

## Selectmen's Meeting

August 31, 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. Discussion and possible vote on which of the following departments will keep the designation as Special Municipal Employees: Plumbing & Gas Inspector, Fire Department Members, and Election Officials.** Mr. Ferrera stated that it was okay to designate the on-call Firefighters and EMTs Special Municipal Employees, but it was not necessary for the Plumbing & Gas Inspector or the Election Officials If someone is working in town, and is on a board, they should call the Ethics Commission to make certain that they are complying. Mr. Eichacker made a motion to remove the Plumbing and Gas Inspector, the Fire Department Members, and the Election Officials from the status of Special Municipal Employees. 2<sup>nd</sup> by Mr. Veliz all in favor passed unanimously. Mr. Eichacker made a motion to give the Fire Department On-Call Firefighters and EMTs the designation of Special Municipal Employees, 2<sup>nd</sup> by Mr. Veliz all in favor passed unanimously.
- 2. Review closeout letter issued by the Department of Labor Standards for an order to correct the hazards located at 1 Milton O Fountain Way.** Mr. Ferrera stated that the case is now closed.
- 3. Review written quotes for the Senior Center Exterior Building Improvement Project.** Mr. Ferrera stated that he received 5 quotes. Each proposal is for the same work, even though there is a wide range of bids. The lowest bid is the same person that did the work in the treasurer's office. Mr. Ferrera read the five bids, the lowest one was 360° Building & Remodeling for \$33,400.00. Mr. Ferrera stated the there is only \$26,305.00 left in the budget, so we are short \$7,095.00.
- 4. Discussion and possible vote to use a portion of American Rescue Plan Act funds (ARPA) to offset the cost of the Senior Center Exterior Building Improvement Project.** Mr. Eichacker made a motion to approve \$7,095.00 of the American Rescue Plan Act funds to offset the cost of the Senior Center Exterior Building Improvement Project, 2<sup>nd</sup> by Mr. Veliz all in favor, passed unanimously.
- 5. Discussion and possible vote to enter a contract to the lowest responsible bidder for the Senior Center Exterior Building Improvement Project.** Mr. Eichacker made a motion to enter into a contract with 360° Building & Remodeling for the Senior Center Exterior Building Improvement Project, 2<sup>nd</sup> by Mr. Veliz all in favor, passed unanimously.

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- **Report back from the meeting with representatives from Whip City Fiber/Westfield Gas & Electric.** Mr. Dufresne stated that Mr. Eichacker, Mr. Ferrera and himself did a tour of Whip City Fiber and talked about how they can help the Town have better internet access. Information is being put together about what it would take, the cost, and how residents would benefit.

### 6. Warrants & Bills:

- a. Warrants Mr. Eichacker made a motion to pay the following warrants, 2<sup>nd</sup> by Mr. Veliz, all in favor passed unanimously.
  - i. Payroll 10 \$ 52,019.83
  - ii. Vendor 12 \$ 965,396.12
- b. Bills Mr. Eichacker made a motion to pay the following bills, 2<sup>nd</sup> by Mr. Veliz all in favor passed unanimously.
  - i. KP Law P.C. \$923.03 + 418.00= \$ 1,341.03
  - ii. National Grid \$ 18.19
  - iii. SBA Structures, LLC \$ 1,702.77
  - iv. Guardian Energy Mgmt. Solutions \$ 100,000.00
  - v. Comcast \$ 20.30

- **Minutes: NONE**

### • Town Administrator Report:

- There are around 25 applications at this time for the Building/Planning Secretary position. The acceptance of applications will close on September 15<sup>th</sup>.
- Full-time Police Officer position will close on September 8<sup>th</sup>.
- The procurement process should be ready for the EDA grant by next week.
- The Finance Team is still working to close out FY23.
- The sewer bills should be out soon. It is later than usual because of the new finance system.
- The first meeting with the Finance Committee about the FY25 budget will be in about a week.

- 7. **New Business:** Warran/West Brookfield football & cheer voluntary toll. The Select Board is good with it.

- **Old Business:** Mr. Dufresne asked to have new security hinges put on the office doors in the Shepard Building. Mr. Ferrera stated that he would look into it.

- 8. **Correspondence:** Email from Diane Raczka, who would like a tree planted in the empty hole in the sidewalk by Mason Grill. Mr. Ferrera to contact the tree warden about the tree.



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9. **Correspondence:** Letter from Tax Collector to Mr. Scinto, the Selectmen support Ms. Schmidt in the letter that she wanted to send out.
- **Comments and Concerns:**
    - Mr. Veliz stated that someone on Facebook asked about the Halloween date and time. The Board decided that trick-or-treating will be on October 31<sup>st</sup>, with more information to come at the next meeting.
    - Mr. Veliz was almost hit by a car that was turning from Southbridge Road onto Southbridge extension and cut the corner. Mr. Veliz wanted to know if the highway department could put something there to make sure that drivers do not cut corners. Mr. Veliz will speak with Mr. Olson.
    - Mr. Dufresne would like to order at least three more electronic speed signs. This will need to be an article for the Special Town Meeting in November.
    - Mr. Kondrat stated that there was a resident that came into the Board of Health office and was abusive to the Secretary. We will check to make sure that she has "Red Dot" on her computer and knows how to use it.
  - **Next meeting September 14, 2023, 6:00pm**
  - **Adjourn:** Mr. Eichacker made a motion to adjourn the meeting, 2<sup>nd</sup> by Mr. Veliz all in favor adjourn. 8:15pm.

Respectfully submitted by  
Karen Dusty, Administrative Assistant

  
Derick Veliz, Clerk



THE COMMONWEALTH OF MASSACHUSETTS  
EXECUTIVE OFFICE OF LABOR AND WORKFORCE DEVELOPMENT  
DEPARTMENT OF LABOR STANDARDS

MAURA HEALY  
GOVERNOR

KIM DRISCOLL  
LIEUTENANT GOVERNOR

LAUREN E. JONES  
SECRETARY

MICHAEL FLANAGAN  
DIRECTOR

August 28, 2023

**DLS Case File # W-23S-14155**

James Ferrera, Town Administrator  
Town of Warren  
48 High Street  
Warren, MA 01083

**RE: Case Close Letter – Town of Warren**

Dear Mr. Ferrera,

Thank you for sending us the description of the actions that your town has taken to correct the hazards noted in the Department of Labor Standards (DLS) Written Warning and Order to Correct issued to your town on June 26, 2023.

Your response letter which contains a description of the corrective actions and supporting documentation has been received and reviewed by DLS.

DLS finds your response to be satisfactory. **This case is closed as of August 28, 2023.** A summary of your corrective actions follows:

**Item 01 – Basement Stairway, Damaged Stair Tread:** The fifth stair tread up from the basement floor has been repaired. **This item is closed as of July 27, 2023.**

**Item 02 – Basement Stairway Missing Right Hand Side Handrail:** A right hand side handrail has been installed. **This item is closed as of July 27, 2023.**

**Item 03 – Basement Stairway, Left Hand Side Handrail – Dimension not sufficient to provide grasping surface:** The left hand side handrail has been repaired so that it extends beyond a point where a grasping surface is necessary. **This item is closed as of July 27, 2023.**

**Item 04 – Flexible Cables Installed and In Use as a Substitute for Fixed Wiring:** Flexible cords have been removed and outlets were installed. **This item is closed as of July 27, 2023.**

**Item 05 – Exit route door from patrol room to main hallway was not marked by a sign reading "Exit":** An illuminated sign was installed at the exit door from the patrol room to the main hallway. **This item is closed as of July 27, 2023.**

**Item 06 – Exit signs were not illuminated in the following locations - Exit route door from main hallway to lobby, exit route door from lobby to Main Street, exit route door at beginning of ADA exit ramp, exit route door at end of ADA ramp to Main Street:** Illuminated exit signs have been installed as required. **This item is closed as of July 27, 2023.**

**Item 07 – Personal Protective Equipment Written Hazard Assessment:** The Workplace Hazard Assessment for Custodial Services was completed on July 27, 2023. The Hazard Assessments for the Highway and Sewer departments were provided to DLS on August 1, 2023. Employees have also been provided with PPE training. **This item is closed as of August 1, 2023**

**Item 08 – Written Hazard Communication Program:** A written Hazard Communication Program has been developed and implemented. Safety Data Sheet master lists and proof of employee training has been provided to DLS. **This item is closed as of August 28, 2023**

If you have any questions or require additional assistance, please do not hesitate to contact me at (508) 599-3461 or via email at: [edward.mackeil@mass.gov](mailto:edward.mackeil@mass.gov).

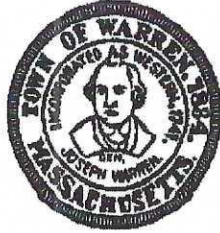
Sincerely,

*Edward MacKeil*

Edward MacKeil, SMS, CHST, OHST  
Industrial Safety & Health Inspector  
Massachusetts Department of Labor Standards (MA DLS)  
Workplace Safety & Health Program (WSHP)

**Cc:** File





### Price Quote Form

#### Warren Senior Center, Exterior Building Improvement Project

Price Quote Form Procurement Compliance Sheet MGL Chapter 30, Section 39M "solicit written responses from no fewer than three persons who customarily perform such work." A copy of this and all other documentation must be kept in your records and one set should be attached to the invoice when submitting for payment.

This information must be kept on file for six years. Notes: This sheet is mandatory for procurements that cost from \$10,000 to \$50,000. All price quotes must be in writing from the contractor.

Detailed description of the product of service (or attach scope/specifications)

The project consists of installation of vinyl siding (front half of building only, peeling paint area), minimum 3/8 craft on foil backer, new 5" aluminum seamless gutters with downspouts around the entire building, vinyl corners, power wash entire building, remove peeling paint, paint cement block on right side of building, paint eastside exterior door white. Price to include removal of old gutters, and disposal of all debris. The contractor shall only use colors selected by the Town for all vinyl siding, gutters, downspouts, soffit and fascia.

Forty-Five Thousand Eight Hundred Sixty-Three Dollars

Quoted Price (attach written quote) \$45,863.00

Company Name: Campora Construction Co Inc

Phone Number: 413-610-1660 Date: 8-29-23

Fax Number: \_\_\_\_\_ Email: Mario@CamporaCC.com

Address: 43 Owens Way Ludlow MA 01056

Mario Campora - President



General Contracting Solutions Inc.

P.O. Box 1230

Southwick, MA 01077

8/29/2023

Proposal

**Project:** Warren Senior Center Renovations

**To:** Jim Fererra

**Company:** Warren Town Administrator

GCS Here by proposes to complete the following:

1. Furnish and install minimum 3/8" foil backer insulation, vinyl corners, vinyl siding and associated trim. (Front half of building only, peeling paint area)
2. Remove existing gutters and downspouts and recycle properly.
3. Furnish and install new 5" K style aluminum seamless gutter, downspouts and associated fittings.
4. Power wash entire building.
5. Remove peeling paint and prep block for new paint.
6. Paint Block on the right side of building.
7. Prep and Paint the eastside exterior door and trim.

GCS will supply labor, equipment, dumpsters and tools to complete their scopes of work.

**For the sum of:** \$58,725.00 (Fifty eight thousand seven hundred and twenty five dollars).

**Estimate valid for 30 days**

Brian LaFleche

Estimator/PM

Ph: (413) 998-3746

Fax: (413) 998-3724

Cell: (413) 205-8717

Email: [Brian@gcscontractors.com](mailto:Brian@gcscontractors.com)

[WWW.GCSCONTRACTORS.COM](http://WWW.GCSCONTRACTORS.COM)



**360° Building and Remodeling**  
131 Coronet Cir  
Feedinghills, MA 01030  
United States

Phone: 4133746206  
Toll free: CS-110823 DS900766

## Estimate

CS#110823 HIC#188386

**BILL TO**  
**Town of Warren**  
James Ferrera  
48 High Street  
Warren, Massachusetts 01083  
United States

**Estimate Number:** 56  
**P.O./S.O. Number:** Senior Center  
**Estimate Date:** August 2, 2023  
**Expires On:** August 2, 2023  
**Grand Total (USD):** \$33,400.00

Townadministrator@warren-ma.gov

Items	Quantity	Price	Amount
<b>Warren Senior Center</b>	1	\$33,400.00	\$33,400.00

Power wash Entire building remove peeling paint, and paint Masonry block on right side of building, paint exterior door white on the right side of building, install 3/8 craft on foil backer and insulated white traditional vinyl corners, install Jamestown blue siding in the front of the building and white siding on the sides and up to the second half of the building. Install pair of black raised panel shutter in front of the window. Remove old gutters and install new. Price includes labor material, disposal of debris and building permit.

Performance bond, workers Comp, and liability insurance will be provided upon signing of this estimate and prior to starting work.

**Total:** \$33,400.00

**Grand Total (USD):** \$33,400.00

### Notes / Terms

Signing this estimate shall create a contract between the parties.

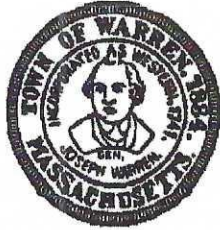
Work shall begin on \_\_\_\_\_ and be completed by \_\_\_\_\_.

All work will be completed with all applicable permits.

Owner: Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Contractor: Signature: \_\_\_\_\_ Date: \_\_\_\_\_





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The project consists of installation of vinyl siding (front half of building only, peeling paint area), minimum 3/8 craft on foil backer, new 5" aluminum seamless gutters with downspouts around the entire building, vinyl corners, power wash entire building, remove peeling paint, paint cement block on right side of building, paint eastside exterior door white.

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Quoted Price (attach written quote) \$50,432.00

Company Name: FRG Contractor Corp.

Phone Number: (888) 267-6281 Date: 08-28-2023

Fax Number: \_\_\_\_\_ Email: estimate@frgcontractor.com

Address: 800 W Cummings Park, Suite 2300, Woburn, MA 01801



# PROPOSAL

## Prepared for:

James Ferrera  
2252 Main St  
West Warren, MA 01092  
townadministratior@warren-ma.gov  
(413) 246-5506

July 7, 2023

No. 1553

IGOR's Construction LLC  
419 Burncoat St., Worcester, MA 01606  
P: (508) 889-4331 | office@igorsconstruction.com  
www.igorsconstruction.com

2252 Main St W. Warren ( Siding, Gutters, Powerwash, Painting ) -- 2252 Main St

## Scope of Work

**Total**

### Siding, Painting, Gutters, Powerwashing.

**\$57,535.26**

Supply and install new D4 Premium Vinyl Siding, Monogram by Certainteed with 3/8" Insulation foam backer over existing wooden clapboard.

The front of the main building is to be Midnight Blue Color with white trim ( Soffit, Fascia, Corners, and Window trim.

Two sides and the section on the back of the main building to be sided with D4 Main Street Vinyl Siding by Certainteed in White color.

All soffit areas to be covered with vinyl perforated T3 InvisiVent Soffit,

All Fascia boards are to be wrapped with white aluminum coil stock.

All windows to be wrapped with white aluminum, J-less Style, for a more attractive appearance.

Powerwash the far right side cinderblock wall section and adjacent wall section on the back.

Prep and paint the cinderblock wall section on the right side by the air conditioning unit, approximate size is 26'x10'

Supply and install new seamless 5" Gutters with downspouts around the entire building, including an addition on the back.

Labor,  
Material,  
Disposal,  
Permits and permit fees.

The payment schedule is as follows;  
30% upon signing the contract.  
30% upon material delivery.  
40% upon job completion.

**Grand Total: \$57,535.26**

**IGOR'S CONSTRUCTION**  
SIDING, FRAMING, DESIGN.  
WWW.IGORSCONSTRUCTION.COM

IGOR LUKASEVYCH  
info@igorsconstruction.com

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TEL 1.888.307.5968  
CELL 508.889.4331  
FAX 617.500.6517

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# BOARD OF SELECTMEN MEETING

CHARLES E. SHEPARD MUNICIPAL BUILDING

DATE: 8/31/23

Attendee: Cathy Duncan

Attendee: \_\_\_\_\_

Attendee: Joyce Stuart

Attendee: \_\_\_\_\_

Attendee: Joseph A. Kouchat, Jr.

Attendee: \_\_\_\_\_

Attendee: Katie Mellen

Attendee: \_\_\_\_\_

Attendee: Sharon Muel

Attendee: \_\_\_\_\_

Attendee: Adam Lavoie

Attendee: \_\_\_\_\_

Attendee: Ray Kopach

Attendee: \_\_\_\_\_

Attendee: Al D'Amico

Attendee: \_\_\_\_\_

Attendee: \_\_\_\_\_

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