



BOARD OF SELECTMEN REGULAR MEETING MINUTES

**290 Main Street
Millville, MA 01529**

Monday January 7, 2019

PRESENT:

Board Members Present: Chairman, Jennifer Dean Wing, Vice Chairman, Joseph Rapoza and Selectman Tom Houle, and Erica Blake.

The meeting was opened at 7:16pm.

ANNOUNCEMENTS:

- The tax bills have been mailed to all residents. If you have any questions about your bill contact the Board of Assessor's Office.
- There will be a joint school committee meeting on Wednesday, January 16, 2019.
- The Millville Town Hall will be closed on Monday, January 21, 2019.
- The Board of Selectmen will hold their next meeting on Tuesday January 22, 2019.
- Chairwomen Dean Wing and Selectman Rapoza will hold office hours on Saturday, January 12, 2019 and February 16, 2019 from 8:30am – 10:00 am.
- The Town Clerk will announce the winner of the "Top Dog" contest at the next meeting.

MINUTES:

December 17, 2018:

On a motion made by Joe Rapoza and seconded by Tom Houle, the Board voted unanimously to accept the minutes from December 17, 2018.

DEPARTMENT/BOARD:

Planning Board Submittal:

Garden Wonders representative submitted to the Board of Selectmen the Special Permit Application along with the noted fee. The Chairwoman of the Board of Selectmen accepted the application and packets for distribution and will provide to the Planning Board. The representatives informed the Board that the community outreach went well.

Animal Control Officer:

Kevin Sullivan, the Animal Control Officer would like to use the Millville Utility Truck due to a recent incidence with the Uxbridge vehicle he was using. A deer ran in front of the vehicle. The damages for this vehicle are being assessed but it is currently out of commission and is probably a total loss.

On a motion made by Tom Houle and seconded by Joe Rapoza, the Board voted unanimously to allow the Animal Control Officer to utilize the Millville Animal Control Truck on an as needed basis.

Police and EMS Department:

Chief Landry recommended Mr. Edward Piette as a Town of Millville Part-Time Police Officer.

On a motion made by Joe Rapoza and seconded by Tom Houle, the Board accepts the recommendation for Mr. Edward Piette as a part-time police officer through June 30, 2019.

The Chairwoman is in receipt of a list of yearly appointments. The list was provided to all members.

On a motion made by Joe Rapoza and seconded by Erica Blake, the Board accepts the appointments as presented by the Chairwoman through December 31, 2019.

Millville Fire Department:

Chief Landry informed the Board of Selectmen that two months ago, the full-time EMT position was laid off due to the failing of the over-ride vote. Since that time, the shifts not covered are 250. There are only 5 part-time employees expected to fill the 950 shifts. The license through the EMS is threatened due to inability to staff the noted shifts. The pay allotment is well below other municipalities, so we do not get applicants that want to stay working for the town. It is the recommendation of Chief Landry to reinstate the full-time EMT position through June 30, 2019. This needs to be addressed in the FY2020 budget.

On a motion made by Erica Blake and seconded by Joe Rapoza, the Board of Selectmen voted unanimously to support the reinstatement of a full-time EMT position through June 30, 2019.

Policies and Procedures:

The Chairwoman will provide the members an electronic copy of the policies to review. The sections will be divided among the members. This will be placed on a future agenda for review.

Council on Aging:

Pam Dean Kobetitsch was present to explain the variety of events which have taken place over the last six months. Since the budget was recently cut, the goal is to still keeping the seniors active. The Chestnut Hill Community Center has been generous in allowing us to rent the club as reasonable rate. The goal is to get the Senior Center reopened. Some of the activities which have taken place include: movie night, painting, knitting, cards, and dance classes. There continues to be a monthly newsletter written.

Building Inspector Lincoln Barber wanted to discuss the decision the town made to close the Senior Center. It has come to his attention that the skirt below the floor has holes and is providing access to animals. There is also a \$400.00 a month bill for fuel but there was discussion about lowering the temperature in the center. The building inspector is concerned that with the lower temperature, the pipes could freeze which would cause further issues. The Chairwoman suggested doing a site walk and write down what needs to be addressed.

The second item which the Building Inspector wanted to discuss was the grant which the town received a year ago. This grant was to address online permitting. The goal was to have the permitting function integrated with the Board of Assessors for all properties in town. The Building Inspector communicated that this has not been a labor saver, the information still needs to be inputted. Mr. Lincoln suggested that someone look at the agreement, since there was a bill for annual payment of \$5,000.00 paid back on July 1, 2018. Will the town be responsible to pay another bill for \$5,000.00. The Building Inspector does not want to include this as part of his budget for next year. The Chairwoman will find the contract and review what the expectations for future years are.

Town Administrator Search Committee:

Town Administrator Search Committee members Jennifer Gill and Gerry Finn were present to provide an update on the Town Administrator Search Committee. The job description was worked on and provided to the members for approval. This will be posted in the Beacon along with other advertising options. The Town Clerk will be holding the applications for those who want to pick up the paperwork from the town hall. The clerk will also keep the submitted applications in her office. The submitted envelopes will remain unopened. The salary was discussed and the bylaw stipulated that the range would be between \$60,000-\$75,000. If this were to be changed, it would need to go to town meeting for a bylaw change, thus the reasoning to keep this range for the salary. The Chairwoman replied that there can also be incentives and negotiations which could be part of any negotiations. The next meeting of the committee will be Wednesday January 9, 2019 at 6:30 pm.

CORRESPONDENCE:

- The town is in receipt of a letter from a resident on Hope Street regarding a portion of the driveway which is washing out. This will be forwarded to Brian Mullaly for follow-up.
- All Department and Boards have received a memorandum indicating that the 2018 Annual Report is due February 9, 2019.
- Northeast Solutions provided the monthly report which was absent of bacteria.
- A letter was received from the American Legion. There was a discrepancy in rent payments. Chairwoman Wing spoke with Mr. Sheas and resolved the issue with the billing. The town now has the contact person.
- Correspondence was sent to the Highway Surveyor to provide an update at the next meeting on the MA DOT bridge report.
- The Planning Board will hold a public hearing on January 28, 2019 at 7:15 pm to discuss the draft amendments to the Zoning Bylaw.
- CMRCP sent an email in regards to assisting the town in the absence of the Town Planner. CMRCP can provide services on a per diem basis. The rates for this were

provided to the Planning Board. It was suggested to have a joint meeting with the Planning Board to discuss this.

New business:

Annual Town Report:

The Town Clerk sent out requests that the Annual Report Submission be provided by February 8, 2019. The Board of Selectmen would like to have Selectman Alward write the report of behalf of the Board of Selectmen. The Chairwoman will reach out to Selectman Alward.

Liaison Updates:

Chairwoman Wing will be putting liaison update as part of the agenda so that the list of projects and task completed can be reviewed at each meeting.

Town Clerk Ethics Requirements:

The Town Clerk has informed the Board of Selectmen that there are 29 individuals that have been not completed the ethics requirements. It was suggested to give them until the end of the month to complete. At the end of the month, the Town Clerk will provide the list of those not in compliance.

OLD BUSINESS:

Financial Policy Update:

The Board of Selectmen are in the process of reviewing the financial policies. The next section to review will be divided up among the members. Justin Cole will provide the document which will require use of a password each time you log into the site. If anyone has issues with logging on, contact the Chairwoman. Selectwoman Blake communicated that she has sent notes on her previous section. This should be reviewed by the town employees.

Interim Town Administrator:

The Chairwoman informed the members that she sent out an email to area managers about information relative to Interim Town Administrators. There were 5 possible contacts who do work as interims. The question remains, how to fund an interim and what would the scope of services include? There will be follow-up in these items prior to any decision.

Fiscal 2020 Budget:

A 2020 budget calendar is being set up with the various departments. The goal is to have each department have the ability to present their budgets. The consensus of available days to meet would be Tuesday and Wednesday evenings at 6:30 pm. The Board would like the Town Administrators budget sent electronically so it can be reviewed.

Chairwoman Wing informed all that the Board of Assessors are seeking two members.

Marty Fine Wine:

The Chairwoman is in receipt of the paperwork for Marty Fine Wine. The paperwork was reviewed and complete with the required inspections and sign-offs.

On a motion made by Erica Blake and seconded by Joe Rapoza, the Board voted unanimously to approve the license for Marry Fine Wine with an expiration date of December 31, 2019.

List of the Fobs:

The Board of Selectmen would like to get a list of those who have Fobs and access to the building. It was also suggested to look into issuing other Fobs for those who serve on Committees/Board but do not have office space but need to access building after hours. This will be placed as an agenda item for the next meeting.

Selectmen Liaison Report:

Selectwoman Blake communicated that the Town Administrator Search Committee is sticking with the timeline which was created. There will be another meeting of this Committee on Wednesday, January 9, 2019 at 6:30pm.

Community Flier:

Chairwoman Wing will provide postage rates and Selectwoman Blake would like to have a sample available in February.

Payroll Audit:

Selectwoman Blake there was concern about raises which were not necessarily voted on at the Town Meeting, it would amount to \$3,400.00. This is being reviewed by legal.

Personnel Policy Update:

Selectman Houle informed all that past payroll records and job descriptions and agreements are being reviewed. The policy was last updated in 2009. This needs to be a goal for the Board of Selectmen.

Special Permitting:

Selectman Rapoza will speak with John Hadley about the special permit application which was just submitted.

The Chairwoman read the warrants.

- \$ 32,984.59 General Fund
- \$ 95,028.19 General Fund
- \$134,438.86 General Fund
- \$ 36,758.97 General Fund

The Chairwoman informed all that an email was received regarding the PARC Grant. The town was missing some vital pieces. The staff conversed with the Grant representative person, we can continue with the grant although the not meeting the deadline of December 2018. The Town can continue with the next cycle. This work would be at the Park next to Veteran's Park. It is a matching grant. The Centennial Committee has about \$23,000 remaining which could be used as the match. It would need a vote of the Centennial Committee.

SELECTMAN'S FORUM:

The Chairwoman would like to reinstitute public forum and is researching how other municipalities conduct this with the spirit of allowing the committee time to share comments. She will provide back what information is gathered.

Signatures:

- Minutes
- Liquor License

NEXT REGULAR MEETING:

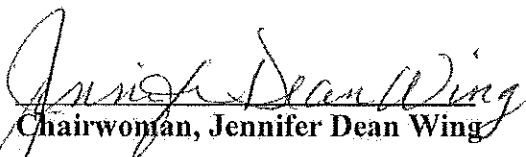
- Tuesday, January 22, 2019

AJOURN:

On a motion made by Erica Blake and seconded by Tom Houle, the Board of Selectmen voted unanimously to adjourn the meeting at 9:40 pm.

Respectfully Submitted,

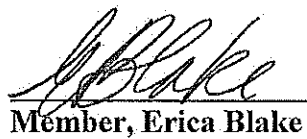
Amy Sutherland
Recording Secretary


Chairwoman, Jennifer Dean Wing


Vice Chairman, Joseph Rapoza


Member, Thomas Houle Vice Chair

Member, Andrew Alward


Member, Erica Blake