

**TOWN OF MILLBURY  
BOARD OF SELECTMEN MINUTES  
Millbury Public Library**

**February 25, 2020**

**7:00 PM**

Selectmen Present: Chairman Jon Adams, Vice-Chairman Mary Krumsiek, Katie McKenna, Scott Despres, Chris Naff, and Acting Town Manager James Kelley

**Pledge of Allegiance**

7:02 PM Citizens Speak- Jen Nietupski, Chairman of the School Committee of 1 Victoria Terr wanted to remind everyone there was a Public Hearing on the school's FY21 Budget tomorrow night at the High School Media Room.

Review Open Meeting Law complaint from Patrick Higgins submitted on February 11, 2020 concerning the approval of minutes at the Board's January 14, 2020 meeting.

Chairman Adams read the complaint and reminded staff that meeting minutes must be provided to the Board for approval within the next three meetings or within 30 days, whichever is later. In addition, the Acting Town Manager and the Town Clerk are working with Town Counsel to schedule an Open Meeting Law training session for the Chairs of the Town's various public bodies and the professional staff that supports the Town's boards and committees. Since there was no comments, questions or objections from Board members Chairman Adams stated he will work with Town Counsel to finalize the response letter.

7:05 PM Jaurice Schwartz, PE and Frank Occhipinti, PE of Weston & Sampson -Stormwater Enterprise Fund

Jaurice started the presentation with a background of the "Municipal Separate Storm Sewer System", went over What is an MS4?, MS4 Permit Intent, Regulatory Requirements: MS4 Permit Compliance, 2016 MS4 Permit Requirements, Millbury's Estimated MS4 Budgetary Needs, Other Municipal Stormwater Needs, Capital Improvement Planning, CIP Goals, Capital Improvement Planning, CIP Goals, Millbury's Stormwater System, Stormwater CIP Development, Stormwater CIP Components, Millbury's Existing/Future Funding sources, Financing Mechanisms, Stormwater Enterprise Fund, Stormwater Enterprise Funds Nationwide, Stormwater Fees in MA, Steps to set up a Stormwater Enterprise, Stormwater Enterprise Fee System, Stormwater Fee Structuring, and Example Stormwater Fee Evolution.

7:40 PM Acceptance of the intent to lay out of the following Roadways: Autumn Gate Circle and a portion of Skyview Drive

Motion to Open the meeting was made by Selectman Krumsiek, 2<sup>nd</sup> by Selectman Despres Motion carried unanimously

Discussion with The Planner, Gary Nelson- Sewer commissioner, DPW Supervisor, Mr. Gallo the developer and his Atty ensued.

## Selectmen Meeting

Motion to layout Skyview Drive, situated north of Oak Pond Avenue in the northeastern section of the Town of Millbury. Said roadway shown on a plan entitled "Acceptance Plan 'Skyview Drive', Casa Verde Villages, Station 0+00 to Station 16+44.74, Millbury, MA", prepared by GLM Engineering Consultants Inc., dated August 20, 2019, revised October 10, 2020.made by Selectman Krumsiek , 2<sup>nd</sup> by Selectman McKenna. Motion carried unanimously

Motion to lay out Autumn Gate Circle, situated south of Grafton Street in the eastern section of the Town of Millbury. Said roadway is shown on a plan entitled "Acceptance Plan, Autumn Gate Circle, Millbury, MA", prepared by HS&T Group, Inc., dated January 23, 2020 conditional upon the installation of bounds and the satisfactory address of the Sewer Commission's concerns relative to the operating condition of the sewer pump station made by Selectman Krumsiek , 2<sup>nd</sup> by Selectman McKenna. Motion carried unanimously

8:08 PM Joint Board of Selectmen and School Committee To Fill Vacancy in School Committee-Nicholas Lazzaro

Jen Nietupski, Chairperson of the Millbury School Committee opened her meeting and spoke about Nick and his many accomplishments.

In a Joint Motion with the School Committee and the Board appointed Nick Lazzarro to fill a vacancy on the School Committee until the annual town election by Selectman Despres, 2<sup>nd</sup> by Selectman McKenna. Motion carried unanimously.

8:20 PM Justine Caggiano, Human Resources Administrator

Justine talked about Recruitment, being the Wellness Coordinator, Safety, Veterans, Budget, Insurance, Special Projects and other issues that she is involved in.

Chairman Adams asked the status of a DPW Director? Justine stated they were on the 2<sup>nd</sup> round of interviews and a background check. He then asked about the COA? She stated the offer was declined and has not been reposted.

Selectman Krumsiek asked about the Clerk's & Police Union negotiations?

Mr. Kelley stated they will address this issue at the next meeting in Executive Session.

Selectman Despres asked What is your 5 year plan? Justine stated that her job has evolved and that she hopes to be working for the Town of Millbury in some capacity.

8:30 PM Common Victualler License-Timothy Jay Sweets-97 Elm St -Anthony Perham  
Selectman Naff

Selectman Naff excused himself from the vote.

Selectman Despres asked Why Millbury? Timothy Benoit stated they wanted to be the corner bakery and be a part of the town.

Selectman Krumsiek asked when will they open?

Anthony stated a soft opening would be on March 7<sup>th</sup> and then a Grand Opening a week later.

## Selectmen Meeting

Motion to approve the Common Victualler License-Timothy Jay Sweets-97 Elm St was made by Selectman Krumsiek, 2<sup>nd</sup> by Selectman Despres Motion carried unanimously.4-0

8:34 PM Ann Dallair, Library Director

Ann spoke about some the library accomplishments which includes Programming, Partnerships, Technology, Staff, Grants, Goals working with the Library Board and Sub Committees, New Library Hours, and future Goals.

Tracey Graham , Children's Young Adult Librarian

Tracey went over her Goals since November, Outreach Accomplishments, Programming Accomplishments, and her Future Goals.

Chairman Adams asked if they were planning an unplugged series?

Tracey stated she is getting geared up for the Summer Reading Program

8:50 PM Jeff Raymond, Historical Commission

Jeff stated he would like to speak as a Library Trustee first. He personally wanted to give a shout out to the staff -it has been 1 year since Liz left and they are the heartbeat of this building. Next he spoke about the Historical Commission-they haven't met in a year and he stated he needs help and is asking for members

Selectman Naff stated that when applying for some grants the Town is required to have a Historical Commission

Selectman Despres asked about the Historical Society.

Jeff stated there is no official relationship between the two.

Approve Little League Parade- April 26, 2018 at 12:00pm

Motion to approve the Little League Parade subject to approval of Police, Fire and DPW by Selectman Krumsiek, 2<sup>nd</sup> by Selectman Despres. Motion carried unanimously

Junk Dealers License-Guitar Center

Motion to approve the Junk Dealers License by Selectman Krumsiek, 2<sup>nd</sup> by Selectman Despres. Motion carried unanimously

Review Town Manager Job Description

HR approved the Town Manager Job Description.

Selectman Despres asked How is it different from the previous one?

Chairman Adams stated there was not one before

Selectman McKenna asked if it was run by Town Counsel and if wording from the charter was included?

Chairman Adams stated originally it did not have wording from the charter included but he had HR add it in.

Town Manager Screening Committee To Authorize an expenditure for a Vendor- Andrea Warpula & Kaye Peltier

Selectman Krumsiek asked What is the timeline?

Kaye stated 150 days

## Selectmen Meeting

Motion to support the Town Manager Screening Committee decision to move forward with the Search Firm by Selectman Krumsiek, 2<sup>nd</sup> by Selectman Despres. Motion carried unanimously

### 9:25 PM Discussion on Recycling

Mr. Kelley stated Casella will be coming in for a meet and greet and if the Board had any questions or concerns to let him know and he will relay them.

The DPW Supervisor stated they are looking at 3-4 compactors and the trucking costs are killing us.

Selectman McKenna stated there will be a learning curve and we will have to reeducate the public.

### 9:35 PM Appoint Katie McKenna to the Recycling Education Committee

Mr. Kelley appointed Katie McKenna to the Recycling Education Committee

### Discussion to Increase Tax Exemptions

Mr. Kelley stated he would like to increase each tax exemption by 20% across the board and have an Article to lower the age from 70 to 65 for the elderly exemption.

Chairman Adams stated to put it on for the March 10<sup>th</sup> meeting agenda.

### Budget Briefing

Mr. Kelley stated the Budget is balanced and asked the Board when do they want the special Meeting to discuss the Budget? Chairman Adams stated March 19 at 6 PM.

### Public Safety Building Siting Committee

Chief Desorcy stated this is nothing new and then proceeded to talk about all the issues with the current police station. He went into detail about how the modern equipment is not compatible with the old equipment, the generator, and radon issues.

Chief Hamilton handed out a document with the issues of the existing fire headquarters. Chairman Adams asked both buildings is it feasible? There was discussion with both Chiefs, the Board and the Acting Town Manager. The Board asked that in two meeting for Mr. Kelley to bring numbers and options

### 10:30 PM Acting Town Manager Report

Motion to authorize the Acting Town Manager to submit funding articles at the March 6, 2020 deadline subject to the approval by the Board for those articles prior to the close of the warrant on April 7, 2020 by Selectman Krumsiek, 2<sup>nd</sup> by Selectman Naff. Motion carried unanimously. Acting Town Manager report attached.

### Previous Minutes

Motion to approve the Minutes of January 14, 2020 by Selectman Krumsiek, 2<sup>nd</sup> by Selectman Naff. Motion carried unanimously

Motion to approve the Minutes of January 28, 2020 by Selectman Krumsiek, 2<sup>nd</sup> by Selectman Naff. Motion carried unanimously

## Selectmen Meeting

### Dates to Remember

Selectman Despres read the dates to remember-See Attached List and reminded everyone that eventhough the weather is great Stay Off of the Ice-It is Not Safe!

### Mail

Motion to approve the Donation Letter from the Fire Dept by Selectman Despres, 2<sup>nd</sup> by Selectman McKenna. Motion carried unanimously

10:40 PM Motion made by Selectman Krumsiek to Adjourn the Meeting 2<sup>nd</sup> by Selectman Naff  
Motion carried unanimously

Respectfully submitted,

Amy Fleming, Secretary

Jon Adams

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Mary Krumsiek

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Scott Despres

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Katie McKenna

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Chris Naff

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These Minutes were approved at the April 7, 2020 Board of Selectmen Meeting. Signatures will be affixed after the State of Emergency.