

**Town of Warwick**  
**Selectboard**  
**October 15, 2018**  
**Minutes**

Members present: Lawrence Pruyne, James Erviti

Others present: Town Coordinator David Young, Town Clerk and Town Secretary Rosa Fratangelo, Police Chief David Shoemaker, Highway Superintendent Larry Delaney, Kevin Alden, Todd Dexter, Bob Croke, Vern Bass, Dawn Magi, Gloria Varno, Patty Lazok, Matthew Woollven

I. Call to Order

Chair Pruyne called the meeting to order at 6:00 p.m. in the Town Hall.

II. Minutes

**Erviti MOVED to approve the October 1, 2018 minutes as printed. Pruyne SECONDED. Motion CARRIED 2-0-0.**

III. Presentations and Discussions

**1. Ethics Exemptions** —Young said that in anticipation a later agenda item that would involve appointing Brad Matthews as an interim Cemetery Commissioner, the Board should vote an ethics exemption.

**Erviti MOVED to grant an MGL Chapter 268 Section 20D exemption to Brad Matthews so that he may serve as Firefighter, Fence Viewer and Interim Cemetery Commissioner. Pruyne SECONDED. Motion CARRIED 2-0-0.**

**2. Highway Advisory Committee**—Kevin Alden said that the Highway Advisory Committee’s goals included going after grants, especially a STRAP grant for the Northfield Road so that it can be finished next year. He said that they need to file for permits with the Conservation Commission in November. Alden spoke about the Committee’s desire to become an elected Highway Commission modeled after Wendell’s, which would provide both support and oversight

for the Highway Superintendent and his department. Alden said that the Highway Advisory Committee (HAC) has found holes in some culverts, while others are anywhere from half full to completely full. He noted that he did know when these culverts were last worked on. Alden said that all the culverts in town should be gone over then be mapped out so that once cleaned out the condition and maintenance on each culvert can be documented and kept track of. He said that each season they need to go over what is normally done and determine what needs to be done. Alden said that he preferred a 5-person Highway Commission as all 5 of the HAC members are interested in serving on the Highway Commission. Young said that it would take Town Meeting action to establish an elected Highway Commission, but the Selectboard can vote to establish the Highway Advisory Committee as an official advisory committee now. Highway Superintendent Larry Delaney said that this could be a help and provide support to the Highway Department. Todd

Dexter said that Wendell has had a 3-person Highway Commission since 1985 and noted that the Town of Leverett was currently taking the formation of a Highway Commission under consideration. Massachusetts General Law Chapter 41 Section 63 was discussed, and the question of whether a three-person commission was the minimum number, or the required number came up. HAC members prefer a five-member commission if possible. Erviti said that terms for five members would have to put on a rotating schedule.

Dexter said he wants to make a 5-year plan that projects what needs to be accomplished by the Highway Department. He noted that Northfield Road is a troublesome road and could benefit from a STRAP grant.

Bob Croke said that the HAC can be very helpful to the Selectboard as it will not need to be so involved in the day-to-day working of the Highway Department. Dawn Magi said that as a former Selectman she feels this is an excellent idea and she fully supported the HAC and its five members with the time and expertise to provide valuable assistance to Delaney.

**Erviti MOVED to make the 5-member Highway Advisory Committee an official Town committee, advisory to the Highway Superintendent. Pruyne SECONDED. Motion CARRIED 2-0-0.**

Young said that the Highway Advisory Committee will meet with Delaney and report to the Selectboard. Police Chief Shoemaker said that the Highway Department does not have to approach the Selectboard with everything. Dexter said that HAC could meet with the Selectboard once a month. Young advised every person on HAC to see him to get assigned a Town Email account and segregate Town business from personal Email accounts.

**3. Highway Department**—Young said a review of our understanding of the winter regimen was needed in order to move forward this year. He said we use treated salt only and no longer use untreated salt, and at less than the minimum of 240/lane mile. Delaney said that in the center of town he uses the 240/lane mile ration but in the middle of the road which in effect treats two lanes with one lane's worth of salt. He explained that he only salted again if the snow began to

stick to the road. Erviti said that Delaney must keep track of the data to track usage and establish an effective method which can then be successfully repeated over time. Young said that we need to practice the same procedure each time throughout the season. He pointed out that in FY 18 we saved between \$20,000.00 and \$30,000.00 in salt, and the trucks were driven less. Delaney said this resulted in a savings of both time and mileage. Erviti advocated making a policy and adhering to that policy. Delaney said that he uses the lowest amount of salt possible while providing effective treatment of the paved roads.

Young asked Delaney if we would lose the roads if all the milled pavement was not paved before winter. Delaney said that paving in the rain would probably be worse than leaving the milled pavement as is until next year.

**4. Project Expeditor Contract for Green Communities Competitive Grant**—Young said that Energy Conservation, Inc. (ECI) is the utility-approved project expeditor and that the Selectboard must vote to contract with this company to perform for work approved and funded by the recently awarded Green Communities competitive grant. He said that the contract entails almost \$150,000.00 worth of work at a cost of around \$115,000.00 plus incentives and noted that once the work is completed there will be a projected \$27,000.00 energy savings annually.

**Erviti MOVED to authorize the Chair to sign the contract with ECI. Pruyne SECONDED. Motion CARRIED 2-0-0.**

**5. Proposed Language on Plaque**—Young explained that the plaque for Town Hall was proposed by Edwin R. Witherell, an heir to Frank E. and Edward E. Witherell. Erviti said that while it is not expected it would be appropriate for the Town to pay for the plaque and not Mr. Witherell. Pruyne said that if the family is willing to pay for the plaque and save the Town money, it is best to let them do so.

Pruyne edited the proposed language with commas, a period and some extra words so the content will read as follows: “Brothers and local contractors from Warwick, Frank E. Witherell and Edward E. Witherell, were awarded the contract to build the Warwick Town Hall. This structure dedicated on January 10, 1895”

**Erviti MOVED to accept the proposed language with Lawrence Pruyne’s suggested changes. Pruyne SECONDED. Motion CARRIED 2-0-0.**

**6. Donation of Witherell Plaque**—Young said that the Board should vote to accept the donated Witherell plaque.

**Erviti MOVED to accept the donation of the Witherell plaque and reinstallation of the Fuller plaque now at the Library. Pruyne SECONDED. Motion CARRIED 2-0-0.**

**7. November 6, 2018 Election Warrants for State General and Special Town Elections—** Town Clerk Fratangelo presented the Board members with six copies each for the State General Election and Special Town Election, both to be held on Tuesday, November 6, 2018. Both Pruyne and Erviti signed all copies of both warrants.

**8. Appointments—**Fratangelo had requested the Board appoint several more Election Workers. Young requested that the Board appoint replacements for elected Cemetery Commissioners David Shoemaker and George Roaf, both of whom resigned earlier this month. These appointments would be until the 2019 Annual Town Election on May 20<sup>th</sup>.

**Erviti MOVED to appoint Laurette Crane, John Bradford, Linda Strusa and Melinda Gibbons as Election Workers, and to appoint Tracey Kirley and Brad Matthews as interim Cemetery Commissioners. Pruyne SECONDED. Motion CARRIED 2-0-0.**

**9. Surplus Property—**Young said that there were three, rather than two, all-in-one computers at the Library that can be declared as surplus property.

**Erviti MOVED to declare three all-in-one computers at the Library surplus property. Pruyne SECONDED. Motion CARRIED 2-0-0.**

**10. Warwick Police Department Report—**Police Chief David Shoemaker said that Verizon is historically very slow to respond after hours, and that their response tends to be “we don’t own any trees”. He said he has had to wait as much as eleven hours for Verizon to respond to a downed wire situation and stated that it is “extremely frustrating”. The Chief told the Board that while the other towns he contacted did not respond about Verizon’s response time, he imagines their experiences are the same as ours have been.

The Chief said that he is applying for grants, as one cruiser still needs a dashboard camera. He told the Board that the deadline to apply for one of the grants is in November.

**Erviti MOVED to submit FY 19 MIIA grant application as provided by the Chief of Police. Pruyne SECONDED. Motion CARRIED 2-0-0.**

Chief Shoemaker said that the new records management system has put Warwick PD in the 21<sup>st</sup> century. He said it is a fantastic system. Next, he noted an increase in the number of motor vehicle accidents that required police response. The Chief said that in 2017 through the month of July the PD received 281, while the total number of calls for the same time-period in 2018 was 341.

The possibility of having a call box at the Police Station was broached by Dawn Magi. The Chief said that he has decided against having a call box at an unmanned police station due to concerns

of possible vandalism as also if the phone is taken off the hook an officer must respond and, in this day, and age an ambush is also a concern. He said that he would like to see a call box at either Town Hall or the new Fire Station. After Young pointed out that there was increasingly reasonable cell coverage in town, Chief Shoemaker said that he would recommend a call box with video monitoring at the new Fire Station, noting that the camera could be mounted high enough to thwart vandalism.

Pruyne brought up the possibility of video surveillance for known dumping sites throughout town. The Chief asked if there were specific concerns, as he had not received any recent reports of illegal dumping. Pruyne said that Gale Road and Hastings Heights Road had been past sites; the Chief said that the Police are aware of four or five known areas which they do check on. Gloria Varno said that Wilson Road by the McKnight property is also a problem spot. Chief Shoemaker said that the Police need to be made aware of specific spots and said that game cameras with wireless capability could be used. The Chief questioned where to place the cameras, who would be responsible for record keeping and generating the public record. He also pointed out that issues of privacy could crop up. He recommended the Board establish a policy and that the Police Department not be made the keeper of records and be brought in to review only if actual illegal activity is detected.

Chief Shoemaker said that he wants cameras outside the WCS building. He said that he has talked with the Principal about added security, but she is concerned about a privacy issue for the children, even though it is a public building well off the road. The Chief reiterated that anyone should contact the Police Department about any public safety issues or concerns they may have. Todd Dexter asked if it is worth it to us as a town to put a policy and cameras in place. Erviti said as the Police cannot be where the dumpers are, cameras would be a good deterrent. Chief Shoemaker said that he agrees with putting up cameras, he just does not want the PD to be responsible as the record keepers. Pruyne said that he would get input from Town Counsel about making a policy for video surveillance.

**11. Selectboard Reports**—Erviti noted that the Police Chief's computer is not working properly and should be replaced with a reliable refurbished computer.

Pruyne said that he attended a PVRSD School Committee meeting last week, and that after an in-depth discussion of the budget, they voted to accept the budget. He said that he found it encouraging that donations of equipment were made to the District and noted that there seems to be some forward motion and improvement.

**12. Coordinator Report**—Young said the same old tricks are being played in the PVRSD negotiations, and that he has resigned from the negotiations sub-committee and will no longer have any involvement in negotiating union contracts. Young went on to say that he is cautiously optimistic for the new School Committee in November after the election.

Young said that BMAG has made forward progress on closing of the books for FY 18, as work of the former Town Accountant and BMAG must be reconciled.

**13. New and Other Business Unanticipated at Time of Meeting Posting — None.**

**14. Public Comment**—Magi asked if there has been any progress on the McKnight property. Young replied that there has been some slow progression, and that we will have to go to land court to close on the right of redemption. He noted that no investor was willing to purchase it at auction for the amount of taxes owed.

Adjournment

**Erviti MOVED to adjourn at 7: 50 p.m. Pruyne SECONDED. Motion CARRIED 2-0-0.**

Documents consulted at this meeting:

\*Draft Minutes of October 1, 2018

\*Town Coordinator Report dated October 11, 2018 \*Highway Committee Joint meeting with the Selectboard October 15, 2018 meeting points to be covered \*MGL Chapter 41 Section 63

\*Contract from Energy Conservation, Inc. for Town of Warwick Green Community Grant Measures 2018

\*Election Warrants for November 6, 2018 State General and Special Town Elections

\*Letter to David Young from Edwin R. Witherell dated October 8, 2018 RE: a plaque honoring Frank E. and Edward E. Witherell