

Selectmen Meeting  
March 7, 2024, 6:00 PM

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

Open Meeting: 6:10PM

Pledge of Allegiance:

1. Mr. Dufresne moved this up so that Mr. Cantell could leave if he wanted to. **Discussion and possible vote to appoint William R. Cantell as the Town's Building Inspector / Zoning Enforcement Officer for a one-year term ( Anticipated Vote).** Mr. Ferrera introduced Mr. Cantell. His office hours will be by appointment only. Mr. Eichacker made a motion to appoint William R. Cantell as the Town's Building Inspector/Zoning Enforcement Officer for a (1) One-year term, 2<sup>nd</sup> by Mr. Veliz, all in favor passed unanimously.
2. **Public Hearing Fiscal Year 2024 Community Development Block Grant Application** Mr. Dufresne turned the time over to Mr. Dunphy to review the Grant application. Mr. Dunphy followed the attached outline. Mr. Dunphy stated at the end that he is working on a Request for Proposal for a landscape architect for the Town Common. Mr. Eichacker made a motion to support the Fiscal Year 2024 Community Development Block Grant Application, 2<sup>nd</sup> by Mr. Veliz, all if favor passed unanimously.
3. **Discussion on the Town first right of refusal for the property located at Lot 18, Town Farm Road in Warren (Anticipated Vote)** **Tabled until next meeting**
4. **Police monthly report:** Chief Millette reviewed his attached report. Mr. Dufresne suggested that we have a meet and greet with the new Police Officers. Maybe held at the Senior Center.
5. **Discussion and possible vote on an employment agreement between the Town and Jaclyn Bonner for the position of Town Accountant (Anticipated Vote).** Mr. Dufresne stated that we have interviewed and negotiated a contract with Jaclyn, and she will start March 25, 2024. Mr. Eichacker made a motion to approve the agreement with Jaclyn Bonner as the Town Accountant, 2<sup>nd</sup> by Mr. Veliz, all in favor, passed unanimously.
6. **Discussion and acceptance of the Ambulance Abatement (Anticipated Vote)** Mr. Dufresne read the report. Mr. Eichacker made a motion to accept the Ambulance Abatement for 2<sup>nd</sup> quarter for FY2024, 2<sup>nd</sup> by Mr. Veliz, all in favor, passed unanimously.
7. **Discussion on items for the Board of Selectmen to consider for Capital Planning (Anticipated Vote)** **Tabled until next meeting**
8. **Discussion and approval of the Fiscal Year 2025 Board of Selectmen Budget (Anticipated Vote)** **Tabled until next meeting**

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**9. Warrants & Bills (Anticipated Vote)** Mr. Veliz left but will be right back.

- a. Warrants Mr. Eichacker made a motion to pay the following warrants, 2<sup>nd</sup> by Mr. Dufresne, all in favor, passed unanimously.

i. #51	Payroll	\$ 54,347.06
ii. #52	Vendor	\$ 96,053.27

- b. Bills Mr. Eichacker made a motion to pay the following bills, 2<sup>nd</sup> by Mr. Dufresne, all in favor, passed unanimously.

i. Northeast IT	3,531.00+1,844.94+5,000=	\$ 10,375.94
ii. Amazon	\$426.84+36.50=	\$ 463.34
iii. C2 MA Adams II, LLC	\$324.84+440.98=	\$ 765.82
iv. Verizon		\$ 143.71
v. Buffone Cleaning		\$ 1,300.00
vi. American Tower		\$ 2,200.00
vii. Hampden Communications Corp.		\$ 1,500.00
viii. Pine Ridge Technologies, Inc.		\$ 366.40
ix. Tri State Truck Center		\$144,000.00

- **Minutes: Review and possible acceptance of any minutes (Anticipated Vote). NONE**

- **Town Administrator Report:**

- Tri State Truck Center is where the Highway Department purchased the Western Star dump truck with a plow. The Board has set aside \$144,000.00 from the American Recovery Plan Act and the rest of the money came from an article. It is being registered and stickered and ready to go next week. It has taken two years from start to finish.
- Verizon State Liaison met with me to talk about their "One Talk Program" which includes: desk phone; cloud answering, transfer to cell phone; and, if the internet goes down, it will go right to the cell towers. The internet speed would need to be increased with Comcast for this to work.
- Northeast IT provided all the firewalls for the Highway Department, Senior Center and the Wastewater Treatment Plant. We have a Sonic Wall contract for 4 years.
- The three new Police Officers took a simulator training class that was offered by MIIA. This will help us reduce our insurance costs.
- The new employee at the Wastewater Treatment Plant will start on March 18<sup>th</sup>.
- The new Town Accountant will start on March 25<sup>th</sup>
- FinCom had meetings with the Police, Assessors, and Highway on their budgets and will continue meeting with departments this next week.
- The Capital Budget Committee will meet on Tuesday March 18<sup>th</sup>
- We have received several applications for the Assessor Clerk, and I will get with the Assessor office to set up interviews.

- **New Business: NONE**

- **Old Business: NONE**



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**10. Correspondence:** A letter from the Members of the Warren Fire Department in honor of Dennis Desrosiers retirement. **Put on the next agenda for voting.**

**11. Correspondence:** A letter from Joseph Kondrat about the gasoline spill by the underpass; noticed that the sidewalk was getting wet due to dripping from the railroad bridge above.

- **Comments and Concerns:**

- Mr. Fountain asked why the first right of refusal was tabled until the next meeting. Mr. Dufresne stated that it had just been brought before the Board and they needed to check it out and would have an answer for him next week.
- Mr. Kopacko stated that Day Light Savings starts this Sunday so put your clocks one hour ahead when you go to bed on Saturday.

- **Next meeting:** Thursday, March 14, 2024, 3:00PM executive meeting, 6:00PM regular meeting.

- **Adjourn:** Mr. Eichacker made a motion to adjourn, 2<sup>nd</sup> by Mr. Veliz, all in favor adjourned 8:14PM

Respectfully Submitted by  
Karen Dusty, Administrative Assistant

  
\_\_\_\_\_  
Rich Eichacker, Vice-Chair

**TOWN OF WARREN**  
**FY 2024 CDBG Application – (Grant due date March 25, 2024)**

**PUBLIC HEARING AGENDA**  
**March 7, 2024 - 6:00 PM**

1. INTRODUCTION: Chris Dunphy, Central MA Regional Planning Commission
2. CDBG OBJECTIVE - The Community Development Block Grant was authorized by Congress and is funded under Title I of the Housing and Community Development Act of 1974. The Commonwealth of Massachusetts has designated the Executive Office of Housing and Livable Communities (EOHLC) as the state's administering agency for CDBG funding. The primary objective is: “...to develop viable, urban communities by providing decent housing and suitable living environment and expanding economic opportunities principally for low- and moderate-income persons.” EOHLC will fund eligible projects designed to meet this objective.

**Program background**

- Community Development Block Grant (CDBG) is funded by US Dept. of Housing & Urban Development (HUD)
  - Projects must serve primarily low- to moderate-income beneficiaries or eliminate ‘blight.’
- The Massachusetts Executive Office of Housing and Livable Communities (EOHLC) administers the program for communities below ~50,000 population. (Small cities/towns)
- This application is capped at \$950,000.
- This is a competitive grant program with an 18-month performance period, which will be July 1, 2024, through December 31, 2025.

3. DESCRIBE THE PROPOSED PROGRAM

**FY 2024 Warren projects with estimated costs**

- River Street and Central Street Improvements (Phase 1): \$800,000

The town of Warren and the West Warren Water District are looking to complete improvements to River Street and Central Street located within the West Warren village. The overall project involves comprehensive improvements to the roadways, water systems, storm drainage systems, and sidewalks and accessibility. The project area includes all of River Street at Main Street, and Central Street from Main Street to Chapel Street. River Street is approximately 550 feet in length and Central Street is approximately 420 feet in length. The proposed initiative involves two phases. Phase 1 funding will be sought through the FY2024 MA CDBG program, which seeks to have engineering design completed for both streets, all intended improvements for River Street, and the installation of the water main for Central Street. Phase 2, through available future funds, will improve Central Street’s road and sidewalk surfaces, as well as make stormwater drainage improvements.

- Cutter Park Design: \$80,000

A professional Landscape Architect firm will be hired through a competitive procurement process to design for future improvements to Cutter Park. Items to be considered as part of the



design include, but not limited to, a water feature, new playground equipment, improved parking, utility improvements, storage area, walkways, etc.

- General Administrative - \$70,000

Overall grant management including technical and administrative support, committee development and support, planning, travel, advertising, training and education, file maintenance, printing, accounting, communications, supplies and material, payments, etc.

**ESTIMATED TOTAL GRANT = \$950,000**

**Project selection process**

The proposed application is being put forth by the Warren Community Development Advisory Committee (CDAC). Their mission is to meet as an appointed body, assist with the development and management of community development activities, and make recommendations which are in the best interest of the community. The committee holds monthly meetings to discuss needs and projects which fit within the framework of their mission and the Community Development Block Grant program (CDBG). Projects and activities are identified and evaluated based on the overall community need, need to low- and moderate-income persons, previous efforts to rectify the need, available sources of funds, ability to proceed, support for the project or activity, and compliance with local, state, and federal initiatives.

The River Street and Central Street project is part of a strategy developed by the CDAC, who recommends that the town continues to address the needs that were identified in previous planning efforts, such as Warren's Master Plan, Community Development Strategy, and the Municipal Vulnerabilities Planning study. The proposed work has been phased, as the needed work for these two streets exceed the available amount of grant funds as part of a single application.

Improvements to Cutter Park were identified as a priority by the Warren CDAC and the Warren Parks Commission. Needed upgrades were also identified in the town's recently completed Open Space and Recreation Plan. Cutter Park is underutilized by the town, with its functionality in question due to the age of the existing equipment, accessibility concerns and lack of parking. The CDAC and Parks Commission believe that improvements will attract more Warren residents to the park and provide accessibility to the playground features to those with a disability.

**Application timing**

- Application due date: March 25, 2024
- Award announcement date: expected Summer 2024
- Contracts to by early fall of 2024.

4. SUPPORT OF THE PROGRAMS – Testimony, Comments, Etc.

5. BOARD OF SELECTMEN APPROVAL

Formal vote of approval and support for the proposed FY 2024 Warren CDBG.

**Proposed Motion:** *The town approves the submission of the proposed FY 2024 Warren CDBG grant application and their respective activities to the EOHLC (with allowance for minor budget or program adjustments), and furthermore authorizes the ~~CEO~~ to sign required forms when prepared. The Central Massachusetts Regional Planning Commission (CMRPC) will assist the town with the overall management of the grant if funded.*

6. OTHER CDBG COMMENTS

*select board.*



# TOWN OF WARREN

## Parks & Recreation Department

P.O. BOX 609, WARREN, MA 01083

[parksandrec@warren-ma.gov](mailto:parksandrec@warren-ma.gov)

March 5, 2024

To Whom It May Concern:

It is with great anticipation that the Warren Parks & Recreation Commission looks forward to seeing improvements at Cutter Park. I have served on the Commission for approximately 25 years, and cannot remember any significant improvement effort directed toward upgrades and improvements at that park. Cutter Park is located near Warren Center which is within the heart of our community. It is used by many area residents, however the equipment is extremely old and appropriate access for people of all abilities is extremely challenging. I understand that an ongoing ADA Transition plan has identified several instances of accessibility non-compliance. Our Commission hopes to address these deficiencies through this proposed design project and future physical improvements to Cutter Park.

The desire for Cutter Park Improvements is widespread throughout our community. Its location in Warren Center attracts many residents, many of which walk to the park. Residents have also said the equipment is old and upgrades are needed. This sentiment is supported by the recently completed Open Space and Recreation Plan, which stated, *"There was a desire to upgrade the existing playgrounds to not only make them accessible, but to also have accessible equipment and play structures so that children of all capabilities can enjoy them."*

Warren Parks and Recreation enthusiastically supports this initiative that will lead to future improvements and enhance the experience for our Warren residents.

Respectfully,

Suzanne Ramsey, Chairman  
Warren Parks and Recreation

cc: Warren Board of Selectmen  
Christopher J. Dunphy, CMRPC



### Monthly Report February 1, 2024 to February 29, 2024

In the month of February 2024, the Warren Police Department responded to a total of 1360 calls for service with 20 ending in arrests. The following is a breakdown of statistics.

Calls Logged	1360
Felonies Investigated	4
Incident reports	50
On View Arrests	4
Warrant Arrests	6
Summons Arrests	10
Total Arrests	20
Protective Custodies	1
Juvenile Arrests	1
Motor Vehicle Stops	125
Motor Vehicle Citations	53

In February 2024, 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	12,561
CT62	8,998
D785	70,487
5068	41,850
C564	2,556
Humvee	8,353

At the beginning of February, I attended my monthly Homeland security meeting. At this meeting representatives from FEMA and MEMA presented to the council.

On the 8<sup>th</sup> new Officer Ostaquio Rodrigues was appointed to the open full time Officer slot. Officer Rodrigues comes with approximately 4 years of Police experience. We look forward to Officer Rodrigues starting with us.

On the 19<sup>th</sup> I brought our breathalyzer machine and our PBT to the Office of Alcohol Testing in Maynard. Every year these pieces of equipment have to go to OAT for testing to insure they are working properly.

On the 23<sup>rd</sup> Detective Nale and Officer Merkel left us for bigger Departments. Det Nale gave the Town 4 years of service and was a great Officer and Detective. We wish both well at their new Departments.

On the 26<sup>th</sup>, Officer Patric Gillespie and Officer Brian Pfister started with us. Officer Gillespie comes to us with over 20 years of military experience and 4 years of full time Police experience. Officer Pfister comes to us from the Holyoke Police Department with just over 2 years of experience.

Also on the 26<sup>th</sup>, I took a trip to the Worcester drug lab with evidence that needs to be processed for court.

And finally, on the 28<sup>th</sup>, I attended a training put on by Worcester District Attorney Joseph Early's Office. This training was on drug endangered children and Handle with Care initiative.

Stay safe,

Chief Gerald Millette





# TOWN OF WARREN

## FIRE DEPARTMENT

1012 Main Street, P.O. BOX 608, WARREN, MASSACHUSETTS 01083  
TELEPHONE: 413-436-5444 FAX: 413-436-0244

Adam S. Lavoie  
*Fire Chief*

19 February 2024

Board of Selectman  
Town of Warren  
48 High St.  
Warren, MA 01083

Re: Ambulance Abatements, (2nd Quarter FY24)

Dear Board Members,

The breakdown of ambulance abatements for the 2nd Quarter of FY24 are as follows: The Board will need to write off said totals for accounting purposes.

	OCT	NOV	DEC
INSURANCE DISALLOWED:	\$60,406.68	\$42,445.33	\$40,471.15
BAD DEBT:	\$0.00	\$0.00	\$0.00
TOTAL:	\$60,406.68	\$42,445.33	\$40,471.15

Respectfully Submitted,

Adam S. Lavoie  
Fire Chief

Pc. Accountant

## Ambulance Billing Account Reconciliation Report

FY 2024

Prepared By: Comstar

1/16/2024

[illegible]



*Joseph A Kondrat, Jr.*

55 Pleasant Street  
P.O. Box 124  
West Warren, Ma.  
01092-0124  
1-413-436-5184

March 4, 2024

Warren Board of selectmen

On Sunday, March 3, 2024, at about 7:45 P.M., there was a gasoline spill at the underpass that was noticed by a Warren Patrol Officer. Dispatch was notified and the Warren Fire Department responded to the site of the spill.

Responding were Squad 2, a fire truck, and more than 6 firemen. The fire department contained the spill and then put down an absorbent material to remove any risk of the spill spreading any further. These firemen worked with speed and showed confidence in what they were doing. This took less than a half hour. They should all be commended for their swift actions.

Being the Board of Health Member on the scene, I also noticed that the sidewalk under the underpass on the Laundromat side was wet. It appears that water is dripping from the railroad up above, soaking down the granite block wall, putting a quarter inch of water across the sidewalk before the water goes over the edge onto the roadway below. This could be a reason why there is at most times some water on the roadway in the underpass. Further investigation may be needed.

Respectfully yours,

*Joseph A. Kondrat, Jr.*



# BOARD OF SELECTMEN MEETING

CHARLES E. SHEPARD MUNICIPAL BUILDING

DATE: 3/7/24

Attendee:

Chris Dunphy, CMRPE

Attendee:

G. M. Hefse

Attendee:

Bill Cantell

Attendee:

Don Thibodeau

Attendee:

Suzanne Ramsey  
(Parks & Rec)

Attendee:

Attendee:

Jessie Sweeney (Parks & Rec)

Attendee:

Attendee:

Jim McKeon (TOWN everything)

Attendee:

Attendee:

Ray Kopscho

Attendee:

Attendee:

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