

**TOWN OF MILLVILLE
BOARD OF SELECTMEN**

MINUTES OF MEETING

December 5, 2011 - 6:30 p.m.

Board of Selectmen Members Present: Chairman Tom Petrowicz, Vice Chairman Roland Barrett, Secretary Charlie Poulin and Selectman John Laura

Board of Selectmen Members Absent: Selectman Bob Baker

Others Present: Executive Secretary Helen Coffin; Town Accountant Marilyn Mathieu; Finance Committee Members Ouellette, Rapoza, Wing, Herrick and Ryan

The meeting is called to order at 6:35 p.m.

The Board meets in conjunction with the Finance Committee at the request of the Town Accountant to review preliminary FY13 revenue estimates and begin discussion about budgeting.

Town Accountant Marilyn Mathieu reviewed the FY13 revenue and indicates that unemployment in Massachusetts is still high. She remains concerned due to the uncertainty of the federal budget. She indicates that Millville has always been, and must remain, very conservative and that it is not too early to start the budget planning process.

Chairman Petrowicz believes we need to consider various ways to increase our revenue by means of tax increases such as a debt exclusion or Prop 2-1/2 override by the April election.

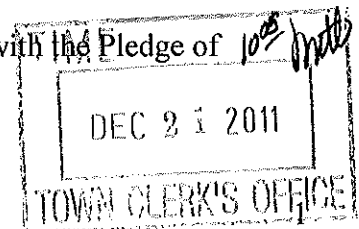
Paul Ouellette indicates that we must spend money to operate and the key is marketing the tax increase as an attractive option; he feels we need to put another committee together to focus on this aspect. He also questions what the Board of Health has done since the last meeting regarding trash. Brief discussion follows regarding trash removal including various options for pick-up. Paul believes we need to give our 6-month notice to the vendor and meet with the Board of Health regarding the status of the trash contract.

Brooks Herrick reminds all that we will be facing a new roof at the High School and feels that we need to present a 3-year operating plan to the townspeople, clearly showing that the Town cannot exist without a tax increase.

Chairman Petrowicz indicates that the Board of Selectmen will discuss possible meeting dates with the Finance Committee and Board of Health during the regular meeting to follow.

At 7:15 p.m. the Chairman officially opens the Board's regular meeting with the Pledge of Allegiance.

{Town Accountant Marilyn Mathieu leaves}



PUBLIC HEARING

Chairman Petrowicz announces that the Board will be conducting a public hearing to consider the FY12 tax classification, and he reads aloud the Public Hearing Legal Notice.

On a motion by Barrett and second by Laura, the Board unanimously votes to Open the Public Hearing to address the FY12 Tax Classification at 7:15 p.m.

Assessor Clerk Natalia Alward presents the various options for tax classification with accompanying documentation. The proposed residential tax rate is \$13.17. There is an excess levy capacity of only \$993.36. The Board of Assessors recommends no shift in the tax rate.

Chairman Petrowicz believes the Board should follow the recommendation of the Board of Assessors and maintain the single tax rate at this time.

On a motion by Barrett and second by Poulin, the Board votes unanimously to maintain a single tax rate.

The Board members acknowledge that the Board of Assessors has informed them of the excess levy capacity.

On a motion by Poulin and second by Barrett, the Board votes unanimously to Close the Public Hearing at 7:23 p.m.

ANOUNCEMENTS

- A moment of silence is offered for Heather Huntington, a former resident who served as a Library Trustee for many years. She passed away last month. Many knew Heather for her wit and outgoing personality. Our sympathy goes out to her loved ones.

- Reminder that the Senior Center is closed this week. Blank Fuel Assistance applications are available at the Town Hall this week for those who wish to get a head start filling them out. Senior Center Director Carol Smith will be back next week to provide additional support.

- The Board wishes to extend heartfelt and sincere appreciation to resident Margaret Carroll. Unbeknownst to many, for the past 20 years Margaret adorned the doors of our town buildings with Christmas wreaths, at her own expense. This annual tradition was not only a very generous offering but representation of Margaret's love of our Town/community and a symbol of her spirit of Christmas. Margaret retired the tradition this year but we wish to thank her for the decades of holiday greetings she brought to our municipal departments.

MINUTES/WARRANTS

November 21, 2011 (7:00 pm)

On a motion by Barrett and second by Laura, the Board of Selectmen votes unanimously to approve and sign the Minutes of November 21, 2011 at 7:00 p.m.

Warrants

On a motion by Poulin and second by Barrett, the Board of Selectmen votes unanimously to approve and sign the Warrants as read.

PUBLIC FORUM

Margaret Carroll, representing the Town's Historical Commission, presents two historical pieces to the Board of Selectmen. One framed piece is a picture of the Welcome Home Banquet for servicemen returning from WWII, from June 29, 1946. The second framed piece is dated May 1, 1916 and is the invitation to Millville Day held on May 29, 1916. The first piece will be displayed in the Veterans Meeting Room. Margaret would like the Board to decide where to display the second piece. It is recommended and agreed that the second piece should be displayed in the Classroom.

APPOINTMENTS/RESIGNATIONS

Chairman Petrowicz reads aloud a resignation letter from Deputy Fire Chief Lee Clement which indicates his resignation from the Fire Department as of December 31, 2011. The Chairman acknowledges that the changes within the department were too quick for many people but emphasizes that the Board did what it believes to be in the best interests of the Town. He feels time will tell exactly what the best direction of the Fire Department will be. He wishes Mr. Clement the best in his future and accepts the resignation with regrets. It is not necessary for the Board of Selectmen to formally accept this resignation as that was done by Fire Chief Landry as "strong" Fire Chief.

CORRESPONDENCE

A letter is received from Central Mass. Planning Commission which includes a summary of the annual traffic count. The volume sheets can be reviewed at the Town Hall for those interested.

A letter is received from young resident Shayna Boyan requesting the additional funding received from the state be used to fund additional hours at the library. Unfortunately, that funding was already applied to balance the FY12 budget.

A letter is received from our insurance company, MIIA, indicating the completion of the repairs to the MES from the heavy snow loads of last winter and resulting damages to the structure. The total cost on the claim was \$258,599.

The Town received a Proposal for engineering services from DeStefano and Chamberlain for site work to be completed in accordance with the suggestion of our insurance company. During the construction work at the MES, it was noted that there are many additional structural issues with the building that need to be addressed, which are not related to the snow loads but rather related to deficiencies during the initial construction of the building. Two similar proposals were received for the same amount: \$15,000. The Executive Secretary prefers and recommends DeStefano and Chamberlain because they are more familiar with the building since they were charged with overseeing the recent construction work. Lengthy discussion follows regarding the need to have this work must be done by an engineering firm. The Executive Secretary explains

that due to the structural issues, the engineers must ascertain what work needs to be done so the work can be put out to bid per procurement.

Town Moderator Les Davis agrees that this work needs to be done by a structural engineer.

The Executive Secretary and Town Accountant determined that the only place to pull funds to pay for this engineering service is from the excess funding in the Norfolk Aggie line item in the Education Budget. Due to the budgeted freshman student who decided not to attend the School, there is an additional \$20,000+/- . The Selectmen and Finance Committee agree that this is acceptable provided the \$15,000 can be replaced to the line item at the Special Town Meeting so that it becomes Free Cash.

On a motion by Barrett and second by Laura, the Board votes unanimously to authorize the Executive Secretary to sign the Proposal and Agreement with DeStefano and Chamberlain.

EXECUTIVE SECRETARY REPORT

- The Executive Secretary explains she recently met with the Superintendant of Schools to discuss the possibility of submitting for a regional grant. Some of the options discussed included trash, systems administration and library services. One other interesting option discussed was moving the Town Hall offices to the Millville Elementary School. The Executive Secretary further explains that the Town Hall, in its current condition, will require tens of thousands of dollars of upgrades and repairs over the course of the next year, with much more anticipated in years to come. Because of this expense, the Board may wish to consider moving the offices. The Superintendant advised that the Town may use the pre-school wing of the School and would have its own entrance. This could be a win/win for both parties. There would be many logistical items to be determined but this idea is in its infancy. The next step is to schedule a site visit to review the size of the space. The Board is scheduled to meet with the School Committee this Wednesday evening at 7:00 p.m. The Board is generally very interested in this idea and wishes to move forward.

- The Executive Secretary feels the Board should meet with the Senior Center and Council on Aging soon because the Senior Van Agreement expires at the end of June. The Senior Center Director mentioned that the Council may wish to forego the van agreement and put those funds towards the running of the Center.

- FEMA will be coming back tomorrow to finalize the paperwork on the reimbursement for the MES Water issues. Again, thanks to Senator Moore's office for their assistance in this regard.

- We received information that the ambulance had been in an accident last December and the property management company which suffered property damages had not received their reimbursement as yet. Although the Executive Secretary was aware of the accident, the only claims submitted were for repairs to our own ambulance. The insurance company was contacted and they will open a new claim and reimburse the property management company for their expenses.

- Northeast Water Solutions is preparing a maintenance plan for the MES custodial staff. In the meantime, the Executive Secretary has emailed the School officials and Fire Department to be

certain that annual fire system testing is done (both alarm and sprinkler) as this has not been done between 2004-2010.

- Reminder that we have a regional dispatch negotiations meeting at the Mendon Fire Station next Monday evening at 6:00.

- The Ryan litigation is still pending. Nothing to report.

- Still have not heard anything on the Special Legislation submitted by Rep. Fattman regarding the Police Sick Buyback. This is still pending.

- We have finally found the status of the leak in the Asst. Collector's Office. Victory is working to locating the valve for the heating unit. Because the unit is so old they are not sure the piece is still manufactured.

- The Executive Secretary contacted Senator Moore's office regarding the situation with the elevator. A call was received from the Chief of Staff of Elevator Inspections in Boston. They have agreed to allow the Town to replace the existing pump with a similar pump provided the water and oil are pumped into a drum where the oil can be skimmed off the top before it is pumped outside. Selectman Poulin will discuss the options with the Plumber, Dick Wunschel.

- MIIA recently sent us its annual Loss Control Report for each Town building. They have again indicated that the exterior stairs of the Town Hall need to be addressed as well as the carpet in the basement. The cost for repairing the stairs is more than \$20,000.

- We have recently been working to update our Certificates of Insurance to be sure we have all certificates on file for all vendors used by the Town. This has been a time consuming task.

- We received estimates for replacing the oil tanks at the Town Hall and Library. The estimate was combined into one and the vendor has been asked to break it down into two separate estimates. We are waiting for this revised documentation.

- We are working with the various Boards and businesses to have the Class II and ABCC Licenses ready for the Board's next meeting.

- In January all employees will be required to take the Ethics online test again. We are working with the Town Clerk's office to ensure this is completed.

- A Certificate of Insurance was received from the Superintendent for the vendor who shoveled the High School roof last winter; however, it was current, not as of last winter. Additionally, there is some confusion as to who the company was...Executive Secretary is waiting for additional information from the Superintendent.

- The Library was reminded that they needed to pump the septic in November and that they should work directly with the Board of Health on this issue.

- There had been some air conditioner issues with the Cable Office. It was explained that the blower is always running. This negates the use of heat in the Assessors Office. For the time

being, the Assessor Clerk is maintaining a comfortable temperature but this is not the most effective and efficient cooling/heating situation.

- The new Emergency Management Director has some concerns regarding the condition of the carpet in the MEMA Room. Estimates will be obtained. There could be a potential mold problem.
- We are working towards having all town employees on the same email system.
- The Service Zone Plan is still pending. Some changes have been made and it was sent back to Boston for review. The Board will eventually need to sign off on his manual.
- The repairs to the Salt Shed are complete through our insurance company. The contractor did a great job on the building. Thanks to Brian Mullaly for overseeing the work. The work on the small shed will commence soon with the replacement of the roof.
- The playground chips will be replaced in the spring.
- The Executive Secretary will work with the Highway Surveyor on putting out the bid for the work on Chestnut Hill Road. The funding won't be available until the Free Cash is certified and monies transferred at the Special Town Meeting in May. Therefore, the work won't be commence until after the Town Meeting. However, we still plan to get the bids out during the winter.
- Brian Mullaly is working with the insurance company address the retaining wall on Thayer Street.
- Brian has addressed the retaining wall issue on Chesley Street. Brief discussion follows regarding the property lines and reasoning for making the repairs.
- Mr. Lima has advised that he plans to be removing the scaffolding in the near future. The work on the Udor Tower is very near completion.
- Information was just received from the Historical Commission for the proposals for the historical signage.
- The Planning Board was looking to meet again with the Board regarding the proposed subdivisions on Thayer Street. We are waiting to hear back from the Town Planner with dates.
- The Police Chief plans to wait until spring to install the communications poles up at the Elementary School which were donated by National Grid.
- We received the final cost for the regional dispatch for FY12 and it came in under budget. Since we overpaid on our first installment, our second installment will be credited.
- We continue to work with the Town Clerk on updating the By-laws via General Code. The final product is not expected for at least another year.

- The Treasurer will be putting together a list of all Town-owned properties for review.
- The Treasurer has informed me that she will be taking a leave of absence/time off beginning sometime in January for personal reasons. Therefore, the Asst. Collector's line item will need to be increased due to the additional hours and responsibilities she will take on.
- We continue to work with the Veterans Agent on the problems with his computer. We believe we may have to assign Mr. Barber to a PC rather than keep the Mac.

OLD BUSINESS/UPDATES

Chairman Petrowicz received information from Mr. Frost that there is still some drainage onto his property. He plans to speak with Brian Mullaly about this issue.

NEW BUSINESS

The Board suggests meeting with the Finance Committee beginning at 6:00 p.m. on Monday, December 19th, to discuss budget information and the status of trash. The Board of Health should be invited to attend.

DHCD Close-Out Agreement. The Town received a Close-Out Agreement for the 2003 CDB Grant which must be signed by the Chairman.

On a motion by Barrett and second by Laura, the Board votes unanimously to authorize the Chairman of the Board to sign the 2003 DHCD CDBG Close-Out Agreement.

FINAL PUBLIC FORUM

Ken Therrien of 84 Ironstone Street questions the insurance liability of our EMTs. All employees are covered under the Town's insurance when working for the Town.

NEXT REGULAR MEETING

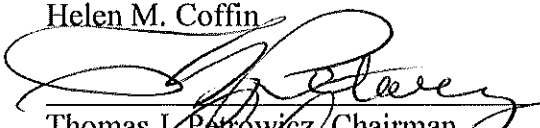
Monday, December 19, 2011 at 7:00 p.m.

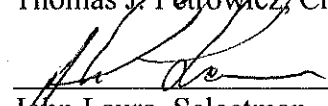
EXECUTIVE SESSION None.

ADJOURN

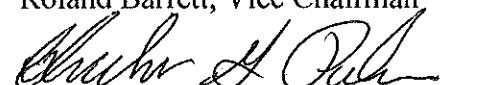
On a motion by Poulin and second by Barrett, the Board of Selectmen votes unanimously to adjourn the regular meeting at 9:15 p.m.

Respectfully Submitted,
Helen M. Coffin


Thomas J. Petrowicz, Chairman


John Laura, Selectman


Roland Barrett, Vice Chairman


Charlie Poulin, Secretary