

TOWN OF MILLVILLE
BOARD OF SELECTMEN
MINUTES OF MEETING
MARCH 7, 2016 – 7:00 P.M.

Board Members Present: Chairman Roland Barrett; Vice Chairman Joseph Rapoza; Secretary Jennifer Dean Wing; Robert Baker and John Laura

Others Present: Executive Secretary Helen Coffin

Chairman Barrett calls the meeting to order at 7:08 p.m. with the Pledge of Allegiance at the Millville Town Hall.

ANNOUNCEMENTS None.

APPROVAL OF MINUTES

February 16, 2016 – 6:00 p.m.

On a motion by Rapoza and second by Wing, the Board votes unanimously to approve and sign the Minutes of February 16, 2016 at 6:00 p.m. {Baker abstains}

February 16, 2016 – 7:00 p.m.

On a motion by Laura and second by Rapoza, the Board votes unanimously to approve and sign the Minutes of February 16, 2016 at 7:00 p.m. {Baker abstains}

February 29, 2016 – 6:00 p.m.

On a motion by Rapoza and second by Laura, the Board votes unanimously to approve and sign the Minutes of February 29, 2016 at 6:00 p.m. {Baker abstains}

WARRANTS

On a motion by Rapoza and second by Laura, the Board votes unanimously to approve and sign the two warrants as presented.

INVITED GUESTS/SPEAKERS None.

BOARD/COMMITTEE/DEPARTMENT HEADS

Centennial Celebration Committee. Jennifer Dean Wing advises that the Committee is waiting for one additional proposal from a Fireworks Display contractor to comply with the procurement laws. Town Counsel has reviewed and made changes to a contract and the Committee is anxious to get this signed and would rather not wait until the next regular Board meeting. Once the last proposal is received, they would be looking to have the contract signed.

On a motion by Wing and second by Baker, the Board votes unanimously to authorize Chairman Barrett to sign the Fireworks Display contract which was previously reviewed and approved by Town Counsel.

Mrs. Wing also informs the Board that the centennial celebration is only 2 months away. The 5K road race can have up to 200 people and registration information is online. They also received 50% of the state grant.

PUBLIC FORUM/CITIZEN COMMENTS None.

CORRESPONDENCE

-Correspondence was received from Braking for Aids, an annual bicycle run, seeking permission to come through Millville. This will be on the next Agenda.

Correspondence was received from the Executive Secretary advising that the Board must vote to authorize the overspending of the Snow/Ice budget. Selectman Laura questions why the expense was so high with the mild winter we had. The Executive Secretary does not review the invoices...this is all handled by the elected Highway Surveyor, but she is aware that he does review the invoices because according to the office secretary she is not to process any vouchers until the Highway Surveyor has first reviewed them. Mr. Laura is not comfortable voting to approve this without first seeing what the funds were spent on and the reason why the line is over budget. Item is tabled under next regular meeting.

On a motion by Laura and second by Baker, the Board votes unanimously to direct the Town Accountant to provide a spread sheet outline of the expenditures in the Snow and Ice budget.

-Correspondence was received from the Planning Board in connection with the Thayer Street subdivision matter involving Vincent Coccoli.

APPOINTMENTS/RESIGNATIONS

The Council on Aging submitted a letter requesting the appointment of an Alternate member, Susan Bird.

On a motion by Laura and second by Rapoza, the Board votes unanimously to appoint Susan Bird as an Alternate Member effective immediately through June 30, 2016.

EXECUTIVE SECRETARY REPORT

Executive Session. Mrs. Wing requested that an Executive Session be scheduled in connection with an email which was sent to the Board. The Executive Secretary did not receive the email so isn't clear on what should be scheduled. Mrs. Wing feels that due to the seriousness of the email she would like an Executive Session scheduled for 48 hours after Town Counsel has provided advice, and she will forward the email to the Executive Secretary. Executive Secretary will forward the email to Town Counsel and follow-up with the Board on a date/time.

Budget Meetings. Executive Secretary needs to schedule various meetings with the Board to review budgets and warrants in preparation for Town Meeting. Meetings agreed to are as follows: Monday, March 21st at 6:00 p.m. to review departmental budget submissions; Wednesday, April 6th with the Moderator and Finance Committee to review warrant articles; and Wednesday, April 27th with the

Finance Committee for final review of the budget before Town Meeting. Vice Chairman Rapoza would like the Treasurer/Collector and Assistant Assessor to attend the March 21st meeting to identify the tasks they will address relative to their salary requests.

OLD BUSINESS

BMR Minutes. Wing was reading Minutes of a BMR School Committee Meeting which stated the Superintendent was working with the Board of Selectmen on a punch list of items regarding the roof project at the MES. None of the Board members or Executive Secretary are aware of this matter. Executive Secretary will follow-up. Also, Superintendent Himmelberger volunteered to attend a BOS meeting...this can be scheduled if he would like to attend.

NEW BUSINESS

Police Policy. The Board received a new Policy from the Police Department regarding the administration of nasal Naloxone. Wing questions if this was approved by legal. Barrett notes it was adopted from the Mass. Police Accreditation Standards. Wing also questions if the Union is on board. Rapoza suggests inviting the Chief in to review the policy in detail and answer any questions. Item tabled until next meeting.

Annual Town Report. Executive Secretary questions if all members had the opportunity to review the 2015 Annual Town Report. Wing started but did not complete. Other members had problems receiving it via email. Barrett asks Wing if she'd like to complete reviewing on behalf of the Board. Wing agrees. Executive Secretary notes that the Assistant Town Clerk submitted her own report but the Town Clerk indicated she will not allow it. Executive Secretary seeks guidance from the Board on how she should proceed. Selectman Laura feels the two reports should both be included but combined as one report, taking out the redundancies and keeping it generic. Barrett agrees and feels that all the information should be included since it was all accomplished during the year. Wing is fine with that. *On a motion by Laura and second by Wing, the Board votes unanimously to include the Assistant Town Clerk Report by combining it with the Town Clerk's as one departmental report.*

MEMBERS FORUM

Wing: Executive Secretary Employment Agreement – 90-day Termination Notice

Wing feels now that the Board voted to move forward with creating a new Town Administrator position and approved the job description, the Board members need to do their due diligence with respect to the legal motion to terminate the current employment contract with the Executive Secretary. Rapoza advises that he attempted contacting Town Counsel on this matter but his email was returned. He would be looking for the approved wording of a motion to terminate along with a suggested interim agreement in case Town Meeting objects to the new position. Selectman Laura questions when this vote would be taken and is told by March 30th. Mr. Laura doesn't feel the Town can run like that and he wouldn't support such a vote until there is a Plan B in place. He will not leave the Town without adequate coverage. Rapoza states that it is incumbent of the Board to address the action items listed in the DOR Report and it is the Board's responsibility as the policy makers for the Town. Wing states that although a smooth transition is preferred, the worst-case scenario would be that they hire a consultant to come in until a new person is hired. Executive Secretary should send email Town Counsel with a copy to Rapoza.

Wing: **Email from School Committee Member Tara Larkin.**

Wing questions if the Board received the email from School Committee member Tara Larking with her questions regarding the Out-of-District funds. Barrett indicates that he forwarded the email to Representative Kuros who replied directly to the email.

NEXT MEETING Monday, March 21, 2016 at 7:00 p.m.

SIGNATURES The Board signs the documents voted on earlier this evening.

ADJOURN

On a motion by Rapoza and second by Laura, the Board votes unanimously to adjourn the regular meeting at 8:08 p.m.

Respectfully submitted,
Helen M. Coffin

Roland P. Barrett, Chairman

Joseph Rapoza, Vice Chairman

Jennifer Dean Wing, Secretary

John Laura, Selectman

Robert Baker, Selectman