

**Town of Warwick**

**Selectboard**

**October 15, 2019**

**Minutes**

Members present: Todd Dexter, Lawrence Pruyne. James Erviti was not in attendance.

Others present: Town Coordinator David Young, Building & Energy members Stephen Kurkoski Dan Dibble, Fire Chief Ronald Gates Deputy Fire Chief Roland Weld, Fire Fighters Colin Killay, Michael Mankowski, WCS Clerk of the Works James Toth, Education Committee Chair Adam Holloway, Education Committee Vice Chair Tom Wyatt, Residents Joe & Kristie Delfausse and Lori Gates.

I. Call to Order

Chair Lawrence Doc Pruyne called the meeting to order at 6:04 P.M in the Town Hall.

II. Minutes

**Pruyne MOVED to accept the September 30, 2019 meeting minutes as written. Dexter SECONDED, motion CARRIED 2-0-0**

III. Appointment s & Ethics Exemptions MGL 268:20D; reading of any disclosures, unanticipated at the time of meeting posting.

Coordinator David Young said no exemptions or disclosures were on the agenda for tonight.

III. Presentations and Discussions

**1. Buildings and Energy Committee –**

A. Next Green Communities Competitive Grant Application – Young asked Steve Kurkoski when the next grant application was due, Kurkoski was not sure. Young also asked what projects are under consideration for the next grant cycle. Kurkoski said the committee has a wish list of proposed projects but he was not sure if all items would be considered as covered items for the grant. Kurkoski proceeded to list several items for the application.

A1. Mini split heating / air conditioning units for the new Fire Department training room and office

A2. Library storm windows

A3. Warwick Community School lighting upgrades

A4. Warwick Community School Air sealing doors and windows – Young asked if this project had been placed on the list of things to do because of longer payback. Kurkoski said no.

A5. Old Warwick FD building interior storm windows – Dexter questioned if this would be a good idea at this time not knowing what the future of that building will be. Kurkoski said for now it was a suggestion and not a nullified project for right now.

A6. New Fire Department training room and office windows – Chief Ron Gates reported that the framing for the windows has been completed. Kurkoski said he would like to see the training room / office space built to net zero energy recommendations along with windows meeting those specifications. Dexter said the department has a budget in place now including the expense for windows which Gates is working under. He said unless the grant can come up with the extra money to cover the cost of improved windows the project will be funded as planned. Young stated that the department has all of the needed permits for construction. Resident James Toth said the station is not an occupied structure and does not fall under the building codes for residential homes. Toth said energy efficient windows for the FD would cost between \$3000.00 - \$4000.00 dollars. Chief Gates said the openings for the windows have been covered with plywood for now and he is willing to wait until spring before installation. He feels this would give the Energy Committee time to see if their grant application will cover the cost of improved energy efficient windows. Energy Committee Member Dan Dibble asked if the roof was designed to handle the installation of solar panels, Gates said they were designed to handle the extra weight for the panels.

A7. Warwick Community School motor controls and drives – Clerk of the Works Jim Toth reports only a couple have been replaced with several more in need of upgraded

Kurkoski said he has several more items on the list, Pruyne asked for the Energy Committee to e mail the rest of the list to Town Coordinator David Young.

B. Town Hall Surplus Property – This was tabled from the last Selectboard meeting. No representation from the Energy Committee was present for discussion. An e mail was sent to Dexter from Committee Chair Janice Kurkoski dated September 30, 2019 at 5:24 PM stating Jack Cadwell could not be at the meeting. (Copies of the e mail have been added as a document of reference with the meeting packet). Caldwell had contacted Dexter by phone to inform that the town hall basement is still cluttered with old town records which the committee feels may become a health hazard because they are damp and could create mold. Caldwell also said the committee would like to see the surplus equipment removed. The e-mail sent by Committee Janice Kurkoski has asked for the records be removed, arrange for better storage and de-

humidifiers be installed as needed. Young said records cannot be just tossed; the Secretary of the Commonwealth has to approve any records to be destroyed. Young said he is not in charge of going through them, nor does he have time. Resident and former Selectmen Jim Toth said he had paved the way when he was on the board to get these items removed, Pruyne asked who would head up the clean out. Dexter said the Building and Energy Committee has asked about this being done, so a motion was proposed for the committee to take on the task as they are in charge of town buildings. Dexter recommended that everything on the Town Hall Basement Surplus Property Declaration Request be removed, with the exception of a window air conditioner Young wants for WCS and the town records.

**Dexter made the MOTION for the Buildings and Energy Committee take charge of removing all items on the Surplus Property Declaration Request except for the air conditioner and town records. Pruyne SECONDED, motion CARRIED 2-0-0**

Energy Committee Member Steve Kurkoski rejected the vote; he said it is not the committee's responsibility. He wanted an e mail written to the committee asking for them to consider it at their next meeting. Pruyne pointed out they were the driving force to make this happen and the vote has given them the responsibility. Kurkoski asked Committee Member Dan Dibble if he had interest in handling the task, Dibble said he might and would discuss it further.

C. Surplus Property declaration; 5 window AC Units – Units will remain in the basement and not removed per consensus of the board for future use at WCS if needed.

D. Green Communities measures and accomplishments – Town Hall exterior caulking and painting. The matter was tabled, per request of Coordinator David Young until the next meeting.

## **2. Accounts, Accounting and contracts –**

A. Fire Department / Construction Procurement – Young said Chief Gates charged out funds for the fire department building project using the Emergency Management Preparedness Grant (EMPG Grant). Young said the funds should have been allocated from the Emergency Planning Zone (EPZ) Grant. Gates said he was using an account number that the former town accountant had given him to use. Gates said he was told that the \$44,000.00 dollars in the EPMG grant was for fire department expense. Young had said he told Gates that the money could not be used until the town too control of it.

Both EPZ and EMPG grants were set up for fire department use. Young said the funds belong to the Emergency Management Account. Young suggested a letter from Gates to the Selectboard with the details of the mistake be written up. Young said he will assist Gates with making the correction. Pruyne told Young to contact Baystate Municipal Accounting Group to fix the account numbers. Pruyne also asked Young for the account balance in the EPZ grant, Young was not sure, balance figures will be reported at the next meeting.

Gates asked former Fire Chief Brian Gale where the EPZ money originally came from. Gates was told part of the money was pay for the fire fighters as pay for disaster training and

emergency preparedness within the Vermont Yankee emergency management zone. The fire fighters donated their money back to the fund for future use on the new station. Young said the plant was called out on making donations to the fire association. Vermont Yankee had to formalize their contribution by sending it to the State of Massachusetts and then the money was sent back to the town. Young agrees the money is for FD building projects. He suggested that the board vote that the money come from the EPZ for FD projects. Pruyne moved to make it a consensus of the board to use the EPZ money for FD use. He does not want to call for a motion until Vice Chair James Erviti is present.

Gates presented a new quote for the metal roof from Amherst Farmers Supply in the amount of \$3383.11. The roofing material will be six inches longer than originally anticipated which is causing the overage.

B. Status of FY 2019 closeout and audit – Young reports this will be done in December. Pruyne wants further discussion on the fact BMAG will be going out of business at the end of the year, also a replacement accountant person or firm. Discussion was tabled until the next meeting.

**3. Highway Department Update** – Young reports that paving is underway on Wendell Road from the Quarry Road intersection to the Moss Brook Bridge. The department will be moving to the Athol Road to continue paving when Wendell Road is complete.

**4. Planning Board Scenic Road Policy** – Young reports the Planning Board has made the Scenic Roads Cutting Policy, as of September 11, 2019, pending Selectboard approval, easier for the Highway Department. Young recommended a vote to approve the new amendments approved by the Planning Board.

**Pruyne made the MOTION to accept the September 11, 2019 Planning Board amendments to the Town of Warwick Scenic Roads Cutting Policy. Dexter SECONDED, motion CARRIED 2-0-0**

**5. Municipal Vulnerability Preparedness Program Planning Grants** – Young reports that Massachusetts Governor Charlie Baker’s Office has given notice to cities and towns regarding this matter. Young will be looking into this and reporting back to the board.

**6. Broadband Raises** – Young has asked the board to vote and approve, at his discretion to grant raises for the three lowest paid installers who are at \$18.00 per hour now. Young wants authorization to grant these installers an increase to \$21.00 per hour per Technician / Installer. Young said the position started out at \$16.00 per hour and have sense been moved to the \$18.00 per hour wage. Young does not mind that the installers would be making the same rate as he does as Town Coordinator of \$21.00 per hour as long as he keeps his 30 hours per week.

Pruyne said he does not want to move on this until Vice Chair Jim Erviti is present for further discussion, he felt a full board vote would be more appropriate. Pruyne tabled the motion for raises until the next Selectboard meeting.

**7. Selectboard reports** – Pruyne said the School Committee will meet on October 22<sup>nd</sup> at PVRS to discuss the Horace Mann II model and tentative vote to move it to the state for review. Dexter said he was not happy with the October 10<sup>th</sup> school committee meeting. The majority of the membership seemed to be looking for ways to delay the vote, and possibly not act before the November 2<sup>nd</sup> deadline.

**8. Coordinator Report** – Young’s report, Dated October 10<sup>th</sup> was complete. No additions made.

**10. New and other business unanticipated at time of meeting posting** – **Fire** Chief Ron Gates reports that the department did not get the Self Contained Breathing Apparatus grant award. He reports the state sent him a letter informing him the reason for not getting the grant was the town’s SAM File Number was not current. Young thought the number had been updated but was unsure of its standing. Fire Fighter Michael Mankowski said he, and other fire fighters were at a recent tanker truck accident scene assisting the Town of Orange wearing old packs. The Town of Charlemont has lent the Warwick Fire Department several of their steel tanks to use. Warwick’s current fiber tanks are expired and cannot be used any longer. Until they are replaced Warwick has to use the steel tanks, which are certified. Gates will be applying for the next grant round in December.

**11. Public Comment including suggestions at time of Meeting agenda Items** – None.

Adjournment

**Pruyne MOVED to adjourn at 7:40 P.M. Dexter SECONDED. Motion CARRIED 2-0-0.**

*Documents consulted at this meeting:*

\*Draft Minutes of September 30, 2019 Selectboard meeting

\*Meeting Agenda dated October 15, 2019

\*Coordinator Report dated October 10, 2019

\*E mail from Ted Cady, Planning Board Chair dated September 17, 2019 regarding the Amendments to the Scenic Roads Cutting Policy.

\* Copy of School Committee Member David Young's letter to PVRs Regional School Committee Chairwomen Kristen Gonzalez. RE: PVRs School Committee Agenda and Matters for Agenda.

\*Copy of a letter written by David Young regarding the Horace Mann II Charter School Model redesign, titles "My Turn, David Young, Warwick"

\*Copy of Massachusetts General Law Chapter 30B: Procurement of supplies and services

\*Copy of an E mail from Janice Kurkoski, Warwick Building and Energy Committee Chairwomen. Subject: Town Hall Basement Clutter. Addressed to all Selectboard members including; Jack Cadwell, Mary Thomas, Daniel Dibble and Stephen Kurkoski.

\*Attachment Copy to the above referenced e mail from the Building and Energy Committee RE: Town Hall Basement, Surplus Property Declaration Request.