



## **BOARD OF SELECTMEN REGULAR MEETING MINUTES**

**290 Main Street  
Millville, MA 01529**

**Monday August 17, 2020**

**Zoom Meeting**

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

**[www.millvillema.org](http://www.millvillema.org)**

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The Chairman opened the Board of Selectmen meeting at 7:00 pm.

### **PRESENT:**

Chair, Erica Blake, Vice Chair Jennifer Gill, Member, Andrew Alward, Kevin Surette, and Jennifer Dean Wing.

### **ANNOUNCEMENTS:**

- There were no announcements.

### **MEETING MINUTES:**

#### **July 13, 2020:**

On a motion made by Jennifer Gill, seconded by Andrew Alward, the Board voted to approve the minutes from July 13, 2020 with revisions.

### **Roll Call Vote:**

Erica Blake	no vote (disconnected from remote due to technical problems)
Jennifer Dean Wing	aye
Jennifer Gill	aye
Kevin Surette	aye
Andrew Alward	aye

### **CORRESPONDENCE:**

- There was no correspondence.

## **DEPARTMENTS/COMMITTEES:**

### **Board of Health:**

The Town Administrator informed the Board of Selectmen that the Board of Health representative could not attend. For those residents interested in the Board of Health meetings and more particular updated on COVID, those meetings are held on Wednesday nights.

### **Millville Elementary School Boiler Project:**

The Board of Selectmen were provided with an update regarding the Millville Elementary School Boiler Project. The Project Manager Brian Laroche was present along with Assistant Superintendent Matt Ehrenworth, and Chairman of the School Committee Jane Reggio. The Board was informed that the schematic design was presented last May 2019 which included three locations for the tank and three options for fuel propane, oil or wood. This schematic design was submitted to the MSBA who provided their preferable option. The design was bid out in April 2020. The permit application was submitted in May 2020. The demolition of this began June 2020. The interior work is on schedule. The new piping and equipment are installed. The electrical and controls are being connected. The goal is to have the boiler on line at the end of August at which point the commissioning process will begin. The exterior excavation for the new tank is complete, delivered, and ready to be installed. The hole is ready for new tank. The building permit was issued, along with the electrical, plumbing and gas permits for the interior. There needs to be an exterior gas permit issued for utility use. The site utilities contractor needs to get this permit. The other permit which is needed is the FB6 permit which is issued by Millville Fire Department and this is for the tank installation. This permit has not been issued but the license needs to be authorized through the local authorities which is the Board of Selectmen. The license application has been filled out and the school committee will be signing off on the license application. The application for license needs to have a public hearing with abutter notification. The goal is to have this hearing on September 8, 2020. There was a request of the project manager to allow provisional approval to move forward with installing the tank and allow the flammable liquid to be on premise but not the filling of the tank. Chief Landry has approved the location. The Board of Selectmen do have the authority to issue a provisional license. Selectmen Alward wanted to know if the Board of Selectmen has issued a provisional license in the past without holding a hearing. His concern is that this would set a precedent and would not follow the process. Member Dean Wing indicated that in the past the Board of Selectmen have approved provisional approvals for town projects and liquor licenses. The Chairman did communicate that Town Counsel indicated that the Board of Selectmen does have flexibility with issuing provisional approval.

**On a motion made by Jennifer Dean Wing, seconded by Jennifer Gill, the Board of Selectmen vote to issue a provisional approval of the placement of the unfilled tank into the ground as part of the scope and sequence of work for the boiler project.**

Prior to the vote there was discussion. Member Surette is concerned that the process is not followed, and the abutters may have issues with this and there could be additional costs. The

project manager responded that there would be additional costs incurred if this is delayed. The cost would include filling the hole since it has already been dug. There would be significant costs for demobilizing the site. The project has already been approved to move forward. The Chairman of the School Committee reminded all that the community has approved this project and all want to get this installed before school starts.

**Roll Call Vote:**

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

**NEW BUSINESS:**

**2020 State Primary Warrant:**

The Board is in receipt of the 2020 State Primary Warrant. This was created by the Town Clerk.

**On a motion made by Jennifer Dean Wing, seconded by Andrew Alward, the Board of Selectmen voted unanimously to accept the warrant as prepared for the 2020 State Primary Warrant.**

**Roll Call Vote:**

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

The deadline to sign this is August 17, 2020.

**Fall Town Meeting Preliminary Planning:**

Town Moderator, Jackie Lima was present during the zoom meeting. The topic of discussion was the Fall Town Meeting. The Town Moderator suggested that the date of this meeting be Saturday October 3, 2020 at 12:00 pm with a rain date of Sunday October 4, 2020. The date was discussed with the Finance Committee Chairman and the suggested date is doable. There was a suggestion to use the tents which will be set up at the school. There will need to be communication with MES to see if this possible. There was discussion to have limited warrant articles for the Fall Town Meeting. This will be discussed further at the September 8, 2020 Board of Selectmen meeting. The Town Moderator suggested that there be a consent article placed onto the warrant.

**On a motion made by Jennifer Gill, seconded by Kevin Surette, the Board of Selectmen voted unanimously to hold the Fall Town Meeting on October 3, 2020 at 12:00 pm with a rain date of October 4, 2020 at 12:00 am at the Millville Elementary School.**

**Roll Call Vote:**

<b>Erica Blake</b>	<b>aye</b>
<b>Jennifer Dean Wing</b>	<b>aye</b>
<b>Jennifer Gill</b>	<b>aye</b>
<b>Kevin Surette</b>	<b>aye</b>
<b>Andrew Alward</b>	<b>aye</b>

The Board of Selectmen will meet next week to open the Fall Town Warrant. An email will be sent to the Boards/Committee asking if they have any suggested warrants. The Board of Selectmen will be setting up a meeting for next week.

Some of the recommended Articles include the following:

- Prior year bills – (currently not aware of any)
- Consideration of FY 2021 budget adjustments
- Capital Planning Recommendation (backhoe)
- BMR regional agreement
- Senior Work off program
- Acceptance of Hurteau (Check to see if a public hearing needs to be held)
- Transfers of money to stabilization and OPEB accounts

Council on Aging Director, Tina Cook wanted to discuss the warrant article for the Senior Work Off Program. This program is for residents of Millville 60 years of older. These residents need to occupy their property for five years and taxes need to be current. Residents who work in this program will be entitled to November 2021. It was suggested that the warrant article be submitted by the Board of Selectmen and the Council on Aging. Resident Finn was present to support this article. There was a suggestion to see if these volunteers will need to be added to the town workman's compensation or other insurance.

**OLD BUSINESS:**

The Board of Selectmen were provided with a list of the one-year and three-year appointments.

The first list discussed was the one-year appointments.

The Chairman read the list of one-year appointments. Selectmen Gill suggested holding the appointment of the Building Commissioner and Treasurer/Collector position. There was a question asked if these can be posted to consider others for these roles. The Chairman noted that the Board of Selectmen cannot discuss the performance of an employee without following up the necessary steps. It was recommended to hold these two appointments over but move on the

remaining list. The Town Administrator will contact the Building Inspector and Treasurer/Collector to see how they would like to proceed.

**One-Year Appointments July 1, 2020 through June 30, 2021:**

- Electrical inspector
- Cable access
- Accounting
- Assistant treasurer collector
- Emergency Management
- Police Department
- Animal Control
- Parks and Recreation
- Open Space and Recreation

**On a motion made by Jennifer Gill, and seconded by Kevin Surette, the Board of Selectmen voted by Roll Call vote to reappoint the one year appointments from July 1, 2020 through June 30, 2021 as listed on the paperwork provided by the Town Administrator.**

**Roll Call Vote:**

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

A question was asked about the status of the Board of Assessor membership. The Town Administrator will follow-up.

**Three Year Appointments:**

- Conservation commission
- Historical commission
- Council on aging
- Board of assessors

**On a motion made by Jennifer Gill, and seconded by Kevin Surette, the Board of Selectmen voted by Roll Call vote to reappoint the three year appointments from July 1, 2020 through June 30, 2023 as listed on the paperwork provided by the Town Administrator.**

**Roll Call Vote:**

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

The Board of Selectmen would like an updated list of vacant positions to review at the next meeting. The Energy Committee representative and Veteran Agent declined to be reappointed. These positions will need to be filled.

### **BOARD OF SELECTMEN PUBLIC FORUM:**

- Member Gill would like the Town Administrator to follow-up on meeting schedules for Capital Planning. There is one vacancy on this Board.
- Member Gill would like the bylaw reviewed about compensation time for the Town Administrator regarding additional meetings which he attends. It was noted that he received time off and not monetary compensation. The Town Administrator will need to be available to the Finance Committee for budgetary purposes.
- Member Alward did research on the various social media pages. It was communicated that there were four pages run by the Town Departments (Library, Fire Department, Police Department and Senior Center). It was indicated that some of the feeds were questionable. The Chairman of the Board of Selectmen commented that the Board of Selectmen does not have an official Facebook Page. Member Alward will be researching further to find out who oversees the four noted pages.
- Member Dean-Wing suggested that the town may want to look at some of the small parcels throughout town which could be auctioned off. She has volunteered to work on researching such parcels. This information will be provided to the Board of Selectmen.

### **TOWN ADMINISTRATOR REPORT:**

#### **Marijuana Licenses:**

The Board of Selectmen were updated regarding the Marijuana Licenses. Garden Wonders has received their provisional license and have dropped off a check of \$20,000 made out to the Town of Millville. The project is moving forward. The representatives from Heneault and Company are currently reviewing a draft host agreement previously provided by the Town and are signing a lease for property on Prospect Street.

#### **Town Hall Reopening Plan:**

The Town Administrator informed the Board of Selectmen that the “drive-up” window at the Town Hall is working. The staff is staggering their presence at town hall from 9:00 am -11:00 am and then 11:00 am -1:00 pm. This information has been posted on the town website.

#### **PARC Grant:**

The PARC Grant is complete for Veteran’s Memorial Park. This project was accomplished staying within budget along with following the required timeframes. All the documents have been submitted to the State. Thank you to Sherry Grant for her assistance in gathering and

submitting the documentation and to the Trustees for all their hard work managing the Park renovations.

**CARES Act Grant Update:**

The Board of Selectmen discussed a plan to disperse the CARES ACT money equitably among the schools and students. There needs to be fairness among all. There was a recommendation that whatever is spent be brought to the Board of Selectmen for approval.

**Metacomet Emergency Center:**

The Board of Selectmen were informed that the documents for the Metacomet Emergency Center have been signed and submitted. This will go into effect on January 1, 2021. The Board of Selectmen were informed that the amount approved under the State 911 Grant anticipated to fund the MECC operations was substantially less than what was applied for. MECC was working with State 911 to attempt to resolve the funding issues.

**Audit Status:**

The Board of Selectmen were informed that a representative from the auditing firm has been in the town hall performing field work for the audit. The draft audit report should be ready sometime next month.

**MES Water:**

The Town Administrator communicated that the MES water operator received a lengthy report from Mass DEP regarding the survey of MES water operations. There were a variety of action items and other comments noted. The water operator is preparing another response since an initial response to the Mass DEP Survey did not appear to be considered in the latest survey report. The Town Administrator will also be responding upon report receipt and may be contacting Representative Sotor about this report from Mass DEP as some of the conditions and action items seem overly burdensome and costly.

**NEXT MEETING:**

- Monday, September 8, 2020

The regular meeting ended at 9:37pm.

Respectfully Submitted


Amy Sutherland

Recording Secretary

REC SEP 17 2020

AM 8:19

TOWN CLERK

  
Chair, Erica Blake

Vice Chair, Jennifer Gill

Clerk, Jennifer Dean Wing

Member, Andrew Alward

Member, Kevin Surette

REC SEP 17 2020

AM 8:20

TOWN CLERK