

**TOWN OF MILLVILLE  
BOARD OF SELECTMEN**

**MINUTES OF MEETING**

**March 3, 2014 - 7:00 p.m.**

**Board of Selectmen Members Present:** Chairman Roland Barrett, Vice Chairman Joseph Rapoza, Secretary Robert Baker, Selectman John Laura and Selectman Jennifer Dean Wing

**Others Present:** Executive Secretary Helen Coffin

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Chairman Barrett opens the regular meeting at 7:00 p.m. with the Pledge of Allegiance.

**ANNOUNCEMENTS**

Chairman Barrett announced the winner of the Town's "Top Dog" contest. Theresa and Robert Walcott's german shepherd, Dakota, was the chosen winner. The dog received the #1 dog tag license for 2014 as well as a basket of dog goodies. Congratulations to the winner!

Chairman Barrett reminds everyone that dog licenses expire March 31<sup>st</sup> and those who have not renewed as yet should see the Town Clerk's Office.

**MINUTES**

**February 3, 2014 – 7:00 p.m.**

*On a motion by Rapoza and second by Laura, the Board votes unanimously to accept the Minutes of February 3, 2014 at 7:00 p.m.*

**February 24, 2014 – 7:00 p.m.**

*On a motion by Laura and second by Rapoza, the Board votes unanimously to accept the Minutes of February 24, 2014 at 7:00 p.m. {Baker abstains}*

**WARRANTS**

*On a motion by Rapoza and second by Laura, the Board votes unanimously to approve the payroll deductions warrant as presented.*

**REPORTS OF TOWN OFFICIALS** None scheduled.

**PUBLIC FORUM** None.

**CORRESPONDENCE**

Chairman Barrett advises of the following correspondence:

- A letter from the Town of Blackstone regarding the van donation account. The Council on Aging is working with Town Counsel on this matter. The next step in the process is seeking a public records request for information in connection with the van account.
- A letter from the Town Moderator advising of the re-appointment of Maryclaire Shirley to the Capital Planning Committee.
- A formal workplace harassment complaint is received from an employee. Chairman Barrett would like to hold an Executive Session at the March 17<sup>th</sup> meeting and seeks authorized to forward the notification letter to the employee involved.  
***On a motion by Baker and second by Laura, the Board votes unanimously to hold an Executive Session under MGL c.30a §21a ¶1 to discuss the complaint with the employee named, and to send the employee a notification letter of the Executive Session.***

### **APPOINTMENTS AND RESIGNATIONS**

Jean Poulin seeks re-appointment to the Memorial Day Parade Committee.

***On a motion by Rapoza and second by Laura, the Board votes unanimously to appoint Jean Poulin to the Memorial Day Parade Committee through June 30, 2014.***

### **EXECUTIVE SECRETARY REPORT** None.

### **OLD BUSINESS** None.

### **NEW BUSINESS** None.

### **MEMBERS FORUM**

Chairman Barrett would like to discuss the forwarding of emails to Board members. He feels that often times copying the Board on emails sent to employees may cause hurt feelings, and although he understands the need for a paper trail, he would like to suggest a separate email be sent to the Board members as necessary. Selectman Wing admits she isn't a fan of email but understands the importance for all the Board members to know what is transpiring in Town and especially if there is an issue with an employee who the Board appoints. She suggests using the blind carbon copy ("bcc") method to copy the Board on emails that pertain to the Board's direct reports. Chairman Barrett reminds everyone that all emails are public information but we should let the boards/committees/employees know that emails sent to them could be copied to their appointing authority. Again, this is only to be considerate of other people's feelings.

***On a motion by Wing and second by Rapoza, the Board votes unanimously to create a new Selectmen's Policy wherein the Executive Secretary shall only "bcc" the Board members on emails pertaining to those who they appoint if there is a need to do same, and all employees/departments/boards should be advised that any emails they receive may be copied to the Board of Selectmen as their appoint authority.***

Selectman Rapoza discloses that he attended the Open House at the Millville Elementary School for the tour of the facility. He commends the custodial staff on the upkeep of the building. They did take a close look at the floor in the cafeteria and feel its condition has worsened; the Superintendent feels 3 bids should be obtained. There is a meeting on March 12<sup>th</sup> concerning the school budget but that same evening there is a meeting in Blackstone concerning the Bikeway. Executive Secretary will be at the Finance Committee meeting but will confirm with the Planning Board if Town Planner Joe Laydon can attend the Bikeway meeting on the Town's behalf.

Selectman Laura advises that there was discussion at a recent Finance Committee meeting regarding the replacement of the air conditioner units on the Millville Elementary School roof. He and Chairman Barrett would like the Board's consent to personally take a look at these units to see if they have been maintained over the years. They would do this when the weather is better and would go through the Executive Secretary to inform the school administration. The Board members are in general agreement that this will not be an issue.

**FINAL PUBLIC FORUM** None.

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

**NEXT REGULAR MEETING:** Monday, March 17, 2014 at 7:00 p.m.

**EXECUTIVE SESSION**

Chairman Barrett proposes to call an Executive Session Meeting pursuant to MGL c.30a §21a ¶2 to discuss contract negotiations with non-union personnel, only to return to Open Session to adjourn.

*On a motion by Baker and second by Laura, the Board votes unanimously by roll call vote to enter Executive Session under MGL c. 30a §21a ¶2 to discuss negotiations with non-union personnel, only to return to Open Session to adjourn the meeting. {Barrett, aye; Rapoza, aye; Baker, aye; Laura, aye; Wing, aye}*

**ADJOURN**

*On a motion by Wing and second by Laura, the Board of Selectmen votes unanimously to adjourn the regular meeting at 7:50 p.m.*

Respectfully Submitted,  
Helen M. Coffin, Executive Secretary

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Roland P. Barrett, Chairman

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Joseph G. Rapoza, Vice Chairman

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Robert F. Baker, Secretary

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John M. Laura, Selectman

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Jennifer Dean Wing, Selectman