

TOWN OF MILLBURY
BOARD OF SELECTMEN MINUTES

Zoom Meeting ID: 810 4879 1634

October 27, 2020

6:30 PM

“Welcome to the October 27, 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.”

Present: Mary Krumsiek, Katie McKenna, Scott Despres, David Delaney, Chris Naff, James Kelley, Sean Hendricks and the Town Clerk

Zoom: Jay Lucier-National Grid

6:30 PM – Tour the new Athletic Field at the Millbury Jr/Sr High School

The Board wanted to thank the school for the tour -the field looks great.

7 PM Pledge of Allegiance

Vote to Appoint James Kelley as an agent for the MS4 loan verification

Motion to appoint James Kelley as an agent for the MS4 loan verification by Selectman McKenna, 2nd by Selectman Despres and on roll call vote with Selectman Krumsiek, Selectman McKenna, Selectman Despres, Selectman Naff and Selectman Delaney all in favor, the following vote was approved 5-0.

Vote & Sign the Employment Agreement for Sean Hendricks as Town Manager

Motion to accept the Employment Agreement for Sean Hendricks as Town Manager by Selectman McKenna, 2nd by Selectman Delaney and on roll call vote with Selectman Krumsiek, Selectman McKenna, Selectman Despres, Selectman Naff and Selectman Delaney all in favor, the following vote was approved 5-0.

Appointments

Ronald Arpino to the Butler Farm Re-Use Committee on hold.

Motion to appoint Ron Marlborough to Burial Agent by Selectman McKenna, 2nd by Selectman Despres and on roll call vote with Selectman Krumsiek, Selectman McKenna, Selectman Despres, Selectman Naff and Selectman Delaney all in favor, the following vote was approved 5-0.

Veterans Affairs Task Force Tabled

7:15 PM Public Hearing

Joint Petition NATIONAL GRID and Verizon New England, Inc requests permission to locate poles, wires, and fixtures, including the necessary sustaining and protecting fixtures, along and across the following public way: Wilson Road National Grid to install 1 JO Pole on Wilson Road beginning at a point approximately 215 feet south of the centerline of the intersection of Manor Road

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and continuing approximately 15' feet in an easterly direction. Install a 35c2 (P 6-50) pole for a new underground service to 22 Wilson Rd.

Motion to open the public hearing made by Selectman Naff, seconded by Selectman McKenna. roll call vote with Selectman Krumsiek, Selectman McKenna, Selectman Despres, Selectman Naff and Selectman Delaney

Selectman Despres asked who pays for the pole and all associated costs? Jay stated all the costs would be paid by the customer.

Motion to close the public hearing made by Selectman McKenna, seconded by Selectman Naff roll call vote with Selectman Krumsiek, Selectman McKenna, Selectman Despres, Selectman Naff and Selectman Delaney

Motion to grant permission to NATIONAL GRID and Verizon New England, Inc to locate poles, wires, and fixtures, including the necessary sustaining and protecting fixtures, along and across the following public way: Wilson Road National Grid to install 1 JO Pole on Wilson Road beginning at a point approximately 215 feet south of the centerline of the intersection of Manor Road and continuing approximately 15' feet in an easterly direction. Install a 35c2 (P 6-50) pole for a new underground service to 22 Wilson Rd made by Selectman McKenna, seconded by Selectman Naff and on roll call vote with Selectman Krumsiek, Selectman McKenna, Selectman Despres, Selectman Naff and Selectman Delaney all in favor, the following vote was approved 5-0.

Discussion & Vote to execute a revocable license agreement for 16 Linda Ave

Selectman McKenna asked if this is recorded at the registry of deeds? Mr Kelley stated yes

Motion to accept & execute a revocable license agreement for 16 Linda Ave by Selectman McKenna, 2nd by Selectman Naff and on roll call vote with Selectman Krumsiek, Selectman McKenna, Selectman Despres, Selectman Naff and Selectman Delaney all in favor, Selectman Despres opposed the following vote was approved 4-1.

Discussion on Early Voting & Election-Town Clerk

The Clerk went over all the dates and the number of ballots received. There has been 4, 454 ballots to date and predicts 80-90% of voters will come out for this election. The Board thanks her and her staff.

Discussion on Appointment of Second Assistant Wiring Inspector & Second Alternate Plumbing & Gas Inspector and Emergency Procedures

Mr Kelley stated with the storms and vacation time we would like backup.

7:35 PM Public Hearing -Continued from October 13, 2020

The Board of Selectmen in the TOWN OF MILLBURY will hold a Public Hearing via Zoom .com on, October 13, 2020 at 7:15 PM at the Municipal Office Building, 127 Elm Street to act upon the Joint Petition NATIONAL GRID and Verizon New England, Inc requests permission to locate poles, wires, and fixtures, including the necessary sustaining and protecting fixtures, along and across the following public way: McCracken Road National Grid to install 1 JO Pole on McCracken Road beginning at a point approximately 2900 feet southwest of the centerline of the intersection of Greenwood St and continuing approximately 20' feet in a southern direction.

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Relocating P-47 at the request of the town. Installing a 40C2 on the western side of Dwinelle Rd so the current P-47, which is in the middle of the intersection of Dwinelle Rd, can be removed.

Wherefore it prays that after due notice and hearing as provided bylaw, it be granted a location for and permission to erect and maintain poles and wires, together with such sustaining and protecting fixtures as it may find necessary, said poles to be erected substantially in accordance with the plan filed herewith marked .McCracken Road Millbury Massachusetts.

Motion to open the public hearing made by Selectman McKenna, seconded by Selectman Delaney. roll call vote with Selectman Krumsiek, Selectman McKenna, Selectman Despres, Selectman Naff and Selectman Delaney

Jay stated National Grid will pay all costs due to the condition of the pole. There will be no cost to the Town.

Motion to close the public hearing made by Selectman McKenna, seconded by Selectman Delaney roll call vote with Selectman Krumsiek, Selectman McKenna, Selectman Despres, Selectman Naff and Selectman Delaney

Motion to grant permission NATIONAL GRID and Verizon New England, Inc to locate poles, wires, and fixtures, including the necessary sustaining and protecting fixtures, along and across the following public way: McCracken Road National Grid to install I JO Pole on McCracken Road beginning at a point approximately 2900 feet southwest of the centerline of the intersection of Greenwood St and continuing approximately 20' feet in a southern direction. Relocating P-47 at the request of the town. Installing a 40C2 on the western side of Dwinelle Rd so the current P-47, which is in the middle of the intersection of Dwinelle Rd, can be removed. Wherefore it prays that after due notice and hearing as provided bylaw, it be granted a location for and permission to erect and maintain poles and wires, together with such sustaining and protecting fixtures as it may find necessary, said poles to be erected substantially in accordance with the plan filed herewith marked McCracken Road Millbury Massachusetts made by Selectman McKenna, seconded by Selectman Naff and on roll call vote with Selectman Krumsiek, Selectman McKenna, Selectman Despres, Selectman Naff and Selectman Delaney all in favor, the following vote was approved 5-0.

Discussion on complaint at Rogers Farm Stand

Selectman Despres will talk to the neighbors. It is not a Board of Selectman issue.

Discussion on 175 West Main St

Mr Kelley stated a cease & desist order has been issued. There will be further discussion w/ Board of Health, Building Insp and Police.

Selectman Naff wanted to especially thank the Building Inspector for all the information he has provided.

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ATM Report

*See Attached

Selectman Delaney received a call from a DR as there is no handicapped parking for their patients. Mr Kelley stated Police and Planning will look into it.

Selectman Despres asked about the Finance Director Interview. Mr Kelley stated it was cancelled due to scheduling.

Review & Approve Previous Minutes

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

Dates to Remember

Presidential Election 11/ 3/2020

Special Town meeting 11/10/2020

Last Day to Register to Vote for the Special Town Meeting 10/30/2020

Roundtable Discussion and Citizens Feedback

Chairman Krumsiek announced the Food drive at Goretti's November 14 8-12. This will probably be the Police Chief's last food drive! Selectman Naff stated he loves the clock and loves to see the beautiful changes going on. He also thanked the Redevelopment Authority. The Town Clerk stated she had a positive story she wanted to share...During early voting a woman came out from voting and noticed she had a flat tire. The Clerk went out to help her but a gentleman was already helping her and offered to stay with her until AAA arrived. The Town appreciates the assistance of this gentleman. Selectman Despres stated he was glad we are not banning Halloween and to be safe and follow the rules. Selectman Delaney stated his kids are ages 8,10 and 13 and was so happy to tell them that the Board of Selectmen have nothing to do with cancelling Halloween.

Mail

*See Attached

Letter from Chief Desorcy re: Transfer of Ownership of K-9

Communication from Board of Health re: Vacancy

Selectman Despres wanted to Thank Officer Daley.

Mr. Kelley stated Town Counsel reviewed all the documentation on this issue.

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8:22 PM Adjourn Meeting

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

Respectfully submitted,

Amy Fleming, Secretary

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

These Minutes were approved at the December 17, 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: 10/273/20

RE: Acting Town Manager Report

I) SPECIAL TOWN MEETING (Nov. 10)

PROPOSED TIMELINE

Sept 8	BoS Call Special Town Meeting	<i>Done</i>
Sept 9	Town Clerk & Departments Notified	<i>Done</i>
Sept 14	Advert in Newspaper	<i>Done</i>
Sept 17	Advert Published	<i>Done</i>
Sept 24	Warrant Articles Due – Twn Mgr's Office	<i>Done</i>
Oct 6	BoS close Warrant	<i>Done</i>
Voter Articles – Petition (from Town Clerk) and 100 signatures		
Sept 24-Oct 8	FinCom Hearing Advert	<i>Done</i>
Oct 12 – Oct 16	FinCom Public Hearing	<i>Done</i>
Oct 13	BoS Meeting – Article Recommendations	<i>Done</i>
Oct 27	Sp Town Mtg Warrant Posted	
Oct 29	FinCom Rpt to Town Mgr	
Oct. 30	Last Day to Register to Vote	
Nov 3	FinCom Rpt Distributed	
Nov 10	Special Town Meeting	

Because of the election the Town Manager's Office, rather than the Town Clerk's Office, will be producing the documents for the Town Meeting.

II) INFRASTRUCTURE PROJECTS

A. McCracken Rd. TIP Project

The Acting Town Manager and Justine Caggiano briefed DOT representatives of MassDOT on our appraisal program status. Mass DOT was satisfied with the upcoming appointments of an Appraisal firm and Reviewing Appraisal firm. They briefed the Town on the need for three year temporary easements. MassDOT has or will issue Plan comments by mid-October.

- MEPA approval – Aug/Sept 2020
- VHB - revised 100% Plans still awaiting 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 - Done
- DOT permission to begin Relocation discussions – Done
- Town to commence Relocation discussion - Done
- Rebid Appraisal Services - 9/23/2020 - Done
- Appraisal Contract – October 2020 - Done
- Appraisals – Nov. 2020 to January 2021
- Town Counsel drafts/records easements & takings – Jan 2021

B. MS4 Update

Town departments have provided all of the information needed by Weston & Sampson to update the Town's Storm Water Management Program update. It has been published on the Town website. A link to the website will be included in the MS 4 Annual Report.

Staff and Weston & Sampson has finalized the information needed to qualify for the Town's SRF loan (\$500,000). It was filed by October 16. The information includes a final Scope of Work, certified copies of Town Meeting appropriation and article(s) passed, financial information, draft service agreements, and authority to file statement. This will enable the Town to comply with FY21 MS4 mandates. In the October 27 BoS meeting, the Board needs to vote to appoint the Acting Town Manager as agent for the MS4 loan verification as part of the application that was submitted in mid-October. The incoming Town Manager will acquire that role once he officially starts.

The Sewer Commission continues to work with Weston & Sampson on preparing an application for their own SRF loan. An article is being presented to Town Meeting, this Fall. The article must pass and be certified by the end of January for the Sewer Commission to be eligible for the loan.

C. DOWNTOWN PROJECT Phase II

Surveying will commence within a week. Notices will be delivered to business owners by Economic Development/Planning Office.

D. DPW Issues

a. Staffing

DPW staffing is impacted by medical absences and retirements (20%). With the retirement of the Sewer Foreman and the new OSHA requirements, internal candidates for the position will need to be trained and to acquire new hoisting licenses (Hoisting 1 B). All possible internal candidates have a Class 2 or higher

Wastewater License. The position is advertised internally. Internal applicants will be given opportunity to acquire license when Commonwealth offer testing.

b. Transfer Station

Town Counsel, the Economic Development/Planning Director, the DPW Operations Manager, and the acting Town Manager have reviewed the amended Agreement with Ameresco concerning the Solar installation on the landfill. Ameresco has accepted the Town's amendments. In addition to the income received, the Town will be able to piggyback on Ameresco's 3 phase electrical lines, thus saving the Town installation costs and from having to cross wetlands. The already funded drafting of plans and engineering documents will proceed.

c. Bridges & Culverts

- Round Pond
 - All permits are in place.
 - Town Funding - \$750,000
 - Bid (June 2020)- \$100,000-\$150,000 over funding
 - ReBid (February 2021)
- Wheelock
 - Environmental permit pending
 - Funding Ch. 90 & Grant
 - Bid
- Broadmeadow
 - Temporary repairs in place
 - Engineering 25% complete
 - Estimated costs - \$100,000
- Brightside
 - Engineering 25% complete
 - Estimated costs - \$100,000 +
- West Main
 - Temporary repairs in place
 - VHB drafting grant documents
 - Engineering Survey

III) OTHER ISSUES

A. Town Center Clock

The Clock has been installed. It is truly impressive. The Redevelopment Authority must be congratulated for its efforts. The Authority is planning a formal ribbon cutting and transfer of ownership. The HR Administrator is coordinating the event. The HR Administrator, the Town Manager's Office, the School Department, and the Economic Development and Planning Office will coordinate with the Authority to make this a great occasion. (see attached email.)

B. Veterans Memorial – Artillery

The wheels were crated and shipped to the artisan for repair (Amishcraft, Stevens PA). The vendor expects to finish repairs by mid-January.

C. Neighborhood Concerns

ATM has toured areas of concern. The Building Inspector is proceeding against certain violators.

175 West Main Street – ATM, Police Chief, Building Inspector and Health Agent have met and conferred with Town Counsel. Cease and Desist Orders have been delivered to property owner and tenant concerning violations of Occupancy Permit. It is our understanding that the Halloween event has been cancelled.

Stratford Village – The Building Inspector has been informed that the bulkhead/drainage water issue has been resolved. Landscaping issues are being resolved.

158 Wheelock – The Building Inspector and Town Counsel are proceeding through litigation.

Beach Street – The Building Inspector has forwarded background information to Town Counsel. They will confer and develop an action plan.

IV) Promotion and Postings

1. Public Safety Dispatcher- interviews completed- references being checked
2. Board of Health General Clerk- interviews completed- references being checked
3. Sewer Department Working Foreman- job posted internally 10/22/2020
4. Finance Director- Preliminary interview 10/26/20

DATES TO REMEMBER

EARLY VOTING STATE ELECTION

CONTINUED:

~~10-24-2020 2PM TO 8PM~~

~~10-25-2020 10AM TO 2PM~~

~~10-26-2020 9AM TO 4PM~~

~~10-27-2020 9AM TO 6PM~~

10-28-2020 9AM TO 4PM

10-29-2020 9AM TO 4PM

10-30-2020 9AM TO 4PM