

Selectmen Meeting
January 11, 2024, 6:00 PM

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

Call the meeting to order. 6:00 PM
Pledge of Allegiance:

1. **Progress update by Tecton Architects on the Town's Financial Feasibility Study for a New Public Safety / Municipal Complex.** Mr. Dufresne turned the time over to Mr. McElravy. Mr. McElravy stated that after extensive interviews with the Police and Fire Chiefs, going through the Shepard Building, and taking pictures, Tecton produced the size of a building that is needed. After taking in all the basic functions of each department, as well looking at the land that is Town owned, four sites were recommended. Please see the presentation attached. Mr. McElravy proceeded to go over the positives and negatives of each site.
2. **Discussion of siting locations for a possible new Public Safety / Municipal Complex that are not owned by the Town with a roll call vote to enter Executive Session pursuant to MGL c30A Section 21(a) 6, to consider the purchase, exchange, lease, or value of real property if the chair declares that an open meeting may have a detrimental effect on the negotiating position of the public body (Anticipating returning to open session at the close of executive session).**
Mr. Dufresne moved the executive session to the end of the meeting so that the rest of the business could be conducted.
3. **Discussion and possible vote on the Anti-Discrimination and Anti-Harassment Officers for the Town.** Mr. Eichacker made a motion to appoint David Dufresne and Kerry Schmidt as the Town's Anti-Discrimination and Anti-Harassment Officers, 2nd by Mr. Veliz, all in favor, passed unanimously Mr. Dufresne abstained.
4. **Discussion and possible vote to give permission for the Town Clerk to lower the number of hours for Early Voting for Election to 25% of the office hours.** Mr. Eichacker made a motion to approve the Town Clerk lowering the number of hours for Early Voting for Election to 25% of the office hours, 2nd by Mr. Veliz all in favor, passed unanimously.
5. **Communication from the Board of Assessors on the resignation of Patricia Plasse, Assessor Clerk.** Mr. Dufresne said that it was sad to see her go but understandable.
6. **Police Chief's monthly report, December 2023.** Chief Millette went over the attached report.
7. **Discussion and possible vote on the use of American Rescue Plan Act (ARPA) funds for repairs to the generator at the Quaboag Regional Middle / High School in the amount of \$3,027.05 (Anticipated Vote).** Mr. Eichacker made a motion to use American

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Recue Plan Act fund to pay for the repair to the Quaboag Region Middle/High School's generator, 2nd by Mr. Veliz, all in favor, passed unanimously.

8. Warrants & Bills: Payroll and Vendor warrants (Anticipated Vote).

- a. Warrants Mr. Eichacker made a motion to pay the following warrants, 2nd by Mr. Veliz, all in favor, passed unanimously.

i. #36	Payroll	\$ 52,450.40
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- b. Bills Mr. Eichacker made a motion to pay the following bills, 2nd by Mr. Veliz, all in favor, passed unanimously.

i. Northeast IT		\$ 3,531.00
ii. Modern Pest		\$ 108.00
iii. C2MA Adams II, LLC	$\$485.57 + 657.82 =$	\$ 1,143.39
iv. Comcast Business		\$ 143.35
v. Crystal Rock		\$ 21.16
vi. Buffone Cleaners		\$ 1,005.00
vii. Warren Electrical Contractors, Inc.		\$ 3,850.00
viii. Pine Ridge Technologies Inc.		\$ 1,062.70
ix. Bigelow Electrical Co., Inc.		\$ 3,027.05

• **Town Administrator Report:**

- Job posting for both part and full-time police officers.
- Capital Planning is meeting on 1/16/24 at 4:00PM
- The Massachusetts Governor just announced a 9C cut in spending, this will affect non-profits, Senior Organizations, and put us on alert.

• **New Business:** None

• **Old Business:** None

• **Correspondence: Assessors asked to have two announcements made by the board:**

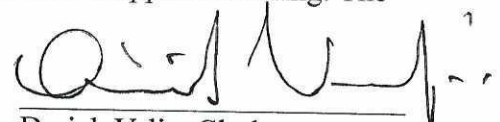
- Real Estate abatement applications are due in by February 1st.
- Exemption applications are due in by April 1st.

• **Comments and Concerns** Mr. Kondrat stated that several catch basins are blocked.

9. Next Meeting: January 25, 2024, No meeting on January 18th.

10. Adjourn. Mr. Dufresne made a motion to go into executive session, 2nd by Mr. Veliz, all in favor by roll call vote. The public left at this point and WCAT stopped recording. The Zoom meeting was also stopped.

Respectfully submitted by
Karen Dusty, Administrative Assistant


Derick Veliz, Clerk



Tecton
ARCHITECTS

PUBLIC SAFETY
NEW CONSTRUCTION
SITE ANALYSIS

BOARD OF SELECTMEN MEETING
WARREN, MA

01.11.2024

AGENDA

- 1 STUDY GOALS
- 2 STUDY SCOPE & PROGRESS TO DATE
- 3 PROGRAMMING RESULTS
- 4 SITE TEST FITS
- 5 DISCUSSION

STUDY GOALS

THE TOWN IS A RECENT RECIPIENT OF A STATE GRANT FROM THE EXECUTIVE OFFICE FOR ADMINISTRATION AND FINANCE TO CONDUCT A FEASIBILITY STUDY FOR THE PURPOSE OF CONSTRUCTING A NEW PUBLIC SAFETY AND MUNICIPAL COMPLEX.

- PROVIDE THE TOWN WITH INFORMATION TO ANALYZE THE FINANCIAL COSTS.
- IDENTIFY POTENTIAL SAVINGS OR COST OFFSETS.
- HELP EDUCATE THE RESIDENTS ON THE FINANCIAL IMPACT THE PROJECT WOULD HAVE ON ITS TAXPAYERS.

STUDY SCOPE

- 1 Prepare Space Needs Programs for Police, Fire and Town Offices
- 2 Multiple or Single Building Analysis
- 3 Site Evaluations and Test Fits
- 4 Environmental Desktop Review on selected site
- 5 Preliminary Geotechnical Investigation on selected site
- 6 Conceptual Design for selected Site
- 7 Project Cost Estimate
- 8 Tax Impact Evaluation
- 9 Liquidated Asset Valuation

STUDY SCOPE **PROGRESS TO DATE**

✓ 1 Prepare Space Needs Programs for Police, Fire and Town Offices

✓ 2 Multiple or Single Building Analysis

✓ 3 Site Evaluations and Test Fits

4 Environmental Desktop Review on selected site

5 Preliminary Geotechnical Investigation on selected site

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8 Tax Impact Evaluation

✓ 9 Liquidated Asset Valuation

SPACE NEEDS: 9,875 SF

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PROGRAM | FIRE

SPACE NEEDS: 16,670 SF

New Programmed Area Name		Fire Headquarters		Program Area	
1 . Public		6 . Firematic Support			
1.01 Public Entry		6.01 Mezzanine		1260 s.f.	
1.02 Unisex Restr		6.02 Storage Room #1 - Fire and EMS Storage		80 s.f.	
		6.03 Storage Room #2 - Fire and Emergency Management		320 s.f.	
2 . Training		6.04 Mechanic's Work Room		160 s.f.	
2.01 Training/Ca		6.05 Fire/EMS DeCon Laundry		160 s.f.	
2.02 Training Stor		6.06 Safety Materials/Training Storage Room		80 s.f.	
		6.07 Air Room [SCBA]		160 s.f.	
3 . Administration		6.08 Turnout Gear Room		500 s.f.	
3.01 Office #1 -		6.09 Radio/Communications Room		80 s.f.	
3.02 Office #2 - I		6.10 Unisex Restroom for Apparatus Bays (Hot Zone)		70 s.f.	
3.03 Office #3 -		6.11 Transition Zone		60 s.f.	
			Subtotal:	2,930 s.f.	
		7 . Building Facilities			
3.05 Emergency		7.01 Custodial Closet(s)		40 s.f.	
3.06 Emergency		7.02 Mechanical Room		320 s.f.	
3.07 Records/File		7.03 Network/JIT		40 s.f.	
3.08 Work Space			Subtotal:	400 s.f.	
3.09 Unisex Restr					
		Summation			
4 . Firefighters/EMTs		Facility net area:		13,880 s.f.	
4.01 Private Entr		Net to gross adjustment (20%)		2,760 s.f.	
4.02 Firefighters		Facility gross area total:		16,670 s.f.	
4.03 Fitness Roc					
4.04 Firefighter L					
4.05 Firefighter L					
4.06 Firefighter B					
4.07 Laundry/Ho					
4.08 Unisex Singl					
5 . Apparatus/Training					
5.01 Apparatus I					

PROGRAM | TOWN OFFICES

SPACE NEEDS: 15,430 SF

New Programmed Area Name		Town Offices	
1.	Public	7.	Town Clerk
1.01	Vestibule	7.01	Town Clerk
1.02	Lobby	7.02	Library
1.03	Public	7.03	Storage Clk
1.04	Public		
2.	Shared Meeting	14.	Staff Facilities
2.01	Meeting	14.01	Male Restroom
2.02	Conference	14.02	Female Restroom
2.03	Executive	14.03	Break Area
2.04	Board		
2.05	Furniture		
2.06	AV Equip		
3.	Board of Selectmen		
3.01	Administrative		
3.02	Supply		
3.03	Town		
4.	Town Account		
4.01	Town		
5.	Treasurer and		
5.01	Treasurer		
5.02	File/Storage		
6.	Multi-Department Building, Plan		
6.01	Shared		
6.02	File Storage		
7.	Public	8.	Board of Health
7.01	Vestibule	8.01	Board of Health
7.02	Lobby	8.02	Storage Clk
7.03	Public		
7.04	Public		
8.	Shared Meeting	9.	Multi-Department Historic Commission
8.01	Meeting	9.01	Shared Office
8.02	Conference	9.02	Storage Room
8.03	Executive		
8.04	Board		
8.05	Furniture		
8.06	AV Equip		
9.	Board of Selectmen	10.	Sewer Department
9.01	Administrative	10.01	Sewer Department
9.02	Supply		
9.03	Town		
10.	Town Account	11.	Multi-department
10.01	Town	11.01	Shared Office
10.02	Town	11.02	Storage Room
11.	Treasurer and	12.	Cable Access Tele
11.01	Treasurer	12.01	CATV Studio
11.02	File/Storage	12.02	Storage Room
12.	Multi-Department Building, Plan	13.	Office Support Facilities
12.01	Shared	13.01	Copy/Mail
12.02	File Storage	13.02	Archive Storage
13.	Public		
13.01	Vestibule		
13.02	Lobby		
13.03	Public		
13.04	Public		
14.	Staff Facilities		
14.01	Male Restroom		
14.02	Female Restroom		
14.03	Break Area		
15.	Custodian		
15.01	Custodian's Office		
15.02	Custodial Closet x2		
16.	Storage and Maintenance		
16.01	General Storage		
16.02	Voting Storage		
16.03	Outdoor Seasonal Storage		
17.	Building Services		
17.01	Mechanical Room		
17.02	Air Handling Equipment Room		
17.03	Electrical Room		
18.	Summation		
18.01	Facility net area:		
18.02	Net to gross adjustment (30%)		
18.03	Facility gross area total:		

PROGRAM | PUBLIC SAFETY (POLICE + FIRE)

SPACE NEEDS: 25,400SF

Police Needs: 9,875 S.F.
Fire Needs: 16,670 S.F.
Total: 26,545 S.F.
1,145 S.F. of Savings

Public Safety Facility (Police + Fire)

New Programmed All		Fire Dedicated Spaces		Shared Spaces	
1.	Public	6.01 N	6.01 N	1.	Public
2.	Training	6.02 SI	6.02 SI	2.	Comm
3.	Admin	6.03 SI	6.03 SI	3.	Staff Fa
4.	Fire	6.04 N	6.04 N	4.	Building
5.	Firearm Support	6.05 FI	6.05 FI	5.	Appc
6.	Patrol	6.06 SI	6.06 SI	6.	Records
7.	Detention	6.07 A	6.07 A	7.	De-escalation and Firearms Training
8.	Staff F	6.08 Tr	6.08 Tr	8.	Storage and Maintenance
9.	Prop	6.09 Tr	6.09 Tr	9.	Summation
10.	Prisoner Processing	6.10 U	6.10 U	10.	Facility net area:
11.	Detention Facilities	6.11 Tr	6.11 Tr	11.	Net to gross adjustment
12.	De-escalation and Firearms Training			12.	Facility gross area total:
13.	Storage and Maintenance			13.	
14.	Summation			14.	
15.	Facility net area:			15.	
16.	Net to gross adjustment			16.	
17.	Facility gross area total:			17.	

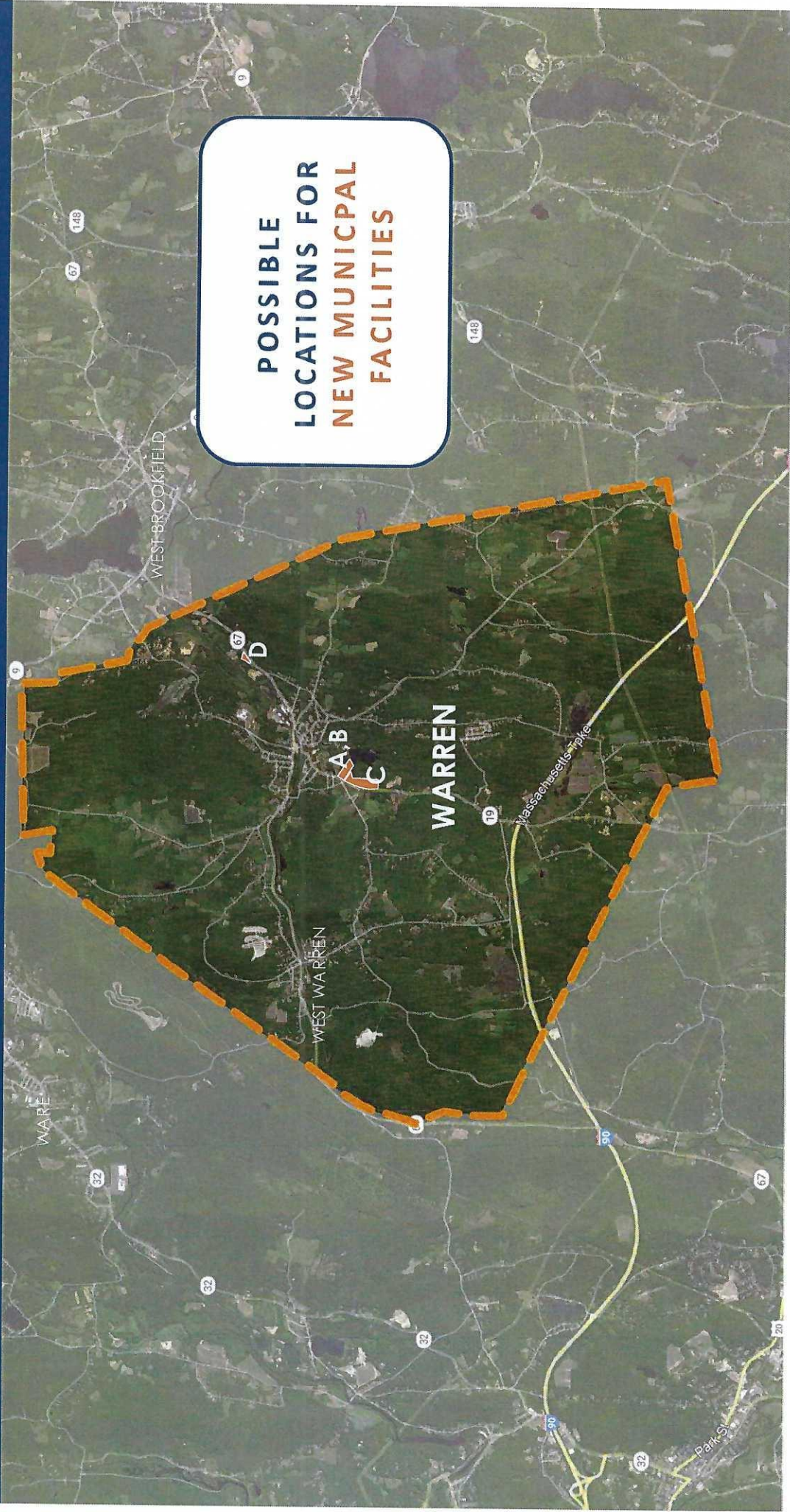
PROGRAM | PUBLIC SAFETY & TOWN

(POLICE + FIRE + TOWN)

SPACE NEEDS: 40,185SF

New Programmed Area Name		Public Safety Facility (Police + Fire + Town)		Program Area	
Shared Spaces		Fire Dedicated Spaces			
A. Public	A.01 Vestibule	1. Public	1.01	Firematic Support	4.01
	A.02 Lobby		1.02		4.02
	A.03 Reception		1.03		4.03
	A.04 Supply/Storage		1.04		4.04
	A.05 Union Rm		1.05		4.05
B. Community, Training	B.01 Training I	2. Training	2.01	Firematic Support	4.01
	B.02 ECC Sup		2.02		4.02
	B.03 Training II		2.03		4.03
	B.04 Furniture		2.04		4.04
	B.05 Emergier		2.05		4.05
C. Staff Facilities	C.01 Restroom	3. Administration	3.01	Firematic Support	4.01
	C.02 Break Area		3.02		4.02
	C.03 Wellness		3.03		4.03
	C.04		3.04		4.04
	C.05		3.05		4.05
D. Building Service	D.01 Custodial	4. Prisoner Processing	4.01	Firematic Support	4.01
	D.02 Mechan		4.02		4.02
	D.03 Air Hand		4.03		4.03
	D.04 Electrica		4.04		4.04
	D.05 Emergier		4.05		4.05
E. Town Offices Dedic	E.01 Vestibule	5. Town Clerk	5.01	Firematic Support	4.01
	E.02 Lobby		5.02		4.02
	E.03 Public M		5.03		4.03
	E.04 Public Fr		5.04		4.04
	E.05		5.05		4.05
F. Town Offices Dedic	F.01 Vestibule	6. Multi-Department Building, Planal	6.01	Firematic Support	4.01
	F.02 Lobby		6.02		4.02
	F.03 Public M		6.03		4.03
	F.04 Public Fr		6.04		4.04
	F.05		6.05		4.05
G. Town Offices Dedic	G.01 Vestibule	7. Town Clerk	7.01	Firematic Support	4.01
	G.02 Lobby		7.02		4.02
	G.03 Public M		7.03		4.03
	G.04 Public Fr		7.04		4.04
	G.05		7.05		4.05
H. Town Offices Dedic	H.01 Vestibule	8. Multi-Department Building, Planal	8.01	Firematic Support	4.01
	H.02 Lobby		8.02		4.02
	H.03 Public M		8.03		4.03
	H.04 Public Fr		8.04		4.04
	H.05		8.05		4.05
I. Town Offices Dedic	I.01 Vestibule	9. Multi-Department Building, Planal	9.01	Firematic Support	4.01
	I.02 Lobby		9.02		4.02
	I.03 Public M		9.03		4.03
	I.04 Public Fr		9.04		4.04
	I.05		9.05		4.05
J. Town Offices Dedic	J.01 Vestibule	10. Multi-Department Building, Planal	10.01	Firematic Support	4.01
	J.02 Lobby		10.02		4.02
	J.03 Public M		10.03		4.03
	J.04 Public Fr		10.04		4.04
	J.05		10.05		4.05
K. Town Offices Dedic	K.01 Vestibule	11. Multi-Department Building, Planal	11.01	Firematic Support	4.01
	K.02 Lobby		11.02		4.02
	K.03 Public M		11.03		4.03
	K.04 Public Fr		11.04		4.04
	K.05		11.05		4.05
L. Town Offices Dedic	L.01 Vestibule	12. Multi-Department Building, Planal	12.01	Firematic Support	4.01
	L.02 Lobby		12.02		4.02
	L.03 Public M		12.03		4.03
	L.04 Public Fr		12.04		4.04
	L.05		12.05		4.05
M. Town Offices Dedic	M.01 Vestibule	13. Multi-Department Building, Planal	13.01	Firematic Support	4.01
	M.02 Lobby		13.02		4.02
	M.03 Public M		13.03		4.03
	M.04 Public Fr		13.04		4.04
	M.05		13.05		4.05
N. Town Offices Dedic	N.01 Vestibule	14. Multi-Department Building, Planal	14.01	Firematic Support	4.01
	N.02 Lobby		14.02		4.02
	N.03 Public M		14.03		4.03
	N.04 Public Fr		14.04		4.04
	N.05		14.05		4.05
O. Town Offices Dedic	O.01 Vestibule	15. Multi-Department Building, Planal	15.01	Firematic Support	4.01
	O.02 Lobby		15.02		4.02
	O.03 Public M		15.03		4.03
	O.04 Public Fr		15.04		4.04
	O.05		15.05		4.05
P. Town Offices Dedic	P.01 Vestibule	16. Multi-Department Building, Planal	16.01	Firematic Support	4.01
	P.02 Lobby		16.02		4.02
	P.03 Public M		16.03		4.03
	P.04 Public Fr		16.04		4.04
	P.05		16.05		4.05
Q. Town Offices Dedic	Q.01 Vestibule	17. Multi-Department Building, Planal	17.01	Firematic Support	4.01
	Q.02 Lobby		17.02		4.02
	Q.03 Public M		17.03		4.03
	Q.04 Public Fr		17.04		4.04
	Q.05		17.05		4.05
R. Town Offices Dedic	R.01 Vestibule	18. Multi-Department Building, Planal	18.01	Firematic Support	4.01
	R.02 Lobby		18.02		4.02
	R.03 Public M		18.03		4.03
	R.04 Public Fr		18.04		4.04
	R.05		18.05		4.05
S. Town Offices Dedic	S.01 Vestibule	19. Multi-Department Building, Planal	19.01	Firematic Support	4.01
	S.02 Lobby		19.02		4.02
	S.03 Public M		19.03		4.03
	S.04 Public Fr		19.04		4.04
	S.05		19.05		4.05
T. Town Offices Dedic	T.01 Vestibule	20. Multi-Department Building, Planal	20.01	Firematic Support	4.01
	T.02 Lobby		20.02		4.02
	T.03 Public M		20.03		4.03
	T.04 Public Fr		20.04		4.04
	T.05		20.05		4.05
U. Town Offices Dedic	U.01 Vestibule	21. Multi-Department Building, Planal	21.01	Firematic Support	4.01
	U.02 Lobby		21.02		4.02
	U.03 Public M		21.03		4.03
	U.04 Public Fr		21.04		4.04
	U.05		21.05		4.05
V. Town Offices Dedic	V.01 Vestibule	22. Multi-Department Building, Planal	22.01	Firematic Support	4.01
	V.02 Lobby		22.02		4.02
	V.03 Public M		22.03		4.03
	V.04 Public Fr		22.04		4.04
	V.05		22.05		4.05
W. Town Offices Dedic	W.01 Vestibule	23. Multi-Department Building, Planal	23.01	Firematic Support	4.01
	W.02 Lobby		23.02		4.02
	W.03 Public M		23.03		4.03
	W.04 Public Fr		23.04		4.04
	W.05		23.05		4.05
X. Town Offices Dedic	X.01 Vestibule	24. Multi-Department Building, Planal	24.01	Firematic Support	4.01
	X.02 Lobby		24.02		4.02
	X.03 Public M		24.03		4.03
	X.04 Public Fr		24.04		4.04
	X.05		24.05		4.05
Y. Town Offices Dedic	Y.01 Vestibule	25. Multi-Department Building, Planal	25.01	Firematic Support	4.01
	Y.02 Lobby		25.02		4.02
	Y.03 Public M		25.03		4.03
	Y.04 Public Fr		25.04		4.04
	Y.05		25.05		4.05
Z. Town Offices Dedic	Z.01 Vestibule	26. Multi-Department Building, Planal	26.01	Firematic Support	4.01
	Z.02 Lobby		26.02		4.02
	Z.03 Public M		26.03		4.03
	Z.04 Public Fr		26.04		4.04
	Z.05		26.05		4.05
AA. Town Offices Dedic	AA.01 Vestibule	27. Multi-Department Building, Planal	27.01	Firematic Support	4.01
	AA.02 Lobby		27.02		4.02
	AA.03 Public M		27.03		4.03
	AA.04 Public Fr		27.04		4.04
	AA.05		27.05		4.05
AB. Town Offices Dedic	AB.01 Vestibule	28. Multi-Department Building, Planal	28.01	Firematic Support	4.01
	AB.02 Lobby		28.02		4.02
	AB.03 Public M		28.03		4.03
	AB.04 Public Fr		28.04		4.04
	AB.05		28.05		4.05
AC. Town Offices Dedic	AC.01 Vestibule	29. Multi-Department Building, Planal	29.01	Firematic Support	4.01
	AC.02 Lobby		29.02		4.02
	AC.03 Public M		29.03		4.03
	AC.04 Public Fr		29.04		4.04
	AC.05		29.05		4.05
AD. Town Offices Dedic	AD.01 Vestibule	30. Multi-Department Building, Planal	30.01	Firematic Support	4.01
	AD.02 Lobby		30.02		4.02
	AD.03 Public M		30.03		4.03
	AD.04 Public Fr		30.04		4.04
	AD.05		30.05		4.05
AE. Town Offices Dedic	AE.01 Vestibule	31. Multi-Department Building, Planal	31.01	Firematic Support	4.01
	AE.02 Lobby		31.02		4.02
	AE.03 Public M		31.03		4.03
	AE.04 Public Fr		31.04		4.04
	AE.05		31.05		4.05
AF. Town Offices Dedic	AF.01 Vestibule	32. Multi-Department Building, Planal	32.01	Firematic Support	4.01
	AF.02 Lobby		32.02		4.02
	AF.03 Public M		32.03		4.03
	AF.04 Public Fr		32.04		4.04
	AF.05		32.05		4.05
AG. Town Offices Dedic	AG.01 Vestibule	33. Multi-Department Building, Planal	33.01	Firematic Support	4.01
	AG.02 Lobby		33.02		4.02
	AG.03 Public M		33.03		4.03
	AG.04 Public Fr		33.04		4.04
	AG.05		33.05		4.05
AH. Town Offices Dedic	AH.01 Vestibule	34. Multi-Department Building, Planal	34.01	Firematic Support	4.01
	AH.02 Lobby		34.02		4.02
	AH.03 Public M		34.03		4.03
	AH.04 Public Fr		34.04		4.04
	AH.05		34.05		4.05
AI. Town Offices Dedic	AI.01 Vestibule	35. Multi-Department Building, Planal	35.01	Firematic Support	4.01
	AI.02 Lobby		35.02		4.02
	AI.03 Public M		35.03		4.03
	AI.04 Public Fr		35.04		4.04
	AI.05		35.05		4.05
AJ. Town Offices Dedic	AJ.01 Vestibule	36. Multi-Department Building, Planal	36.01	Firematic Support	4.01
	AJ.02 Lobby		36.02		4.02
	AJ.03 Public M		36.03		4.03
	AJ.04 Public Fr		36.04		4.04
	AJ.05		36.05		4.05
AK. Town Offices Dedic	AK.01 Vestibule	37. Multi-Department Building, Planal	37.01	Firematic Support	4.01
	AK.02 Lobby		37.02		4.02
	AK.03 Public M		37.03		4.03
	AK.04 Public Fr		37.04		4.04
	AK.05		37.05		4.05
AL. Town Offices Dedic	AL.01 Vestibule	38. Multi-Department Building, Planal	38.01	Firematic Support	4.01
	AL.02 Lobby		38.02		4.02
	AL.03 Public M		38.03		4.03
	AL.04 Public Fr		38.04		4.04
	AL.05		38.05		4.05
AM. Town Offices Dedic	AM.01 Vestibule	39. Multi-Department Building, Planal	39.01	Firematic Support	4.01
	AM.02 Lobby		39.02		4.02
	AM.03 Public M		39.03		4.03
	AM.04 Public Fr		39.04		4.04
	AM.05		39.05		4.05
AN. Town Offices Dedic	AN.01 Vestibule	40. Multi-Department Building, Planal	40.01	Firematic Support	4.01
	AN.02 Lobby		40.02		4.02
	AN.03 Public M		40.03		4.03
	AN.04 Public Fr		40.04		4.04
	AN.05		40.05		4.05
AO. Town Offices Dedic	AO.01 Vestibule	41. Multi-Department Building, Planal	41.01	Firematic Support	4.01
	AO.02 Lobby		41.02		4.02
	AO.03 Public M		41.03		4.03
	AO.04 Public Fr		41.04		4.04
	AO.05		41.05		4.05
AP. Town Offices Dedic	AP.01 Vestibule	42. Multi-Department Building, Planal	42.01	Firematic Support	4.01
	AP.02 Lobby		42.02		4.02
	AP.03 Public M		42.03		4.03
	AP.04 Public Fr		42.04		4.04
	AP.05		42.05		4.05
AQ. Town Offices Dedic	AQ.01 Vestibule	43. Multi-Department Building, Planal	43.01	Firematic Support	4.01
	AQ.02 Lobby		43.02		4.02
	AQ.03 Public M		43.03		4.03
	AQ.04 Public Fr		43.04		4.04
	AQ.05		43.05		4.05
AR. Town Offices Dedic	AR.01 Vestibule	44. Multi-Department Building, Planal	44.01	Firematic Support	4.01
	AR.02 Lobby		44.02		4.02
	AR.03 Public M		44.03		4.03
	AR.04 Public Fr		44.04		4.04
	AR.05		44.05		4.05
AS. Town Offices Dedic	AS.01 Vestibule	45. Multi-Department Building, Planal	45.01	Firematic Support	4.01
	AS.02 Lobby		45.02		4.02
	AS.03 Public M		45.03		4.03
	AS.04 Public Fr		45.04		4.04
	AS.05		45.05		4.05
AT. Town Offices Dedic	AT.01 Vestibule	46. Multi-Department Building, Planal	46.01	Firematic Support	4.01
	AT.02 Lobby		46.02		4.02
	AT.03 Public M		46.03		4.03
	AT.04 Public Fr		46.04		4.04
	AT.05		46.05		4.05
AU. Town Offices Dedic	AU.01 Vestibule	47. Multi-Department Building, Planal	47.01	Firematic Support	4.01
	AU.02 Lobby		47.02		4.02
	AU.03 Public M		47.03		4.03
	AU.04 Public Fr		47.04		4.04
	AU.05		47.05		4.05
AV. Town Offices Dedic	AV.01 Vestibule	48. Multi-Department Building, Planal	48.01	Firematic Support	4.01
	AV.02 Lobby		48.02		4.02
	AV.03 Public M		48.03		4.03
	AV.04 Public Fr		48.04		4.04
	AV.05		48.05		4.05
AW. Town Offices Dedic	AW.01 Vestibule	49. Multi-Department Building, Planal	49.01	Firematic Support	4.01
	AW.02 Lobby		49.02		4.02
	AW.03 Public M		49.03		4.03
	AW.04 Public Fr		49.04		4.04
	AW.05		49.05		4.05
AX. Town Offices Dedic	AX.01 Vestibule	50. Multi-Department Building, Planal	50.01	Firematic Support	4.01
	AX.02 Lobby		50.02		4.02
	AX.03 Public M		50.03		4.03
	AX.04 Public Fr		50.04		4.04
	AX.05		50.05		4.05
AY. Town Offices Dedic	AY.01 Vestibule	51. Multi-Department Building, Planal	51.01	Firematic Support	4.01
	AY.02 Lobby		51.02		4.02
	AY.03 Public M		51.03		4.03
	AY.04 Public Fr		51.04		4.04
	AY.05		51.05		4.05
AZ. Town Offices Dedic	AZ.01 Vestibule	52. Multi-Department Building, Planal	52.01	Firematic Support	4.01
	AZ.02 Lobby		52.02		4.02
	AZ.03 Public M		52.03		4.03
	AZ.04 Public Fr		52.04		4.04
	AZ.05		52.05		4.05
BA. Town Offices Dedic	BA.01 Vestibule	53. Multi-Department Building, Planal	53.01	Firematic Support	4.01
	BA.02 Lobby		53.02		4.02
	BA.03 Public M		53.03		4.03
	BA.04 Public Fr		53.04		4.04
	BA.05		53.05		4.05
BB. Town Offices Dedic	BB.01 Vestibule	54. Multi-Department Building, Planal	54.01	Firematic Support	4.01
	BB.02 Lobby		54.02		4.02
	BB.03 Public M		54.03		4.03
	BB.04 Public Fr		54.04		4.04
	BB.05		54.05		4.05
BC. Town Offices Dedic	BC.01 Vestibule	55. Multi-Department Building, Planal	55.01	Firematic Support	4.01
	BC.02 Lobby		55.02		4.02
	BC.03 Public M		55.03		4.03
	BC.04 Public Fr		55.04		4.04
	BC.05		55.05		4.05
BD. Town Offices Dedic	BD.01 Vestibule	56. Multi-Department Building, Planal	56.01	Firematic Support	4.01
	BD.02 Lobby		56.02		4.02
	BD.03 Public M		56.03		4.03
	BD.04 Public Fr		56.04		4.04
	BD.05		56.05		4.05
BE. Town Offices Dedic	BE.01 Vestibule	57. Multi-Department Building, Planal	57.01	Firematic Support	4.01
	BE.02 Lobby		57.02		4.02
	BE.03 Public M		57.03		4.03
	BE.04 Public Fr		57.04		4.04
	BE.05		57.05		4.05
BF. Town Offices Dedic	BF.01 Vestibule	58. Multi-Department Building, Planal	58.01	Firematic Support	4.01
	BF.02 Lobby		58.02		4.02
	BF.03 Public M		58.03		4.03
	BF.04 Public Fr		58.04		4.04
	BF.05		58.05		4.05
BG. Town Offices Dedic	BG.01 Vestibule	59. Multi-Department Building, Planal	59.01	Firematic Support	4.01
	BG.02 Lobby		59.02		4.02
	BG.03 Public M		59.03		4.03
	BG.04 Public Fr		59.04		4.04
	BG.05		59.05		4.05
BH. Town Offices Dedic	BH.01 Vestibule	60. Multi-Department Building, Planal	60.01		

SITE TEST FITS / SITE SELECTION



POSSIBLE
LOCATIONS FOR
NEW MUNICIPAL
FACILITIES

SITE TEST FIT / BRIMFIELD ROAD, NORTH OF DPW

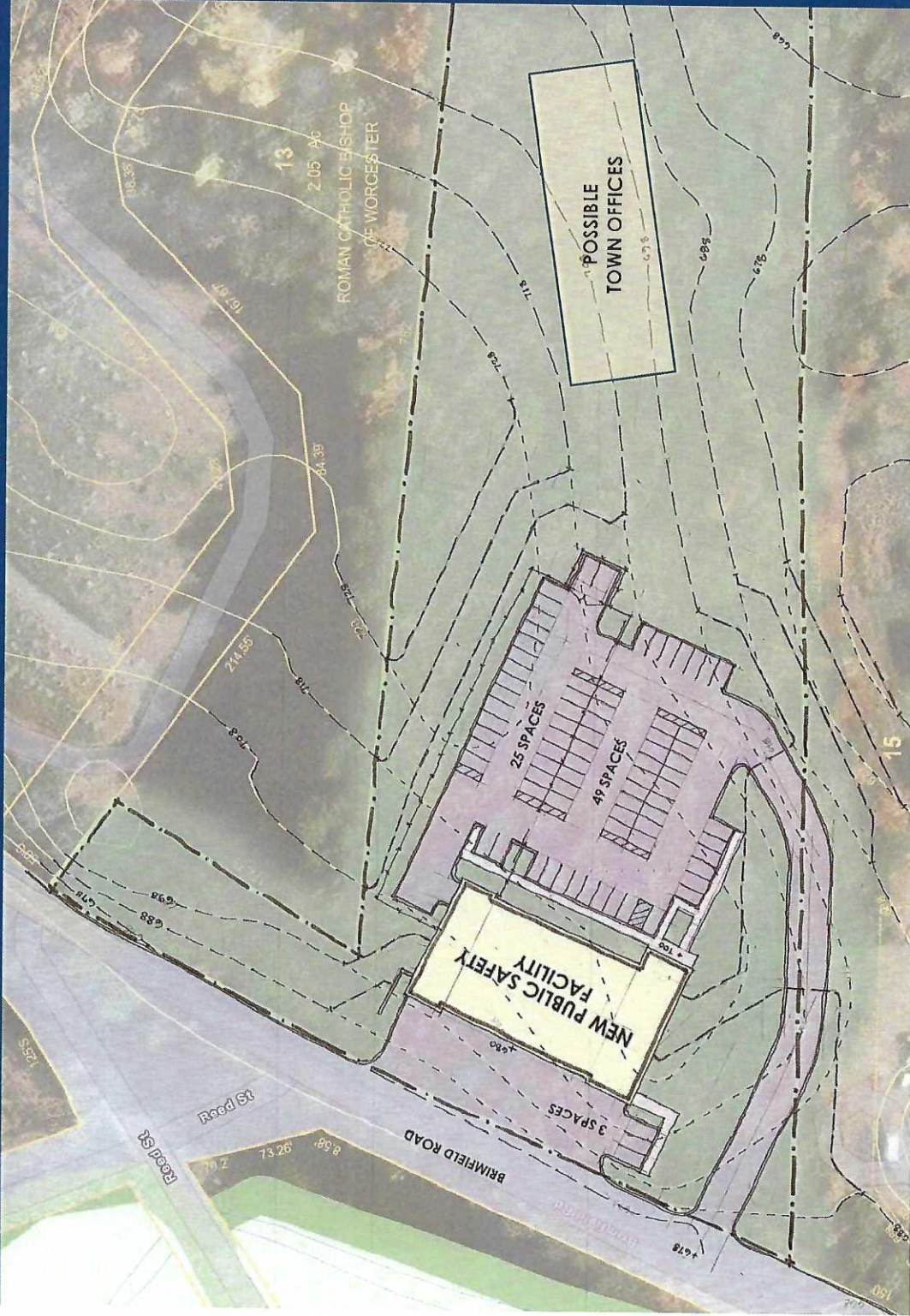


OPTION A | SITE PLAN

OBSERVATIONS

- Positive - Good visibility from Brimfield RD.
- Positive - Space for Town Offices
- Negative - Convoluted response route
- Negative - No drive through apparatus bays
- Negative - Public entry at rear of building
- Negative - Requires extensive retaining walls
- Negative - Extensive removal of excess fill, over 20'
- Negative - One way on and off

SITE TEST FIT / BRIMFIELD ROAD, NORTH OF DPW



OPTION B | SITE PLAN

- OBSERVATIONS**
- +** Positive - Good visibility from Brimfield Rd.
 - +** Positive - Direct response to Brimfield Rd.
 - +** Positive - More apparatus bays facing Brimfield Rd.
 - +** Positive - Space for Town Offices
 - Negative - Traffic visibility at curve
 - Negative - Public Entry at rear of building
 - Negative - No drive through apparatus bays
 - Negative - Requires extensive removal of excess fill
 - Negative - One way on and off

SITE TEST FIT / BRIMFIELD ROAD, SOUTH OF DPW

OPTION C | SITE PLAN



OBSERVATIONS



Positive - Good visibility from Brimfield Rd.



Positive - Direct response to Brimfield rd.



Positive - Relatively level



Positive - Drive through bays



Negative - Probable wetland issues - Cons. Comm. review required



Negative - Need to relocate DPW stockpiles



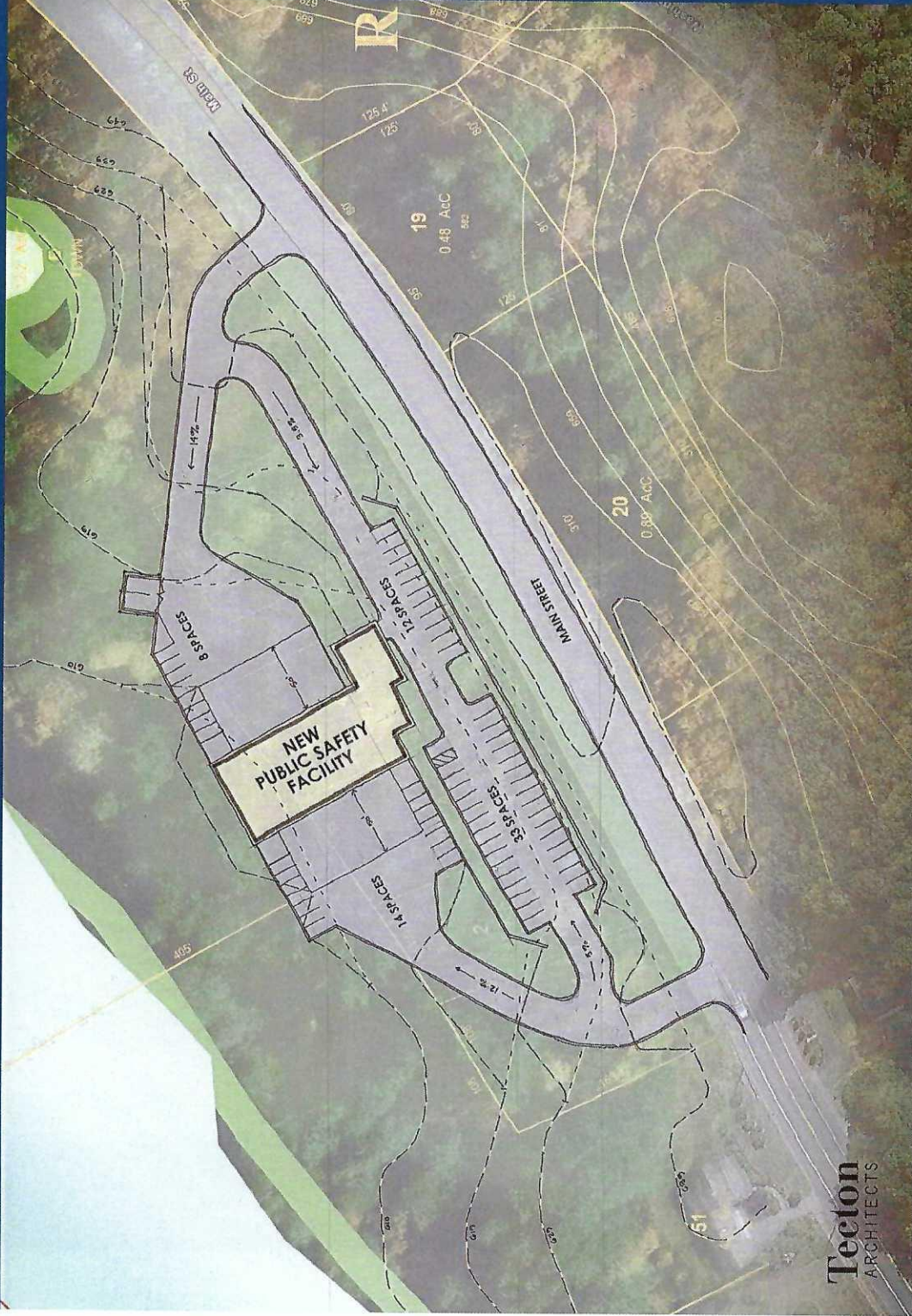
Negative - Roadway visibility to south not optimal



Negative - No space for Town Offices

SITE TEST FIT / MAIN STREET

OPTION D | SITE PLAN



OBSERVATIONS

- +
-
-
-
-
-
-

- Positive - Drive through bays
- Negative - Significant grade drop off from road
- Negative - Apparatus drives exceed max. recommended slope
- Negative - Building sits below roadway
- Negative - Extensive retaining walls required
- Negative - Roadways more extensive due to slope
- Negative - No space for Town Offices

SITE TEST FITS / SITE COMPARISON

Key takeaways:

Not all observations are deemed equal.

Option C was deemed worthy of further consideration.

Options A, B, and D were deemed not advantageous due to necessary programmatic compromises.



VALUE OF EXISTING ASSETS

USE	PROPERTY ADDRESS	ASSESSED VALUE			
		LAND	YARD	BUILDING	TOTAL
FIRE	Maple Street (0.05 Acres)	\$4,400	-	-	\$4,400
	1012 Main Street (0.65 Acres)	\$62,600	\$12,300	\$115,300	\$190,200
FIRE	20 Albany Street (0.1593 Acres)	\$46,500	\$25,300	\$248,700	\$320,500
TOWN OFFICES	48 High Street (3.3001 Acres)	\$77,700	\$4,600	\$2,284,900	\$2,367,200
POLICE	1 Town Hall Plaza (0.34 Acres)	\$52,500	-	\$1,215,200	\$1,267,700
TOTAL		\$4,150,000			

THANK YOU

Tecton
ARCHITECTS





LAURA J. STOCKLEY
TOWN CLERK

OFFICE OF
TOWN CLERK

CHARLES E. SHEPARD MUNICIPAL BUILDING
P.O. BOX 603
48 HIGH STREET
WARREN, MA 01083-0603

TEL: 413-436-5701 EXT. 111
FAX: 413-436-9754
TOWNCLERK@WARREN-MA.GOV

TO: Board of Selectmen

FR: Town Clerk, Laura J. Stockley

RE: Early Voting Hours-Request to reduce scheduled hours

DT: January 10, 2024

The State is again allowing Towns with less than 5,000 voters to reduce Early Voting hours for the upcoming March 5th Election.

Towns with less than 5,000 registered voters are only required to be open at least 25% of regular business hours, which is 6.5 hours during the week. We currently have 3,875 registered voters in the Town of Warren, as of today.

I would be planning on being open 2 hours each day, for a total of 8 hours Monday-Friday.

In addition, the state mandates that I be open for Early Voting at least 4 hours on the weekend.

In the last State Election, I came before you with the same request, with the same planned hours, and you voted **yes**.

I did not receive any negative feedback after having done so.

The last time that I was open 100% of my business hours, the payroll was nearly \$1,200.00, because I had to hire election workers to work the Early Voting. I did not have to hire anyone when my hours were reduced, because Leslie and I did it ourselves, with limited time out of the office. The payroll will literally increase by 0 dollars with the reduction if Leslie and I do it ourselves again.

The State also mandates that we be open at least 4 weekend hours, which we will on Saturday, in addition to my business hours.

I plan on requesting this for every State Election, I believe that with the consistency, the residents will come to expect it as the normal.

Approval of the Board of Selectmen is needed for this to happen, and the vote must be done no later than 20 days before the Election. I am sorry that I could not be there in person, I was planning on getting on the agenda for next Thursday, January 18th, but then I discovered you were not meeting that night, and I didn't want to wait until January 25th.

I would greatly appreciate your support in this matter.

Thank you,
Laurie

A handwritten signature in cursive script, appearing to be 'LPS' or similar, located below the typed name 'Laurie'.

January 08, 2023

Assessor's Office
Town of Warren
48 High Street
Warren, MA 01083

Dear Betty-Jo O'Brien and Members of the Assessor's Board,

Please accept this letter of resignation from my position of Assessor Clerk to be effective January 08, 2023. I apologize for my brief notice. I was recently informed of health issues that will require time out of the office. This time will not be on any set schedule so I cannot commit myself to the position as it demands. I extend my sincere thanks for your support and guidance during my brief time here as the Assessor Clerk.

The entire team here is remarkable, and I am sad to leave such an incredible group of people. I appreciate your support and understanding.

Sincerely,

Patricia Plasse

Monthly Report December 1, 2023 to December 31, 2023

In the month of December 2023, the Warren Police Department responded to a total of 1856 calls for service with 23 ending in arrests. The following is a breakdown of statistics.

Calls Logged	1856
Felonies Investigated	16
Incident reports	50
On View Arrests	7
Warrant Arrests	2
Summons Arrests	14
Total Arrests	23
Protective Custodies	3
Juvenile Arrests	1
Motor Vehicle Stops	116
Motor Vehicle Citations	68

In December 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	10,401
CT62	7,450
D785	66,550
5068	37,452
C564	Brought to up fitter to swap equipment and trade
Humvee	8,353

On the 2nd of the Month, I attended the tree lighting downtown. This event had a great turn out and all involved did an amazing job. The Patrolman also piggy backed this event for their Jingle Fund toy drive. Several toys were donated that night which will be donated to families in town. I would like to thank Ofc Morin, Ofc Soojian and Det Nale for the amazing work they put into this toy drive.

Also on the 2nd, the entire Department went through yearly taser training. This was conducted in house by Ofc Williams who just completed his taser instructor certification.

On the 5th, I attended a training hosted by our insurance carrier MIIA on title IX complaints. This training will go towards a discount to our premium.

On the 7th, Town Administrator Jim Ferrera, Fire Chief Adam Lavoie and I met with the architect from Tecton. We went over items involving the current feasibility study that is being conducted.

Also on the 7th, with the help of Principal Slattery of Warren Elementary the annual winner of the Warren Police Departments holiday card was announced. This is an event I have been conducting for the last five years with the fifth grade.

On the 12th, I attended my quarterly domestic violence task force meeting with Chief Crevier from Ware and Chief Ayotte from Harwick/New Braintree. I also attended a meeting of the POST committee put on by the Massachusetts Municipal Association.

On the 21st and 22nd I spent time at the schools for the holiday spirit. On the 21st I helped with judging the door decorating contest and on the 22nd I went to the three schools in the district with Santa Claus and the Grinch.

On the 28th and the 29th, Officer Morin and I attended ALICE instructor school. This is a class we can bring back to the schools in regards to school safety.

Thank you and Happy New Year,

Chief Gerald Millette



BOARD OF SELECTMEN MEETING

CHARLES E. SHEPARD MUNICIPAL BUILDING

DATE: 1/11/24

Attendee: Joseph Kandrak

Attendee: _____

Attendee: Adam Lavoie

Attendee: _____

Attendee: Jeff McElrany

Attendee: _____

Attendee: Brad Merkel was selectman.

Attendee: _____

Attendee: G. M. Hette

Attendee: _____

Attendee: Steven Rust

Attendee: _____

Attendee: Kerry Schmidt

Attendee: _____

Attendee: Erik Stevens.

Attendee: _____

Attendee: Ray Kopachos

Attendee: _____

Attendee: Dan Wisniewski

Attendee: _____

Attendee: _____

Attendee: _____

Attendee: _____

Attendee: _____

Attendee: _____

Attendee: _____

Attendee: _____

Attendee: _____