

Select Board Meeting

July 6, 2023

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

Call Meeting to order: 7:54PM

Pledge of Allegiance.

- **Discussion about decorating Veterans Park with Veterans Council, Parks, and Holiday Decorating Committee.** No one from the Veterans Council or Parks could make the meeting. Holiday Decorating was on zoom. Mr. Dufresne stated that the Veterans Council only wants those items that pertain to the Veterans to be on display at Veterans Park in West Warren.
- 1. **Discussion and possible vote for reappointment of Mildred A. Gushue as the Parking Clerk for 1 year term.** Mr. Eichacker made a motion to reappoint Mildred A. Gushue as the Parking Clerk for a one (1) year term, 2nd by Mr. Veliz, All in Favor passed unanimously.
- 2. **Discussion and possible vote to enter into a contract with Tecton Architects for the purpose of conducting a Phase 1 financial feasibility study to construct a new Public Safety / Municipal Complex.** Mr. Ferrera stated that the review committee was pleased with Tecton's proposal. It meets all of the requirements in the request. Mr. Ferrera asked the Select Board to vote to go forward with the contract. Mr. Veliz stated that we need to make sure that Tecton will give us not only what we need, but the why. This will help the residents understand that we do not just want a new place but need a new place for the police, fire, and municipal offices. Mr. Eichacker made a motion to enter into a contract with Tecton Architects for the purpose of conducting a Phase 1 financial feasibility study to construct a new Public Safety / Municipal Complex, 2nd by Mr. Veliz All in Favor passed unanimously.
- 3. **Discussion and possible vote to use \$35,600.00 of American Rescue Plan Act funds to cover the additional costs associated with the financial feasibility study for a Public Safety / Municipal Complex.** Mr. Eichacker made a motion to use \$35,600.00 of the American Rescue Plan Act funds to cover the additional cost associated with the financial feasibility study for a Public Safety / Municipal Complex, 2nd by Mr. Veliz All in Favor passed unanimously.
- 4. **Review and possible vote on an updated cleaning proposal by Stephen Buffone for temporary Cleaning Services for the Town.** Mr. Ferrera stated that Mr. Buffone had way underbid his price and would like to go up to \$675.00 per week instead of \$400.00. The cleaning for each of the buildings will be 2X a week. Mr. Eichacker made a motion to accept an updated cleaning proposal by Stephen Buffone for temporary cleaning services for the Town, and have Mr. Ferrera sign for the Town, 2nd by Mr. Veliz All in Favor passed unanimously.
- 5. **Warrants & Bills:**
 - i. Warrants Mr. Eichacker made a motion to pay for the following warrants, 2nd by Mr. Veliz All in Favor passed unanimously.

i. #117	Payroll	\$ 78,942.77
ii. #1	Payroll	\$ 804.02
iii. VW01	Vendor	\$569,286.00
 - ii. Bills FY 23 Mr. Eichacker made a motion to pay the following bills for FY 23, 2nd by Mr. Veliz All in Favor passed unanimously.

i. KP Law	\$4,069.81+\$84.00=	\$ 4,153.81
ii. New System Associated LLC		\$ 613.16
iii. Amazon Business	86.67+56.97+695.00=	\$ 838.64
iv. Buffone Cleaning		\$ 40.00
v. Verizon		\$ 147.17
vi. Pine Ridge Technologies Inc.		\$ 354.00
vii. Quaboag Valley Community Development Corporation		\$ 4,589.32
viii. MIIA Property & Casualty Group		\$ 10,000.00

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- iii. Bills FY 24 Mr. Eichacker made a motion to pay the following bills for FY 24, 2nd by Mr. Veliz All in Favor passed unanimously.

i. Northeast IT	\$ 3,363.96
ii. Paul Shepardson Electric	\$ 1,925.00
iii. B-G Mechanical Services, Inc	\$ 1,012.66
iv. Custom Drug Testing Inc.	\$ 100.00
v. West Warren Water District	\$ 14,899.00
vi. MIIA Liability	\$109,082.00
vii. MIIA Workers Comp	\$ 19,131.00
viii. Chubb	\$ 26,653.00

6. **Minutes: June 1, 15 4pm and 6pm** Mr. Eichacker made a motion to accept the following minutes June 1st, 15th at 4pm and June 15th at 6pm, 2nd by Mr. Veliz All in Favor passed unanimously.

- **Town Administrator Report:**

- MIIA Liability and Workers Compensation and CHUBB are all the annual payment. There will be a little money left in the account for any new equipment that the Town Departments might purchase this year.
- Working internally to close out FY 23 with the Tax collector, Treasurer and Accountant.
- The Vadar system implementation is in processes by the tax collector, treasurer, and accountant. So far it is running smoothly. We do expect that there will be adjustment in the next few months.
- Line-item transfers will go to FinCom on July 13. Once approved by the FinCom, the Select Board can vote and sign them.
- We have more employee evaluations that the department heads need to complete. We do need to start earlier next year.

- **New Business: NONE**

- **Old Business:** Mr. Dufresne asked the Chiefs about the radio system. Chief Lavoie stated that they were about to fix the interference last Friday afternoon, and so far, it has worked fantastically. The clarity is more than we could hope for.

7. **Correspondence:** West Warren Library reading program All together reading program flier is on the website.
8. **Correspondence:** National Gird information about gas leaks and work done in Town is on the website.
9. **Correspondence:** Comcast information about changes to channels (see Website)
10. **Correspondence:** Commonwealth of MA Department of Public Utilities request for comments for a zoom meeting on July 20th (see Website)

- **Comments and Concerns:**

- Ms. Schmidt was on zoom and stated that she wanted to clarify that this tax bill that is going out is based on last year's rate and it is an estimate. The 3rd quarter bill will have a new tax rate.
- Chief Lavoie stated that as a result of the flooding event that occurred with this last storm, the beaver dam broke again. It was not as bad as the flooding in the past. We really need to do something, but not sure what. Mr. Veliz stated that a resident at the bottom of the hill was willing to donate land so the Town could build a basin and maybe that would help with the flooding. Mr. Dufresne stated that the Town would be responsible if it did not work, so the Town should not take on that responsibility.

- **Next meeting July 13, 2023**

- **Adjourn:** Mr. Eichacker made a motion to adjourn, 2nd by Mr. Veliz AIF passed unanimously adjourned 9:35pm

Respectfully submitted by
Karen Dusty Administrative Assistant


Rich Eichacker, Vice-Chair



BOARD OF SELECTMEN
CHARLES E. SHEPARD MUNICIPAL BUILDING

48 High St. • P.O. Box 609 • Warren, MA 01083-0609 • Tel. 413-436-5701 • Fax 413-436-9754

Memo

To: Laurie Stockley
From: Karen Dusty Administrative Secretary
Date: July 6, 2023
Re: Appointment

At the Selectmen Meeting held July 6, 2023, it was voted on to appoint Mildred A. Gushue as Parking Clerk for one (1) year term.

Thank you,

ARPA Funds (FIRST ROUND) - Office of The Town Administrator - 9/15/2022

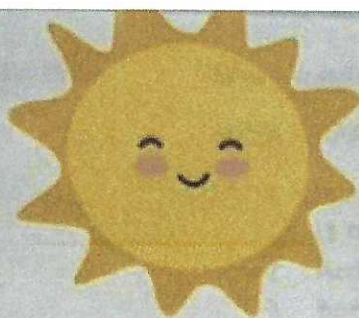
Department	Use	Allocated	Submitted
Starting Amount		\$ 780,445.74	\$ 780,445.74
Town Clerk	Clickers	9,500.00	9,500.00
Town	Hand free	67,724.11	67,724.11
BOH	Testing Kit	42,757.60	42,757.60
Town	Essential Workers - Premium Pay	92,500.00	92,500.00
Fire Department	Radio - Infrastructure Project	350,023.83	350,023.83
BOS	Cleaning of the building for COVID	3,540.00	3,540.00
Town	Not paid by CARES	325.32	325.32
BOS	Misc. Camera, TV, Misc.	1,574.58	1,574.58
BOH	Nurses	14,015.74	14,015.74
Sewer Department	Tighe and bond for Specifications and Procurement	29,000.00	\$22,895.00
Sewer Department	Grit Screw	149,714.99	
Town Administrator	Tablets	683.17	683.17
Town	Essential Workers - Premium Pay (missed)	5,000.00	5,000.00
Town	Former Essential Workers - Premium Pay	14,087.00	14,087.00
Totals		\$ 780,445.74	\$ 618,378.48
			\$ 6,105.00 difference
			\$ 155,819.39

ARPA Funds (SECOND ROUND) - Office of The Town Administrator - 9/15/2022

Department	Use	Allocated	Submitted
2nd Allocation	8/4/2022	\$273,289.60	\$273,289.60
Fire Department	Radio Infrastructure Project (funds to free cash)	\$122,000	
Police Department	Police Cruiser with Trade	\$44,859.35	\$44,859.35
Police Department	Police Cruiser with Trade	\$38,050.80	\$38,050.80
Fire Department	AED - Lifepak 1000	\$36,000	\$35,425.00
Highway / Cemetery / Parks	Kubota 4WD Sub-Compact Tractor	\$13,800	\$13,771.50
Fire Department	Lucas Machine	\$17,100	\$17,040.20
Shepard Building	New Shepard Building Sign	\$977.00	\$977.00
Totals		\$ 272,787.15	\$150,123.85
Balance		\$1,165.75	Balance

ARPA Funds (SECOND ROUND) - Office of The Town Administrator - 10/03/2022

Department	Use	Allocated	Submitted
2nd Allocation Continued		\$507,156.14	
Sewer Department	Grit Screw Balance	50,285.61	
Town	Essential Workers - Premium Pay (missed)	1,250.00	\$1,250.00
Senior Center	Dishwasher	20,000.00	
Highway Department	2024 Western Star Truck	144,000.00	
Highway Department	2022 F-550 Plow/Dump Truck	85,238.45	\$84,875.45
Town	Shepard Building Keyless / ID Card	14,000.00	\$12,487.00
Town Accountant	ARPA Audit	\$8,000	
Fire Department	2023 Chevy Silverado 2500HD with Snow Plow	\$56,780.04	\$56,479.95
Highway Department	Computer Control Sytem - Salt and Sand	\$12,425.00	\$12,425.00
Fire Department	Holmatro Pentheon PCT 50 Combi Tool - Battery and Charging Equipment	\$7,987.75	
Fire Department	200 Residential Address Kits	\$2,070.00	\$2,062.76
Police Department	Police Gear - Entry Kits / Med Bags / Med Kits	\$3,802.00	\$3,358.57
Police Department	Printing of New Tickets - Tiger Press	\$875.01	\$875.01
Fire Department	Two Dell Toughbooks - Amazon	\$4,200.00	\$4,029.98
Quaboag Valley Community D	Senior Outreach Program	\$8,000	\$8,000.00
BOS - School Street	School Street Improvement Project	11,033.50	
BOS - Civic Plus	Website Hosting FY22	\$2,488.89	\$2,488.89
Parks Department	10 Picnic Tables / 5 Trash Receptacles	\$12,672.75	\$12,672.75
BOS - Feasibility Study	Public Safety / Municipal Complex	\$35,600.00	
		\$ 480,708.96	\$201,005.36
		\$ 26,447.18	Balance
		\$27,612.93	Total Unallocated Balance



West Warren Library Association Summer Reading Instructions 2023

Each week you must complete part of the Reading Log!
There will be an Activity Page to complete too!
Each registered individual will only receive 2 raffle tickets per week.

1 ticket for the Reading Log for that week &
1 ticket for the Activity Page that week.
There are a few bonus opportunities.

Prizes will be drawn on August 11th and Winners will be notified.

Check out our website mywwla.org or Facebook Page
for updates and more information.

Weekly Start Dates

W1: June 26

W2: July 3

W3: July 10

W4: July 17

W5: July 24

W6: July 31

W7: August 7

Prizes: August 11



Natural Gas Work in West Brookfield and Warren (work order #146819)

July 5, 2023

Please note: [Special project not requiring Service interruptions and relights](#)
Town line of West Brookfield and Warren. Both Towns will get notices.

Dear City Officials,

National Grid is committed to safely and reliably delivering energy to our community. That's why we are doing maintenance work on the gas main at **33 to 47 Old Warren RD., West Brookfield, MA.; 910 to 1071 Old West Brookfield RD., Warren, MA.** Approximately 12 premises are within the construction limits.

- **Social Distancing remains in effect.** [Special project not requiring Service interruptions and relights](#)

Construction is expected to begin on **July 5, 2023**, and anticipated to last to **August 23, 2023**, weather permitting. We will work hard to complete this project promptly and with minimal disruption to the community.

Enclosed is a notification that will be distributed to all affected constituents. We're here for you if you have any questions about this project. Please contact **978-880-0799**

We look forward to working with you as we upgrade our community's infrastructure.

Sincerely,
Aubrey OKeefe
Coordinator, Community & Customer Management
National Grid
939 Southbridge ST
Worcester, MA 01610

Smell Gas. Act Fast.

Leave immediately taking everyone with you, including pets. From a safe location call **1-800-233-5325** or **911**.

What is carbon monoxide?

The same substance that comes out of a car's exhaust pipe, carbon monoxide is a highly poisonous gas.

Carbon monoxide is especially dangerous because it is colorless, odorless and tasteless—making it almost impossible to detect without a carbon monoxide alarm.

Carbon monoxide is produced when common fuels—such as oil, coal, natural gas, kerosene or wood—are burned incompletely. When carbon monoxide gas builds up in any enclosed area in your home, it can cause severe illness and even death.

The problem of carbon monoxide buildup can be especially severe during the coldest weather, when houses are closed up tight and heating equipment runs much of the time.

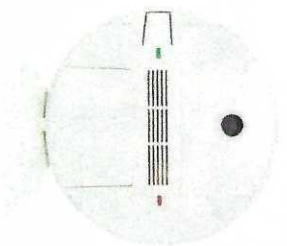
Depending on how long it goes unchecked, a person exposed to carbon monoxide can feel any number of the following symptoms:

- headaches
- dizziness
- confusion
- nausea
- weakness
- sleepiness

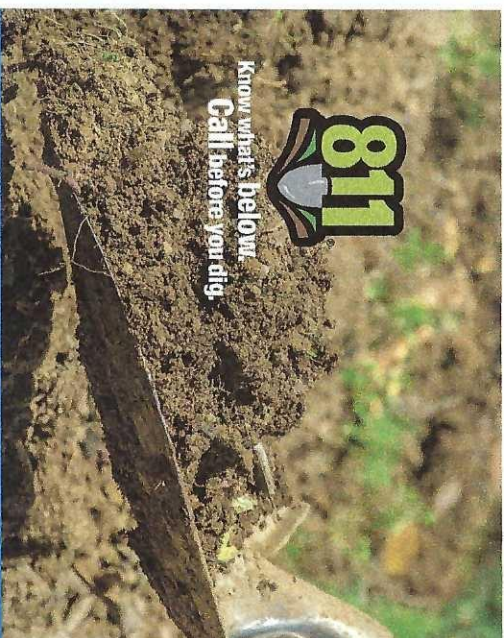
Protecting yourself and your family

Important action steps

- Seek fresh air and remain outside.
- Take everyone with you including pets.
- Call **911** or your local fire department.
- Seek medical attention immediately.



Know what's below.
Call before you dig.



When using a generator

A generator in a garage or outside building should be properly ventilated, since its exhaust (carbon monoxide) can cause serious injury and even death.

Never install or use an electric generator inside a house. Operating a generator indoors, even with a door or window open, is **NEVER** safe!

Underground Piping

Call Before You Dig

It's the law! Please remember, before beginning any excavation activity, have all underground utilities marked-out by calling **811**. It's a free service, and it's the law.



Smell Gas. Act Fast.

CM6178 (11/20) MA

nationalgrid

MASSACHUSETTS

Important Natural Gas Safety Information

Gas Emergency
1-800-233-5325 or 911

Customer Service
1-800-233-5325

Hearing/Speech Impaired
711

www.nationalgridus.com

This is an important notice.
Please have it translated.

Este é um aviso importante. Questa nuntia lo tradurre.
Este es un aviso importante. Si prega di tradurre.
Avis important. Veuillez traduire immédiatement.
Questa è un'informazione importante, si prega di tradurre.

ĐÂY LÀ MỘT BẢNG THÔNG TIN QUAN TRỌNG
XIN VUI LÒNG CHỌI DỊCH VỤ TRANSLATE

Это очень важное сообщение.
Пожалуйста, выберите чтобы
вам его перевели.



June 27, 2023

Board of Selectmen
Town of Warren
48 High Street
Warren, MA 01083

Re: Channel Lineup Changes

Dear Chairman and Members of the Board:

We are committed to keeping you and our customers informed about changes to Xfinity TV services. As part of that commitment, we want to inform you of the changes to the Xfinity channel lineup in your community. On August 3, 2023, various programming changes will occur, as further detailed below.

Broadcaster Changes

- WEDH (PBS) on Channel 3 will no longer be available; however, PBS programming will continue to be available on WGBX Channel 16 and WSBE Channel 11.
- WEDH Kids on Channels 297 and 1160 will no longer be available; however, Kids programming will continue to be available on WGBX Kids on Channel 1147.
- WEDH Spirit on Channels 977 and 1161 will no longer be available.
- WSBE (PBS) will be added to the Limited Basic service tier on Channel 11 and WSBE HD (PBS) will be added to the Limited Basic service tier on Channels 819 and 1036.
- WSBE Learn will be added to the Limited Basic service tier on Channel 1150.
- WWJE (IND) will be added to the Limited Basic service tier on Channels 18 and 1050.

Public, Educational & Government (PEG) Access Channel Changes

- PEG Channels 12 and 1084 will move to PEG Channels 6 and 1070.
- PEG Channels 15 and 1090 will move to PEG Channels 8 and 1071.

Channel Additions & Deletions

- HBO Signature will be added to Channels 771 and 1806.
- HBO Zone will no longer be available.
- 5 Star Max will no longer be available on Channel 1830.
- MovieMax will no longer be available on Channel 1828.
- OuterMax will no longer be available on Channel 1832.
- SHO X BET will no longer be available.

Notice of Channel Lineup Changes

June 27, 2023

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Network	Current Channel Position	New Channel Position
QVC2 HD	791	787
QVC3 HD	787	904
Screenpix	328	330
Screenpix Action	329	331
Screenpix Voices	331	333
Screenpix Westerns	330	332
SEC HD	923	928
Sony Cine	651	675
Starz	321	335
Travel	54	67
TruTV	40	27
Unimas West	729	727
Univision West	730	728
WBPX (ION)	11	15
WBPX HD (ION)	820	803
WGBX (PBS)	9	16
WGBX HD (PBS)	803	801
WLVI (CW)	16	12
WMFP HD (IND)	812	813
WNEU HD (Telemundo)	809	815
WSBE (PBS)	19	11
WWDP (IND)	81	24
Xfinity Latino Presenta	197	184

Removal of Duplicate Channels

Network	Current Channel Positions	New Channel Position
Discover Family HD	926 & 1714	1714
Flix	202 & 366	366
Galavision HD	925, 999 & 3375	3375
Hallmark	53 & 208	73
INSP	83 & 234	83
Leased Access	262, 263, 1096 & 1099	1096 & 1099
NBA TV	257 & 599	257
NECN	6 & 187	6
NFL Network	265 & 715	265
NFL Red Zone	287 & 741	264
POP	56 & 182	182
ScreenPix	205 & 328	330
ScreenPix Action	225 & 329	331
ScreenPix Voices	195 & 331	333
ScreenPix Westerns	206 & 330	332
ShopHQ HD	904 & 1052	861 & 1052
Smithsonian HD	917 & 1477	1477
TruTV	40 & 186	27
TUDN	171 & 710	710



BOARD OF SELECTMEN MEETING

CHARLES E. SHEPARD MUNICIPAL BUILDING

DATE: 7/6/23

Attendee: Ray Kopacko

Attendee: _____

Attendee: Adam Lavoie

Attendee: _____

Attendee: Gerry Millette

Attendee: _____

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