



BOARD OF SELECTMEN REGULAR MEETING MINUTES

290 Main Street
Millville, MA 01529

Tuesday, January 22, 2019

PRESENT:

Chairwoman, Jennifer Dean Wing, Vice Chairman, Joseph Rapoza, Selectman Tom Houle, Selectwoman Erica Blake, and Selectman Alward.

The Chairwoman opened the meeting at 7:07 p.m.

ANNOUNCEMENTS:

- The 2019 Annual Election Calendar is available for those interested contact Town Hall.

MINUTES:

January 7, 2019:

The minutes of January 7, 2019 will be tabled until the next meeting.

BOARDS AND DEPARTMENTS:

Top Dog Contest:

The "Top Dog" winner is Jack. His owner is Lincoln Barber. Jack will receive the #1 Dog Tag along with a certificate recognizing this honor.

Library Trustees:

Colleen Curis provided an update on the status of the library. The BOS were reminded that the library budget was cut last year by 88.5%. The services went from four days to two days. It was recommended to keep Saturday open. The hours of operation for the library are 13 hours. The head librarian is only working two days. The town is currently providing money for oil and electricity. Thanks to the "New Friends Group" with President Jackie Lima, who assisted in provided many programs that were part of the budget cuts. The Cultural Council has also assisted the library in the awarding of programs. There have been several children's groups who have raised money for the library with lemonade stands. In total, these children have raised \$400.00. The money will be used to purchase books for the Children's Room. During the Holiday Season, the library had a Christmas giving tree, some of the items from the tree included toilet paper, tissues etc. Thank you to the patrons who brought in supplies for the giving tree. On January 3, 2019, three members from Millville went into Boston to plead Millville's case to

allow the library to continue being certified. Although our case was presented, it looks like we will be decertified. The town will not know until February 2019. If the Millville library becomes decertified, it can remain open and patrons can take out books from our library but will not be allowed to take out materials from other libraries. With what funds remain, it is projected that the library can remain open for one and a half years, unless there is funding allocated from the town.

Town Administrator Search Committee:

Mr. Finn and Mr. Hamilton provided an update on the Town Administrator Search Committee. The Committee held another productive meeting. The areas discussed included the following: job description, salary, rubric rating, timeline and action items. The Committee was divided into subcommittees to accomplish various tasks. The next meeting will be Thursday, January 28, 2019 at 6:30 pm. The advertisement for the Town Administrator position will be in the Beacon on January 16, 2019 and will be on MMA and Zip recruiter in February. The resumes will be submitted to the Town Clerk who will keep them in a sealed envelope.

BMR School Committee Meeting:

The Chairwoman attended the most recent BMR School Committee. There was a timeframe provided for the upcoming meetings. The public hearing will be held on March 13, 2019. It appears that there will be an increase in the school budget, but the percentage has not yet been determined. The video of all the School Committee meetings will be online for those residents interested in watching.

Warrant Schedule:

The Board is in receipt of a packet which has guidelines for when various actions for warrant articles need to take place. It provides a timeline for opening and closing of the warrant along with dates for public hearing which need to be held prior to the Annual Town Meeting which is taking place on May 13, 2019.

Memorial Day Observance Committee:

The Board was informed that last year the Memorial Day Parade Committee decided to not be reappointed. The Chairwoman asked the BOS if they are interest in creating this Committee to allow for the planning of Memorial Day events and celebrations.

On a motion made by Tom Houle and seconded by Erica Blake, the Board voted unanimously to establish the Memorial Day Observance Committee.

Department of Agricultural Resources:

The Department of Agricultural Resources provided a yearly report asking for information from the Town relative to who is the Animal Control Officer in the Town. This form needs to be updated indicating that Kevin Sullivan holds this position. The Board also needs to authorize the Chairwoman to sign the required form.

On a motion made by Tom Houle and seconded by Erica Blake, the Board voted unanimously to change the administrator section of the paperwork to Board of Selectmen

and authorize the Chairman to sign the paperwork indicating that Kevin Sullivan serves as the Animal Control Officer.

Town Planner Position:

The Planning Board met last week to discuss the advertising of the Town Planner Position. The Planning Board would like to pursue getting a planner who will have regular hours instead of having an employee from CMRCP. This position will be advertised in the Worcester Telegram for an 8 to 10-hour week a position. There was a recommendation to also post this job description with MMA.

Interim Town Administrator:

The Chairwoman informed the members that she has collected data about names of Interim Town Administrators. She will forward this information to the Board.

FOBS:

The Chairwoman followed- up on the employees who have FOBS. A list of this was created and provided to the BOS. The Board discussed if they want to give access to some employees at certain hours and continue with the security code to open and close this door. The Board agreed that those who conduct night meeting such as the Finance Committee.

Budget Calendar:

The Chairwoman communicated that a budget schedule has been set up. A copy of this has been sent to the Board. The goal is to invite each department in to meet with both the Finance Committee and Board of Selectmen. Each Department will be given a half hour place holder.

Board of Assessors:

The Town is still in need of two members to serve as Board of Assessors. Those interested will need to take an online course.

Complaint:

The Town received a complaint indicating that the Town Hall parking lot lights are shining into their home. The residents will meet with the Chairwoman and Chief of Police to try to resolve the situation.

Annual Town Report:

The Annual Town Report is due February 8, 2019. Selectwoman Blake will write the Board of Selectman section of the annual report. The printing of the report does not have any money allocated so it was suggested to have a working and printing session on a Saturday to put together this document.

Ethics Update:

The Town Clerk provided an updated list of those employees who have not completed the ethics requirements. This requirement needs to take place every two years.

Administrative Update:

Selectman Alward informed Board that the Police Chief negotiations have begun.

Selectwoman Blake communicated that the Town Administrator Search Committee is right on track with their timelines. The BVT Flier will be ready mid-February. The payroll audit was done, and the Town is working with Town Counsel in exploring the options.

Selectman Houle continues working on the personnel policy updates. This document was last updated in 2009.

Selectman Rapoza is researching the Capital Improvement Policies.

Marijuana Update:

Garden Wonders has submitted their plans to the Planning Board. The plan needed a certified engineer stamp. This was completed. This will be placed on the Planning Board agenda for January 28, 2019. The host agreement is being reviewed by KP Law.

Signed Warrants:

The following warrants were signed:

- January 10, 2019 in the amount of \$32,288.27
- January 17, 2019 in the amount of \$33,831.50

Park Grant:

The Town has been able to secure the Park Grant for \$51,000. There will be a meeting set up to discuss the intended purpose of the grant. Chief Landry and Trish have been instrumental in this process. There has been communication with the State regarding the grant.

Selectmen Forum:

The Chairwoman provided to the Board samples of what other communities have for a policy as it related to public forum. She will send this to the Board electronically to be discussed at another meeting. KP Law will also send any samples they may have.

Highway Surveyor:

The Highway Surveyor provided the Board with expended snow and ice numbers to date. The most recent storm over the last weekend will cost more than the month of November and December combined. Town residents can get a bucket of salt and sand behind the town hall. Residents are not allowed to get these materials at the salt shed due to the liability with the equipment on site.

Central Street Project:

The Board was advised by the Highway Surveyor that the Central Street project is progressing. The advertising for the bids went out yesterday. The bid documents will be available next week. The bids will be awarded February 25, 2019. The project will start in March 2019. The completion date for the project is December 3, 2019.

NEXT REGULAR MEETING:

- Monday, February 4, 2019
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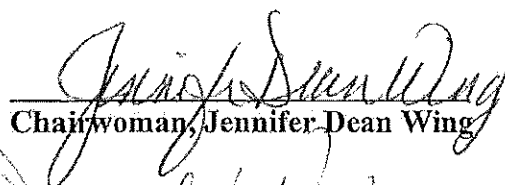
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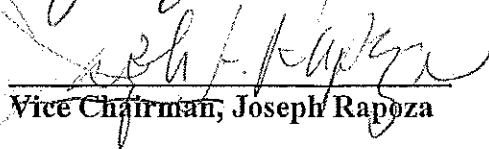
On a motion made by Erica Blake and seconded by Andrew Alward, the Board of Selectmen voted unanimously to adjourn the meeting at 9:40 pm.

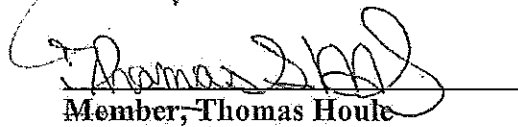
Respectfully Submitted,

Amy Sutherland

Recording Secretary


Chairwoman, Jennifer Dean Wing


Vice Chairman, Joseph Rapoza


Member, Thomas Houle

Member, Andrew Alward

Member, Erica Blake