

MILLVILLE BOARD OF SELECTMEN

MEETING MINUTES

Millville Elementary School, 122 Berthelette Way

January 23, 2017

Board Members Present: Chairman Joseph Rapoza; Vice Chairman Jennifer Dean Wing, John Laura and Selectman Roland Barrett

Also Present: Town Administrator, Jennifer Callahan

The Chairman opened the meeting at 7:17 pm.

Minutes:

December 19, 2016

On a motion made by Jennifer Dean Wing and seconded by John Laura, the Board of Selectmen voted unanimously to accept the minutes from December 19, 2016. (member Barrett abstained)

January 9, 2017:

On a motion made by Jennifer Dean Wing and seconded by John Laura, the Board of Selectmen voted unanimously to accept the minutes from January 9, 2016. (member Barrett abstained)

Announcements:

- The Board of Selectmen will be holding a public hearing on January 31, 2017 at 6:00 pm at the Senior Center to consider the transfer of license. (Quaker Plaza, Century Liquor.)
- Reminder that the Annual Filing with the Assessor's Office for charitable and non-profit organizations need to file their Form3ABC by March 1, 2017. Also businesses and other holders of "personal property" need to file their "Form of List" by March 1, 2017. The forms are available on the town website...

Senior Center Council on Aging:

The Board of Selectman are in receipt of a letter from Judith Monroe from the Council on Aging requesting that Robert Bowen fill the vacant position on the Council on Aging through June 30, 2017.

On a motion made by Jennifer Dean Wing and seconded by Roland Barrett, the Board of Selectmen voted unanimously to appoint Robert Bowen to the Council of Aging until June 30, 2017.

POSTED
On-line

Consultant Proposal:

The Town Administrator is working with the town planner to get consultant services for the Town on an as needed basis to provide expertise on various planning board items. TEC Incorporated has provided a proposal. The highway surveyor can also use this consultants services when needed.

New Business:**Blackstone Millville School District:**

The following representatives from the School Department were present:

- Superintendent Allen Himmelberger
- Millville Elementary Principal, Dr. Haughey
- Millville School Committee Member, Steve Tringali

There was a recent site visit at the Millville Elementary School. A report of the statements of interests were provided.

- Piping out of the oil tank
- Boiler needs to be replaced
- Fire suppression – need new panel
- All windows will need to be replaced
- HVAC will need to be upgraded
- Parking lot and roadways need to be resurfaced
- Carpets will need to be replaced.

The school will be submitting paperwork for MSBA Statements of Interest which have a deadline of February 17, 2016. A timeline of the various projects was provided. Once the statement of interest is provided, a scope and sequence of a workable timeline will ensue. Spring 2018 would be the approximate date for possible funding mechanism. The dollar amount for the statement of interest will be part of the next step of the submittal. There is no guarantee that the projects will be accepted. This will be discussed at a future meeting.

Public Forum/Citizen Comments:

- There were no citizen comments.

Departments/Boards/Committees:**National Bridge Inspection Report:**

The Board of Selectmen are in receipt of the Bridge Inspection Report from the Massachusetts Department of Transportation. This report indicates some issues with the bridge which will need to be repaired. The report will be reviewed at a future meeting.

The Town Administrator indicated that she is looking into seeing how the town can come up with a plan for social media and reaching out to the public better. This will be a goal once situated into the new town hall facility.

Old Business:

Insurance Policy:

The Board of Selectmen were presented with the analysis and proposals from MIAA regarding the coverage for the vacant town hall. The premium percentage breakdown was provided. The deadline is February 14, 2017.

On a motion made by Jennifer Dean Wing and seconded by Roland Barrett, the Board of Selectmen vote unanimously to approve the recommended coverage plan and authorize the Town Administrator to sign the necessary paperwork.

Selectmen forum:

Annual Report:

Selectmen Dean-Wing communicated that at the last Millville Centennial meeting, it was suggested that the Annual Report be dedicated to the Town of Millville, since it recently celebrated its 100th birthday. This could also showcase the sponsors and level of sponsorship. This will be placed on the next agenda.

Chairman Rapoza informed the Board of Selectmen that the report from the BOS will need to be written for the report. He will gather some information and provide highlights. Selectmen Dean-Wing also volunteered to review the minutes to come up with ideas for the report.

The Town Administrator indicated that she will be working collaboratively with the Town Clerk to get the town report completed. The goal is to have this ready for March 2017 submittal. The Town Administrator will review the financial piece with the finance chairman and current accountant.

Town Administrator's Report:

Town Hall Update:

The Board of Selectmen were informed about the progress of the relocation of the town hall:

- All new windows and lighting installed
- Removal of old lighting.
- IT wiring completed.
- Plumbing and heating upgrades almost complete.
- ADA compliant requirements met.
- Ceilings have been plastered.
- Inspections of current work done.
- Working on security cameras with electrician.
- Meeting with cable representative to discuss set up of BOS meeting room and accommodating the cable equipment.
- Selection of carpeting in process..
- Have been in contact and scheduling time for state computer set up for town clerk.
- Looking at options for telephone system (Landlines versus VoIP)

Mass Works Grant:

The Town Administrator had a pre-contract meeting with the coordinator for the State Mass Works grant. We are ahead of schedule all the preliminary work which has been done to date. The town is looking at February 2017 for schedule of work date. The executive offices like when projects are ahead of time and under budget. This project has a completed date of June 2018.

Tax Rate & Bills:

The town met its deadline on setting the tax rate and getting the tax bills out. The overall tax rate decreased this year. The bills needed to be done the old fashion way due to a problem with the server. Thank you to the town hall staff for completing this task and saving money.

Complete Street Filing:

The requirements for the Complete Streets application have been completed. The next step will be to seek technical assistance grant funding (\$50,000.00) from the State to put together a priority listing and improvement plan of all streets, their existing conditions and what improvements needed.

Company Hometown Press:

The Town Administrator informed the Board of Selectmen she is discussing a communications proposal with a Company (Hometown Press) to create a unique "Town of Millville" folder which can be used to provide information to residents for a variety of municipal services. It would allow citizens to get important information from town departments and boards about Millville (akin to a welcome folder). For example, it could have voter registration form, information on where to pay taxes or trash pick-up, etc. This would be sponsored based by local businesses at no cost to the Town which would receive 1000 full color folders.

MIAA Conference:

The MIAA conference was great with lots of workshops. There was information on labor laws and also information on the new public records law. The town will need to designate a person for this requirement from the state. The Town Administrator noted it makes sense to have the Town Clerk be the designated representative.

Executive Session:

On a motion made by Roland Barrett and seconded by, Jennifer Dean Wing the Board of Selectmen voted by Roll Call Vote to go into executive session to consider the purchase, exchange, lease or value of real estate which the Chair declares an open meeting may have a detrimental effect on the negotiating position of the town and will return to open session to adjourn the meeting.

Roll Call Vote:

Joe Rapoza	Aye
John Laura	Aye
Roland Barrett	Aye
Jennifer Dean-Wing	Aye

Future Meeting:

- The next Regular Board of Selectmen meeting will be Monday, February 6, 2017 at 7:00 pm at Millville Senior Center.

Adjourned:

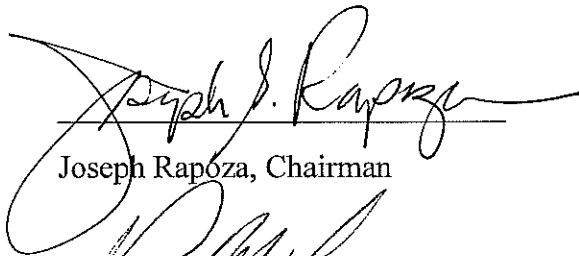
On a motion made by Jennifer Dean Wing and seconded by Roland Barrett, the Board of Selectmen vote unanimously to adjourn the meeting.

The regular meeting adjourned at 8:17 p.m.

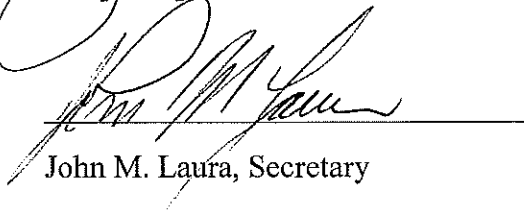
Respectfully submitted,

Jennifer Callahan & Amy Sutherland

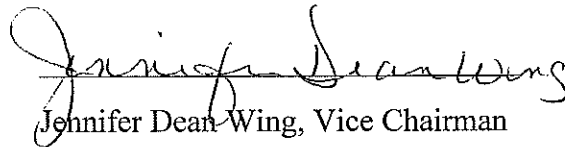
Board of Selectmen Signatures:



Joseph Rapoza, Chairman



John M. Laura, Secretary



Jennifer Dean Wing, Vice Chairman



Roland P. Barrett, Member