

# **MILLVILLE BOARD OF SELECTMEN**

## **MEETING MINUTES**

**Millville Senior Center, 40 Prospect Street**

**December 19, 2016**

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

**Also Present:** Town Administrator, Jennifer Callahan

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The Chairman opened the meeting at 7:00 pm.

### **Announcements:**

### **Minutes:**

**December 5, 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 5, 2016.*

### **Public Forum/Citizen Comments:**

- There were no citizen comments.

### **Correspondence:**

- Kopelman and Paige provided information regarding new amendments concerning Chapter 40B. This document will be provided to the building, zoning and planning departments along with the Town Planner.

### **New Business:**

#### **Elementary School**

John McCarthy, MSBA President, will be visiting the Millville Elementary School on Wednesday, December 21, 2016. The purpose of this will be to put together a list for capital requirements as related to the school.

#### **FY 2015 Financial Audit:**

The Board of Selectmen were presented with the Financial Audit conducted by R.E. Brown and Company for the Fiscal Year 2015.

### **Boards/Committees:**

#### **Small Town Exemption:**

The Board of Selectmen were informed that Town Counsel advised that employee Lincoln Barber use the small town exemption to hold various paid positions in town.

*On a motion made by Jennifer Dean Wing and seconded by John Laura, the Board of Selectmen voted unanimously to allow Lincoln Barber to utilize the small town exemption which allows him to hold several paid positions in town.*

**Janitorial Hours:**

The Town Administrator received a request from the Council on Aging to increase the janitorial hours due to the increase in meetings taking place by the various boards and committees. The Town Administrator would like to review this with the financial team. The Board of Selectmen and Administrator support the identified need.

**Announcements/Resignation:**

**On-Call Firefighter/EMT:**

*On a motion made by Jennifer Dean Wing and seconded by John Laura, the Board of Selectmen voted unanimously to appoint Garrett Wante for an on-call firefighter/EMT.*

**Part-Time Police Officer:**

*On a motion made by Jennifer Dean Wing and seconded by John Laura, the Board of Selectmen voted unanimously to appoint Benjamin Lima as a part-time officer.*

**School Superintendent:**

The Superintendent was going to present the five year capital plan, but was ill and requested to be placed on the agenda for January 2017.

**Old Business:**

**Hazard Mitigation Plan:**

Trish Settles from CMRCP was present to discuss the hazard mitigation plan. This document summarizes the process if there were a flood, tornado or ice storm. The process for developing this plan started in 2015. CMRCP researched and interviewed employees and did a public survey. This information was gathered and included in the plan. The plan goes to FEMA for review. The Town Administrator would like to be notified of any grant opportunities which might pertain to the town. There will need to be further work done on creating an evacuation plan and alternative routes in case of emergency.

**Recommendation for Board Composition:**

The Chairman wanted on the agenda for discussion the subject of potentially changing the Board of Selectmen structure; where the BOS would be reduced from a five member board to three. It was three in the past and was changed by town meeting to five. The Chairman communicated that with the Town Administrator in place, it would be more efficient with three members. The members would like this discussed further at a future meeting. The Town Administrator did outreach with legal counsel and this is not a quick process. It would need to go to town meeting for a vote and the reduction of the members is slow over a period of years.

**Town Administrator Report:**

**Town Hall Update:**

Les Davis provided an overview and a packet was provided with activities at the Legion.

This included the following:

- Main Hall area is closer to being done.
- New windows are being delivered and will be installed.
- New LED lights.
- Need to repair ceiling
- Plaster coming and painting to happen
- Finish all work interior by January 31, 2017 for main hallway up and running.
- Targeting a potential staff move in February 4<sup>th</sup> week.
- Plumbing work being done with new drains and poured the floor.
- This has been inspected thoroughly both plumbing and electrical.
- New service for 200 amp was put in.
- Cable network was delivered.
- Diane will need to contact State about computers from State.
- Looking at emergency generator and getting it connected.
- Vinyl siding is on site.

**Complete Streets Grant & Policy:**

The board was presented with three documents relating to the complete streets program and proposal. There are three tiers for applying. This was presented to the members in a memo. There was a team meeting on the grant proposal. There are two phasing of funding \$50,000.00 for technical assistance for looking at all roads and how to improve over time. The second stage would be to get money for a targeted street project from the developed plan. The town planner attended the training session and the Town of Millville is now registered. The town needs an adoption of the presented policy for complete streets for any grant proposal to advance.

*On a motion made by Jennifer Dean Wing and seconded by John Laura, the Board of Selectmen voted unanimously to adopt the complete streets grant and policy as presented.*

**Budget Workshop Meeting:**

There will be a workshop meeting with BOS, finance and capital planning committee on December 20, 2016 at 6:00 pm. This workshop will provide the town with an update from accounting division along with looking forward to budgeting for the FY2018.

**Annual Meeting Schedule:**

The 2017 meeting schedule was presented and the only change will be the Monday holidays Monday 9<sup>th</sup> and 23<sup>rd</sup>.

*On a motion made by Joe Rapoza and seconded by Jennifer Dean Wing, the Board of Selectmen voted unanimously to adopt the meeting schedule for 2017 as presented.*

**Annual Town Report:**

The Town Administrator sent a memo to the various boards and departments about the annual town report submittal. She is coordinating with the Town Clerk. The BOS is asked to think

about the dedication portion of this annual report. The goal is to pull this together by February 2017.

**Holiday Observances:**

The town offices will be closed on Monday December 26, 2016 and Monday January 2, 2017 in observance of the holidays.

**Future Meeting:**

- The next Board of Selectmen meeting will be Monday, January 9, 2017 at 7:00 pm.

**Adjourned:**

*On a motion made by Jennifer Dean Wing and seconded by John Laura, the Board of Selectmen vote unanimously to adjourn.*

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.

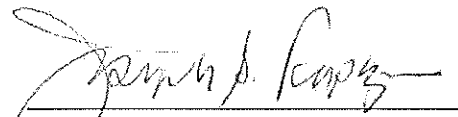
**Roll Call Vote:**

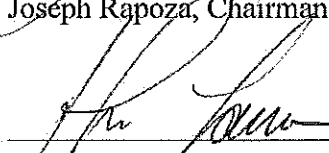
<i>Joe Rapoza</i>	<i>Aye</i>
<i>Jennifer Dean Wing</i>	<i>Aye</i>
<i>John Laura</i>	<i>Aye</i>

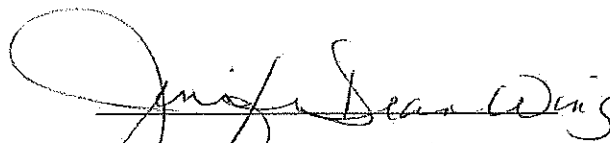
The regular meeting adjourned at 8:00 p.m.

Respectfully submitted,

Jennifer Callahan & Amy Sutherland

  
Joseph Rapoza, Chairman

  
John M. Laura, Secretary

  
Jennifer Dean Wing, Vice Chairman

<b>TOWN CLERK'S OFFICE</b>
<div>JAN 25 2017</div>
TIME:
Signature