

**TOWN OF MILLVILLE**  
**BOARD OF SELECTMEN**  
**MINUTES OF MEETING**  
**DECEMBER 7, 2015 – 7:00 P.M.**

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

**Others Present:** Executive Secretary Helen Coffin

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Chairman Barrett calls the meeting to order at 7:05 p.m. with the Pledge of Allegiance.

**ANNOUNCEMENTS** None.

**APPROVAL OF MINUTES**

**November 16, 2015 – 7:00 p.m.**

*On a motion by Laura and second by Baker, the Board votes unanimously to approve and sign the Minutes of November 16, 2015 at 7:00 p.m.*

**INVITED GUESTS/SPEAKERS** None Scheduled.

**BOARD/COMMITTEE/DEPARTMENT HEADS**

**Police Department.** Chief Landry thanks the Board and the residents for approving the additional funding for additional patrols. He advises that the Police Department is doing well. There are five full-time and seven part-time employees who are well-trained and educated – new officers go through a rigorous training program. There have been no complaints from citizens regarding the Police Department. Millville is a safe town and he hasn't seen any increase in the crime index but there has been an increase in domestic violence which is a sign of the current times. Chief Landry briefly reviews the facility and equipment status and adds that additional cameras were recently installed. They continue to apply for grants and previous issues with a neighboring community are resolved.

**Fire Department.** Chief Landry explains that the Fire Department is a bit more challenging due to the difficulty attracting qualified personnel. They currently have two full-time employees and nineteen volunteer firefighters. About five to seven people show up to most fire calls, depending on the day/time. It is more difficult to retain qualified EMT's so they generally hire people who recently graduated from an EMT program. They have eight on-call EMT's and are able to fill about 85% of the shifts. The ambulance runs are down 2% but the revenue has remained the same due to raised rates and a newly negotiated contract. The revenue is approximately \$80,000 per year.

The shortcomings with the Fire Department are related to equipment. The two engines are in good shape and should last for a few more years and the ambulance has about another three years. However, the 1996 forestry truck has been taken offline and a truck has been borrowed from the Town of Uxbridge. They applied for a \$200,000 grant for a new forestry truck. The water pumper truck needs some work and they will try to find a replacement through the federal surplus program. The ladder truck is 34 years old. He did a great deal of research and created a SWAT analysis. He found that ladder trucks are first line vehicles for 20 years and then used as reserve vehicles for 10 years. He feels this truck has exceeded its useful life due to its mileage and potential for maintenance required. Additionally, there aren't enough on-call firefighters to staff the truck. The weaknesses exceed the strengths especially when it comes to reliability and safety issues. The truck was only used on 14 calls since 2002. Many of the surrounding communities have ladder trucks and he feels the Town should just use mutual aid when a ladder truck is needed. It is his intent to decommission this truck in the near future. Once that is done, the Town will no longer need to lease Station 2. ***Termination of Frost Lease to be added to future Agenda.***

The new bikeway is going well and there were already two incidents. With the assistance of grants and donations they were able to purchase an emergency vehicle for use on the bikeway. He proposes that this vehicle be stored in a shed behind the playground and seeks the Board's approval for this shed. He has already had the shrubs cleared and feels this would be a good location. ***Approval of shed to be added to future Agenda.***

The budget is on target – they usually return some funds to the Town at the end of the year. The only concerns he has are for any major breaks that may occur on equipment that could be costly.

Wing suggests that a courtesy call be placed to the Frosts to let them know the termination of the lease would be forthcoming. Laura would like a letter sent to Uxbridge thanking them for allowing us to use their forestry truck.

## **PUBLIC FORUM/CITIZEN COMMENTS**

Richard and Audrey Smith of 2 Albion Street explain that they are somewhat new to Millville. They wish to express concerns about Highway Surveyor Brian Mullaly. Their fence was damaged from last year's snowplowing and they have been in touch with Brian about repair/replacement. They obtained an estimate as requested but have not yet heard back from Brian after leaving many messages for him. They have spoken with Krissy about their frustration and she suggested that they attend a BOS meeting and ask the Board for their options. Chairman Barrett explains that since the Highway Surveyor is elected there isn't much that the Board can do; however, the Executive Secretary will follow-up on the matter.

The Smiths also ask about the trash and recycle pick-up as they noticed not all of their trash is getting picked up. It is explained that the Town's contract with the rubbish company only allows for 2 cans per household. It is recommended that they speak directly with the Board of Health to obtain specific information. They'd also like two recycle bins.

## **BOARD/COMMITTEE/DEPARTMENT HEADS** (continued)

**Assistant Town Clerk.** Diane Lockwood presents a quarterly report to the Board summarizing many of the items that she has worked on over the past few months including the following: online RMV voter registration; Vital records online system; informative newsletter to residents; updating miles of

road in Town on file at Mass DOT; and addressing some missing records from 1981. She notes that dog licensing is at an all-time high. She hopes to catalog the items in the vault soon and send out another informational mailer to residents. The census forms have been printed with dog licensing information and are ready for mailing. She really enjoys her position.

## **CORRESPONDENCE**

- Executive Secretary points out the email from Town Counsel in response to the questions regarding the playground agreement. The Board feels they were given some conflicting information from the School Committee. School Committee should be invited to future meeting on 21<sup>st</sup> or 4<sup>th</sup> of January to discuss. Wing wants to see the agreement between Blackstone and the District for soccer fields.

## **APPOINTMENTS/RESIGNATIONS**

The Centennial Celebration Committee submitted a resignation and request for appointment.

*On a motion by Rapoza and second by Baker, the Board votes unanimously to accept the resignation of Adam Desrosiers effective immediately.*

*On a motion by Rapoza and second by Baker, the Board votes unanimously to appoint Jane Bonin to the Centennial Celebration Committee effective immediately through 6/30/16. {Wing abstains}*

## **EXECUTIVE SECRETARY REPORT**

**P&W Railroad** - Amanda Zuretti of Petrini & Associates was in touch with Attorney Charles Rennick who represents P&W. They are not challenging the Town's access to the property and seem amenable to relocating our access to Central Street. They asked for a proposed sketch along with scope of use so the information on file from CMRPC was forwarded. Amanda will follow-up after the holidays.

**Community Compact** – As requested by the Board, application for this grant was completed on November 10<sup>th</sup> and is pending DOR approval. Executive Secretary advises that the Best Practice which most seemed to fit the Board's request was Economic Development.

**DOR Management Audit** – DOR has been in touch over the past couple of weeks and they are working on finalizing the report. It is expected by the end of the month.

### **Colonial Power Group, Inc.**

Information had to be officially posted for 14 days so signing of the Agreement was pushed back until December 21<sup>st</sup>.

**American Legion** – The Board of Assessors filed the paperwork with DOR as requested by the Board and the matter is pending at DOR.

**Annual Ethics Mailer** – The annual ethics mailer will be sent out to all employees on December 21<sup>st</sup>.

## **OLD BUSINESS**

**Community Compact Agreement.** Wing would like a copy of the submittal. Barrett suggests scanning and sending to all members.

**Firefighters Collective Bargaining Agreement.** The Special Town Meeting approved the Memorandum of Understanding between the Board and the Fire Union, and the Board now needs to sign the official contract. Two originals are provided for signature.

***On a motion by Baker and second by Rapoza, the Board votes unanimously to approve and sign two originals of the Firefighters Collective Bargaining Agreement.***

## **NEW BUSINESS**

**Annual Licenses.** Chairman Barrett reads the list of proposed licenses for 2016 and asks that anyone having any questions to state “hold” as he reads them. The Licenses are as follows:

Century Discount Liquors	Retail Alcohol License	<b>#071800005</b>
George’s Variety Store	Retail Alcohol License	<b>#071800009</b>
Mill Tavern Pizza	Common Victualler License	<b>#CV2</b>
Millville Motors	Class II License	<b>#2016-1</b>
Polish American Citizens Club	On Premises Alcohol License	<b>#071800002</b>
	Pool Table License	<b>#PT2</b>
	Automatic Amusement Device License	<b>#A2</b>
	Entertainment License	<b>#E2</b>
	Common Victualler	<b>#CV3</b>
Pot Belly Pub	On Premises Alcohol License	<b>#071800003</b>
	Pool Table License	<b>#PT1</b>
	Automatic Amusement Device License	<b>#A1</b>
	Entertainment License	<b>#E1</b>
	Common Victualler License	<b>#CV1</b>
Uxbridge Auto	Class II License	<b>#2016-2</b>

There are no holds. Wing questions if there are any issues. Executive Secretary indicates two minor issues with the Pot Belly Pub and George’s Variety but neither prevents the issuance of the licenses.

***On a motion by Rapoza and second by Baker, the Board votes unanimously to approve and issue the 2016 Annual Licenses as presented.***

***On a motion by Rapoza and second by Baker, the Board votes unanimously to approve and sign the Population Certification and Renewal Certification forms for ABCC.***

**Emergency Parking Ban** – Each year the Board of Selectmen activates a winter parking ban in Town.

***On a motion by Rapoza and second by Laura, the Board votes unanimously to activate the Winter Parking Ban on Town roads effective immediately through April 1, 2016.***

## **MEMBERS FORUM**

**Wing:** Meeting Packet Items: Sometimes reading materials are received late and the Board doesn’t have the opportunity to read information before the meeting. She would like to table any items that require the Board to read information that wasn’t sent in the original meeting packet.

Agenda Format: It is questioned why the Agenda format was changed. Executive Secretary explains that this was done to reinforce the Open Meeting laws.

Executive Secretary Report: It is requested that there also be a bullet point list included on the Agenda for any items intended for discussion with the understanding that there may be some that are not known of at the time of posting.

Governance and Administration. This was previously addressed....she understands the DOR report is coming in shortly. Once the report is received and the Board has digested the information, she would like to schedule a workshop in January to begin a timeline and structure of the office.

Business Office Job Posting. Should the Board hire a new business office secretary in anticipation of hiring a new Town Administrator? Barrett reminds all that Coffin proposes to stay on as the secretary and given her years with the Town should be considered. Also, it would be only fair to the new Town Administrator to let him/her have a decision on who to hire. Wing doesn't feel Coffin should be spending her time now as a receptionist. Coffin explains that all of her work is still getting done she is doing far more than receptionist work. Barrett indicates that Coffin agreed to sit at the front desk location to work so the Board wouldn't have to hire another individual for now and could save some money. Rapoza doesn't feel there has been transparency in the dialogue among the Board members and feels the Board needs to move forward with a Town Administrator as there are many unresolved items on his list.

Centennial Contracts. Clarification from Town Counsel is needed on who can sign what contracts. It is also noted that the property at 181 Main Street will be used on August 20<sup>th</sup> for a centennial fireworks display.

**NEXT MEETING** Monday, December 21, 2015 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 Baker, the Board votes unanimously to adjourn the regular meeting at 8:50 p.m.*

Respectfully submitted,  
Helen M. Coffin

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Roland P. Barrett, Chairman

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Joseph Rapoza, Vice Chairman

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Jennifer Dean Wing, Secretary

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John M. Laura

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Robert F. Baker