

# **MILLVILLE BOARD OF SELECTMEN**

## **MEETING MINUTES**

**Millville Senior Center, 40 Prospect Street**

**October 17, 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:**

- There will be a Flu shot clinic on Tuesday, October 18, 2016 from 9:00am – 11:00 am and also 5:00 pm – 7:00 pm at the Senior Center.
- There will be a Trash Responsibly Summit held on Thursday, October 20, 2016 from 10:30 am to 12:00 pm at the Northbridge Senior Center.
- Posting for an Assistant Librarian position. Encourage those interested to apply by October 26, 2016.

### **Minutes:**

#### **September 19, 2016**

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

#### **July 26, 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 July 26, 2016.*

#### **August 1, 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 August 1, 2016.*

### **Finance Committee Appointment:**

*On a motion made by Jennifer Dean Wing and seconded by John Laura, the Board of Selectmen voted unanimously to appoint Erika Blake to the Finance Committee.*

**Board of Registrars Appointment:**

*On a motion made by Joe Rapoza and seconded by Jennifer Dean Wing, the Board of Selectmen voted unanimously to appoint Elaine Ethier as the Democratic Registrar.*

**Cable Access:**

Cable Coordinator Tim Labonte provided an update on cable access. The Millville Elementary has the necessary lines for cable channels, so there is discussion about utilizing this site. There was conversation with the school and they are fine with this move. Currently, cable access is able to put up bulletins and the videos from the Board of Selectmen meetings can be accessed from the Facebook page. If the Board of Selectmen move their meetings to the elementary school, the meetings would be broadcasted live from the auditorium.

**Old Business:****Mass Department of Public Health Assessment:**

Director Michael A. Feeney, RPh., J.D., C.H.O, Bureau of Environmental Health was present to provide his report on the town hall. Mr. Feeney presented a power point presentation. He observed the town hall on two occasions. The report indicated that there is distinct mold in various locations within the town hall. This is due to the water and moisture problem in building. The source of mold was very prevalent near the elevator, cellar area. The cellar area has no area for the air to vent, thus causing the mold. This area is entirely sealed. It was also observed that the foundation on the outside is wet. Water is running into the foundation which is not sealed tight. The laminate flooring within the town hall also has mold. This is a floating floor which fits together like a puzzle and captures the moisture. The walls were also moist and warped. Upon observation of the structure, a photo explained that the stairwell appears to be leaning and tilting. The elevator roof is starting to bow and the stairway near the handicap spot, it is starting to crumble. An experiment with a golf ball was shown to indicate that the floors are not level. The report contained short and long term recommendations. Some of the short term recommendations included cleaning the cellar space and having an exhaust vent put into the cellar area to provide air to the area. It was also suggested to replace the existing flooring with one that is moisture resistant. Long term recommendations included redirecting the drainage in the parking lot area, installing ventilation systems along with having the entire rest of the building structurally evaluated. The Board of Selectmen thanked Mr. Feeney for providing such a detailed evaluation.

**Public Forum:****Resident, Jacki Lima, 33 Allard Court:**

Ms. Lima was present at the meeting to inquire about where the agendas are being posted for various boards and departments throughout town. It is her opinion that those are not being posted outside on the wooden bulletin board. She also noted that not all of the postings indicate the location of these meetings. Another issue Ms. Lima expressed is that the messages and emails are not being returned.

The Town Administrator communicated that she will look into this with the Town Clerk and will check the telephone lines with Verizon.

### **Correspondence:**

- A letter was sent from Animal Control to the anonymous donor of the animal crate.
- A letter of support was sent to the Blackstone Valley Chamber of Commerce regarding the grant application.
- The Board of Selectmen voted to support the Liberty Bell Relocation, this is being reviewed at the State level. There is no action taken on this.

### **New Business:**

#### **Legion Hall Project Manager:**

Les Davis presented the Board of Selectmen with an outline of the project manager responsibilities. Mr. Davis would like to have Mr. Finn as his assistant project manager. Both entities would like the ground rules of their positions to be understood by all parties. There will need to be decision made about spending of funds for the project which will need further clarification. The Town Administrator explained she will be presenting later in the meeting a budget strategy which provides actions steps including convening Finance Committee, requesting a reserve funding transfer and setting up accounting measures for the project.

*On a motion made by Jennifer Dean Wing and seconded by John Laura, the Board of Selectmen voted unanimously to appoint Les Davis as the project manager and Gerry Finn as the assistant project manager.*

#### **Adopt Position Responsibilities:**

There was discussion about what will be done for labor and services for work at the Legion Hall. The project managers will create a list of things which have been purchased and need to be purchased. They will also work with the Town Accountant in relation to tracking and logging the purchases.

*On a motion made by John Laura, and seconded Jennifer Dean Wing by the Board of Selectmen voted unanimously to accept the scope of work for appointment as presented.*

The project managers would like to set up a meeting with the Town Administrator on Wednesday, October 19<sup>th</sup>, 2016 to begin the planning.

#### **License Agreements:**

The Board of Selectmen are in receipt of the license agreement with Memorial American Legion Post 411 agreement. This has been reviewed and agreed upon by both parties.

*On a motion made by John Laura and seconded by Jennifer Dean Wing, the Board of Selectmen voted unanimously to sign the licensee agreement with the Memorial American Legion Post 411 as presented.*

**Election Warrant:**

*On a motion made by Jennifer Dean Wing and seconded by John Laura, the Board of Selectmen voted unanimously to approve the election warrant for November 8, 2016 as presented. (All copies will be signed at the end of the meeting)*

**Town Administrator Report:****Meeting Schedule:**

The Town Administrator presented a schedule of tentative dates for posting of warrants and meeting dates.

The tentative dates include:

- Post Warrant for town meeting: November 16, 2016.
- Closing date of warrant November 3, 2016.

*On a motion made by Jennifer Dean Wing and seconded by John Laura, the Board of Selectmen voted unanimously to close the warrant on November 3, 2016.*

**Congressman McGovern:**

Congressman McGovern visited the employees at the police station. He also visited the Legion Hall. Congressman McGovern indicated that he will work to set up a task force at the State and Federal level to assist the Town of Millville.

**Donation Account:**

The Town Administrator asks the Board of Selectmen to vote to set up an account to accept gifts and donations. This comes from a recommendation from the Town Accountant.

*On a motion made by Joe Rapoza and seconded by John Laura, the Board of Selectmen voted unanimously to set up an account to accept donations for the scope of the relocation of the town.*

**Interim Operation Plan:**

The Police Chief has agreed to have the town hall staff remain at the police station while the legion gets prepared for the relocation.

**Preliminary Relocation Budget Strategy:**

The Town Administrator is working with the current Town Accountant and previous town accountant to create new line items for work related to the relocation efforts of the town hall. These will be separate line items.

**Selectmen Forum:**

The residents were made aware that the Highway Department has the Welcome plaques which used to hang throughout town. The bases of the signs are being secured and will be reinstalled.

**Future Meeting:**

- The next Board of Selectmen meeting will be Thursday, November 3, 2016 at 7:00 pm.

**Executive session**

*On a motion made by Jennifer Dean Wing and seconded by John Laura, the Board of Selectmen vote by Roll Call vote to go into executive session to discuss strategy in regards to litigation and consider real estate for purchase, exchange, lease or value in which the Chair declares and open meeting would have detrimental effect on the negotiating position of character, physical condition or mental health, rather than professional competence, of an individual, or discuss the discipline or dismissal of, or complaints or charges against a public officer, employee, staff member or individual. The Board will come back into open session to only adjourn the meeting.*

**On Roll Call Vote:** *Jennifer Dean Wing Aye; John Laura aye, and Joseph Rapoza Aye entered into executive session at 9:30 p.m.*

Returned to Open Session at 10:00p.m.

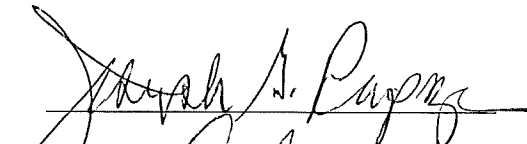
**Adjourned:**

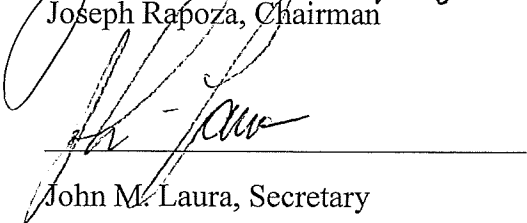
*On a motion made by John Laura and seconded by Jennifer Dean Wing, the Board of Selectmen vote unanimously to adjourn.*

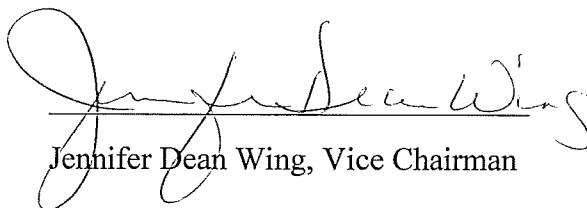
The meeting adjourned at 10:00 p.m.

Respectfully submitted,

Jennifer Callahan & Amy Sutherland

  
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Joseph Rapoza, Chairman

  
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John M. Laura, Secretary

  
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Jennifer Dean Wing, Vice Chairman

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Roland P. Barrett, Selectman