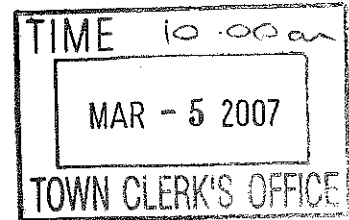


**TOWN OF MILLVILLE
BOARD OF SELECTMEN
Minutes of Monday, February 5, 2007**



Board members in attendance were Chairperson Diane McCutcheon, Vice Chairman Paul Savage, Tom Petrowicz
Not Present: Ken Gikas
Chairperson McCutcheon called the meeting to order at 7:00 p.m.

ANNOUNCEMENTS:

- The Middle School Student Council representatives gave a brief presentation explaining the events and responsibilities which this group has. The following students were present: Stephanie Coffin, Chris Coffin, Matthew Fish, Stephanie Crivello, and Alicia Dery.
- Vice Chairman Savage will be available at the Town Hall for residents on Wednesday, February 7, 2007.
- The papers for elected positions are available at the Town Clerk's office. The deadline for submission is February 12, 2007.
- The Board of Selectmen want to thank Chuck Singleton for the generous items which were donated and are being used by the town.
- Gerry Finn, the representative for the BVT provided a memo to all departments asking for any wish items which could be built by the students. Please return the form the Executive Secretary.
- The next Board of Selectmen meeting will take place at the police station.
- A memo informing residents about open vacancies on town boards was distributed at the schools.

CORRESPONDENCE:

- A letter was written by Ken Gikas informing the Board of Selectmen that he will be resigning from his selectmen position effective immediately.
On a motion made by Tom Petrowicz, and seconded by Paul Savage, the Board of Selectmen voted unanimously to accept the resignation from Ken Gikas.
- A memo was received from the Massachusetts Motorcycle Association inquiring about getting authorization to erect a 2x8 sign at a high traffic sites for the safety campaign. Chief Landry was notified about this and is in support.
On a motion made by Tom Petrowicz, and seconded by Paul Savage, the Board of Selectmen voted unanimously to support the motorcycle safety campaign.
- A letter was received by Massachusetts Emergency Management Association thanking the town of Millville for hosting the regional meeting for NIMS.
- A letter was received from William Galvin the Secretary of the State notifying the town that it must take part in getting an accurate population count. The town

needs to designate a local census representative. This information will be forwarded to the Town Clerk.

- A letter was received from Charter Communications informing residents that effective March, 2007 there will be adjustments and improvements to the programming and choices. The contract with Charter expires in 2012.
- The Board received a memo from BVT about upcoming budget meetings. The next meeting and public hearing will be March 1, 2007 at 6:00 p.m.

MINUTES:

- On a motion made by Tom Petrowicz, and seconded by Paul Savage, the Board of Selectmen voted unanimously to accept the minutes of January 2, 2007 as written.
- On a motion made by Tom Petrowicz, and seconded by Paul Savage, the Board of Selectmen voted unanimously to accept the minutes of January 16, 2007 as written.

GOOD & WELFARE:

Norman Thuot, 25 Ironstone St:

- He wanted it stated that the Finance Committee did not support the assessor's increase, but he was behind Susan getting her raise. The town also voted to authorize this pay increase.

John Dean, Highway Surveyor:

- There was a water problem on Lincoln St and the Board of Selectmen have been up to check on the situation. Selectmen Savage suggested having the bylaw committee revisit the bylaw in regards to this.
- There will be signs posted about the narrow roads. John will be providing the BOS with a bridge report.

Jennifer Wing Dean, 48 Providence St.:

- She suggested to the BOS that the town start to put money aside for the 100th year anniversary for the town.

EXECUTIVE SECRETARY:

- **Seminars:**

There will be seminars on Thursday, February 8, 2007 from 6:00 – 8:00 p.m.
The following topics will be presented:

Conflict of Interest
Open Meeting Law
Sexual Harassment

- **Millville Elementary School:**

Tom Petrowicz informed the BOS that there will be a new sampling of water taken. Once these results are determined, the BOS will discuss the next step.

- **Mileage Reimbursement:**

The mileage reimbursement will be 48 cents per mile.

- **Reserve Fund Transfer:**

On a motion made by Paul Savage, and seconded by Tom Petrowicz, the Board of Selectmen voted unanimously to authorize the reserve fund transfer for the generator in the amount of \$1,105.60

- **Subordination Certificate:**

On a motion made by Tom Petrowicz, and seconded by Paul Savage, the Board of Selectmen voted unanimously to sign the subordination certificate for the Community Develop group.

- **Police 9,10,12,13, & 14 policies.**

On a motion made by Paul Savage, and seconded by Diane McCutcheon, the Board of Selectmen voted unanimously to approve the police policies 9,10,12,13, & 14 for the Town of Millville. The Board of Selectmen would like to discuss chapter 11 in regards to Amber Alerts.

- **Policies to Review:**

The next policy to review is 15.

- **Town Meeting:**

On a motion made by Tom Petrowicz, and seconded by Paul Savage, the Board of Selectmen voted unanimously to call the Special town meeting on Monday, May 14, 2007 at 6:30 p.m. and the Annual Town Meeting at 7:00 p.m. and the warrants will open immediately.

- **Head-Dispatcher Addendum:**

On a motion made by Paul Savage, and seconded by Tom Petrowicz, the Board of Selectmen voted unanimously to accept the addendums to the dispatch contract.

- **Overtime Language:**

On a motion made by Paul Savage, and seconded by Tom Petrowicz, the Board of Selectmen voted unanimously to accept the change to the language on the overtime contract.

NEW BUSINESS:

- **Shed for florescent lights:**
On a motion made by Paul Savage, and seconded by Tom Petrowicz, the Board of Selectmen voted unanimously to authorize the Board of Health to have a shed located behind the town hall for the fluorescent lamp program.
- **Stormwater Consultant:**
An estimate will be provided for the GIS mapping of storm drains and outfalls. The Highway department must map out the culverts, retention and detention basis throughout town.
- **Surplus Vehicle:**
The surplus vehicle is out to bid and will be opened on February 20, 2007 at 10:00 a.m.
- **Roof Repair:**
The building inspector met with the janitor at the elementary school and there is no problem with the design specifications.
On a motion made by Paul Savage, and seconded by Tom Petrowicz, the Board of Selectmen voted unanimously to authorize the repair of the elementary school roof in the amount of \$9,975.00.
- **Sign Heritage Landscape Contract:**
On a motion made by Paul Savage, and seconded by Tom Petrowicz, the Board of Selectmen voted unanimously to authorize the Chairperson authorization to sign the Contract in connection with the grant received.
- **Appointment:**
On a motion made by Paul Savage, and seconded by Tom Petrowicz, the Board of Selectmen voted unanimously to appoint Theresa Gaunt to the Council on Aging effective immediately.
- **Senior Center:**
Officer Roy Sullivan will be the liaison for the Seniors and the police department
- **Selectmen Mailboxes:**
Helen will look into fixing the Selectmen box.
- **Legal Notices:**
Norman Thuot prepared information about circulation numbers and rate in regards to the Milford Daily News and The Call.

<u>Subscribers</u>	<u>Newspaper</u>	<u>Rate of advertising</u>
160	The Call	\$21.80 per inch.
37	Milford Daily	\$13.80 per inch

Helen will set up a meeting with the The Call to see if they will cover Millville more in depth.

It was also suggested having all public hearing notices posted on the town website.

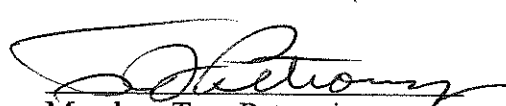
On made by Tom Petrowicz, and seconded by Paul Savage, the Board of Selectmen voted unanimously to adjourn the meeting at 9:10 p.m.

Respectfully Submitted,

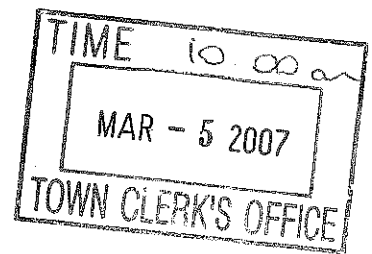
Amy Sutherland


Diane McCutcheon, Chairperson


Vice Chairman, Paul Savage


Member, Tom Petrowicz

**TOWN OF MILLVILLE
BOARD OF SELECTMEN
Workshop Meeting
Minutes of Monday, February 5, 2007**



Board members in attendance were Chairperson Diane McCutcheon, Vice Chairman Paul Savage, Tom Petrowicz
Not Present: Ken Gikas
Chairperson McCutcheon called the meeting to order at 6:00 p.m.

This was a workshop meeting between the Board of Assessors and the Board of Selectmen. The purpose of the meeting was to clarify and address present issues.

Time Sheets:

The Board of Selectmen addressed that the timesheets are not going to the Executive Secretary for review. The process and procedures that has been put in place must be followed. The Board of Selectmen referenced a memo that was sent June 27, 2007 by the Board of Assessors informing the Board of selectmen that this procedure was to be followed.

Time Off Requests:

The Board of Selectmen would like all requests for time off to go through the Executive Secretary. There was time off on January 30, 2006 and there was no sign off request provided. This policy must be followed to insure the coverage at the office.

Working Log:

In a memo dated June 27, 2006, the Board of Selectmen requested that a log be kept to document the time spent on Town Clerk responsibilities that take place throughout the week. The Board of Selectmen would like to see this log.

Inspections Completed:

The Board of Selectmen would like to know how many inspections are being completed during the fiscal year.

Hours of Operation:

The Board of Selectmen wanted clarification on the hours. It was noted that the Board of Assessor's work Mon-Thurs from 9:00 – 1:00 and Wed. from 6:00 – 8:00 p.m. Selectmen had several questions:

Questions to the Board of Assessors from the Board of Selectmen:

- **What happens from 1:00 – 4:00 p.m?**
It was noted that the office handles data input and abutter lists.
- **What are the reasons for Comp time?**
The reasons for Comp time include any time needed to take courses.

Meeting Protocol:

The Board of Selectmen wanted to inform the Assessor's office that at a meeting several months ago, someone overheard the board discussing employees within the townhall during their regular meeting.

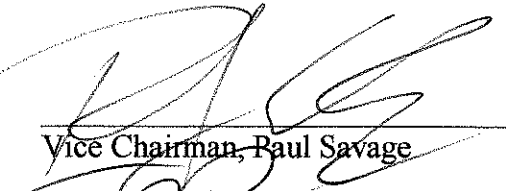
The Assessor's Office did agree that the relationship with the Board of Selectmen has been strained. It is felt that there is a level of non-professionalism throughout the town hall. Jennifer Wing referenced a memo that was left in the selectmen drawer that involved the Assessor's Office.

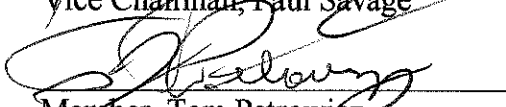
The meeting adjourned at 7:00 p.m.

Respectfully Submitted,

Amy Sutherland

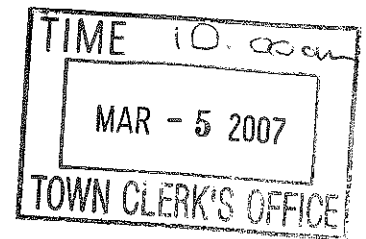

Diane McCutcheon, Chairman


Vice Chairman, Paul Savage


Member, Tom Petrowicz

**TOWN OF MILLVILLE
BOARD OF SELECTMEN**

**Minutes of Meeting w/Building Inspector
Monday, February 5, 2007**



Members Present: Chairperson Diane McCutcheon, Vice Chairman Paul Savage and Selectman Tom Petrowicz.

Also Present: Michael Giampietro, Building Inspector

Mike asked to meet with the Board to go over various issues.

Mike advises that he issued a Stop Work Order to Neal Turcotte of Brooklyn, NY via Certified Mail regarding 340 Chestnut Hill Road. Mike would like to consult with Town Counsel on the enforcement process in order to protect the Town's interests. The property is not subject to an Occupancy Permit. It is illegal to remove a Stop Work Order attached to a structure. **The Board would like the Executive Secretary to notify Chief Landry to have officers patrol the premises. If activity is noticed, the Building Inspector should be contacted.**

Motion by Savage and second by Petrowicz to authorize Mike Giampietro to contact Town Counsel regarding issues in connection with 340 Chestnut Hill Road. Passes Unanimous.

Mike recommends the Board consider restructuring the current town inspections offices and positions to a "Building Department." Mike explains that most towns have changed to this method. The Building Commissioner would hold supervisory authority over the electrical and plumbing inspectors. All inspectors would be under one umbrella. It would be a better structure and would enable a centralized filing system. He has concerns about the other inspectors keeping files at their homes. **The Board would like the Executive Secretary to obtain dates for a Workshop to be held with the inspectors to begin talking about the possibilities of a restructure.**

Mike feels there should be an increase to the Building Inspector/Zoning Enforcement Officer's salary. He has not had an increase since he started in 2002. The stipend has always been \$4,000. He feels with the increase in population and new homes and with the upcoming new subdivisions, the work will increase. He currently works Wednesday evenings 6-8 and about 30-35 Fridays each year doing paperwork and inspections. He advises of some of the salaries of this position in surrounding towns:

Hopedale: \$20,000/yr	Mendon: \$26,000/yr	Berkley: \$20,000/yr
West Brookfield: \$12,000 plus \$7,500 for Zoning (\$19,500)		
Hubbardston: \$22,500	Boxboro: \$27,000	Boxboro: 75% of fees

Mike indicates he has collected a total of \$151,000 in fees for the Town over the past 5 years (an average of \$30,202 per year)


Mike is respectfully looking for a \$3,000-\$4,000 increase adjustment to the line item for the short term, FY08. Ultimately, he would like see the line item increased to \$13,000-15,000 per year once a restructuring has taken place.

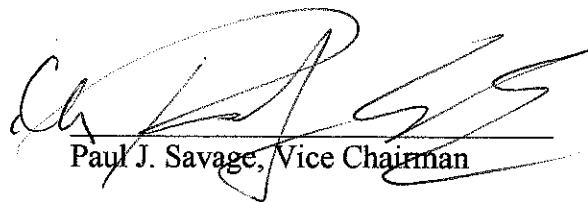
The Board agrees with the need for a centralized filing system and advised they will discuss the situation with the Finance Committee.


Meeting adjourned at 10:05 p.m.

Respectfully submitted,

Helen M. Coffin


Diane O. McCutcheon, Chairperson


Paul J. Savage, Vice Chairman


Thomas J. Petrowicz, Selectman