

**TOWN OF MILLBURY
BOARD OF SELECTMEN MINUTES
SELECTMEN MEETING ROOM**

October 23, 2018

RECEIVED
TOWN CLERK
6:30 pm

Selectmen Present: Chairman Jon Adams, Vice-Chairman Mary Krumsiek, Scott Despres, Katie McKenna, Chris Naff, Town Manager David Marciello and other concerned citizens

7:10 PM Regular Session Begin

Police Chief Desorcy and Fire Chief Hamilton wanted to remind everyone about the Food Drive that will be held at Goretti's on Saturday, November 10, 2018 8-12AM.

Clearview Country Club- Clearview Development Committee will be hosting an Open house on Sunday, November 4, 2018 12-4 pm

7:16 PM Tax Classification Hearing-Chairman Adams read the notice into record, seconded by Selectman McKenna. Motion carried.

Roll call to open the public hearing – all “Aye”

Chairman of the Board of Assessors, Jude Cristo spoke. He presented a single tax rate. The rate would be \$15.86 per thousand.

Motion to close the public hearing made by Chairman Adams, seconded by Selectman McKenna. Motion carried unanimously.

Motion to keep a single tax rate made by Selectman Krumsiek, seconded by Selectman Despres. Motion carried unanimously.

7:27 PM - The Shaw School Feasibility Study-Jennifer Nietupski Chairperson of the Millbury School Committee presented an update on The R. E. Shaw Elementary School. A meeting is scheduled for November 15, 2018 at 6:30 pm at the R.E. Shaw School.

7:45 PM- Motion to approve the Assumption School 5K Color Run by Selectman Krumsiek, seconded by Selectman Despres. Motion carried unanimously.

7:46 PM- Discussion on Fee for paper Building Permit- Building Inspector Paul Stringham. Item #1 “Zoning Letter of Determination” Proposed New Fee-\$50

This fee would cover specific technical reports given to lenders and developers

Motion made by Selectman Despres, Seconded by Selectman McKenna-Voted No by Selectman Krumsiek, and Selectman Naff. Yes by Chairman Adams, Selectman Despres, Selectman McKenna.

Motion carried 3-2.

Item #2 To amend current line item entitled “Occupancy Inspection” by including the following text:-/+ Commercial Tenant Fit Out with NO ALTERATIONS.

Paul mentioned that this change provides clarity and an option that is both fair and equitable.

Motion made by Selectman Krumsiek, seconded by Selectman Naff. Motion carried unanimously.

Item #3 To amend the Fee Schedule by adding the following new notation: “Any paper permit application sent by mail or dropped off in person and declines to utilize our online permitting system shall be assessed a surcharge in the amount of \$25,00”

Charge of \$25 to tradesman that do not use our computerized new process.

Motion made by Selectman Despres, seconded by no one. Motion to “table “Item#3.

8:09 PM- One Day Liquor License for Asa Waters for Marie’s Catering

Motion made by Selectman Krumsiek, seconded by Selectman Despres. Motion carried unanimously.

8:10PM – John McElroy Updates on Asa Waters Events

John presented a Profit & Loss Statement FY 2018, went over upcoming events scheduled at the mansion, explained the partnership that Asa Waters Mansion & Nichols College now has. He also talked about the Master Plan which includes upgrades, renovations, new programs & grant opportunities.

8:23 PM-Route 146 Southbound access to Sycamore St west be temporarily closed.

Per Mr Stephen Shamoian, resident engineer for MA DOT, has requested that the Route 146 southbound access to Sycamore St west be temporarily closed. Motion made by Selectman Krumsiek, Seconded by Selectman Naff, Motion carried unanimously.

8:37 PM -Discuss to schedule a meeting on October 25, 2018 to close the warrant. Meeting on October 30, 31 or November 1, 2018 to approve & sign the warrant.

Meeting was scheduled in the small conference room at 6 pm on October 25, 2018.

Meeting scheduled on November 1, 2018 at the Library Conference Room at 6:45 PM.

8:43 PM Chairman Adams called a recess.

8:46 PM Chairman Adams returned and resumed regular session.

Town Manager Report

See attached

Reminder of the “Parade of Ghouls” on October 31, 2018 at 10:30 at Town Hall

Previous Minutes:

Motion made by Selectman Despres, seconded by Selectman Krumsiek to approve the minutes of the September 25, 2018 and October 9, 2018 Selectmen Meeting.

Motion carried unanimously.

8:50 PM Old Business Dog “Paisley” update-Scheduled a Public Hearing for November 1, 2018. Mark Tetreault of 25 Linda Ave is noncompliance with the September 15, 2018 Order.

9:06 PM Greenwood St Trucking Restriction -J H Lynch was contacted and asked to remind their drivers not to right out of their driveway. Also there is a police presence near the Greenwood St park for speeding cars.

Dates To Remember

November 8, 2018- Veterans Day Activities to honor veterans 8:30 AM at Elmwood, 10:00 AM at Shaw

November 9, 2018- Veterans Day Activities to honor veterans 8:30 AM at Millbury High School

November 10, 2018-Millbury Music & Performing Arts Mattress Fundraiser at Millbury High School 10-5

On a Good Note

Pinning ceremony for Officer Timothy J Dean- Tuesday October 30, 2018 at 6 PM at the Police station.

Citizen Feedback

Johnathan Magsino spoke about the Peter Pan bus service will be eliminating service from Millbury to Boston. He uses their service everyday and the bus drops him off right in front of his job. He said it is clean, quick and has wi-fi.

Mail

Letter from the Town Planner- Laurie Connors regarding donations for the Millbury Center Beautification Initiative.

Letter from Fire Chief Richard Hamilton regarding a donation for the Fire Department.

Letter from Chief Desorcy regarding a donation to the Millbury Police Department K-9 Unit.

Motion to accept the donations made by Chairman Despres, 2nd by Chairman Naff. Motion carried unanimously.

Motion to adjourn by Chairman Naff at 9:17 pm, seconded by Selectman Krumsiek. Motion carried unanimously.

Respectfully submitted,

Amy Fleming, Secretary

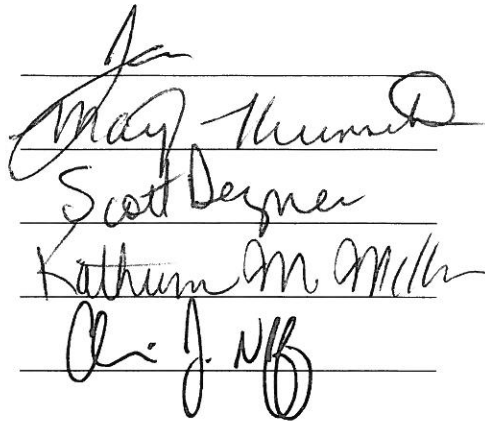
Jon A. Adams

Mary Krumsiek

Scott Despres

Katie McKenna

Chris Naff

Handwritten signatures of the five selectmen, each on a horizontal line. From top to bottom: Jon A. Adams, Mary Krumsiek, Scott Despres, Katie McKenna, and Chris Naff.

Memorandum

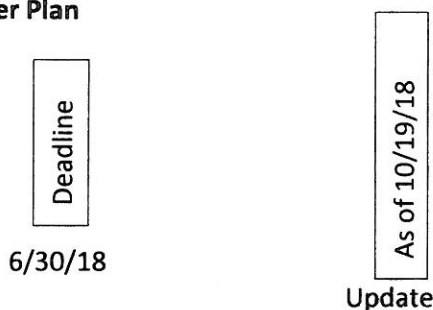
To: BOS
From: DJM
Date: 10/19/18
RE: Town Manager's Report

Appointments:

- See Agenda for appointments

T.M. Goals and Objectives:

2) Master Plan



Town Planner, Laurie Connors, has hired a master's candidate intern to assist her with the Open Space portion of the Master Plan. The intern is going to be working closely with the Master Plan consultants and will be directed and supervised by Ms. Connors. This is a temporary position which runs concurrently with this academic year and it is being funded through a grant at little to no cost to the Town other than human capital (supervision etc).

This hire is one piece of our larger plan to allocate resources into areas of need with little to no tax funding and to also direct scarce resources into areas based - not solely on need – but also based on the likelihood that the efforts will have a positive return on investment. This macroeconomic approach will allow me to net positive gains so that we can defer the overall costs of government in the aggregate. My intent is (where and when appropriate) to put resources into areas that have a positive ROI such as economic development, grant research and grant administration so that, in the aggregate, we can defer the overall costs of government. Government by definition and design produces a net loss. We tax and offer a service: We don't build a product and create profit based on economic models. That being the case, there are areas of government that CAN and SHOULD make a profit so that the other areas' losses can be offset. I believe these are examples of such areas.

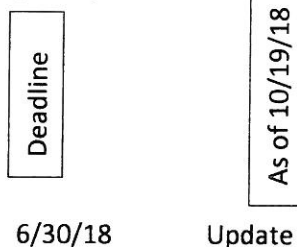
The above described model of operationalizing outside resources to the Town's benefit / gain is not the first time we utilized this approach. To the contrary, we partnered with Bridgewater State University and their MPA Capstone class. In that effort, an entire Masters in Public Administration class worked an entire semester on behalf of the Town at no cost. Their project was a scientifically-developed and administered survey which garnered a 19% participatory rate. In the industry, 19% is considered extraordinarily high. This survey guided the direction for the public forum portion of the next phase. Not only was this crucial scientifically-generated data, it was at no cost to the Town. More importantly, their efforts gave the consultants a scientific model not a rudimentary off-the- shelf "survey monkey" or

Town Manager's Report for the 10/23/18 BOS Meeting

guesses or assumptions. This scientifically-designed data-set was something that the Town could not have otherwise afforded. This crucial information produced accurate modeling and data-sets which then allowed the consultants to mold directed questions for the citizens at the open forums. Without these data-sets, the consultants would have had to make huge assumptions and guesses instead of having actually knowledge of what the citizens want based upon scientifically generated quantitative and qualitative data analysis. We are operationalizing this approach with every opportunity that we can and another example of this model is being put to use at the Mansion.

John McElroy will present a report to the BOS which outlines his strategic plan to make the Mansion 100% sustainable and potentially a net positive within a very obtainable short term. The way that he is intending on getting there is that he will operationalize college resources to scrutinize and analyze the Mansion as a resource unto itself. They will determine what he has and what he needs to do/be to become 100% sustainable within a short period of time. The second phase of his plan is going to be an operational guide to achieving that plan and the third phase is going to be to implement the plan. John will discuss this plan with the Board in great detail at the BOS meeting.

6) Fees Audit Partially Completed



The planner and BI have before you for this meeting a request to approve an administrative fee for permit applications presented in paper form. The intent of the electronic permitting system is to streamline the process and to reduce administrative costs. However, we are seeing repeatedly some contractors who refuse to apply electronically. This requires staff to manually input the information. By charging an administrative cost it is the hope that it incentivizes these contractors to file electronically. If it does not, and they still insist to file their permit in paper form, it at least it defrays the costs of our efforts. This administrative fee has been approved by the AG and is used by almost every jurisdiction for the same purpose as just listed.

IT MUST BE NOTED THAT IN SITUATIONS WHERE IT IS DEEMED APPROPRIATE, THE STAFF WILL CONTINUE TO ASSIST AND/OR WILL MANUALLY INPUT THE INFORMATION FOR THE APPLICANT, JUST AS THEY ALWAYS HAVE. MOREOVER, THE BUILDING DEPARTMENT, WHERE APPROPRIATE, WILL NOT COLLECT THE ADMINSTRATIVE FEE IN THESE SITUATIONS.

The Board can set these parameters where fees can be waived, IN EXAMPLE....

- no waiver for commercial or professionals in the trade - entities such as contractors
- waivers for Millbury residents who meet the above criteria, only
- waivers are 100% at the discretion of the B/I
- Fees may be appealable to the hearings officer

Town Manager's Report for the 10/23/18 BOS Meeting

8) 40 U Determination

NO Update

Deadline

As of 10/5/18

9) New Viable Revenue Sources

Deadline

As of 10/19/18

6/30/18

Update

In addition to MedMen, two more pilot programs are being negotiated.

10) Credentialed And Certified Manager

Deadline

As of 10/5/18

No deadline

NO UPDATE

**ICMA - Nationally:
Massachusetts:**

Logistics: UPDATE

- Please see the attached letter to Atty Falk from the B/I. We are about to begin the Town Office Building roof-repair project.

Town Manager's Report for the 10/23/18 BOS Meeting

Logistics: continued –

In 22 months I have:

UTILIZING EXISTING OPERATIONAL BUDGETS: - no adl funding requested or necessary

- Repaired the Town Office Building stairs which were in such poor condition that the B/I wanted to close off access to them. These repairs were years overdue.
- Installed / updated lighting in the front of the Town Office Building – again years overdue
- Had constructed 3 offices inside of the building
- Updated and installed phone and internet connections in the Town Office Building

UTILIZING CAPITAL REPAIR WARRANT BUDGET – \$20,000

- Commissioned an Infrared Moisture Survey Scan to determine source of the leaky roof
- Bid-out repair of the leaking roof – within budget -

UTILIZING 2019 ROAD PROJECT FUNDING

- Repaired the Town Office Building front parking lot, driveway and crosswalks
- Corrected ADA accessibility issues at the Town Office Building
- Made-up the difference \$\$ necessary to complete the Asa Waters handicap parking mandate
 - **“2018 snow and ice events after action report”** No update
 - **Municipal Lot:** No Update
 - **TIP Project – McCracken** Update See attached timeline
 - **MS4** No Updates
 - **Dam Updates:** No Update

Cell Overlay No update

Handicap Ramps and other Disability Committee Issues: No Update

Webpage: No Update

Grants:

There are various grants in the works and/or were already awarded: CONTINUING - ONGOING

40U: I will reevaluate this for fy20 ATM

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Budgets / Financial / Economic Development: UPDATE

- A Vanni, J O'Connell, G Myers, R Bedard and I are scheduled to meet 10/29
- Reliant is vacating their building ahead of their earlier announced timeframe. They will be gone by mid November. I have already been in contact and begun discussions with Blackstone Valley Chamber of Commerce, Jeannie Herbert. We have an ongoing dialog on this property and she is marketing it to prospective suitors based on these discussions. Likewise, Laurie and I have been discussing various possibilities for marketing this location as well.

Regional inventory / collaborative efforts between towns: NO UPDATE

Meetings of Note and out of the office:

10/22 Small Necessities Leave as noted in my notice given to the BOS 10/9 – have to leave at 1pm

10/23 thru -25 Amy Fleming with be attending the first 3 MCPPO certification courses

10/24 – potential deposition: Out all day – Rehoboth v REPAC-
I have been subpoenaed to testify in the Scicicia case in Worcester Superior Ct. on the 29th. I have likewise been subpoenaed to testify on the same day in a separate court (Boston) Rehoboth v REPAC (My former Town) The 2 attorneys are trying to work out an agreement where I could be deposed on the 24th for Rehoboth and testify in Worcester for Millbury on the 29th

10/29 Scicicia v Millbury – Worcester Superior Ct.

10/31 Dentist Apt – Be in around 9ish

10/31 **REMINDER – THE PARADE OF GOULES AT THE TOWN OFFICE BUILDING –
IT'S USUALLY AROUND 11 AM ISH.. CHECK IN WITH US TO CONFIRM WHEN THE KIDS
WILL BE COMING BY.... IF YOU PARTICIPATE, YOU ARE EXPECTED TO BRING CANDY
AND HAND IT OUT... IT IS ALSO FUN IF YOU DRESS UP IN A COSTUME... WEAR A
WITCH'S HAT OR GLASSES / NOSE /MUSTACE ETC.**

On the Radar:

Organizational And/ Or Operations Restructuring

Organizational Chart – Org changes: UPDATE

We are looking at additional org changes. We are weighing the pros/cons/ efficiencies and making determinations. If/when we have a determination as to the cost/benefit, we will make the announcements.