



BOARD OF SELECTMEN REGULAR MEETING MINUTES

290 Main Street
Millville, MA 01529

Monday July 13, 2020

Zoom Meeting

**Residents and meeting participants can also follow the Zoom Technology directions on the
Town Website at:
www.millvillema.org**

This is a joint meeting with the Finance Committee.

The Town Administrator opened the Board of Selectmen meeting at 7:00 pm. The Town Administrator ran the first portion of the meeting which included the reorganization of the Board of Selectmen.

PRESENT:

Chairwoman, Erica Blake, Vice Chairman Jennifer Dean Wing, Members Andrew Alward, Kevin Surette, and Jennifer Gill.

REORGANIZATION:

CHAIRMAN:

On a motion made by Jennifer Dean Wing and seconded by Kevin Surette, the Board of Selectmen voted by roll call vote to nominate Erica Blake as Chairman to the Board of Selectmen.

Roll Call Vote:

Jennifer Dean Wing	aye
Andrew Alward	aye
Jennifer Gill	aye
Kevin Surette	aye
Erica Blake	abstained from vote

VICE CHAIRMAN:

There was a motion made by Erica Blake to nominate Jennifer Dean Wing as Vice Chairman to the Board of Selectmen. There was no second, motion fails.

On a motion made by Andrew Alward, seconded by Kevin Surette, the Board of Selectman voted by Roll Call vote to nominate Jennifer Gill as Vice Chairman to the Board of Selectmen. (motion passes 3-1-1)

Roll Call Vote:

Jennifer Dean Wing	nay
Andrew Alward	aye
Jennifer Gill	aye
Kevin Surette	aye
Erica Blake	abstained from vote

Secretary:

On a motion made by Kevin Surette, he nominated Andrew Alward. Mr. Alward indicated that he did not want to be secretary.

On a motion made by Kevin Surette, seconded by Jennifer Gill, the Board voted to appoint Jennifer Dean Wing to be secretary to the Board of Selectmen. (3-1-1)

Roll Call Vote:

Jennifer Dean Wing	aye
Andrew Alward	nay
Jennifer Gill	aye
Kevin Surette	aye
Erica Blake	abstained from vote

Finance Committee:

The Finance Committee opened their meeting at 7:03 pm.

Present:

Chairman Aubrey Buono, Members Gary Gill, Brian Pacheco, Adrienne Pettit, and Ken Tubman.

ANNOUNCEMENTS:

- There were no announcements.

MEETING MINUTES:

June 1, 2020:

On a motion made by Jennifer Dean Wing, seconded by Erica Blake, the Board voted to approve the minutes from June 1, 2020 with revisions.

Roll Call Vote:

Erica Blake	aye
Jennifer Dean Wing	aye
Kevin Surette	abstained
Andrew Alward	aye

June 9, 2020:

On a motion made by Jennifer Dean Wing, seconded by Kevin Surette, the Board voted to approve the minutes from June 9, 2020.

Roll Call Vote:

Erica Blake	aye
Jennifer Dean Wing	aye
Kevin Surette	aye
Andres Alward	aye
Jennifer Gill	abstained

CORRESPONDENCE:

- There was no correspondence.

DEPARTMENTS/COMMITTEES:

The Town Administrator informed the Board of Selectmen that they are in receipt and need to approve the year end accounting transfers. This information was provided to all in the Board of Selectmen packet. The Town Administrator explained the rationale behind each transfer. There were four transfers presented.

#1 Millville Elementary School Water:

The Millville Elementary Water System needs a transfer. This is due to the cost for repairing the well and piping and increased costs to maintain the water. There is more and frequent testing. The first transfer would be in the amount of \$25,518.43 from the Police budget to the MES water operations budget.

#2 Highway Fuel:

The second transfer is in the amount of \$969.84. This is to cover the cost for fuel (\$953.04) as highway fuel came in higher than budgeted and there is a deficit in sweeping (\$16.80).

3 Town Hall Accounting:

The third transfer is in the amount of \$14,144.46 from Town Hall split between accounting (\$7,968.95) and treasurer (\$6,175.51). There is money needed to cover the line item from the tax title/foreclosures/legal costs. There was no money allocated to cover these expenses. It was suggested by the Chairman to pass over this transfer until there is further clarification. The Chairman of the Finance Committee communicated that these forms need to be submitted by July 15, 2020 leaving little time for clarification. Finance member Pacheco noted that looking at the June 30, 2020 actual numbers, in general the total department line item adds up to the totals as set. Regarding the tax title line item, he noted that there was \$25,000 budget in this line item in 2019, then there was nothing budgeted in FY 2020, and now there is an expense hitting this line item. There were no answers provided when questions were asked about this last year. This

needs to be discussed for FY 2021 since there is currently nothing allocated in the budget. The history of this line item over the last three years was reviewed. There were questions asked of Justin Cole about how this was budgeted in the past, to which he has told the Finance Committee that it was taken off the tax recap. The Finance Committee noted that there is an expense but no budget so this will need to be looked at. There could be a line item to fund this during the fall town meeting for FY 202. This will be discussed further during executive session.

#4 Health Care Benefits:

The fourth transfer is in the amount of \$8,528.16 from Fire Dept. This is to be split to Health Benefits (\$7,016.77) and Medicare (\$1396.98). It was also noted that an \$114.41 is needed to cover the dental insurance.

The Chairman of Finance Committee asked if the money from the accountant to treasurer has been expended already. The town administrator noted yes but the specifics will be discussed during executive session.

On a motion made by Adrienne Pettit, seconded by Brian Pacheco, the Finance Committee voted by Roll Call vote to approve the year end transfers as written with the addition of the allocation of \$114.41 from Fire Department Line item to the contractual health care (dental).

Roll Call Vote:

Adrienne Pettit	aye
Brian Pacheco	aye
Gary Gill	abstained
Ken Tubman	aye
Aubrey Buono	aye

On a motion made by Jennifer Dean Wing, seconded by Jennifer Gill to approve the year end transfers as outlined in the email with the addition of \$114.41 to be moved from the Fire Department into the dental line item.

Selectmen Alward communicated that this motion included the transfer regarding the tax title not knowing how the town spent it. Member Alward asked if the treasurer would be able to provide further information on this. He further asked if the treasurer was invited to the meeting to explain this.

The Town Administrator noted that it was for tax title costs and does not have information on how those costs are determined. This is consistent with past years. The treasurer was not asked to attend the meeting.

Roll Call Vote:

Jennifer Dean Wing	aye
Jennifer Gill	aye
Andrew Alward	nay

Kevin Surette nay
Erica Blake aye
(vote passes 3 to 2)

Finance Committee Adjourn:

On a motion made by Brian Pacheco, seconded by Ken Tubman, the Finance Committee voted by Roll Call vote to adjourn their meeting at 7:33 pm.

Roll Call Vote:

Adrienne Pettit aye
Brian Pacheco aye
Gary Gill aye
Ken Tubman aye
Aubrey Buono aye

NEW BUSINESS:

Capital Planning Committee:

The Board of Selectmen need to appoint a member to the Capital Program Committee.

On a motion made by Kevin Surette, seconded by Andrew Alward, the Board of Selectmen voted by roll call vote to nominate Jennifer Gill as the Board of Selectmen Representative to the Capital Program Committee.

Roll Call Vote:

Jennifer Dean Wing aye
Kevin Surette aye
Andrew Alward aye
Jennifer Gill aye
Erica Blake aye

Town Hall Reopening Plan:

The Town Administrator is working to come up with a plan for reopening the town hall. There will be a window set up for those who need to drop off documents and payments or obtain a permit. This will begin the week of July 15, 2020. The staff will stagger their days from 9:00 am -11:00 am for the Building Commissioner and Town Clerk and then 11:00 am -1:00 pm for the Treasurer/Collector, Board of Health, and other. The information will be posted on the town website.

OLD BUSINESS:

Fall Town Meeting:

The Board of Selectmen are in receipt of the following:

- Email from Jane Reggio dated 7.7.20

The Town Administrator will begin work on arranging for the Fall Town meeting. The Town Administrator was in communication with Mr. Keyes and the Chairman of the School Committee. The goal is to have the school and other articles on an early fall town meeting warrant.

Update from Heneault and Company – Marijuana Operational Plan

The Board of Selectmen were informed that there is a new Marijuana Operation Plan presented by Heneault and Company. They are currently looking into two other locations to run the business. One of the locations is on Main Street and the other location is Prospect Street. The location on Prospect is a 6,000 sq. ft property where there could be retail, manufacturing, and cultivation. There would be enough parking in this location. This would be allowed in the business district. The second parcel the applicant is looking at is in the basement of the potbelly pub. This would allow offices upstairs and business downstairs. The Board would like to make sure the abutters in the area are comfortable with either location. The applicant prefers Prospect Street location.

A question was asked about why the change from the previous application. The applicant explained that the partnership has changed. Also, through further research it was determined that there could be a better location for the business.

The Town Administrator will work with the applicant on executing a host agreement.

CARES Act Grant Update:

The Board of Selectmen are in receipt of the following:

- Email from State regarding Cares Act Coronavirus Relief Fund – Award Letter

The Town of Millville was awarded a grant from the CARES Act in the amount of \$38,125.00 for FY 2020. There was a recommendation to be sure to plan with BVT when there is an allocation of possible funds to them to cover COVID-19 costs.

PUBLIC FORUM:

- There were no public comments.
- Selectman Gill informed all that the updated Capital Plan has been finalized. She would like to request that this be posted on the website.

ADMINISTRATOR REPORT:

- The Town Administrator report was covered within the other items above.

BOARD OF SELECTMEN PUBLIC FORUM:

- The Board of Selectmen acknowledged the passing of Michael Mullaly and Louise LaFlamme. Condolences go out to their families.

NEXT MEETING:

- Monday, August 17, 2020

On a motion made by Jennifer Dean Wing and seconded by Jennifer Gill, the Board of Selectmen voted by Roll Call Vote per MGL c. 30A, sec. 21 (a)(3) to conduct strategy relative to pending litigation where discussion of these matters in open session would have a detrimental effect on the litigating position of the town, and G.L.c.30A, (a)(5) to investigate charges of criminal misconduct, and to reconvene in open session to adjourn the meeting.

Roll Call Vote:

Erica Blake	aye
Jennifer Dean Wing	aye
Andrew Alward	aye
Kevin Surette	aye
Jennifer Gill	aye

The regular meeting ended at 8:17pm.

Respectfully Submitted

Amy Sutherland

Recording Secretary

REC AUG 26 2020

AM 7:28

TOWN CLERK

CHAIR

EBlake

Member, Erica Blake

Vice Chairwoman, Jennifer Dean Wing

Member, Jennifer Gill

Member, Andrew Alward

Member, Kevin Surette

REC AUG 26 2020

AM 7:28

TOWN CLERK