

TOWN OF MILLVILLE
BOARD OF SELECTMEN
MINUTES OF MEETING
OCTOBER 19, 2015 – 7:00 P.M.

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

Board Members Absent: Member Robert Baker

Others Present: Executive Secretary Helen Coffin

On a motion by Rapoza and second by Laura, Chairman Barrett calls for a recess of the 6:00 p.m. meeting and opens the regular meeting at 7:10 p.m. with the intent to reconvene the 6:00 p.m. meeting at the conclusion of the regular meeting.

ANNOUNCEMENTS None.

APPROVAL OF MINUTES

October 5, 2015 – 7:00 p.m.

On a motion by Rapoza and second by Laura, the Board votes unanimously to approve and sign the Minutes of October 5, 2015 at 7:00 p.m. {Barrett abstains}

October 7, 2015 – 7:00 p.m.

On a motion by Rapoza and second by Laura, the Board votes unanimously to approve and sign the Minutes of October 7, 2015 at 7:00 p.m. {Barrett abstains}

APPROVAL OF WARRANTS

On a motion by Wing and second by Laura, the Board votes unanimously to approve and sign the Warrants as presented.

TOWN OFFICIALS

Historical Commission. Lee Clement is present on behalf of the Historical Commission. They meet every first Tuesday of the month except for July and August. They have put the placement of the stone on the back burner due to the issues with the Town Hall. They placed all of the items in The Classroom in storage for safety – there are only a few items that remain in The Classroom. They have been working on the Centennial Celebration for next year – they are planning to have guest speakers to discuss historic aspects of the Town. They noted an error in the Conditional Assessment of the Town Hall regarding the historical certification and they are looking into that matter with the state. They are working on the Veterans Meeting Room memorial wall displays for the veterans of the Korean,

Vietnam, Desert Storm and Iraq conflicts. Some of the goals for the upcoming year are to continue working with the Centennial Committee and to continue working on the Veterans memorials. They ask anyone who knows of individuals who are veterans of the mentioned military conflicts to bring the information to the Historical Commission so the individual can be properly memorialized. In the meantime, they ask that the Board keep the walls clear in the Veterans Meeting Room, noting that any memorials will be removable for the future. A member of the audience questions if the individuals of the Afghanistan conflict will be included in the memorials. Mr. Clement replies that it is not on the list but the Historical Commission will be happy to look into the matter further.

Council on Aging. Members Ellen Bowen and Richard Hurteau are present representing the Council on Aging. They wish to acknowledge the Outreach Coordinator on her efficiency and untiring assistance. There were 52 residents who applied for Fuel Assistance; 198 who used the facility in FY15; 520 seniors went to the Center for various services; 47 received flu shots; 41 had blood pressure screenings; 47 attended exercise class; 46 attended dance class; 716 attended luncheons; and 2,000 breakfasts were served. The newsletter continues to be sent out every month; the 12-week Aging Mastery program was a success; and they continue to cooperate with the Police, Fire and Board of Health Departments. They now have 3 certified van drivers and are beginning to coordinate trips for the seniors. A decision has been made to replace the stove with a \$5,500 model – this will fit the needs of the building. Goals for the upcoming year include expanding programs, opening on Wednesdays and possibly adding a second lunch. They have submitted the name of an Alternate member and have another one on the way. Brief discussion follows regarding the stove – the funding was received from the Capital Planning Committee and the stove chosen is below the amount authorized.

Finance Committee. Richard Crivello advises that the Committee was very active in the FY16 budget season and plans to be equally active in the next budget season. He explains that Kelli Capozzoli and Mary Ryan have both moved on and the Committee will be looking for a couple of new members. He would like to recognize them in the spring for their efforts. The Committee continues to work with the Board of Selectmen through the Executive Secretary who attended all meetings. They worked hard to develop the budget adhering to seven goals they set for the Committee. Their priorities were to maintain the current level of services, bring the Library and Senior Center back to pre-recession levels, make a modest investment in the Capital Planning Budget; work with the schools to achieve affordable levels, and grow the Stabilization Fund. There were budget increases in Worcester Retirement, Health Insurance and the BMR Schools. BVT has already advised that we should expect an increase in FY17 due to increased enrollment. They are working with the Capital Planning Committee on a 5-year Capital Plan and multiple projects were funded, or partially funded, in FY16. There are concerns about the loss of members on both Committees. They will continue to work diligently on not using the Stabilization, Overlay or Free Cash towards funding the operating budget. Crivello feels something really needs to be done about the Out-of-District tuition costs because the towns that are not within that School's district are forced to pay a much higher rate. He would like to see a detailed direction of the Highway Department so the Committee has the ability to plan and prepare for funding roadwork. The Town should be reimbursed on a regular basis and maintain an efficient procedure. They await further information from the Board of Selectmen with respect to the future of the Town management - this has been a subject of conversation and the Committee hopes to have more information so they can prepare to build the FY17 budget to address any changes deemed appropriate by the Board. The Finance Committee recommends that the Board of Selectmen: (1) create a long-range strategic plan; (2) accept a final Master Plan; (3) work with the Highway Surveyor on a road management plan; and (4) develop plans to incorporate the desire for individuals and businesses to locate here. The Finance Committee will then be able to develop a 5-year plan to fund the objectives and tasks in accordance with the Board of Selectmen's plans and objectives.

Anyone interested in serving on the Finance or Capital Planning Committees are more than welcome. If the maximum number of members is achieved, they can always create sub-committees and ask individuals to work on specific projects.

Representative Kevin Kuros comments briefly on the status of a Recommendation Committee that was created at the State House to work on the Out-of-District School concerns mentioned earlier.

FIRST PUBLIC FORUM

Phil Clark, American Legion. Commander Clark is present with the American Legion's Finance Officer, Jeff Wing. He seeks clarification on what the Town is doing in connection with the questions raised at a previous meeting regarding the taxes owed on the American Legion building. Executive Secretary explains that Town Counsel advised that an article on the Special Town Meeting Warrant is not possible but offered another recommendation for the Board of Assessors to pursue. The Board of Assessors and Assistant Assessor are working on this matter and the American Legion will be informed once a determination is made. It is understood that this is a priority for the Board but it takes time for the staff to prepare the required paperwork. This matter will be tabled until further information is received from the Board of Assessors.

Representative Kevin Kuros offers his assistance if it becomes necessary that the Town file special legislation.

Richard Crivello supports getting this matter resolved for the veterans.

CORRESPONDENCE

A thank you letter was received for allowing the bicycle run to come through Town.

APPOINTMENTS/RESIGNATIONS

Executive Secretary advises that the name of an Alternate COA member was submitted after the Agenda was closed so it will be on the next Agenda.

EXECUTIVE SECRETARY REPORT

Town Hall. Town Hall experienced some mechanical issues with the elevator. The technicians were required to come back twice but the problem should now be resolved.

Colonial Power. Representatives are willing and able to make a presentation to the Board of Selectmen on November 2nd.

Mutual Aid - Blackstone. Town Counsel informed Executive Secretary last week that she was asked by Chief Landry not to send the letter to Blackstone as the matter was resolved. However, today she advised the Executive Secretary that she was asked by Chief Landry to proceed and send out the letter. Chief Landry explains that he was under the impression that they (he and Chief Astupenas) had worked out the issues but then there was an article in the Woonsocket Call over the weekend which included some erroneous information. Selectman Wing would like the policy in writing from

Blackstone regardless so the Board knows for certain going forward. The letter was sent out to the Town of the Blackstone.

Community Compact Agreement. The Board's vote was sent to Sean Cronin of the state for review and guidance. Mr. Cronin advised that the program would not support engineering, consultants or work towards a new Town Hall or renovated building; however, the state would support assisting with the creation of a Continuity of Operations Plan (COOP) provided the Town maintained the Plan going forward as a "Best Practice" and providing the cost didn't exceed \$25,000-\$35,000. The COOP is something that is required by the federal government and was mentioned during the the Town's audit report as being something that should be completed. The Executive Secretary questions whether the Board would the Board like to proceed with applying for this, or whether there is something else the Board would like to pursue? Selectman Wing feels the funding could be better spent elsewhere and that there must be something else that could help the Town more. Selectman Laura wouldn't entertain this and feels it should be tabled. Selectman Rapoza will look further at the website and come up with another option for the Town to pursue.

Representative Kevin Kuros explains that the project chosen must be a "Best Practice" and is a declaration of a partnership between the state and local towns. Participation in the Community Compact provides additional bonus points on any MassWorks grants. He encourages participation by the Town...whether it be the COOP or another best practice.

Richard Crivello indicates that he is in charge of the COOP for his personal job and he explains the importance of such a plan. He would support the creation and preparation such a plan using the state funding if that is possible. He doesn't think \$25,000-\$35,000 is unreasonable as these are very involved plans and the Town should have one.

Mr. Laura was under the impression the Town would need to fund this cost. It is clarified that these are state funds and not town funds.

On a motion by Rapoza and second by Laura the Board votes by majority to pursue a Community Compact Agreement for a COOP. {Wing, Nay}

Zoning Enforcement. The Town had previously asked for the status on a few properties in Town with zoning violations. The Building Commissioner provided an update in writing for the Board's review. Chief Landry addressed the Old Chestnut Hill Road situation with unregistered motor vehicles. He will consult with Town Counsel and proceed with enforcement on a daily basis. It is unclear as to whether Mr. Fernandes has 2 years to appeal the matter.

National Grid. Executive Secretary met with Millville's representative. He advised that supply rates will be increasing on November 1st and that residents should become familiar with their electric bills. A sample bill with detailed explanations is available on the Town's website.

State Mandates. Executive Secretary brings to the Board's attention that there are still Town officials and employees who are not in compliance with the Ethics law and she would like to know how the Board wishes to handle this matter. There are two trains of thought: one is that this is a state law and anyone not in compliance should be vacated from his/her position; and the other thought is that since this is an ethics issue, the names of the individuals should just be forwarded to the State Ethics Commission and let them deal with those individuals, providing the Town has done its due diligence by informing them of the requirement.

Wing suggests letting the Chairmen of the various Boards know of any individuals who are not in compliance. Barrett suggests providing one more warning and then tabling this until December 7th. The Board will decide at that time what should be done.

NIMS Requirement. Executive Secretary explains she has been maintaining the NIMS compliance list and questions if it is still the Boards's policy to require compliance. This is a federal mandate but not much has been heard about it recently. The Town was informed in the past that compliance with this mandate was a requirement in order to receive federal grants. Chief Landry states that he has applied for many federal grants and this was never a question on the application. There are several individuals who are not in compliance with the requirements and the Executive Secretary questions how the Board would like her to proceed. The Board would like to continue requiring this without any changes to the policy.

Executive Secretary position. Executive Secretary advises someone told her over the weekend that they heard she was no longer doing her job and is only doing clerical work. The Executive Secretary assures that she continues to do her job as Executive Secretary under the terms of her contract with the Town; however, has also voluntarily taken on some of the additional responsibilities of the secretarial position. She sits at the front desk until the doors are locked and then goes into her office to work on other matters. The reason for this was to save the Town some money so the Board can use those funds towards the administrative changes they have been discussing for the future.

OLD BUSINESS

Special Town Meeting Warrant. The Board met on October 7th with the Finance Committee and agreed on changes to the Special Town Meeting Warrant. The Warrant has been prepared in final form for the Board's approval and signature.

On a motion by Rapoza and second by Laura, the Board votes unanimously to approve and sign the Special Town Meeting Warrant.

NEW BUSINESS

Town Hall Parking. Chief Landry recently raised the issue that individuals are using the Town Hall parking lot for non-municipal purposes. He dealt with those individuals but suggests the Board consider signage because some people with nearby homes aren't aware that they cannot park in the municipal lot. Brief discussion follows regarding the language for signs. It is decided that a sign will be placed on the telephone pole with two arrows, "*Municipal Parking Only, Violators May be Towed at Owner's Expense.*"

Toll Day. Millville Fire Rescue submitted a request for a Toll Day on October 24th with a rain date of November 7th.

On a motion by Rapoza and second by Laura, the Board votes unanimously to approve the Toll Day Request.

Oaths of Office. Executive Secretary provided a list of names of officials who have not yet taken their Oath of Office for certain positions. There were 4 people on the list – 2 plan to be sworn in Wednesday night, 1 is on vacation, and 1 already took it. This will be tabled until November 2nd.

MEMBERS FORUM

Vice Chairman Rapoza provides copies of an Energy Reduction Policy for the Board's review and consideration. The Town previously adopted a Bylaw regarding energy efficient vehicles and now the Green Community Committee, as part of public outreach, would like to encourage practical energy conservation in Town buildings. This item should be on the next Agenda.

FINAL PUBLIC FORUM. None.

NEXT MEETING Monday, November 2, 2015 at 7:00 p.m.

SIGNATURES The Board signs the documents voted on earlier this evening.

EXECUTIVE SESSION None.

ADJOURN and RECONVENE

On a motion by Wing and second by Rapoza, the Board votes unanimously to adjourn the regular meeting at 9:03 p.m. and reconvene the recessed 6:00 p.m. meeting.

Respectfully submitted,
Helen M. Coffin

Roland P. Barrett, Chairman

Joseph Rapoza, Vice Chairman

Jennifer Dean Wing, Secretary

John M. Laura