

BOARD OF SELECTMEN

CHARLES E. SHEPARD MUNICIPAL BUILDING

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BOARD OF SELECTMEN MINUTES OF OCTOBER 22, 2020

PRESENT: Mr. John A. Nason; Chairman, Mr. Marc Richard; Vice-Chairman, Mr. David Dufresne, Clerk and Rebecca Acerra, Administrative Secretary and Building Commissioner, Jack Keough

ATTENDEES: Brenda J. Church and David McRae

Opened the Meeting at 5:00 PM

Mr. Nason opened the meeting and a motion was made to enter into Executive Session in accordance with M.G.L. c30A, Section 21(8) "to consider or interview applicants for employment by a preliminary screening committee, if the chair declares that an open meeting will have a detrimental effect in obtaining qualified applicants (Building Inspector); second: Mr. Richard – unanimous. Roll Call Vote: 3 Yes Votes

5:00 PM - Brenda J. Church

Ms. Church submitted her application/resume for the position of Building Commissioner as Jack Keough is retiring. Ms. Church has been a Certified Inspector for 18 years and currently has several small hill towns in the Berkshires including Lee. She highlighted her years of experience across the Commonwealth as well as her achievements as a General Contractor in Seattle Washington. One issue of concern was the lack of time available to devote to Warren as stated, she does have several towns she works for currently. She is looking to vacate those smaller towns and concentrate on her bigger ones. She just accepted the position in Holland, which Mr. Keough has served as Commissioner there as well.

Mr. Keough did state that although he doesn't know her personally, he has met her at many meetings and can tell by her questions/answers that she has a solid handle on the building code. She currently maintains at the minimum of 120 credit each year. Mr. Richard stated that if hired, the Board would expect that a certain amount of set hours be for office hours to meet with homeowners and contractors. She did not have any opposition to that.

Ms. Church thanked the Board for their time tonight and once a decision is made, the office will contact her.

5:30 PM – David McRae

Mr. McRae also applied for the position. He resides in New Braintree and was a former contractor. He received his certification as Inspector in 2017 and is only looking for part-time work. This position afforded him that opportunity. Mr. Dufresne asked if he had any experience dealing with large scale solar facilities. Project such as that tend to be built however not all aspects are always followed thru. He currently has approximately 40 educational credits and would be willing to hold set office hours.

Mr. McRae thanked the Board for their time this evening. As with Ms. Church, once a decision is made, the office will contact him.

Motion to recess Executive Session to go into Open Session for the regular meeting and to return to Executive upon the conclusion of that meeting made by Mr. Nason; second: Mr. Richard – unanimous.

At the conclusion of Open Session, the Board returned to Executive Session:


The Board weighed the merits of both candidates and all agreed that Ms. Church had more experience and qualifications for the position. Motion to have Mrs. Acerra send an offer letter to Ms. Church as outlined in the town's hiring policy made by Mr. Dufresne; second: Mr. Nason – unanimous.

Motion to accept the Executive Session Minutes of October 8, 2020 as written made by Mr. Dufresne; second: Mr. Richard – unanimous.

Motion to Adjourn made by Mr. Dufresne; second: Mr. Richard – unanimous at 7:30 PM.

Respectfully submitted,

Rebecca Acerra
Administrative Secretary


David P. Dufresne, Sr., Clerk