

TOWN OF MILLBURY
BOARD OF SELECTMEN MINUTES

Zoom Meeting ID: #827 3707 8765

July 28, 2020

Selectmen Present: Mary Krumsiek, Katie McKenna, Scott Despres, David Delaney, Chris Naff Acting Town Manager James Kelley, Jayne Daviolo, Chief Hamilton

Zoom Guests: Lisa Lamarche, Steve Kosiba, Keith Caruso, Polyxronis Deligiannidis

“Welcome to the July 28, 2020 meeting of the Millbury Board of Selectmen. This meeting is being recorded and streamed by Millbury Public Access Cable Television. This Meeting is also available through Zoom.us/download. Anyone who is participating through Zoom.us/download should state their name and address when speaking.”

6:30 PM Executive Session

The Board will now consider entering into Executive Session in accordance with the Open Meeting Law MGL Ch. 30A s 21 (a) purpose 3 to discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the Chair so declares.

7:00 PM Regular Session

Pledge of Allegiance

Citizens Speak

Lisa LaMarche introduced herself as Assistant Town Accountant and talked about her background which includes municipal, banking, and she was also a High School Math Teacher.

Plaque for Firefighter David Rudge

Chairman Krumsiek presented David Rudge a plaque and thanked him for 47 years of service. Chief Hamilton also thanked David for his service and spoke of responsibilities the more you go up in rank the more responsibilities you have and how much he has done for the Town also his problem solving skills and good attitude.

5 Minute Recess

Introduction of Uno's New Mgr

The new manager Mr. Morel could not attend the meeting as he was working and they are short staffed.

Motion to accept the change of manager Luke Morel for Unos' by Selectman Naff seconded by Selectman Delaney and on a roll call vote with Selectman Krumsiek, Selectman Despres, Selectman McKenna Selectman Delaney and Selectman Naff all in favor, the following vote was approved 5-0.

Selectmen Meeting

7:20 PM Report on COVID Response & Cares Act/FEMA Funding-Julie VanArsdalen & Steve Kosiba

Julie was unable to attend she was performing a COVID Insp

Steve stated he has moved his desk to one here located at Town Hall since the COVID hit. He has attended Zoom meetings, conference calls, emails, phone calls with MEMA, FEMA, CDC, DPH, MMA and briefing the Town Manager and HR when new regulations arrive from the state. He also has been working with the BOH and the City of Worcester on securing grants. He has already ordered and installed the plexiglass and signage for Town Hall, Voting, Library and COA. He was able to secure PPE (masks, gloves, and sanitized wipes) by working with MEMA and traveled to Agawam, Framingham and Marlboro to pick up all the supplies. Steve has ordered two Electronic Sprayers for the Town Buildings. He has worked with all the departments but extensively with The Town Clerk to set Town Meeting, Town Election, Dump sticker sales which involved opening of Town Hall, the Finance Director on the Cares Act and FEMA reports, the Maintenance Department on a plan /schedule for cleaning and sanitizing all Town buildings. Due to the heatwave he has been working on plans for a cooling center. He has been working with MEMA and Mass Dept of Health on Guidance for a Mass Care Operations in a Pandemic Environment. He has been involved with the School Department for the reopening of school in the Fall, grants for the Town Hall/Police Station generator, and ordered temperature scans for the Town Buildings.

The Board thanked him for all he has done to keep employees and the public safe

Discussion on Road Project and Infrastructure Repair- Keith Caruso

Keith presented the Board with the Summer 2020 Paving Plan

*See Attached

There were several questions from the Board as to why the Downtown Project figures were in the report

The Board asked for a full accounting of Phase I of the Downtown Project and a projected accounting of Phase II

Chairman Krumsiek wished Keith Good luck with the paving project

Common Victualler License-Calabria-7S Main St -Blue Push Pin LLC

Motion to approve the Common Victualler License to Blue Push Pin LLC , doing business as Calabria Restaurant, at 7 South Main Street in Millbury, subject to inspections and review of documentation by Selectman Naff, 2nd by Selectman Delaney and on a roll call vote with Selectman Krumsiek, Selectman Despres, Selectman McKenna Selectman Delaney and Selectman Naff in favor, the following vote was approved 5-0.

Selectmen Meeting

Common Victualler License-American Pie- Polyxronis Deligiannidis

Mr Deligiannidis stated he will also be serving ice cream along with pizza, salads and sandwiches

Motion to approve the Common Victualler License to American Pie, subject to inspections and review of documentation by Selectman McKenna 2nd by Selectman Despres and on a roll call vote with Selectman Krumsiek, Selectman Despres, Selectman McKenna Selectman Delaney in favor and Selectman Naff “Abstain “ the following vote was approved.

Discussion on Authorizing the Acting Town Manager to negotiate the provisions of an Employment Contract & appointment for Andrew Vanni as Finance Director

Motion to **not** authorize the Acting Town Manager to negotiate the provisions of an Employment Contract & appointment for Andrew Vanni as Finance Director by Selectman Naff, 2nd by Selectman McKenna and on roll call vote with Selectman Krumsiek, Selectman Despres Selectman McKenna and Selectman Delaney and Selectman Naff , all in favor, the following vote was approved 5-0

Disposition of Old Fire Truck 3

Tabled

The Board asked what is the “as value” and the retro fit costs?

ATM

*See Attached

8:20 PM Previous Minutes

Motion to approve the Minutes of June 23, 2020 by Selectman Naff, 2nd by Selectman McKenna and on roll call vote with Selectman Krumsiek, Selectman Despres Selectman McKenna Selectman Delaney and Selectman Naff all in favor, the following vote was approved 5-0.

Dates to Remember

*See Attached

Selectman Despres talked out the school’s reopening opening plan. Tomorrow night at 7 PM the School Committee will hold a Public Hearing

On a Good Note

Selectman Despres received a call from a homeowner after 5 PM re: a sewer hook up. Scott called Keith and Gary and they met the homeowner assessed the situation and gave him options. Thank you Keith and Gary!

Roundtable

Chairman Krumsiek wants to have an Executive Session for the next meeting to discuss the succession plan for the Chief of Police.

Selectmen Meeting

8:25 PM Adjourn Meeting

Motion to adjourn the meeting by Selectman McKenna seconded by Selectman Naffs and on a roll call vote with Selectman Krumsiek, Selectman Despres, Selectman McKenna ,Selectman Delaney and Selectman Naff, all in favor, the following vote was approved 5-0.

Respectfully submitted,

Amy Fleming, Secretary

Mary Krumsiek	_____
Scott Despres	_____
Katie McKenna	_____
David Delaney	_____
Chris Naff	_____

These Minutes were approved at the September 8, 2020 Board of Selectmen Meeting.
Signatures will be affixed after the State of Emergency.

MEMORANDUM

TO: Board of Selectmen

FR: James F. Kelley, Acting Town Manager

DA: 7/28/20

RE: Acting Town Manager Report

I) COMMUNICATION

In response to lack of communication or miscommunication concerning the borrowing for the School's projects, the ATM and the Treasurer/Collector convened a meeting with Margaret MacLean of Unibank, representatives of the School's OPM, the Finance Director, and the HR Administrator. The School Business Manager met separately with the ATM. The Superintendent was unavailable but invited. Discussion centered on short-term borrowing and coordination and communication between the Town's Finance Department and the OPM. (See below)

Additionally, the ATM met with the Superintendent on the use of School facilities for Cooling Centers, coordinated planning for the re-opening of schools, use of School facilities for inoculation sites, and the scheduling necessary to borrow funds for capital projects. It was agreed to involve Town Management, the Board of Health, Emergency Management and the Fire Chief in the planning for the re-opening of the schools.

II) FINANCIAL ISSUES

A. FY21 BORROWING - BANS

After it became apparent that there was confusion concerning the School's need for project funding and the Town's schedule for borrowings. A tentative schedule for BAN borrowing was developed with Unibank, taking into account the \$10,000,000 limit for bank certified notes.

\$4,700,000	School Fields
\$2,500,000	Shaw School
\$ 575,000	Fire Truck (borrowed April 2020)
\$ 455,000	Roads (rollover - \$655,000 maturing on 9/4/20 less \$200,000 paydown)
\$ 750,000	Roads (Spring 2019 TM)
<u>\$1,000,000*</u>	McCracken Road
\$9,980,000*	

* depending on reduction keeping within \$10,000,000 annual calendar year limit when premium added

July 24	Draft to Town
Aug 4	Info to Bank and S&P
Aug 7	Info to Bond Counsel

Aug 10-13	Rating Call; Bond Counsel OK
Aug 17	Official Statement
Aug 19	Rating
Aug 24	Sale
Aug 25	Legal Signatures
Sept 4	Dated
Sept 3, 2021	BAN's Mature

III) DPW MATTERS

A. Recycling and Transfer Station

Workshop will be scheduled concerning Transfer Station Stickers to highlight and resolve issues that are continuing to raise concerns.

B. Parks and Fields

The parks and fields will remain open for individual exercise and recreation within the parameters set by the Commonwealth and the Board of Health. The basketball hoops will remain down. The Little League has been working with the Health Agent concerning complaints and will continue to work to comply with regulations and guidance from the Commonwealth for outside activities. The Board of Health and the ATM will monitor usage restrictions as the weather improves and summer is here vis a vis mosquito borne illnesses.

IV) INFRASTRUCTURE PROJECTS

A. Chapter 90 – State Aid

As has been reported previously, Chapter 90 Aid has been decreased from the original proposed rate to level funding (FY20)- \$424,242.00. In discussing the reduction, the ATM discovered that certain pre-Millbury roadways were not included in the listing of accepted streets. The ATM, the Planning Department, the Town Clerk, and the DPW Operations Manager have met and will continue to work to update the accepted roadway list for submission to the state.

B. McCracken Rd. TIP Project

- VHB submitted 100% Plans to DOT
- VHB expects to submit Revised Right of Way documents to DOT – 7/17
- VHB expects MEPA approval – Aug/Sept 2020
- VHB expects revised 100% Plans on DOT comments – September / October 2020
- VHB expects to submit P S + E to DOT – December 2020
- Advertise Project – November 2021
- VHB Contract Extension – FY2022
- Town has executed contract with Relocation Specialists
- DOT permission to begin Relocation discussions – August 2020
- Town to commence Relocation discussion
- Rebid Appraisal Services- September 2020
- Appraisal Contract – October 2020
- Appraisals – Nov. 2020 to January 2021
- Town Counsel drafts/records easements & takings – Jan 2021

V) DEPARTMENT GOALS AND PERFORMANCE EVALUATIONS

This is an ongoing project with meeting being scheduled.

A. Emergency Management

- A. Coordinate Town's response to COVID-19
 - a. Installation of plexi-glass shields
 - b. Procurement of PPE supplies
 - c. Direct sanitizing process
 - d. Synchronize trainings with Nurse
 - e. Assist Finance Director with reimbursement reports
- B. Update Comprehensive Emergency Management Plan (CEMP)
- C. Update the Continuity of Operations Plan (COOP); to ensure that Town departments are able to continue operations and essential functions during emergencies.
- D. Research installation of communication infrastructure for Butler Farm and propose budget
- E. Oversee the purchase and installation of COA generator
- F. Explore grant opportunities for MOB/Police generator
- G. Coordinate ID badge program
- H. Establish with Finance Director reimbursement tracking and reporting protocols

B. Library

- A. Prepare the Public Library to reopen to the public
 - a. Follow COVID-19 guidelines Library
 - b. Use personal protective equipment provided by the library to protect staff and clients
- B. Public Library staff will gain additional circulation skills in the next twelve months.
 - a. Staff will be cross trained to create circulation reports
 - b. Staff will be cross trained to complete book write ups not in the CWMars network.
 - c. Staff will stay current with changes in CWMars through email or the Staff Home Page
- C. Public Library staff will gain technical skills with the Gmail/Google Drive system in the next twelve months
 - a. Staff will be cross trained on how to copy/paste and create folders in Gmail
 - b. The staff will be cross trained on how to edit/insert information on a document and share a document with staff.
 - c. The staff will be cross trained to use a Google Doc for future time off requests
- D. Millbury Public Library will collaborate with the Asa Waters Mansion and the Council of Aging on developing events and programs over the next twelve months
- E. The Assistant Director will have access and be trained on Budget Sense
 - a. The Assistant Director will be assigned a username and password to Budget Sense in the next month.
 - b. The Assistant Director will be trained on Budget Sense over the next twelve months.
 - c. The Assistant Director will process invoices and learn Budget Sense payment processing over the next twelve months.

C. Planning/Economic Development

- A. Complete Downtown Revitalization Project – Phase 1; Status – Construction
- B. Complete Downtown Revitalization Project – Phase 2; Status – Design
- C. Complete the Open Space & Recreation Plan & Submit to Commonwealth
- D. Update Subdivision Regulation including fee schedule & Submit to Planning Board
- E. Continue the Zoning Recodification per Master Plan
 - a. Amend Use Table
 - b. Merge Districts
 - c. Adjust Dimensional Requirements
- F. Collaborate with Economic Development/Planning staff on grants for repair/replace of bridges, culverts, & storm water systems (MS4)
- G. Submit Park Grant & renovate Woolie World – Assistant Planner
- H. Assist ConCom with Forest Management Plan Implementation– Assistant Planner
- I. Maintain Green Community Grants– Assistant Planner

D. Department of Public Works

- a. Continue and update Roadway Improvement Plan
 - a. Continue Ch. 90 and Town Meeting Articles Repaving Program
 - b. Continue design and repair/replace critical bridges and culverts
 - c. Explore roadway grant opportunities with Asst. Planner
 - d. Expand Roadway Improvement Plan into a 5-year plan
- B. Institute a Public Works Training Program
 - a. Cross train Foremen and employees for duties in other divisions (Highway, Transfer Station, Sewer, Cemetery)
 - b. Train more employees in grave mark-outs
 - c. Schedule weekly safety training in DPW training room
 - d. Maintain OSHA training schedule
 - e. Train foremen in specification and plan reading
- C. Provide opportunity for licensing redundancy and education – sewer & heavy equipment
- D. Update designs and estimates for Transfer Station Upgrade
 - a. Install 3-phase power connections into Transfer Station - Amaresco
 - b. Install compactors
- E. Increase DPW capacity to accomplish major drainage projects (MS4)
- F. Collaborate with Economic Development/Planning staff on grants for repair/replace of bridges, culverts, & storm water systems (MS4)

VI) OTHER ISSUES

VII) PROMOTIONS, HIRINGS, & JOB POSTINGS

- Regina Markey, Head Clerk/Fire, is retiring on July31.

POSTINGS

- a. Library Assistant – Interviews finished
- b. Library Page – Posted
- c. Head Clerk/Fire- Interviews 7/27

DATES TO REMEMBER

STATE PRIMARY

9-1-2020

MHS GYMNASIUM 7AM TO 8PM

LAST DAY TO REGISTER TO VOTE:

AUGUST 22, 2020 2PM TO 8PM

MUNICIPAL OFFICE BUILDING

EARLY VOTING

**WILL BE CONDUCTED IN THE LARGE
CONFERENCE ROOM AT THE MUNICIPAL
OFFICE BUILDING, PRECAUTIONS WILL BE
TAKEN AND MASKS WILL BE WORN.**

8-22-2020 2PM TO 8PM

8-23-2020 10AM TO 2PM

8-24-2020 9AM TO 4PM

8-25-2020 9AM TO 6PM

8-26-2020 9AM TO 4PM

8-27-2020 9AM TO 4PM

8-28-2020 9AM TO 4PM

DATES TO REMEMBER

STATE ELECTION

11-3-2020

MHS GYMANSIUM 7AM TO 8PM

LAST DAY TO REGISER TO VOTE:

OCTOBER 24, 2020 2PM TO 8PM

MUNICIPAL OFFICE BUILDING

EARLY VOTING

**WILL BE CONDUCTED IN THE LARGE
CONFERENCE ROOM AT THE MUNICIPAL
OFFICE BUILDING, PRECAUTIONS WILL BE
TAKEN AND MASKS WILL BE WORN.**

10-17-2020 10AM TO 2PM

10-18-2020 10AM TO 2PM

10-19-2020 9AM TO 4PM

10-20-2020 9AM TO 6PM

10-21-2020 9AM TO 4PM

10-22-2020 9 AM TO 4PM

10-23-2020 9AM TO 4PM