

**Town of Warwick**  
**Selectboard**  
**January 7, 2019**  
**Minutes**

Members present: Lawrence Pruyne, Todd Dexter, James Erviti

Others present: Town Coordinator David Young, Town Clerk and Town Secretary Rosa Fratangelo, Moderator David Koester, Highway Superintendent Larry Delaney, Highway Advisory Committee member Bob Croke, Dawn Magi

I. Call to Order

Chair Pruyne called the meeting to order at 6:05 p.m. in the Town Hall.

II. Minutes

**Erviti MOVED to accept the minutes of December 10, 2018 as printed. Dexter SECONDED. Motion CARRIED 3-0-0.**

III. Presentations and Discussions

**1. Appointments** —Young said that Mark Fellows is willing to be appointed to the vacancy on the Transfer Station Commission created by a failure to elect at the 2018 Annual Town Election.

**Dexter MOVED to appoint Mark Fellows to the Transfer Station Commission until the May 20, 2019 Annual Town Election. Erviti SECONDED. Motion CARRIED 3-0-0.**

**2. Ethics Exemption (MGL 268:20D)**—Young explained that Mark Fellows is also a Warwick Broadband installer, so he will need to be granted an MGL 268:20D exemption.

**Erviti MOVED to grant an MGL Chapter 268 Section 20D Ethics Exemption to Mark Fellows so that he may serve as both a Transfer Station Commissioner and a Broadband Installer. Dexter SECONDED. Motion CARRIED 3-0-0.**

**3. Whipple Class II and Class III License Renewals**—Young said that these licenses are renewed annually for Rod Whipple, who has paid the appropriate fees to the Town and provided

proof of insurance. Young explained that one license allows Mr. Whipple to possess junkyard type items, and the other provides credentials to be a customer at auctions.

**Dexter MOVED to renew the Class II and Class III licenses for Rod Whipple. Erviti SECONDED. Motion CARRIED 3-0-0.**

All three Selectboard members signed both licenses. Young asked the Town Clerk to provide Mr. Whipple with a letter certifying this vote of the Selectboard.

**4. Finance Committee Update**—Moderator David Koester, the appointing authority for Finance Committee members, said that he had been doing some heavy recruiting of quality people who will bring new vision to the work done by the Finance Committee. He said that he is close to appointing five members to the Fin. Comm, at least four of whom are confirmed and will be appointed within a matter of days. Dexter said that with the upcoming budget season he is glad there will be a Finance Committee to provide more oversight to the budget process. Koester said that capital planning should be a part of the Finance Committee's work.

**5. Personnel Policy Review**—Highway Superintendent Larry Delaney asked the Board to please table until the next meeting, as it would likely be a long discussion and he needed to get home to get some sleep before tomorrow's storm. He handed out copies to the Board of his Sanding and Salting Operations FY 19 report. This report detailed events and conditions so far this winter season, beginning on November 15, 2018 through January 7, 2019. Delaney said that the Highway crew has used a sand and salt mix for immediate improvement for a recent town-wide black ice event, during which a Warwick fire truck sustained some damage.

Erviti said that it should be standard operating procedure to put chains on the fire trucks, as they are Town vehicles. He said that he was surprised that there is not a Fire Department policy regarding the use of tire chains and stated that this should be dealt with immediately. Young reminded the Board that Warwick has a Strong Chief and that the Fire Department is not covered under the Town's personnel policy unless the Chief says it is. Pruyne and Dexter said they will speak with Fire Chief Ron Gates about the use of tire chains as a matter of fire trucks being Town vehicles and therefore Town property, not as a personnel policy issue.

Erviti asked Delaney for a spreadsheet format instead of the current narrative form used. Young said that a data form can be created, and Delaney can plug in the data for each event. Erviti pointed out that comments may be added to a data base.

**6. BMAG Accounting Update**—Young said that he hoped to schedule Justin Cole from BMAG as part of the all Boards meeting. There was a consensus of the Board to hold this meeting as part of the next regularly scheduled Selectboard meeting on Tuesday, January 22<sup>nd</sup> at 6 p.m. Young Emailed Mr. Cole to check if he would be available on that date; Mr. Cole responded in the affirmative. Young said that BMAG has been a bit slow on delivery of some promised dates and that the overall performance has not been quite as expected. He said that there are also some

billing issues. Pruyne said that we will offer some flexibility to get them to live up to their contractual obligations. Young noted that the trend is better.

**7. Update on Verizon**—Young said that he received a report from Ellen Cummings, and that they are waiting on one piece of equipment is on special order, which has been expedited. He said that Verizon is waiting for National Grid to install two poles. Young noted that all fiber optic to the area has been installed.

**8. Transfer Station** —Young said that the Transfer Station Commission has met twice within the last month and had discussed the pay rate for the Transfer Station Attendant. He noted that the minimum wage has been raised to \$12.00 and said that they wanted to raise the Attendant pay rate from \$12.67 to \$13.94. Erviti said if an employee is not doing a great job, the timing of a raise should wait until improvement of job performance has been demonstrated to justify an increase in pay. Dexter said that the Attendant should be provided with a list of duties and responsibilities, and that the Transfer Station Commissioners should evaluate the Attendant's work and make a decision within a month's time. There was a consensus of the Board that cleanliness is imperative to avoid fines resulting from a failed State inspection.

**Dexter MOVED the pay raise for the Transfer Station Attendant to an hourly rate of \$13.94 will go into effect at the will of the Transfer Station Commissioners and George Roaf's pending job performance. Erviti SECONDED. Motion CARRIED 3-0-0.**

Young said that the Transfer Station Commissioners have eliminated much of the money handling for the Attendant and that bags purchased at Town Hall or the Library are \$3.00 each while they are \$5.00 apiece if purchased at the Transfer Station. He also said that some tree cutting will be done by the bulky waste container and the retaining wall. Young said that tree cutting is necessary to accomplish the proposed action. There was a consensus of the Board that the tree cutting is within the purview of the Transfer station Commissioners.

**9. School Committee Budget and Considerations and Possible School Closing**—Pruyne reminded everyone of the forum being held at the Warwick Community School on Wednesday, January 9 at 6:30 p.m. He said that the next day the School Committee is scheduled to meet and vote to close on school closings. Young said that it would be an advisory vote at best, since per the special legislation, the Commissioner of Secondary Education has the power to close schools. Young left the table and sat with the other people attending the meeting, as he was now speaking as a School Committee member and not as Town Coordinator. He said thinking long-term Warwick may leave the District which would cost the District, but in the short-term, Warwick and Leyden elementary schools need to close. Dexter asked why the PVRS was never looked at, only the small elementary schools. He stated that this is a District problem, not a Warwick and Leyden problem, and noted that the District is not looking far enough down the road. Dawn Magi suggested looking at Narraganset and Frontier districts, as they do not seem to have the same

problems as Pioneer. Erviti said that they should re-do the District. Dexter added if need be, tear the District apart and start from scratch.

Young had several comments including District should borrow less not more and for a shorter term because we are under a \$60k per year overseer and paying interest on borrowed money for the term of the loan. He also said that he was worried that the School Committee will squander any savings from school closings at the very next chance because cutting expenditures is the only no position it takes. Young said that we need to consider the re-use of the WCS building as a contingency and pointed out that it would be to the Town's benefit to keep it for public use. Pruyne pointed out that higher health insurance costs and STEP increases makes rising costs inevitable. Young said that if the School Committee votes to close Warwick and Leyden, it will move forward with a FY 2020 budget that reflects the closings, and the DESE Commissioner will see that.

**10. Formal Request for Debt Obligations to the School District for Town of Warwick—**

Pruyne wanted to know what our debt obligations to PVRSD would be should the Town vote to leave the District.

**Erviti MOVED that the Town of Warwick Treasurer formally request from Pioneer Valley Regional School District the cost of Warwick's total debt obligation and any other possible fiscal liabilities that Warwick would incur should it leave the District. Dexter SECONDED. Motion CARRIED 3-0-0.**

**11. Highway Advisory Committee—**Highway Advisory Committee member Bob Croke said that the committee is trying to work with Highway Superintendent Larry Delaney to have him take a proactive approach to Highway Department work. He said that the Highway Advisory Committee (HAC) met with the Conservation Commission last week and discussed the permitting process. Croke said that Greg Brodski is working with HAC on this, and that there will likely be some blanket permits issued for work such as digging out under guard rails on Wendell and Northfield Roads. He said that the committee has asked Delaney to be clear on low salt area, and that there has been very light salting being done in the center of town. Croke explained that the committee members want to be able to answer questions from residents and make sure that the answers given are in line with Highway Department actions. He said that the committee discussed plow blades with Delaney, but that the Highway Superintendent does not want to change what is being used now. Croke said that HAC has issued a mission statement and made it available to the public.

Croke said that looking ahead the committee will be dealing with identifying problem trees and also to hire a new highway crew member in the near future. He noted that there is one good candidate who possesses all the necessary skills but needs to obtain a hoister's license. Croke said that with respect to next paving season they hope to fix, and not merely patch, the pavement on Northfield Road. He noted that currently there remains about \$155,000.00 in Chapter 90

funds. He said that there is a good working relationship between the committee and Larry Delaney. Croke said that while this is a work in progress, they are moving ahead and gaining traction on the goal of becoming proactive and no longer being merely reactive. Dexter said that retired civil engineer and Warwick resident Paul Hadsel has offered to provide input, guidance and expertise on the Gale Road bridge project.

**12. 2019 DLTA Project Solicitation**—Young went over the request form, which must be submitted to FRCOG by the Selectboard. The project solicitation must be prioritized. Young said that the number 1 priority is the Open Space and Recreation Plan update, which would be continued from the previous year. The second and third priorities included the adaptive reuse of the Warwick Community School (Other Planning Projects) and the Abandoned Properties Task Force for properties such as the McKnight land on Wendell Road. One lower priority mentioned was Regionalizing Municipal IT networks. There was a consensus of the Board that the FRCOG 2019 Local Technical Assistance Request Form had been completed to their satisfaction.

**13. Hearing in Boston on Electric Aggregation February 6, 2019 in Boston**—Young said that the hearing is likely to be short and not something worth the travel time for the Selectboard members. Young requested that the Board authorize the consultants (Colonial Power) to speak at this hearing on the Town's behalf.

**Erviti MOVED to authorize Colonial Power, as our consultant, to attend and speak on our behalf at the Electrical Aggregation hearing in Boston on February 6, 2019. Dexter SECONDED. Motion CARRIED 3-0-0.**

**14. Selectboard Reports**—None this meeting.

**15. Coordinator Report**—There was nothing to add to the written report.

**16. New and Other Business Unanticipated at Time of Meeting Posting** —Pruyne asked Young if he will need anything in his home or office after his upcoming hip replacement surgery. Young thanked Pruyne for his concern and said that he has planned everything out ahead of time so all his needs should be met.

**17. Public Comment**—None.

Adjournment

**Erviti MOVED to adjourn at 8:14 p.m. Dexter SECONDED. Motion CARRIED 3-0-0.**

Documents consulted at this meeting:

\*Draft Minutes of December 10, 2018

\*Town Coordinator Report dated January 3, 2019

\*Sanding and Salting Operations FY 19 dated November 15, 2018 – January 7, 2019

\*FRCOG 2019 Local Technical Assistance Request Form

\* FRCOG Letter dated December 27, 2018 RE: District Local Technical Assistance Project Requests

\*Town of Warwick Personnel Policies