Warren Police Department responded to a total of 1397 calls for service with 15 ending in arrests. The following is a breakdown of statistics.

Calls Logged	1397
Felonies Investigated	11
Incident reports	89
On View Arrests	3
Warrant Arrests	1
Summons Arrests	11
Total Arrests	15
Protective Custodies	4
Juvenile Arrests	4
Motor Vehicle Stops	168
Motor Vehicle Citations	64

In May 2023, the Police Department had 6 total vehicles on the roster. They consist of 5 Ford Police Interceptor SUV's and 1 Humvee. Mileage on each is as follows.

KM62	3,700
CT62	2,933
D785	53,582
5068	23,759
C564	100,344
Humvee	8,331

At the beginning of May Officer Soojian completed instructor training for both CPR and First Responder. This now allows us to conduct our mandatory yearly trainings in house with our own certified instructor.

This month I attended two Homeland Security meetings involving budgetary items. Due to the end of the fiscal year coming many items needed to be addressed and voted on. I Also conducted a safety assessment of the Warren Elementary School with a member of Homeland Security. He also instructed Quaboag guidance counselor and fellow safety committee member Eric Urban and I on how to complete this assessment for the West Brookfield Elementary School. On the 22nd we presented our finds at our safety committee meeting.

On the 15th, all members of the Department completed a safety driving class as well a driving simulator. This class was put on by our insurance provider MIIA and will result in a credit towards our premium. Also involving training, the department conducted a firearms qualification with all members.

On the 17th, Members of Warren Police and Fire conducted a Mock crash at the Quaboag High School. This is an event we do every year before Prom for the upper classmen. We conduct this in hopes that they see what first responders have to go threw when someone makes the decision to drive impaired.

On the 18th, I accompanied Fire Chief Lavoie to the Seventh Day School to speak with them on safety. We spoke with them on the dangers of the internet and social media. The children were very receptive and we had a lot of participation from the students.

And finally, I would like to congratulate and welcome new hire Andrew Nepal to the Warren Police Department. Officer Nepal comes to us after being a campus Police Officer for the last 18 years. Here is to a long safe career.

Have a Happy Healthy Summer,

Chief Gerald Millette

Contract Amendment #1

AGREEMENT BY AND BETWEEN

**Town of Warren
and
Central Massachusetts Regional Planning Commission**

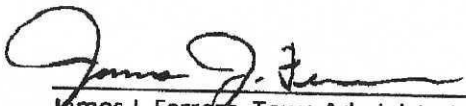
FY 2021 Massachusetts Community Development Fund Program Administration Services

BY MUTUAL AGREEMENT, as evidenced by the attached signatures, our Agreement effective the 12th day of May 2022 is hereby amended to reflect the following change effective June 30, 2023:

- Article 6: Time of Performance
 - 6.1 is extended from June 30, 2023 to December 31, 2023, with the exception of closeout activities

All other terms of the original contract shall remain in full force and effect.

IN WITNESS WHEREOF, the Town of Warren and CMRPC have executed this Amendment, effective as of the date noted above.

By: 
James J. Ferrera, Town Administrator
Town of Warren

By: 
Janet A. Pierce, Executive Director
Central Mass. Regional Planning Commission

Town of Warren

Internal Control Manual for Federal Grants June 15, 2023

Introduction – Internal Control Document

This manual sets forth the policies and procedures used by the Town of Warren to administer federal funds. The manual contains the internal controls and grant management standards used by the Town of Warren. The Town of Warren is to ensure that all federal funds are lawfully expended. It describes in detail the Town of Warren's financial management system, including: cash management procedures; procurement policies; inventory management protocols; procedures for determining the allowability of expenditures; time and effort reporting; record retention; and, sub-recipient monitoring responsibilities.

A federal single audit is required when you spend more than \$750,000 of federal funds in one year, regardless of whether those federally-sourced funds came directly from the federal government or were passed through from a state or local government

What is policy in auditing?

An audit policy defines account limits for a set of users of one or more resources. It comprises rules that define the limits of a policy and workflows to process violations after they occur. Audit scans use the criteria defined in an audit policy to evaluate whether violations have occurred in your organization.

I. Financial Management System

The Town of Warren maintains a proper financial management system in order to receive Federal Grants. Certain fiscal controls and procedures must be in place to ensure that all financial management system requirements are met. Failure to meet a requirement may result in return of funds or termination of the award.

A. Financial Management Standards

The standards for financial management systems are found at 2 C.F.R. § 200.302. The required standards include:

Identification

The Town of Warren identifies, in its accounts, all federal awards received and expended and the federal programs under which they were received. Federal program and award identification includes, as applicable, the CFDA title and number, federal award identification number and year, name of the federal agency, and, if applicable, name of the pass-through entity.

Accounting Records

The Town of Warren maintains records that adequately identify the source and application of funds provided for federally-assisted activities. These records must contain information pertaining to grant or sub-grant awards, authorizations, obligations, unobligated balances, assets, expenditures, income and interest and be supported by source documentation.

Internal Controls

Effective control and accountability are to be maintained for all funds, real and personal property, and other assets. The Town of Warren adequately safeguards all such property and assures that it is used solely for authorized purposes.

“Internal controls” are tools to help grant program and financial managers achieve results and safeguard the integrity of their program(s). Internal controls are designed to provide reasonable assurance that the following objectives are achieved:

- Effectiveness and efficiency of operations;
- Adequate safeguarding of property;
- Assurance property and money is spent in accordance with the grant program and to further the selected objectives; and
- Compliance with applicable laws and regulations.

Budget Control

Actual expenditures or outlays are compared with budgeted amounts for each federal award.

Allowable Costs

B. Overview of the Financial Management/Accounting System

1. The Town of Warren uses LBA Associates, a fully integrated solution for its financial management and accounting system. It is compliant with both Generally Acceptable Accounting Principles (GAAP) and Governmental Accounting Standards Board (GASB).
2. Fiscal year operating budgets are entered into LBA Associates upon the new fiscal year.
 - a. The fund code for the general fund/operating budget is 001.
 - b. Line accounts are used to separate and monitor expenditures.

3. Grant budgets are entered into LBA Associates upon receipt of grant approval from the appropriate granting body, in the appropriate fiscal year.
4. The Town of Warren employs a fund tracking system where each grant is assigned an individual fund identification code.
5. LBA Associates provides real-time revenue and expense tracking and each Grant Coordinator is responsible for tracking expenditures in his/her grant. The Town Administrator monitors revenue and expenditures at least monthly.
6. The Town Administrator is responsible for filing all final financial reports (FR-1) by the stated reporting deadline.

C. Accounting Records

The Town of Warren maintains detailed accounting records for all funds, including grants

D. Spending Grant Funds

As the recipient of federal funds, the Town of Warren is responsible for administering the grant consistent with the grantor's terms and conditions. The Town of Warren expends all funds in compliance with all requirements of the awarding agency and follows GAAP and GASB requirements in all cases.

Although each grant may have specific allowable and unallowable costs, the Town of Warren adheres to the federal cost principles when developing and administering the budget. Federal cost principles require costs to be allowable, reasonable, and allocable.

To meet the definition of "allowable," a cost must:

1. Be necessary and reasonable to carry out the grant;
2. Be consistent with the policies and procedures that apply uniformly to federal and non-federally financed expenses;
3. Not be included as part of a match of federal funds; and,
4. Be adequately documented.

To meet the definition of "reasonable," the cost of the good or service must not exceed the amount a prudent person would spend on an item at the time the decision was made to incur the cost. Reasonable is further defined as:

1. Use of sound business practices, adherence to federal, state, and local laws and regulations; and, the terms of the award.
2. Use of market prices in the Town of Warren's geographic area for comparing the costs of goods and services.

To meet the definition of "allocable," the cost of the goods or services involved are chargeable or assignable to that grant award or cost objective in accordance with relative benefits received. Allocable is further defined as:

1. Costs are incurred specifically for the grant award.
2. Costs can be distributed in proportions that may be approximated using reasonable methods.
3. Costs necessary to the overall operation of the non-federal agency.

These definitions are from the Code of Federal Regulations (C.F.R).

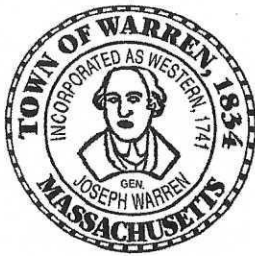
II. Procurement System

The Town of Warren maintains the following purchasing procedures.

A. Responsibility for Purchasing

Responsibility for purchasing is assigned to the appropriate administrator, with final approval of all purchases being made by the Town Administrator. The Town Administrator has the authority to deny a purchase if the purchase either exceeds the budget or if it is determined detrimental to the Town of Warren.

The Town of Warren follows Federal Procurement guidelines with all Federal Grants.



Board of Selectmen Meeting

Date:

6/15/23

Attendee:

Joseph Kudrat Jr.

Attendee:

Adam Lave

Attendee:

Raymond Kepachko

Attendee:

Jim Bufe

Attendee:

Jim McKen

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2023 MEMA Hurricane Season Messaging & Social Media Toolkit

HOW TO USE THIS TOOLKIT:

The Massachusetts Emergency Management Agency (MEMA) has developed this toolkit to help you share important hurricane preparedness messages in your community. The toolkit includes key messages, which can be tailored to write local press releases or blog posts, and sample social media posts and graphics that can be used or adapted for your community.

KEY MESSAGING POINTS:

Before a Hurricane

- Know Your Zone - Learn if you live in a hurricane evacuation zone.
- Find out whether your property is in a flood-prone or high-risk area by viewing the Federal Emergency Management Agency's (FEMA) flood maps.
- Create and review your family emergency plan.
 - If you live or work in a flood zone, hurricane evacuation zone, or an area that is prone to flooding, you should be prepared to evacuate.
 - If you receive medical treatment or home health care services, work with your medical provider to determine how to maintain care and service if you are unable to leave your home or have to evacuate.
- Build an emergency kit for disasters that contains items that will sustain you & your family's specific needs if you are not able to leave your home.
- Prepare your home:
 - Elevating your furnace, water heater, and electric panel to higher floors if they may be at risk during a flood.
 - Ensure your smoke and carbon monoxide alarms are working and have fresh batteries.
 - If you live in a coastal community, review the Homeowner's Handbook to Prepare for Coastal Hazards.
- Coastal and inland flooding are significant hazards during a tropical storm or hurricane. Flood losses are not typically covered under renter and homeowner's insurance policies. Consider purchasing flood insurance through the National Flood Insurance Plan (NFIP).
 - Flood insurance is available in most communities whether or not your building is in a flood-prone area, but there is a 30-day waiting period before it goes into effect.

When a Hurricane or Tropical Storm Is Approaching

- Listen to local news stations and public officials for the latest information and updates.
- Follow instructions from public safety officials. If told to evacuate, do so immediately. If you must evacuate your home, take only essential items, including your emergency kit, and bring your pets.
- If you are not asked to evacuate and planning on riding out the storm at home, gather adequate supplies in case you lose power and water for several days and you are unable to leave.
- Prepare for power outages by charging cell phones and electronics and setting your refrigerator and freezer to their coldest settings. If you use electricity to get well water, fill your bathtub with water to use for flushing toilets.
- Prepare your home:

- Secure or bring in outdoor objects (patio furniture, children's toys, trash cans, etc.) that could be swept away or damaged during strong winds or flooding.
- If damaging winds are expected, cover all of your windows. If you don't have storm shutters, board up windows with 5/8" exterior-grade or marine plywood.
- Prepare for flooding by elevating items in your basement, checking your sump pump, unplugging sensitive electronic equipment, clearing nearby catch basins, and parking vehicles in areas not prone to flooding.
- If you or someone you care for has a disability, consider the following:
 - Keep a list of names and numbers of doctors, pharmacists, and family members and others who support you on hand. Write down and keep the web address and passwords for any health portals you need to use to communicate with healthcare providers.
 - Keep a list and adequate supply of medications and copies of prescriptions on hand.
 - Keep a list of vaccination records, allergies, and special equipment you might need, such as oxygen and hearing aids. If possible, have special equipment from your list ready to take with you if you need to evacuate.
 - If you use an augmentative or alternative communications device or other assistive technologies, plan how you will evacuate with the devices and accessories (e.g. extra hearing aid batteries) or how you will replace equipment if it is lost or destroyed. Keep model information and note where the equipment came from (Medicaid, Medicare, private insurance, etc.).
 - Plan how you will communicate with others if your equipment is not working, including pen and paper, laminated cards with phrases and/or pictograms.
- Commonwealth residents and visitors who have limited English proficiency should be encouraged to contact 2-1-1 for information before, during, and after a storm. Language lines are available.

During a Hurricane

- Follow instructions from public safety officials. If told to evacuate, do so immediately. If you must evacuate your home, take only essential items, including your emergency kit, and bring your pets.
- Avoid driving or going outdoors during a storm. Flooding and damaging winds can make traveling dangerous.
- During strong winds in a hurricane, take shelter in a basement or an interior room (closet, interior hallway) on the lowest level of a building away from windows, doors, and outside walls.
- If you must evacuate or are traveling during flooding, remember:
 - Do not walk through flowing water. Most drownings occur during flash floods. Six inches of swiftly moving water can knock you off your feet.
 - Don't drive through flooded roads - "Turn Around, Don't Drown!" Cars can be swept away in only two feet of moving water. If your vehicle is trapped in rapidly moving water, stay in the vehicle. If the water is rising inside the vehicle, seek refuge on the roof.
 - Do not drive around road barriers. Roads and bridges may be washed out or structurally unsound.
- If you're sheltering in place, listen to local news outlets for updates. Conditions may change quickly, so be prepared to evacuate if necessary.