

Selectmen Meeting
January 4, 2023, 6:45PM

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 7:08 PM

Pledge of Allegiance:

1. **Discussion on possibly appointing a resident to the Warren Housing Authority Board (Anticipated Vote).** Mr. Eichacker made a motion to appoint Patricia Mazzapica to the Warren Housing Authority until the Town Election on May 7, 2024, 2nd by Mr. Veliz, all in favor, passed unanimously.
2. **Discussion on possibly entering into a contract between the Town and Central Massachusetts Regional Planning Commission (CMRPC) for the purpose of updating the Town's master plan, phase 1 (Anticipated Vote).** Mr. Eichacker made a motion to enter into a contract with Central Massachusetts Regional Planning Commission for the Town's master plan phase 1.
3. **Review and discuss a proposal from Jeffery & Jeffery, Inc. for the handling of the collection of unpaid parking tickets (Anticipated Vote).** Mr. Eichacker made a motion to accept Jeffery & Jeffery Inc. for the handling of the collection of unpaid parking tickets, 2nd by Mr. Veliz, all in favor, passed unanimously.
4. **Discussion on possibly retaining the services of Weston & Sampson for engineering services/construction administration for Phase II of the Fiscal Year 2022/2023 School Street Improvement Project (Anticipated Vote).** Mr. Eichacker made a motion to retain Weston & Sampson for engineering services/construction administration for Phase II of the Fiscal Year 2022/2023 School Street Improvement Project and authorize the Town Administrator to sign the memo to engage them. 2nd by Mr. Veliz, all in favor, passed unanimously.
5. **Review with possible vote to approve a settlement agreement between the Town and Copart of Connecticut, Inc. Litigation: Copart of Connecticut v. Town of Warren et al., Worcester Superior Court, Case No. 2185CV01353 (Anticipated Vote).** Mr. Dufresne stated that most of this was handled in executive sessions because of the context. The Town was granted most of everything that they wanted. The Planning Board will be voting on Monday at their meeting. Mr. Eichacker made a motion to approve the settlement agreement with Copart of Connecticut Inc. Litigation. 2nd by Mr. Veliz, all in favor, passed unanimously.
6. **Designation of the Town's voting delegate for the upcoming Massachusetts Municipal Association Annual Meeting (Anticipated Vote).** Mr. Dufresne made a motion to designate Rich Eichacker for the upcoming Massachusetts Municipal Association Annual Meeting. 2nd by Mr. Veliz, all in favor, passed unanimously, with Mr. Eichacker abstaining.
7. **Review draft solicitation for Levee Safety / Compliance Committee members (Anticipated Vote).** Mr. Dufresne stated that the Highway, Police, Fire, West Warren Water District, Emergency Management, and Sewer Departments should all be a part of this, along with 2 – 3 residents that might be interested. The Board all agreed.
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.

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i. #31	Vendor	\$ 725.00
ii. #32	Payroll	\$ 48,186.18
iii. #33	Vendor	\$ 47,759.79
iv. #34	Payroll	\$ 56,759.79
v. #35	Vendor	\$ 241,958.37

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

i. Turley Publications Inc		\$ 156.50
ii. KP Law	$\$4,529.22 + \$528.00 =$	\$ 5,057.22
iii. Fire Equipment Incorporated		\$ 720.00
iv. Buffone Cleaning Services		\$ 1,005.00
v. Verizon		\$ 141.21
vi. National Grid		\$ 37.18
vii. HR Direct	$\$89.99 * 6 =$	\$ 539.94
viii. WB Mason		\$ 98.03
ix. Marlin Leasing Corp.		\$ 1,107.23
x. American Tower		\$ 2,200.00
xi. Prine Ridge Technologies, Inc.		\$ 728.40
xii. Comcast		\$ 20.30
xiii. LHS Associates (ARPA)		\$ 9,220.00
xiv. Tighe & Bond		\$ 1,110.00

- c. Reimbursement for ½ of the year Zoom Subscription \$ 79.46
to Rich Eichacker Mr. Eichacker made a motion to reimburse Rich Eichacker for the Zoom account. 2nd by Mr. Veliz all in favor, passed unanimously with Rich abstaining.

9. **Minutes: Review and possible acceptance of any minutes (Anticipated Vote).** Mr. Eichacker made a motion to accept the minutes from December 14, 2023, 6:00; December 14, 2023, 6:45, 2nd by Mr. Veliz, all in favor, passed unanimously. Mr. Eichacker made a motion to accept the minutes for December 21, 2023, meeting, 2nd by Mr. Dufresne all in favor passed unanimously.

• **Town Administrator Report:**

- Several upcoming meetings with the following: Entre Technology on 1/10; Tecton Public presentation on 1/11; Capital Planning on 1/16.
- Department Head meeting. Selectmen Eichacker was there, and the following topics were touched on:
 - Cyber email reported.
 - Personnel by-laws for each employee to have and sign that they received them.
 - Budget Process
 - Accident and incident reports, especially with all the new equipment purchased.
- Sewer Department Grit Screw is up and running.
- The Police Department is expecting a vacancy in February.
- The Town Accountant position is closing on 1/16.
- The lighting projects here at the Shepard Building are almost complete.
- The Kickoff meeting for the Warren Master Plan with Central MA Regional Planning Commission will be on the 25th.
- KP Law informed us that their rate will go up about \$10.00 per hour starting in FY 25.

• **New Business: NONE**

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- **Old Business:**

- Mr. Eichacker stated that he will change the zoom account to yearly instead of monthly.
- Mr. Dufresne stated that the fire extinguisher upstairs at the Old Town Hall was not inspected.
- We need more people on Veteran Council.

10. Correspondence: The police forwarded a copy of a fake bill from a company that made it look like you had to go through them to get property records. Please note that property records are free from the state.

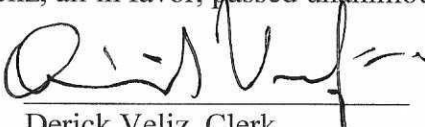
- **Comments and Concerns**

- The Highway Department is working on the water under the train bridge.
- Mr. Veliz stated that if we are paying for the Select Board to have Microsoft Office on their laptops, we need to stop. We should just have an email account. Mr. Ferrera stated that he would look into it.
- Mr. Veliz stated he is going to the Highway and Sewer Departments to reset their sign-in tablets.
- The High School put in LED lights in the gym, so it makes it so easy to take pictures, Mr. Veliz stated.
- Mr. Veliz donated a drone for training purposes, to teach Fire, Police and Emergency Management so that if and when we find the money to purchase one, they will know how to use it.
- Mr. Kondrat said that people need to slow down; the roads are slippery.
- Mr. Dufresne reminded everyone that the parking ban is in effect. The Police are giving out tickets.

- **Next Meeting: January 11, 2024, 10:00am Wrights Mill Master Recovery Plan Kickoff and 6:00pm Tecton Architects Presentation.**

- **Adjourn.** Mr. Eichacker made a motion to adjourn, 2nd by Mr. Veliz, all in favor, passed unanimously.

Respectfully submitted by
Karen Dusty, Administrative Assistant


Derick Veliz, Clerk



BOARD OF SELECTMEN MEETING

CHARLES E. SHEPARD MUNICIPAL BUILDING

DATE: 1-04-2024

Attendee: Marina Louvitakis

Attendee: _____

Attendee: Eileen Leahy

Attendee: _____

Attendee: Joseph Kordas Jr.

Attendee: _____

Attendee: Maryanne Potybski

Attendee: _____

Attendee: Jim O'Keefe

Attendee: _____

Attendee: Ray Kopacko

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