

Select Board Meeting

August 18, 2022

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

1. **Call Meeting to order:** 6:01pm
2. **Pledge of Allegiance:**
3. **Vote to approve the renewal of a BAN for the Highway Backhoe.** Mrs. Swistak let the Board know that this was for the Highway Backhoe and that the town paid \$50,000 last year. Mr. Eichacker made a motion to approve the sale of the \$72,000.00 Bond Anticipation notes of the Town dated August 26, 2022, and payable August 25, 2023, to UniBank at par, with interest at the rate of 3.50 percent per annum, payable at maturity for the Highway Backhoe.
4. **Vote to approve the request to expend \$1,795.70 from the Paul Stakosa Trust fund to the Warren Youth Baseball for expenses.** Mr. Eichacker made a motion pursuant to M.G.L. Chapter 44 section 53A to authorize the Treasurer to expend \$1,795.70 from the Paul Stakosa Trust fund to the Warren Youth Baseball for expenses incurred that were crucial to the player's season.
5. **Vote to approve the Warrant for 2022 State Primary** Mr. Eichacker made a motion to approve and sign the Warrant for 2022 State Primary
6. **Discussion and possible vote on Premium Pay to former employees who worked during the pandemic.** A discussion on Premium Pay for former employees or to make a motion that the Board feels that their stance is only current employees received the Premium Pay. After a long discussion it was stated that Mr. Eichacker was going to do a breakdown on how much each former employee would make if they decided to pay prorated from March 13, 2020 – February 24, 2022, and Mrs. Swistak was going to see if it was even possible to put them on the payroll to send them the check. Mr. Dufresne made a motion to table the discussion until they had more information. Regarding the current employees that we accidentally skipped, Mr. Eichacker made a motion to pay the current employees as of February 24, 2022, what they should have received when the other current employees received their paychecks.
7. **Warrants and Bills**
 - a. Warrants: Mr. Eichacker made a motion to pay the following warrants after they were read Mr. Veliz 2nd them AIF roll call vote unanimously approved.

i. #15	Payroll	\$68,494.44
ii. #16	Vendor	\$763,180.94
 - b. Bills: Mr. Eichacker made a motion to pay the bills after they were read Mr. Veliz 2nd AIF with a roll call vote unanimously approved.

i. Mass Core	Business Cards	\$70.80
ii. Stericycle	Shred-it	\$117.17
iii. National Grid	48 High Pole 5-2	-\$1,009.79
iv. National Grid	48 High	\$39.97
v. Comcast Business	Internet	\$138.35
vi. Verizon		\$26.58
vii. Verizon		\$0.70
viii. Kellco	Vacuum Bags	\$12.00
ix. Ma Municipal Human Resources		\$225.00
x. Karen Dusty	PO Box Key for Town Admin.	\$14.00
xi. New England Business Machine	Typewriter for Town Clerk	\$575.00
8. **New Business: none**

Select Board Meeting
August 18, 2022

9. Old Business: none

10. Town Administrator Report:

- a. Mr. Ferrera was notified that the 1st part of the 2 round of American Recovery Funds was received for the sum of \$273,290.00. We should get the rest of it in a couple of weeks.
- b. Mr. Ferrera stated that he went to a School Committee meeting and the discussion was on the merger with North Brookfield. They are planning to move ahead with that. There needs to be better communication between the School and the Towns. Mr. Veliz stated that there is a process that the school has to go through. The study includes what will happen with the money, education, and infrastructure. Then they will come before the board, and the Towns to have a vote. The High School will be here in Warren and the Middle School will be in North Brookfield. There needs to be a meeting with the school Mr. Dufresne said. We have not communication at this point. All three towns would have to say Yes. Mr. Ferrera said that all three Towns and the School Committee needs to get together.
Mr. Ferrera reported that The School Committee negotiated a contract with a new superintendent.
- c. Mr. Dufresne said the water in the Shepard Bldg. is brown, we just put all new flushing systems and new faucets. Maybe we should put a filtration system for the whole building before the brown water causes problems. Mr. Dusty said that every time the Water Department does a hydrant flushing, he has to take all the toilets apart and clean them out. Mr. Dufresne said that it would be a good idea and we need to investigate it. Mr. Ferrera said that he would investigate it.

11. Comments and Concerns: Mr. Kondrat stated that Mr. Czaplá died and the building that he owned was a great Community Center and hopefully someone would purchase it and reopen it. Mr. Dufresne said that it would be great if a private company would do that.

12. Correspondence: Mr. Dufresne mentioned that we received a letter from the state saying the town should think about distributing water during the drought. If the town decides to do this, it needs to be a place where it is handicap assessable. The Senior Center would be perfect. But the town is not doing this at this time. We have plenty of drinking water.

13. Next Meeting Date: Aug 23, 6 PM West Brookfield Town Hall. No meeting on Aug. 25.

14. Adjourn: Mr. Eichacker made a motion to adjourn Mr. Veliz 2nd it AIF roll call unanimously approved at 7:34pm.

Respectfully Submitted by
Karen Dusty Administrative Assistant


Richard Eichacker, Vice-Chair



DAWN M. SWISTAK, CMMT
TREASURER

OFFICE OF
TREASURER

CHARLES E. SHEPARD MUNICIPAL BUILDING
P.O. BOX 607
48 HIGH STREET
WARREN, MA 01083-0607

TEL: 413-436-5701 EXT. 113
FAX: 413-436-9754
SWISTAK@WARREN-MA.GOV

INTEROFFICE MEMORANDUM

TO: SELECTBOARD
FROM: DAWN SWISTAK, TREASURER
SUBJECT: MEETING AGENDA REQUEST
DATE: AUGUST 11, 2022
CC: TOWN ADMINISTRATOR

Gentlemen,

I kindly request for the following two items be placed on a Selectman's meeting agenda:

1. Vote to approve the renewal of a BAN for the Highway Backhoe. This first renewal of \$72,900 is after a \$50,000 paydown on the original issue. The winning bidder was Unibank for Savings with an issue date of 8/26/2022; maturity date of 8/25/2023; and interest rate of 3.5%.
2. Vote to approve the request to expend \$1,795.70 from the Paul Stakosa Trust fund to the Warren Youth Baseball for expenses already paid for Warren baseball players. (See attached for request letter and breakdown of expenses).

Regards,

Dawn M. Swistak, Treasurer



UNIBANK FISCAL ADVISORY SERVICES, INC.
A SUBSIDIARY OF UNIBANK

MUNICIPAL NOTE SALE INFORMATION

Sale Information

Day: Thursday
Date: August 11, 2022
Time: 11:00 AM

Issuer: Town of Warren, MA
Amount: \$72,900.00
Dated: 8/26/2022
Due: 8/25/2023
Contact Name: Dawn Swistak
Title: Treasurer
Email: swistak@warren-ma.gov

Type:
BAN

Bank Qualified:
Yes 2021

New/Renewal:
Renewal

Tax Status:
TAX-EXEMPT

Paying Agent:
UniBank For Savings

Disclosure:
No

Project Description:
Backhoe

Certification:
Bureau

Award Basis:
Lowest NIC

Legal Opinion:
No

Right to Prepay:
No

Interest Basis:
30/360
No. Of Days: 359

CUSIP:
No

Rating:
Note: No
Current Bond: A1

Bid Basis:
Par/Premium X
Minimum Premium:

Bid Limits:
All or none X Split ____
Minimum Amount:

Additional Info:

Bid Specifics:
Registered

RESULTS

BIDDER	AMOUNT	RATE	DATE/TIME	PREMIUM	NIC	AWARD	REOFFER
UniBank For Savings	ALL	3.500%	8/11/2022 09:46 AM	\$0.00	3.500000	\$72,900.00	NRO

*=Underwriter

UniBank Fiscal Advisory Services, Inc. (UFASI) is a subsidiary of UniBank for Savings (UniBank) and any bid submitted by UniBank is in keeping with its own investment goals and is not submitted by or on behalf of UFASI.

If a bidder on the Notes intends to reoffer the Notes to the public, such bidder agrees, by submitting a bid, to abide by the so-called "hold the price" rule under the United States Treasury Department's Issue Price Regulations that became effective on June 7, 2017.

To the best of the Issuer's knowledge and belief, interest on the Notes is excluded from gross income for Federal income tax purposes, and interest on the notes is also exempt from Massachusetts personal income taxes. The Issuer expects to designate the notes as "qualified tax-exempt obligations" for Federal income tax purposes. It should be noted, however, that the Issuer has not engaged the services of bond counsel or any other counsel to render a legal opinion with respect to the treatment for Federal or Massachusetts income tax purposes of interest on the Notes.

Quaboag Youth Baseball and Softball

P.O. Box 1090

West Brookfield, MA 01585

June 30, 2022

To Whom It May Concern,

I am writing to request funds from the Paul Stokosa Trust Fund to reimburse the Quaboag Youth Baseball Program for the 2022 spring season. In the attachment there is a breakdown of the cost for uniforms and gear, in each division, for the players of Warren, Massachusetts.

The items being requested for reimbursement are crucial to the player's season. This includes team uniforms, baseballs, batting tees, bases, instructional gear such as cones, speed rings, plastic balls, and game equipment such as pitch count clickers and umpire clickers.

The total amount spent on Warren players is ^{2295.70 dms} ~~\$2,398.28~~. Quaboag Youth Baseball has already received a generous \$500.00 from the Town of Warren. Therefor, QYB is requesting ~~\$1,898.28~~ from the Paul Stokosa Trust fund for the 2022 season.

1795.70

dms

Due to the last minute decision to merge the baseball programs in February of this year, we have not opened a bank account under the new Quaboag Youth Baseball name. We plan on doing this during the off season. We are currently still using Warren Youth Baseball and West Brookfield Youth Baseball's bank accounts until we merge all finances. When distributing the check, please make it out to Warren or West Brookfield Youth Baseball.

We would like to thank you and express our gratitude as these funds allow the league to give the kids the best baseball experience possible.

Thank you!

Matt Jablonski – QYBS President

Heather Gough – QYBS Vice President

Quaboag Youth Baseball and Softball

P.O. Box 1090

West Brookfield, MA 01585

June 8, 2022

To Whom It May Concern,

In January of this year, the towns of Warren and West Brookfield formally merged baseball programs with a unanimous vote from board members and coaches from each town. The vote was made in hopes of strengthening our baseball program, as the soccer and football programs have done with great success. Warren Youth Baseball & Softball and West Brookfield Youth Baseball & Softball are now operating under the name of Quaboag Youth Baseball & Softball.

The program is utilizing fields from both towns which include Dean Park, West Brookfield Common and West Brookfield Elementary School. Each team in the tee ball, coach pitch, minor and major divisions are comprised of players from both Warren and West Brookfield. We are also using the Shepard Building in Warren as our primary location for equipment storage.

The new Quaboag Youth Baseball Board consists of 6 members, three from Warren and three from West Brookfield. Matt Jablonski, resident of Warren, is acting President and Heather Gough, resident of West Brookfield, is the Vice President.


QYBS has had an amazing season. We were also honored to walk in the Warren Memorial Day parade this year. The community has been extremely supportive with generous donations from local businesses. QYBS has a league night planned at the Bravehearts this weekend and an end of season celebration later in June. We are excited to bring the two communities together and to see what the future holds for the program.

Due to the merger being of such short notice, QYBS has operated primarily out of the West Brookfield Youth Baseball & Softball's bank account. The Warren Youth Baseball account is still open and Drew Dalesandro has access to that. Looking to next year, the board is going to open a new bank account under the name of Quaboag Youth Baseball & Softball.

In the attached documents I have included a breakdown of divisions with Warren residents highlighted as well as invoices for uniforms. I will also provide copies of receipts for equipment purchased for the program. Please let us know if there is any other information you may need for the Paul Stokosa Trust Fund.

Thank you,

Matt Jablonski President QYBS


Heather Gough Vice President QYBS



Quaboag Youth Baseball and Softball

P.O. Box 1090

West Brookfield, MA 01585

BILL	FOR DISIONS	NUMBER	% OF WARREN RES	BILL PAID TOTAL	WARREN TOTAL	TOTAL
IAM T-SHIRTS #1	Minors/Majors	14/49	29%	\$2252.47	\$653.22	637.56
IAM T-SHIRTS #2	Tee Ball/ Coach Pitch	29/72	40%	\$2461.31	\$984.52	1637.74
IAM T-SHIRTS #3	Minors/Majors	14/49	29%	\$432.52	\$125.43	1535.16
Beacon Athletics BASES	Minors/Majors	14/49	29%	\$593.94	\$172.24	1660.59
Epic Sports BASES	Tee Ball/Coach Pitch	29/72	40%	\$577.05	\$230.82	1832.83
Epic Sports Level 5 Balls	Coach Pitch	10/33	30%	\$103.16	\$30.95	2063.65
Epic Sports Balls	Minors/Majors	14/49	29%	\$178.38	\$51.73	2094.66
Epic Sports Tube Socks	Minors/Majors	14/49	29%	\$145.22	\$42.11	2248.91
*Amazon Pitch Count clickers	Minors/Majors	14/49	29%	\$13.80	\$4.00	2146.33
*Amazon Empire clickers	Minors/Majors	14/49	29%	\$36.75	\$10.66	2291.02
*Amazon Batting Tee	Tee Ball	19/39	49%	\$95.58	\$46.83	2188.44
*Amazon Jones	Tee Ball	19/39	49%	\$18.05	\$8.85	2295.02
*Amazon Jones, plastic baseballs, peed rings	Tee Ball	19/39	49%	\$75.34	\$36.92	2192.44
						2305.68
						2203.10
						2352.51
						2249.93
						2361.36
						2258.78
						2398.28
						2295.70

is a breakdown according to the percentage of Warren Residents in each division.

<500.00> From Town of Warren


1795.70

ank you,


CERTIFICATE OF VOTE OF THE BOARD OF SELECTMEN
PAUL STAKOSA TRUST FUND DISBURSEMENT
\$ 1,795.70

The following certify that on August 18, 2022 at 6:00 PM in the Shepard Municipal Building in Warren, the Warren Board of Selectmen voted pursuant to M.G.L. Chapter 44 Section 53A to authorize the Treasurer to expend from the Paul Stakosa Trust Fund \$ 1,795.70 to reimburse Warren Youth Baseball for expenses incurred that were crucial to the player's season.

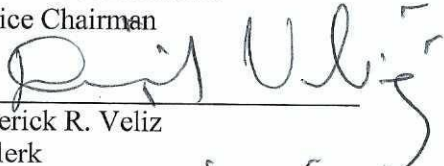
Warren Board of Selectmen



David P. Dufresne
Chairman



Richard J. Eichacker
Vice Chairman



Derick R. Veliz
Clerk

CERTIFICATE OF VOTE OF THE BOARD OF SELECTMEN
BACKHOE REFUNDING LOAN
\$ 72,900

The following certify that on August 18, 2022 at 6:00 PM in the Shepard Municipal Building in Warren, the Warren Board of Selectmen voted pursuant to M.G.L. Chapter 44 Section 21A to authorize the Treasurer to issue a one-year note of the Town to refund a loan of \$ 72,900 issued to finance the purchase of a Backhoe.

Warren Board of Selectmen



David P. Dufresne
Chairman



Richard J. Eichacker
Vice Chairman



Derick R. Veliz
Clerk

COMMONWEALTH OF MASSACHUSETTS
WILLIAM FRANCIS GALVIN
SECRETARY OF THE COMMONWEALTH

WARRANT FOR 2022 STATE PRIMARY

WORCESTER SS:

To either of the Constables of the Town of WARREN

GREETING:

In the name of the Commonwealth, you are hereby required to notify and warn the inhabitants of said Town who are qualified to vote in Primaries to vote at:

**POLLING PLACE A: Shepard Municipal Building, 48 High Street, Warren
and**

POLLING PLACE B: Senior Center, 2252 Main Street, West Warren

on **TUESDAY, THE SIXTH DAY OF SEPTEMBER, 2022, from 7:00 AM to 8:00 PM** for the following purpose:

To cast their votes in the State Primary for the candidates of political parties for the following office:

GOVERNORFOR THIS COMMONWEALTH
LEUTENANT GOVERNORFOR THIS COMMONWEALTH
ATTORNEY GENERALFOR THIS COMMONWEALTH
SECRETARY OF STATEFOR THIS COMMONWEALTH
TREASURER.FOR THIS COMMONWEALTH
AUDITORFOR THIS COMMONWEALTH
REPRESENTATIVE IN CONGRESS.	FIRST DISTRICT
COUNCILLOR.	EIGHTH DISTRICT
SENATOR IN GENERAL COURT.	
., HAMPDEN, HAMPSHIRE & WORCESTER DISTRICT	
REPRESENTATIVE IN GENERAL COURT. . . .	FIRST HAMPDEN DISTRICT
DISTRICT ATTORNEY	MIDDLE DISTRICT
SHERIFF	WORCESTER COUNTY

Hereof fail not and make return of this warrant with your doings thereon at the time and place of said voting.

Given under our hands this _____ day of _____, 2022.

Selectmen of: WARREN

WORCESTER SS:

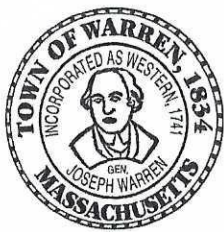
Pursuant to the within warrant, I have notified the inhabitants of the Town of Warren, herein described to meet at the

BOS MEMORANDUM

TO: Tammy Martin, Accountant
FR: Karen Dusty, Administrative Assistant
DT: February 28, 2022
RE: Premium Pay for Town Employees

At the Selectmen's meeting dated February 24, 2022, the Board of Selectmen voted on paying the essential workers a premium pay for COVID as it is written in the attached document.

Thank you,



BOARD OF SELECTMEN MEETING

CHARLES E. SHEPARD MUNICIPAL BUILDING

DATE: Aug 18 2022

Attendee: Joseph Kendeat Jr.

Attendee: _____

Attendee: Barbara Kohn

Attendee: _____

Attendee: Adam Law

Attendee: _____

Attendee: Gerry Millette

Attendee: _____

Attendee: _____

Attendee: _____

Attendee: _____

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Attendee: _____

Attendee: _____

MEMORANDUM

To: Mayors, Boards of Selectmen, Town Managers, Municipal Procurement Professionals, and Municipal ADA Coordinators

From: Mary Mahon McCauley, Executive Director, Massachusetts Office on Disability

RE: Accessibility requirements for emergency water pickup sites

Date: August 18, 2022

As Massachusetts is currently experiencing drought conditions, municipalities may be looking to distribute water to residents on an emergency basis. The purpose of this memorandum is to remind municipalities of their obligations under Title II of the Americans with Disabilities Act (ADA) with respect to emergency water pickup sites.

Title II of the ADA requires state and local services, programs, and activities to be accessible to people with disabilities. 42 U.S.C. § 12132. As such, when planning for emergency water pickup sites, municipalities must consider whether they will be accessible to people with disabilities. MOD recommends that towns consider the following:

- Is the water pickup site in an accessible location? Can it be accessed without using stairs? Is travel to/from the site free of obstructions?
- Is there accessible parking at the pickup site?
- Will the municipality provide assistance with carrying water to a resident's vehicle?
- What signage will be used at the pickup site and is it accessible to people who are blind/low vision? Is it at a height that can be read by someone who uses a wheelchair?
- Will auxiliary aids be available at the pickup site?
- How will residents ask for a reasonable accommodation?

Municipalities with questions about how to make water pickup sites accessible are encouraged to contact the Massachusetts Office on Disability at 617-727-7440.