

Warren Board of Selectmen

Minutes of October 5, 2023 Meeting

6 p.m., Selectmen's Meeting Room (also by Zoom and Facebook Live)

Selectmen in Attendance: David Dufresne, Derick Veliz
(Absent -- Richard Eichacker)

Others in attendance: Town Administrator James Ferrera, Police Chief Gerald Millette, Fire Chief Adam Lavoie, Joseph Kondrat Jr., Barbara Kondrat, James McKeon, Daniel Thibodeau

David Dufresne opened the meeting at 6:11 pm with the Pledge of Allegiance.

#1

The Town of Warren has been awarded a \$75,000 grant from the Massachusetts Executive Office of Housing and Livable Communities to have a licensed professional update the town's Master Plan. The current Master Plan was developed in 2006. Thanks to CMRPC and our state partners.

Motion to accept the \$75,000 Grant and authorize the Town Administrator to sign on behalf of the Town: D. Dufresne

2nd: Derick Veliz

Vote: 2-0 in favor (Dufresne – aye, Veliz – aye)

#2

The Planning and Building Department's Interview Committee have selected Sarah Morin to be their new Secretary. Selectmen are asked to vote on her appointment to the position (Grade C-3) at a Step 5, due to her recent municipal experience in the Assessors' Office in the Town of Leicester and her prior ten-years' experience as an Assistant Administrator for a private company that dealt with municipalities and municipal water matters.

Motion to appoint Sarah Morin Administrative Assistant for the Building and Planning

Departments: D. Dufresne

2nd: Derick Veliz

Vote: 2-0 in favor (Dufresne – aye, Veliz – aye)

#3

J. Ferrera pointed to her lengthy experience as an administrative assistant and current position with a municipality, and indicated that \$21.28, which is less than she currently makes, is fair.

Motion to hire Sarah Morin as a C-3 Step 5 on the Wage Compensation Scale: D. Dufresne

2nd: Derick Veliz

Vote: 2-0 in favor (Dufresne – aye, Veliz – aye)

J. Ferrera opened a discussion on hours for the new employee. D. Dufresne said that the Building and Planning Office is a busy one and should perhaps be open Fridays to accommodate contractors. J. Ferrera indicated that, although her offer letter stated that her "hours will be based on the operational needs of the town," at this point there is only a skeleton crew in the building on Fridays and that, to prevent the potential of her being in the building alone, there was no plan for that at this point. She was hired for 29 hours, but those hours should maybe be expanded to 32-35 so that she can work 8 hours, four days per week and cover evening meetings. When the building goes to five days per week, those hours can increase to 40 per week.

D. Dufresne and D. Veliz agreed to 32-35 hrs per week, with an eye to move to 40 hrs when the building hours change.

#4

Selectmen reviewed the updated escrow agreement with 360 Building and Remodeling. The updates Town Counsel made to the agreement are in the definition of "Town" and setting a 120-day period for the work to be completed, after which funds will be released to the Town to complete any unfinished work on the project.

The contractor has signed the contract and has the necessary licensing and permits, and is prepared to begin the work on the siding and gutters on Tuesday.

Motion to approve and sign the updated escrow agreement between the Town and 360 Building and Remodeling: D. Dufresne

2nd: Derick Veliz

Vote: 2-0 in favor (Dufresene – aye, Veliz – aye)

#5

Chief of Police Report

- Monthly Homeland Security Meeting
- Meeting with school administration, fire and highway on logistics for fireworks, which have been rescheduled to June
- Department's radars and tuning forks have had their annual re-certification
- Greeted students at the Middle High School and Elementary schools with Supt. Steve Duff and hopes to make it a weekly routine – "High Five Friday"
- Attended quarterly Domestic Violence Task Force meeting
- Testified at the State House with J. Ferrera about rural communities' need for funding for public buildings, such as Public Safety Complexes. Thanked Rep. Todd Smola for a tour of the State House
- Attended the required annual Chief's In-Service and completed the MIIA Blood Borne Pathogen Training, which will give the town a credit toward its insurance premium
- School visits with Fire Chief Lavoie to the Seventh Day Adventist School to talk to students about fire and Internet safety; attendance at the monthly school safety committee meeting; and participated in a school visitor awareness training, presented by safety chair Eric Urban

Chief Millette also spoke at some length about a student named Nate who he has had the honor of sponsoring for Cops for Kids With Cancer. Chief Millette had met and was interviewed by the young man a few years ago, who has since been diagnosed with Stage 4 Hodgkin's Lymphoma. His sponsorship will make Nate and his family eligible for much-needed funding for his medical care.

#6

Warrants and Bills

Motion to pay the following warrants: D. Dufresne

Warrants

• Payroll	15	\$56,294.52
• Vendor	18	\$276,826.19

2nd: Derick Veliz

Vote: 2-0 in favor (Dufresene – aye, Veliz – aye)

Motion to pay the following bills: D. Dufresne

Bills

• Northeast IT	\$3,364.00
• Amazon Business	\$483.72
• Small Town Administrator of MA	\$30.00
• Verizon	\$134.61
• Paul Shepardson Electric	\$350.00
• Buffone Cleaning Service	\$1,500.00
• BEC Plumbing	\$280.00
• 2 nd : Derick Veliz	

Vote: 2-0 in favor (Dufresne – aye, Veliz – aye)

#7

Minutes

Motion to accept minutes from Sept. 14 and Sept. 21 with corrections from R. Eichacker: D. Dufresne

2nd: Derick Veliz

Vote: 2-0 in favor (Dufresne – aye, Veliz – aye)

#8

Town Administrator Report

- Supt. Steve Duff will attend the next Selectmen's Meeting to provide an update on the schools and the wrap-up of the Energy Project at WCES
- Thanks to the Highway Department for repainting the parking lot lines at the Municipal Building. The handicapped spaces behind the building will be put on hold until there is a decision whether to relocate them
- Work on the Senior Center exterior will begin next week
- The Planning and Building Dept. Administrative Assistant will start on Oct. 23. Her physical and drug screening are scheduled for next week
- The Town received a fraudulent invoice from FCUS Commercial Solutions for \$984.82. After questioning employees in all departments, none of whom had heard of the company, and researching its location (a UPS Store PO Box) and inquiring in other towns (where similar invoices had been received), it was determined that the invoice was a scam and it has been reported to the AG's Office and the USPS
- The RFP for the Mills Master Plan went out today, with proposals due Oct. 31 at 1 pm
- The RFP for Sludge Hauling was re-issued, as no bids were received on the first one, and proposals are due Oct. 24 at 1 pm
- J. Ferrera will meet tomorrow with the School and Prospect Streets team to go over the project and address residents' concerns. Water testers found no bacteria in the water

#9

New Business

No new business

#10

Old Business

Carolis is doing their due diligence and wants to stay in communication with the board. They will need to see an update on the maintenance of the levee. Another inspection by the Army Corps of Engineers is

scheduled for Oct. 26. The Town needs policies and an agreement with the owners of the levee regarding maintenance. Repairs are needed, and J. Ferrera and J. McKeon will discuss the damage in more depth, and hopefully prior to the inspection.

#11
Correspondence

Resident Jeffrey Tripp sent an email with a photo regarding shrubbery overgrowing the sidewalk near Burbank and Main streets. The Highway Department has been notified. Sidewalks need to be kept clear for safe accessible passage.

#12
Comments and Concerns

Joseph Kondrat commended the town departments for their response to the missing 5-year-old child on Southbridge Road earlier in the day. Chief Lavoie thanked Rutland Regional Dispatch and all of the area towns and the state who provided mutual aid, which included a Dive Team and drones. The child was found in a rough, wooded area, but was okay and has been reunited with his family.

J. McKeon, of the Parks and Highway Departments, suggested that the Town start a Halloween Map for Trick-or-Treating, as most of the Halloween activities take place in the downtown areas. D. Dufresne suggested that if people were to sign up for an online registry to say they'd have candy at their houses, the activity might spread around to the other areas. Or perhaps, a Town-wide Trunk-or-Treat. D. Veliz offered help with the map.

J. McKeon also indicated that the new picnic tables have arrived. They are 8 ft long, made of black metal and should last a long time. They've been placed at at the Common and at Dean, Cutter, and Whittier parks. The five trash bins and inserts have also been delivered and placed in town – Please Don't Litter!

Next meeting will be a Dog Hearing at 5:30 pm, Oct. 12, with a regular Selectmen's Meeting to follow at 6:30 pm. (depending on the length of the Dog Hearing).

Motion to adjourn: D. Dufresne

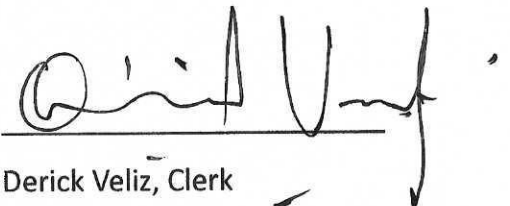
2nd: Derick Veliz

Vote: 2-0 in favor (Dufresne – aye, Veliz – aye)

Meeting adjourned at 7:09 pm.

Respectfully submitted,

Kerry Schmidt


Derick Veliz, Clerk



Commonwealth of Massachusetts
**EXECUTIVE OFFICE OF HOUSING &
LIVABLE COMMUNITIES**

Maura T. Healey, Governor ♦ Kimberley Driscoll, Lieutenant Governor ♦ Edward M. Augustus Jr., Secretary

September 25, 2023

Chair David Dufresne
Town of Warren
P.O. Box 609, 48 High Street
Warren, MA 01083

Dear Mr. Dufresne:

RE: Warren 0219 Application

Thank you for submitting this application to the FY2024 Community One Stop for Growth which is a platform where the Executive Office of Housing and Livable Communities (EOHLC), Executive Office of Economic Development (EOED), and Massachusetts Development Finance Agency (MassDevelopment) worked together to evaluate all eligible applications and recommended the most ready and highest-impact projects for a grant. This application from Town of Warren was reviewed by the program(s) that could best serve the project's funding needs.

On behalf of the Healey-Driscoll Administration, I am pleased to inform you that a grant in the amount of **\$75,000** from the **Community Planning Grant Program** has been approved to support your project.

This award is contingent the execution of a grant contract between the Town of Warren and EOHLC and the satisfaction of its special conditions and requirements. We will send an Adobe Sign contract (must be e-signed) to the Municipal CEO and contact person identified in your application, and an invitation to an online training related to grant administration and contract guidance. Please do not proceed with grant activities until the contract is fully executed. If you have any questions, please contact Filipe Zamborlini, Community Assistance Unit Manager at Filipe.Zamborlini@mass.gov.

Finally, please note that public announcement of this award is embargoed until the Administration has had the opportunity to formally announce it through a local event and/or media release. Please refrain from sharing or publicizing news about this award outside of your organization until it is officially announced.

Congratulations once again. We look forward to working with you to address the Town of Warren's housing and community development needs.

Sincerely,

A handwritten signature in blue ink, appearing to read "Edward M. Augustus, Jr.", written over a horizontal line.

Edward M. Augustus, Jr.
Secretary, EOHLC

Monthly Report September 1, 2023 to September 30, 2023

In the month of September 2023, the Warren Police Department responded to a total of 2173 calls for service with 27 ending in arrests. The following is a breakdown of statistics.

Calls Logged	2173
Felonies Investigated	19
Incident reports	81
On View Arrests	4
Warrant Arrests	0
Summons Arrests	23
Total Arrests	27
Protective Custodies	1
Juvenile Arrests	3
Motor Vehicle Stops	130
Motor Vehicle Citations	35

In September 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	7,644
CT62	5,230
D785	60,069
5068	30,728
C564	104,226
Humvee	8,337

At the beginning of the month, I attended my monthly Homeland Security meeting where progress of current projects was discussed.

On the 6th, I met with Parks and Rec, School Admin, Chief Lavoie and Jeremy from highway to go over the logistics for the fireworks. Due to the weather this event had to be postponed until June.

On the 7th, a radar calibration company came to the Police Department and certified all the Department's radars and tuning forks. This certification occurs on a yearly basis.

On the 8th, along with Superintendent Duff, we greeted students at Quaboag and Warren Elementary as they came in to start their day. Mr. Duff and I will try and make this a regular Friday affair.

On the 12th, I along with Chief Crevier from Ware and Chief Ayotte from Hardwick/New Braintree had our quarterly meeting with the Domestic Violence Task Force.

On the 13th, Town Administrator Jim Ferrera and I went to the State House to testify in front of a Senate Committee on a bill that would give assistance to rural towns to construct buildings such as a Public Safety Complex. Thank you to Rep. Todd Smola for a tour of the State House.

On the 19th, 20th and 21st, I attended my required yearly Chief's in-service in Norwood. Over these three days many different topics were gone over to satisfy the requirements of the MPTC. Also involving training on the 26th, I attended a bloodborne pathogens training put on by our insurer MIIA. By attending this class, the Town will receive a credit towards our insurance premium.

On the 27th, Chief Lavoie and I went to the Seventh Day Adventist School to speak with the students on fire and internet safety. On the 28th, we attended our monthly school safety committee meeting and on the 29th, attended a school visitor awareness training put on by our safety chair Mr. Urban.

Finally this month, I had the honor to sponsor a great kid for Cops for Kids with Cancer. I sponsored a boy named Nate who I had the pleasure of meeting a few years ago. Nate interviewed me for his school passion project. Recently Nate has been diagnosed with stage 4 Hodgkin's Lymphoma which has placed a financial burden on him and his family. By sponsoring him for this organization, this will open up Nate and his family to financial assistance.

Thank you,

A handwritten signature in black ink, appearing to read "Chief Gerald Millette", with a long, sweeping horizontal line extending to the right.

Chief Gerald Millette



BOARD OF SELECTMEN MEETING

CHARLES E. SHEPARD MUNICIPAL BUILDING

DATE: 10/5/23

Attendee:

Joseph Kundra Jr.
Dwight Kundra

Attendee:

Attendee:

Adam Carter

Attendee:

Ray Kopacko

Attendee:

Jim McKeon

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