

**TOWN OF WARWICK**  
**In Person & Virtual Meeting of the Warwick Selectboard**  
**Warwick Community School**  
**October 23, 2023**  
**6:00 p.m.**  
**MEETING MINUTES**

**Selectboard Members Present:** Alan Genovese, Chair; Keith Ross, Vice-Chair; Brian Snell, Clerk

**Others Present:** David Young, Town Coordinator; Amanda Carey, Selectboard Secretary; David Shoemaker, Police Chief; Kevin Alden, Highway Commission; Patricia Billemare, Beach Committee; Gary Billemare, Beach Committee; Dawn Magi

**Present via Zoom:** Diana Noble, Finance Committee; Lori Perkins, Home Fruit Wine; Janice Starmer, Claudia Lewis, Mark Nygard, Zac Marti, Justin Costa

**I. CALL TO ORDER**

Alan Genovese called the meeting to order at 6:03p.m.

**II. ETHICS EXEMPTIONS OR DISCLOSURES – none**

**III. MINUTES**

**Ross MOVED to approve the minutes of the August 14, 2023 meeting as presented. Snell SECONDED. Motion CARRIED. 3-0-0.**

**Ross MOVED to approve the minutes of the October 10, 2023 meeting as presented. Snell SECONDED. Motion CARRIED. 3-0-0.**

**IV. CITIZEN’S CONCERNS AND SUGGESTIONS**

Patricia Billemare came before the Board as member of the Town’s Beach Committee. She explained that she gathers a water sample from Moore’s Pond once a month from May-September and delivers the sample to the lab, E.A.I out of Swanzey, NH, for testing. She then submits the lab’s invoice and her travel time to the Board of Health for payment. Patricia explained that historically, the lab has given us a really good price. The lab notified Patricia that they have not received payment since June. Patricia is afraid of losing the good price that we pay since we owe past due invoices. Patricia has spoken with Anna Picard, Clerk for the Board of Health, and she states that she sent the invoices and travel time reimbursements to the Accountant each month for payment. Patricia has reached out to the Accountant and they have no record of receiving them. The Board will investigate this and see that it gets paid. Young will put together a bill schedule for Patricia in an effort to assist the payment process.

**V. APPEARANCES**

**a. Police Chief Shoemaker**

Young received a phone call a few weeks ago from a Spectrum representative requesting the Selectboard to urge National Grid to speed up their process on the poles. The Selectboard and Chief Shoemaker do not see any issues with the progress thus far and are pleased with how they are working and moving along. Claudia Lewis pointed out that there are two poles laying on the ground behind the Fire Station and is wondering who is supposed to be taking them. Chief Shoemaker will see that they get removed.

Chief Shoemaker announced that the Police Department has been awarded both a Road Safety and a Body Worn Camera grant. The Road Safety grant pays for overtime for extra patrols to enforce speeding, distracted driving, OUI's, and seatbelt violations. A portion of this grant can also be used to purchase equipment. He is going to purchase two PBT's (portable breathalyzer tests), for the cruisers with this year's grant. Chief Shoemaker explained that the body worn cameras that the Police Department currently uses are becoming obsolete. He wrote the Body Worn Camera grant to upgrade the current cameras. The grant will also cover cloud storage for the video footage.

Young gave an update on the new police cruiser purchase. A hybrid Ford Explorer cruiser is slated to be delivered sometime in December. The cruiser was ordered based upon a borrowing authorization that Town Meeting approved, but we have not borrowed yet. We have until the end of June to borrow if that is the funding option we choose. Young explained that we have a fair amount of funding in stabilization, and we could put 5% from free cash into the stabilization account at an upcoming Special Town Meeting and fund the new cruiser from there instead of borrowing.

Chief Shoemaker gave some guidance regarding what constitutes an emergency and a phone call to 911. He stated you should always call 911 if it is to save a life, stop a crime, or if there is a fire. He also provided information regarding rabid animals and wildlife procedures. If a call involves an animal the Animal Control Officer should be contacted. Police are not trained to deal with a rabid animal and do not have a policy in place for it. Claudia Lewis researched the protocol for rabid/sick animals on the mass.gov website. She reported that the website instructs you to contact the local police and they will either come themselves or notify the correct official. Chief Shoemaker encouraged calling dispatch and they will make sure the appropriate person is contacted. It also helps to call dispatch because then the information will be logged. Young and Chief Shoemaker will put something together to relay this information/protocol to the public.

There is discussion regarding the upcoming Halloween trick-or-treat hours and the possibility of putting the Halloween party back together with a group of volunteers like we used to do. It is too late to do the Halloween party this year but Snell volunteers to work on it next year.

**Snell MOVED to set the trick-or-treat hours for 5:00 p.m.-7:00 p.m. on Tuesday, October 31, 2023. Ross SECONDED. Motion CARRIED. 3-0-0.**

Young updated the Board on First Amendment Audit training. Town employees have done some training. They used some information from the Town Clerk's Association. Chief Shoemaker has reached out to the DA's office to request clarification on what the rights are of the people coming in to the Town Hall to utilize their first amendment right and also the rights of the employees.

**VI. DISCUSSIONS AND REPORTS**

**a. Coordinator Report Highlights**

Young presented a quote for the utilization of a time and attendance program through our current Harper's payroll service. It is a service that offers an app on your phone or on the web where employees can clock in and out. The program can also track benefit time off. It is the consensus of the Board to pursue this program.

Young will bring the proposed articles for a Special Town Meeting to the next meeting for the Board to review.

Young announced that the Department of Conservation and Recreation may acquire an interest in a parcel of land located in Warwick for conservation and/or recreation purposes.

**VII. ACTIONS**

**a. One day beer/wine sale license for Lori Perkins**

Lori Perkins of Home Fruit Wine, applied for a one day liquor license to serve wine at the Church fair on November 25, 2023, from 10:00 a.m-3:00 p.m.

**Snell MOVED to approve the one day beer/wine liquor license to Lori Perkins of Home Fruit Wine for November 25, 2023. Ross SECONDED. Motion CARRIED. 3-0-0.**

**VIII. ITEMS UNANTICIPATED AT TIME OF POSTING**

Genovese informed the Board that there will be a Six Town Planning Board meeting on November 14<sup>th</sup> at 6:30p.m. to present the assessments that have been done.

**Snell MOVED to adjourn at 7:37p.m. Genovese SECONDED. Motion CARRIED. 3-0-0.**

Respectfully submitted,

Amanda Carey  
Selecboard Secretary

*Documents consulted at this meeting:*

\*Meeting agenda dated October 23, 2023

\*Coordinator Report dated October 19, 2023

\*Draft Selectboard meeting minutes dated August 14, 2023

\*Draft Selectboard meeting minutes dated October 10, 2023

\*DCR Exhibit A

\*14777259 Warwick Community School Heat Pumps Commitment Letter 10.10.2023

\*Revolving through 9.30.23