

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

May 8, 2018

7:00 pm

2018 MAY 23 PM 4:32

Selectmen Present: Chairman Jon Adams, Vice-Chairman Mary Krumsiek, Scott Despres, Jon Adams, Katie McKenna, Chris Naff, Acting Town Manager James Kelley, Fred Moseley, Paul DiCicco, Jennifer Nietupski, Karen Peltier, Steve Balistreri-*Millbury Sutton Chronicle*, and other concerned citizens

Chairman Adams welcomed Katie McKenna and Chris Naff to the Board. He announced that Scott Despres is the clerk, Mary Krumsiek is the Vice-Chairman, and he is the Chairman. They look forward to a new year and getting a lot of things done. Mr. Marciello is on vacation and Jamie Kelley, HR Director is Acting Town Manager.

**Open Meeting Law Complaint filed by Karen Peltier-March 17, 2018 meeting**

Chairman Adams provided an overview of the allegations of an open meeting law violation filed by Karen Peltier and announced there will be no discussion on the matter.

- a. The March 27 meeting notice was updated less than 48 hours prior to the meeting.
- b. The March 27 meeting notice and an updated notice did not contain time stamps indicating when the notices were posted.

Chairman Adams said that counsel determined that both meeting notices were posted more than 48 hours before the meeting, but that the lack of a time stamp on the notices was a technical violation of the OML, although outside the control of the Board. Counsel does not recommend that the Board needs to nullify its actions from March 27, but the Board should request that the Town Clerk's Office take steps to ensure that meeting notices contain the date and time of the posting. No questions were asked.

Motion made by Selectman Krumsiek to approve the response letter and authorize the chairman to file a response and to give recommendation to the clerk's office, seconded by Selectman McKenna.

Motion carried unanimously.

**Fernandez Auto 519 Southwest Cutoff- Class II License Renewal. -Martha Fernandez**

Her daughter was ill and had open heart surgery; now she is better and she would like to continue her business.

Selectman Despres asked what the 2 cars are on the lot currently? They belonged to the past owner and she has asked him to remove them.

Chairman Adams asked if she is the person who will be running the business. She will.

Motion made by Selectman Despres to grant license contingent upon the Building Inspector and Board of Health inspections, seconded by Selectman Krumsiek.

Motion carried unanimously.

**Laurie Connors- Town Planner-**

The complete streets program is a plan that takes into account all types of transportation, bikers, walkers, motorcycles, cars, etc. and try to move all of the vehicles through as quickly as possible. In Millbury we require sidewalks on one side of the street in subdivisions, we have ADA compatible ramps, but some only on one sidewalk and not on the other. We are looking to make improvements to Elm & Main streets; the lower common, including the little common; we are trying to make the center more appealing for businesses and residents to come to the center. In order to receive the \$400,000 in grants, we need a complete streets policy. She is waiting for another \$20,000 grant for CMRPC to assess our networks and do mapping.

Highlights of the policy are: maximum extent practical-we will not make every single road in Millbury adhere to the complete streets; users of all persons of ages and income levels; incorporated in all publicly and privately funded projects (new designs only; not maintenance projects); striping is an easy and cheap way to accomplish this.

She suspects that this program will run for many years; she thinks there will be more competitive grants available but we also have to think of other ways to fund this.

Chairman Adams asked for the metrics; it will have developed by the complete streets committee as a way to measure success. He then asked what we are required to do based on our mileage.

Ms. Connors said that the policy does not commit them to anything;

We did receive the DEP grant for engineering of the downtown area. The design will be paid for by a grant, Ch.90 money and sewer enterprise money. The design has to be completed by October in order to apply for construction money.

Selectman Naff asked how much of the \$900,000 project will be covered by grants? She is hopeful to get \$800,000 in grants; the town had to commit \$100,000. He then asked what effect will it have on parking? It will be parking neutral.

Selectman Despres asked if she met with other boards/committees about this. She did, she met with the RAC and the Redevelopment Authority. She asked the redevelopment authority to hold off on placing the clock as it will have to be removed within six months. She also met with the business in the area for visioning sessions.

The master plan is very much underway; we received a 19% response rate, which is incredible for that kind of survey; it is in the process of being tabulated by Bridgewater State university for free and then will give us an analysis of those results at June 5, 2018 at 7:00 pm at the senior center; there will be babysitting services and refreshments. We will then refine the visions and needs of the town. Please come as the employees are looking for input.

Last we received a \$155,000 grant for the solar car port installed at the sewer department; that will power mini splits in the sewer admin building. She has completed the solar RFP to lease land at the landfill and sewer land.

Chairman Adams asked if there is someone required to remove the solar panels? As part of all solar installations, there is a projected cost of removal which needs to be a performance guarantee, in this case cash. The lease will be for a 20-year terms, the panels are good for 30 years.

Chairman Adams asked if the master plan will contain zoning changes. Yes, but recently we zoned commercial industrial areas.

**Fred Mosely- Roadway Advisory Committee-** their concern is that over the past year that there is a difference of opinion in the rolls of the Roadway Advisory Committee and the new administration. We were told in a meeting with the Manager that there would be a \$5million override for roads; they assigned roads to each member to research the roads and then had to find out later that the override was not going to be utilized. Then they found out that a roadway plan was put forth without their recommendations or ratings. If the committee isn't going to be utilized then they can be disbanded. They got no information.

Chairman Adams said that he waves the flag for the RAC and he believes the roads that they are completing was from the list done by the RAC.

The RAC has put a lot of work into this, including weekends and they would like to know if they want to be used, they did not endorse a road program. Engineering costs and drainage need to be factored in. He also has concerns about the McCracken Rd. TIP project; we have property acquisitions that need to be done as well as engineering before 2020. Selectman Krumsiek said that she went to the hearing on the TIP project. Chairman Adams said that we are on task for the TIP project.

Selectman Despres asked when this charge was developed and if they need it changed at all? 2007; they just need more communication. Did you work with any previous manager? Yes, they worked well-the new administration needs to give them information.

Selectman Naff asked if they can get the Manager, the DPW Director and the RAC together to get them back on the same page.

Chairman Adams said that he wants to meet with the DPW Director and Manager to see where we want this to go. Selectman Krumsiek asked if they had issues with the roads that are being done this year? No, but they might have had prioritized some of the roads differently.

**DPW Director-Keith Nastasia** said that we are at 25% design is approved; we are right on target for the TIP project. Mr. Nastasia said that he put this plan together by looking at all 40 streets himself; he said that it is better to have the roads all together instead of paying contractors to move equipment.

Selectman Despres asked if we need this committee? Their advice has value.

**Common Victualler License-Kai Mook Corp.- 3 Howe Ave. Varangkana Tipjariyaudom**  
Motion made by Selectman Krumsiek to approve the Common Victualler License for Kai Mook Corp, seconded by Selectman Despres.

Motion carried unanimously.

**Change of Name-Herb Chambers-2 Latti Farm Road**

Motion made by Selectman Despres to change the name of from Herb Chambers of Millbury, Inc. DBA Herb Chambers Chrysler Jeep Dodge to Herb Chambers of Millbury, Inc. DBA Herb Chambers Chrysler Dodge Jeep Ram Fiat of Millbury, seconded by Selectman Krumsiek.

Motion carried unanimously.

**Ratification of Voluntary Recognition**

Mr. Kelley said that this is a midterm agreement between the union and the town; the assessor's office is looking for an employee who can look at the properties and input the information. The union had no problem with it, as well as the Assistant Assessor, there is no change in money or hours.

Motion to ratify the agreement made by Selectman Krumsiek, seconded by Selectman Naff.  
Motion carried unanimously.

**Change of Corporate Name-G. Habib E., Inc. to HM & G, Inc. Sam's Gas-60 Main St.**

Motion made by Selectman Despres to change the name of G. Habib E., Inc., DBA Sam's Gas to HM & G, Inc. DBA Sam's Gas seconded by Selectman Krumsiek.

Motion carried unanimously.

**Town Manager Report by Acting Town Manager James Kelley**

Mr. Marciello is appointing Daniel Gale to the Financial Manager Planning Committee

Motion made by Selectman Despres, seconded by Selectman Krumsiek to concur with the appointment.

Motion carried unanimously.

**Previous Minutes:**

Motion to approve the minutes of the April 2, 2018 Selectmen Meeting made by Selectman Despres, seconded by Selectman Krumsiek.

Motion carried unanimously.

Motion to approve the minutes of the April 10, 2018 Selectmen Meeting with correction (best interest of the town) made by Selectman Despres, seconded by Selectman Krumsiek.

Motion carried unanimously.

Motion to approve the minutes of the May 1, 2018 Selectmen Meeting made by Selectman Despres, seconded by Selectman Krumsiek with correction (Cristo to McKenna).

Motion carried unanimously.

**Old Business:**

**Recycling Center Discussion-Rules & Regulations**

Chairman Adams said at the last meeting there was a vote to keep the sticker prices the same. Today's vote will be on the Rules & Regulations and associated fees.

Chairman Adams met with DPW Director and the Town Clerk regarding some recommendations.

CRT's – from \$15 to \$20. Selectman Krumsiek said that it costs us .19/lb to get rid of.

Selectman Despres said that the selectmen asked for information and it wasn't given to them. He wants to know how much furniture is brought in.

Selectman Naff wants to see a proper accounting of the transfer station.

Motion to keep all current transfer station fees the same made by Selectman Despres, seconded by Selectman McKenna.

Motion carried unanimously.

Motion to accept the Rules and Regulations with fees staying the same as voted by the board made by Selectman Despres, seconded by Selectman Krumsiek.

Motion carried unanimously.

The HR Director gave us a lot of paperwork to look over regarding goals/objectives for the town manager. Mr. Kelley will send the evaluation completed by the previous board for review; your task is complete

Selectman Despres said that we have now had 2 reviews of the town manager; in June they put together 10 goals and objectives that the manager would be reviewed on this June. Are we not going to review any of that and starting over? Do we do this review annually or yearly?

Chairman Adams wants to review him on the June goals and objectives in June; then start with goals from this June to January and start on a yearly review. Mr. Kelley suggested also reviewing on a fiscal year basis. Any of these changes need to be agreed to by the manager.

We can do a review on the goals/objectives in June.

Selectman Krumsiek wanted to put on the radar to form the charter review committee.

The Charter Review Committee shall consist of 2 people appointed by the Selectmen, the School Committee and the Finance Committee and three people by the Town Moderator.

Selectman Krumsiek would like to move Citizens Speak to the beginning of the meeting.

Selectman Despres would like the Chairman to consider letting people speak at the end of the meeting as well.

Karen Peltier asked if the selectmen have any by-laws or have an agenda

Chairman Adams would like it on the next meeting so we can have a proper agenda item to vote on.

**Dates to Remember:**

Brush Chipping on May 12, 2018 is cancelled

Saturday May 12th from 8 AM to 12 Noon Brush Chipping at the DPW Garage,  
137 Providence Street

Saturday May 12th from 8 to 11 AM -6th Annual Document Shredding & Electronics  
Recycling Event to benefit the Owen E Carrigan Sports Scholarship & Memorial  
Fund at Ray's True Value

Sunday May 20th at 6:45 AM First Annual Golf Tournament fundraiser for the  
Charles F Minney VFW Post 3329

May 20<sup>th</sup> Food Truck Festival at Windle Field for the Redevelopment Authority

May 21, 2018 the elementary schools Elmwood at 8:30 and Shaw at 10:00 am Memorial Day  
Programs.

**On a Good Note:**

Our Municipal Aggregation program with Good Energy is saving its members money. Ngrid rate as of November 1<sup>st</sup> will be 12.673, our rate is 10.130.

**Mail**

Letter from Tim Cluett regarding a \$250.00 from the Belfont House, Inc. to the Youth Commission.

Motion to accept the donation made by Selectman Despres, seconded by Selectman Krumsiek. Motion carried unanimously.

Saturday, May 19<sup>th</sup> 1:00 pm- Dedication of the pergola in the memory of Everett Grahn at the senior center.

List of openings on Boards/Committees was read. \*attached  
Please step up and help these very important committees.

Motion to adjourn by Selectman Krumsiek at 9:06 pm, seconded by Selectman Naff  
Motion carried unanimously.

Respectfully submitted,

Tish Hayes, Secretary

Jon A. Adams

Mary Krumsiek

Scot Despres

Katie McKenna

Chris Naff

Jon A. Adams

Mary Krumsiek

Scot Despres

Katherine M. McKenna

Chris Naff

## **TOWN OF MILLBURY POLICY**

### **COMPLETE STREETS**

#### **VISION & PURPOSE**

The Town of Millbury's Complete Streets Policy aims to accommodate the full range of users of the town's roadways, walkways, trails, and transit systems by creating a transportation network that meets the needs of individuals utilizing a variety of transportation modes. The Town of Millbury will, to the maximum extent practical, design, construct, maintain, and operate streets to accommodate all users.

Through the implementation of Complete Streets principles, people of all ages, abilities and income levels will be able to efficiently and safely travel between home, school, work, recreation facilities, and commercial venues. Demonstrated benefits of Complete Streets include cleaner air, promotion of physical exercise, improved access to retail and employment centers, and reduced personal transportation costs.

#### **CORE COMMITMENT**

The Town of Millbury recognizes that users of various modes of transportation, including but not limited to, pedestrians, cyclists, motorists, transit riders, safety personnel, and freight and commercial haulers are legitimate users of roadways and deserve safe facilities. "All Users" includes users of all ages, abilities and income levels.

The Town recognizes that all transportation projects – including planning, programming, design, right-of-way acquisition, construction, reconstruction, operation, and maintenance – are potential opportunities to apply Complete Street design principles. The Town will, to the maximum extent practical, design, construct, maintain, and operate all streets to create a comprehensive and integrated network of facilities for people of all ages and abilities.

Complete Streets design recommendations shall be incorporated into all publicly and privately funded projects to the maximum extent practical and where appropriate. Applicable projects shall include:

1. All transportation infrastructure and street design projects requiring funding or approval by the Town of Millbury;
2. All transportation infrastructure and street design projects funded by the State and Federal government, including but not limited to Chapter 90, Transportation Improvement Program (TIP), MassWorks Infrastructure Program, Community Development Block Grants (CDBG), or other state and federal funds;
3. Private developments and related roadway design and construction components;
4. The design, construction and maintenance of State-owned roadways within Millbury's town boundaries, subject to and as may be modified by MassDOT guidelines, standards and requirements.

Special attention should be given to projects which enhance the overall transportation system and its connectivity. Specifically, high priority should be given to 1) corridors providing primary access to one or more significant destinations such as parks and recreation areas, schools, shopping/commercial areas, public transportation, or employment centers; 2) corridors providing important continuity and connectivity links to existing pedestrian or bicycle networks.

The Director of the Department of Public Works will use best judgement regarding the desirability and feasibility of applying Complete Streets principles for routine roadway maintenance projects, such as repaving, restriping, and so forth.

### **EXEMPTIONS**

Transportation infrastructure projects, including but not limited to roadway reconstruction, roadway reconfiguration, or subdivisions may be excluded upon approval of the Complete Streets Committee, the Planning Board and the Board of Selectmen, where documentation and data indicate that any of the following apply:

1. The existing right-of-way does not allow for the accommodation of all users. In this case alternatives may be explored such as obtaining additional right-of-way, use of revised travel lane configurations, paved shoulders, or signage;
2. The application of Complete Streets principles is unnecessary or inappropriate because it would be contrary to public safety and increase the risk of injury or death;
3. Roadways where specific users are prohibited by law, such as interstate freeways, pedestrian malls, and transportation facilities that are limited to non-motorized modes such as rail trails and hiking trails. An effort will be made, in these cases, for accommodation elsewhere;
4. Cost or impacts of accommodation are excessively disproportionate to the need or probable future use;
5. Other local policies, regulations, or requirements contradict or preclude implementation of Complete Streets principles.

### **BEST MANAGEMENT PRACTICES**

Complete Streets principles include the development and implementation of projects in a manner that is context-sensitive... that takes into account the physical, economic and social setting of the site within the broader context of the Town of Millbury. This context-sensitive approach enables a balance to be reached between stakeholder/community values and project needs. The overall goal of this approach is to preserve and enhance scenic, aesthetic, historical, and natural resources within the community while improving or maintaining safety, mobility and the overall condition of the Town's transportation network.

The Town recognizes that Complete Streets principles may be implemented as part of a single, comprehensive project or incrementally through a series of smaller improvements or maintenance activities over time.

### **DESIGN STANDARDS**

The Town will use the latest design guidance, standards, and policy recommendations available to implement this Complete Streets Policy, including:



- The Massachusetts Department of Transportation Project Design and Development Guidebook
- The latest edition of American Association of State Highway Transportation Officials (AASHTO) A Policy on Geometric Design of Highway and Streets
- The United States Department of Transportation Federal Highway Administration's Manual on Uniform Traffic Design Controls.
- The Architectural Access Board (AAB) 521 CMR Rules and Regulations
- The American Planning Association's Complete Streets: Best Policy and Implementation Practices
- Documents and plans created for the Town of Millbury, such as the Millbury Master Plan, Millbury Open Space and Recreation Plan, Town of Millbury Zoning Bylaws, and the Town of Millbury Rules and Regulations Governing the Subdivision of Land.

## **IMPLEMENTATION**

The Town of Millbury shall make Complete Streets practices a routine part of everyday operations, shall approach every transportation design project and program as an opportunity to improve the transportation network for all users, and shall work in coordination with other departments, agencies and jurisdictions to achieve Complete Streets.

A Complete Streets Committee comprised of stakeholders, including members of relevant Town departments and committees, will be created to implement this initiative. The Complete Streets Committee will be a multi-disciplinary team that includes representation from: the Board of Selectmen, Department of Public Works, Department of Planning and Development, Roadway Advisory Committee, Disabilities Commission, and other members as deemed appropriate. The focus of this Committee will be ensuring the implementation of the Complete Streets Policy and, where necessary, recommending revisions to existing practices that present barriers to implementation. The Committee will update and solicit feedback from the public on potential projects to engender buy-in and ensure that perspectives from the community are considered and incorporated where feasible.

The Town shall review and develop proposed revisions to all appropriate planning documents (i.e. master plan, open spaces & recreation plan), zoning and subdivision codes, laws, procedures, rules, regulations, guidelines, programs, and templates to integrate Complete Streets principles in all street projects.

The Town shall conduct a needs assessment to determine and appropriately plan for future financial/capital costs associated with implementation of this Policy.

The Town shall maintain a comprehensive map and inventory of pedestrian and bicycle facility infrastructure, prioritizing those projects that eliminate gaps in the sidewalk, bikeway and trail network.

The Town shall take into account the Complete Streets Policy when prioritizing Capital Improvement Projects.

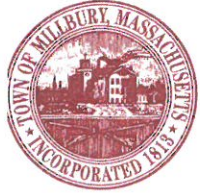
The Town shall train pertinent municipal staff and decision-makers on the content of the Complete Streets Policy and best practices for implementing this Policy through attendance at conferences, seminars, workshops, and other appropriate means.

Municipal departments will coordinate efforts to promote the most responsible and efficient use of resources for activities within the public way.

The Town will allocate funding through municipal appropriation and pursue appropriate alternative sources of funding and grants for implementation of this Complete Streets Policy.

## **EVALUATION**

Complete Streets implementation and effectiveness shall be evaluated for success and opportunities for improvement. The Complete Streets Committee will develop metrics to periodically gauge the success and effectiveness of this Policy. The frequency of assessment and metrics for analyzing the success of this policy will be as determined by the Complete Streets Committee. These metrics may include but are not limited to the total number of new bicycle lanes, the linear feet of new AAB-compliant pedestrian accommodation, number of retrofitted pedestrian facilities or amenities, number of intersection improvements made to improve Level of Service (LOS) and safety for vehicles, pedestrians and bicyclists, rate of crashes by mode, number of AAB-complaint parking spaces installed, and/or number of trips by mode.



## TOWN OF MILLBURY DEPARTMENT OF PLANNING & DEVELOPMENT

MUNICIPAL OFFICE BUILDING • 127 ELM STREET • MILLBURY, MA 01527-2632 • TEL. 508 / 865-4754 • FAX. 508 / 865-0857

May 8, 2018

### STAFF REPORT Department of Planning & Development

#### GRANT ACTIVITIES (March 2017 – April 2018)

\$249,980 (Pending) – The Energy Manager submitted a Green Communities Competitive Grant through the Massachusetts Department of Energy Resources to finance 1) Phase II of the LED streetlight conversion project (519 HPS roadway fixtures, 12 exterior HPS flood lights, and 9 decorative HPS streetlights); 2) repairing the Library's heating and ventilation system through replacement of 25 programmable thermostats and 25 control valves plus associated wiring; 3) weatherization project at the Asa Waters Mansion that includes installation of 4-14 inches of cellulose insulation within the attic and wall spaces, spray foam within the third floor knee walls and the basement rim joists; 4) purchase and installation of 9 interior storm windows at the Asa Waters Mansion; 5) purchase and installation of programmable thermostats at two fire stations; and 6) building operator certification training for 2 facilities staff members. If funded, completion of these projects will save the Town approximately \$64,000 annually in avoided energy costs.

\$20,571 (Pending) – The Planning Director applied for a technical assistance grant for development of a Complete Streets Project Prioritization Plan consistent with the Tier II municipal requirement of the Mass DOT Complete Streets Funding Program. If funded, Millbury will engage the services of the Central Massachusetts Regional Planning Commission to prepare the document, which will identify 15 potential projects focusing on enhancing safety, ADA accessibility, pedestrian mobility, bicycle mobility, transit operations and access, freight and vehicular operations. Once the Plan is complete, the Town will be eligible to apply for up to \$400,000 in grant funds to finance construction of priority projects.

\$155,385 (Awarded) – The Energy Manager secured a GAP II Grant for Energy Efficiency and Clean Energy Projects at Drinking Water and Wastewater Facilities through the MA Department of Environmental Protection (MassDEP) Clean Energy Results Program. The project involves construction of a small solar carport (1,245 square feet or 83 panels) at the DPW Sewer Department to energize new energy-efficient heat pumps that will provide heat/AC to the sewer administration building. The existing Mitsubishi units have exceeded their useful life.

\$150,000 (Awarded) – The Planning Director secured a Section 319 Nonpoint Source Pollution Grant through the Massachusetts Department of Environmental Protection (DEP) for the design and construction of various improvements to the intersection of Elm and Main Streets. The

DPW committed an additional \$35,000 in Sewer Enterprise and Chapter 90 funds to pay the balance of the engineering costs. As the required match, the Town committed an additional \$65,000 in in-kind services. The contract was signed by the Millbury Town Manager in March 2018. In addition to design of the Phase I downtown revitalization this grant will finance installation of new concrete pavers, bumpouts, street trees, bioretention systems or rain gardens, and an underground infiltration structure that will reduce runoff volumes and pollutant loads to the Blackstone River, increase groundwater recharge, and help address routine localized flooding and system capacity issues in conjunction with other proposed infrastructure upgrades.

\$32,000 (Awarded) – The Town of Millbury joined forces with the Towns of Northbridge and Grafton on this technical assistance grant from the Municipal Vulnerability Preparedness (MVP) Program. We engaged the Central MA Regional Planning Commission to complete this planning process so that we could achieve MVP climate community designation, which will enable Millbury to be eligible for a variety state grants aimed at implementation. Under this contract, CMRPC will complete a comprehensive, baseline climate change and natural hazard vulnerability assessment and help the towns develop prioritized actions for dealing with priority hazards using the Community Resilience Building workshop guide.

\$25,000 (Awarded) – The Planning Director secured a Best Practice Grant awarded through the Community Compact Program towards the cost of updating the Open Space & Recreation Plan. This grant funded the printing and distribution of a 4-page Master Plan Survey to 5,100 Millbury households. This grant will also pay for a Master's level intern to update the Open Space & Recreation Plan as well as associated GIS mapping.

\$20,000 (Awarded) – The Planning Director secured an Information Technology Grant awarded through the Community Compact Program to defray 50% of the cost of purchasing/designing/launching an automated permit tracking software for inspectional services. A contract was signed with Viewpoint in October 2017 and it is anticipated that our new on-line permitting program will be launched by June 1, 2018 using a phased approach.

\$19,800 (Awarded) – The Planning Director secured 2 Capital Improvements Grants through the Stanton Foundation for miscellaneous capital improvements at the Butler Farm Dog Park including the construction of a shade pavilion and installation of guard rail and granite steps. It is anticipated that construction of these improvements will occur in Spring/Summer 2018.

\$247,661 (Completed) – The Energy Advisory Committee, through the School Business Manager and Energy Manager, completed all projects funded through the Green Communities Competitive Grant awarded by the Massachusetts Department of Energy Resources in 2016 by January 25, 2018. Projects included the purchase of 4 electric vehicles and 3 charging stations, replacement of 50% of the Town's streetlights with compatible LED fixtures, lighting retrofit projects at both the Elmwood Street Elementary School and the Millbury High School, installation of wall pack units and canopy lighting at the Elmwood Street Elementary School, and a transformer consolidation and replacement project at the Elmwood Street Elementary School. The Energy Advisory Committee is in the process of applying for the next round of Green Communities Grant Funding due March 2018. Selection and refinement of projects is currently underway.

## LONG-RANGE PLANNING ACTIVITIES

**Master Plan** – Following a competitive procurement process, the Master Plan Selection Committee consisting of the Town Manager, Planning Director and a member of the Master Plan Committee awarded the \$100,000 contract to a consulting team consisting of BSC Group, Community Circle and Barrett Planning Group LLC. The contract was signed on November 7, 2017 and a kick-off meeting with the Master Plan Committee was held on November 15, 2017. It is anticipated that the Master Plan will take 12-18 months to complete so we are in the midst of that planning process.

The Master Plan Committee worked with Bridgewater State University Masters' Program to design, compile, tally, and analyze a 4-page town-wide survey, which was distributed to all Millbury households on March 23, 2018 with an on-line version of the survey available to those who preferred to respond electronically. Nineteen percent of all households or 972 responses were collected- a very good response rate for a survey of this type. The purpose of the survey is to understand what residents think about our community, what should be preserved or enhanced, what needs improvement, and what might be missing. The responses are now in the hands of Bridgewater State University, which is compiling and analyzing the results.

The Master Plan Committee is hosting a Public Forum from 7-9 pm on June 5, 2018 at the Millbury Senior Center. The purpose of the Forum will be to:

- refine vision and goals to guide future decisions;
- learn about consultant's findings regarding Millbury's resources and trends;
- listen to summary of results of town wide survey of residents;
- discuss a wide range of topics including housing, economic development, natural and historic resources, transportation, open space and recreation, public facilities and more;
- help to prioritize recommendations for moving forward.

Refreshments and babysitting service will be provided.

**Recreational Marijuana Zoning Bylaws** – In consultation with the Planning Board and Town Counsel, the Planning Director compiled draft Recreation Marijuana Zoning Bylaws for consideration at the May 2018 Town Meeting. These Bylaws were subsequently approved.

**Solar Photovoltaic Projects** – The Planning Director drafted a Request for Proposals for the lease of land at the Millbury Transfer Station/Landfill and the sewer department property for the purpose of installing solar photovoltaic installations. The RFP is complete and will be released upon receipt of a sample lease agreement from Town Counsel. We are also exploring the feasibility of both rooftop and ground mount installations at the Elmwood Street School and the Jr/Sr High School.

## STATUS OF RESIDENTIAL, COMMERCIAL & INDUSTRIAL DEVELOPMENTS

*The following residential projects are currently under construction:*

**Autumn Gate Estates** – 27 dwelling units within a single-family subdivision off of Grafton Street

**Casa Verde Village** – 98 dwelling units within a single-family subdivision off of Oak Pond Avenue

**Cobblestone Village** – 72 dwelling units within a garden-style apartment complex off of Howe Avenue

**Jessica J. Extension** – 20 dwelling units within a single-family subdivision off of Jessica J. Drive

**Hilltop Estates** – 3 dwelling units within a single-family subdivision off of Hilltop Drive

**Longwood Farm Estates** – 19 dwelling units within a single-family subdivision off of McGrath Road.

**Stratford Village** – 49 dwelling units within a multi-family, townhouse development off of Burbank Street

*The following commercial/industrial projects are permitted and/or currently under construction:*

**442 Greenwood Street** – 1.4 MW solar project

**1 Latti Farm Road** – 10,500 square foot commercial/industrial building that will be build-to-suit. Use is currently unknown.

**14 McCracken Road (F&D Trucking)** – One 7,300 square foot office/retail/ warehouse building and one 5,000 square foot garage

**333A Southwest Cutoff (United Material Management of Millbury, LLC)** – 45,000 square foot recycling facility

*The following residential projects are approved but not yet under construction:*

**Autumn Gate Estates Phase II** – 5 unit single-family subdivision off of Autumn Gate Circle

**Greenleaf Terrace** – 4 dwelling units within a single-family subdivision off of McCracken Road. While not currently under construction, it is likely that this project will be underway in Summer 2018.

**58 West Main Street** – The Applicant proposes to construct a five-unit townhouse-style, multi-family structure. The pre-existing six-unit garden-style, multi-family structure was demolished after being largely destroyed by fire in 2017.

*The following commercial/industrial projects are permitted but not yet under construction:*

**266 North Main Street Extension (Nature's Remedy)** – 3,600 square foot medical marijuana facility

**221 Riverlin Street (Mid-State Sewerage)**– 6,000 square foot commercial/industrial building that will be build-to-suit. Use is currently unknown.

**239 Riverlin Street (Mid-State Sewerage)**– One 4,800 square foot commercial/industrial building that will be built-to-suit and one 4,800 square foot mixed residential/garage building. The commercial/industrial building will be build-to-suit.

**289 Riverlin Street** – approximately 1 MW solar project

*The following projects are currently under review with the Planning Board:*

**308 Millbury Avenue (Pakachoag Acres Day Care Center, Inc)**– The Applicant proposes to construct a 6,085 square foot pre-school and day care center as well as 28 parking spaces.

**147 Providence Street (Millbury Self-Storage)**- The Applicant proposes to expand the existing 31,880 square foot self-storage facility at 147 Providence Street by constructing three additional self-storage buildings totaling 9,000 square feet, associated parking, driveways, and stormwater facilities.

**59 Dwinell Road** - The Applicant proposed to construct a 4,800 square foot church and 41-space gravel parking lot, however withdrew the application on April 23, 2018 because they decided to purchase another property.



## Town of Millbury Department of Public Works

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Keith Nastasia • Director  
knastasia@townofmillbury.net

### FY 2019 – RECYCLING CENTER - RULES & REGULATIONS

#### Recycling Center Hours of Operation

Sunday	Closed	
Monday	Closed	
Tuesday	Closed	
Wednesday	Open	7:00 AM – 3:00 PM
Thursday	Open	10:00 AM – 6:00 PM
Friday	Open	7:00 AM – 3:00 PM
Saturday	Open	7:00AM to 3:00 PM

*Note: Opening and Closing times are determined by the Recycling center time clock*

#### Holiday Schedule

CLOSED Independence Day, Wednesday July 4, 2018  
CLOSED Thanksgiving Day, Thursday November 22, 2018  
OPEN Day after Thanksgiving, Friday November 23, 2018

#### Sticker Sales at Town Clerk's Office Hours of Operation

Monday	Open	8:30 AM - 4:30 PM
Tuesday	Open	8:30 AM - 7:00 PM
Wednesday	Open	8:30 AM - 4:30 PM
Thursday	Open	8:30 AM - 4:30 PM
Friday	Open	8:30 AM - 4:30 PM
Saturday	Open	<b>JUNE ONLY</b> (8:30 AM – noon)

A VALID VEHICLE REGISTRATION IS REQUIRED TO PURCHASE A STICKER.  
PROOF OF RESIDENCY IS REQUIRED.

Stickers are valid from July 1, 2018 to June 30, 2019

Recycling Center stickers remain the property of the Town of Millbury. Town Employees have the right to refuse any item deemed un-acceptable, refuse entrance to the facility to anyone not abiding by the rules and revoke the right to use the Recycling Center at any time, for any reason.

ALL VIOLATORS ARE SUBJECT TO A THREE HUNDRED DOLLAR (\$300) FINE UNDER THE TOWN OF MILLBURY'S NON-CRIMINAL DISPOSITION BYLAW

**Note:** ALL HOUSEHOLD TRASH MUST BE IN BAGS



**FY 2019 FEES**

**Senior Households 65 years or older**

65 or over \$0.00 (Free) Spouse of senior \$7.50 Each additional sticker will be \$25.00  
*Senior persons (Over 65 years of age) will only be issued one free sticker per household*

**Disabled Households with a Valid Placard in the Disabled Drivers Name**

Disabled \$0.00 (Free) Spouse of disabled driver \$7.50 Each additional sticker will be \$25.00  
*Handicapped persons will only be issued a free sticker with proof of a MA handicapped placard or disabled plate that matches the vehicle registration. Limit one free per qualified household.*

**Households under the Age of 65 and No Placard**

First sticker is \$35.00 Each additional sticker is \$25.00

**Commercial Vehicles**

First sticker is \$35.00 Each additional sticker is \$25.00  
*Commercial Vehicles are only allowed if the registration of the vehicle is in the resident's name. Commercial Vehicles registered to a company name are not allowed. Vehicles registered to anyone other than the resident's name (ie: business or family trust, etc.) are not allowed.*

**Items that we charge for:** Payable by check or Money Order to the Town of Millbury  
Receipts must be obtained from the station attendant.

**Consumer Electronics \$15.00** 20<sup>00</sup>  
Including but not limited to: Computer monitors; computer towers; televisions; microwave ovens; air conditioners, etc.

**CAR Batteries \$15.00** (Note: Car Batteries can also be returned to the point of sale for free)

**Furniture:** You must get a slip from the Town Clerk's office in order to drop the furniture off.  
Your first piece of furniture is free. After your first free item of furniture you will be charged **\$25.00 per item.** Examples include: a couch, mattress, box spring, tables, dining room set.

50<sup>00</sup>

### Residential Construction and Demolition Debris Drop Off

Pay as you throw service: Pricing structure is a flat rate and includes everything from one bag to a vehicle full of loose materials. No Exceptions.

**Construction Debris not accepted: (windows, doors, drywall, asphalt/concrete, etc.)**

**Acceptable Material Limited to the following:**

**(Wood, Shingles, Piping, Carpeting, Tile, Brick, Toilets, Sinks)**

This service is limited to recycling center sticker holders only

Pricing Structure as follows:

Car \$20/load

SUV or Van \$40/load

Pickup Truck \$60/ load

Vehicle with Trailers

Car/SUV with a trailer \$60/ load

Pickup Truck/Full Size Van with a Trailer \$80.00/ load

If a Toilet or Sink is brought to the station individually it will cost \$10.00 per item.

Payable by check or Money Order to the Town of Millbury. Receipts may be obtained from the station attendant or Town Clerk. This service is for Residential Construction Debris ONLY!!!!

**NO HOUSE CLEANOUTS** – you must contact a private trash hauler or get a dumpster for this. Contact the Millbury Board of Health office for a list of registered private trash haulers. (508) 865-4721

### WHERE TO PLACE YOUR STICKER

Stickers must be placed on the rear window of the vehicle in the upper driver's side corner. Recycling Center stickers must match the vehicle registration.

### USE OF A DIFFERENT VEHICLE

If you need to use a different vehicle for yard waste, large items, or the vehicle with the sticker is being repaired, the Town Clerk's office may provide you with the proper paperwork.

Note: Town Clerk paperwork is required to use a different vehicle. The paperwork will only be issued for the items that you are bringing that day. If any other items are taken the attendants at the Recycling Center will not accept them.

**If you replace your vehicle's glass, the Town Clerk will issue a replacement sticker FREE OF CHARGE if you bring in your accident report or window replacement receipt.**

**If you are selling your vehicle or are switching to a different vehicle you must salvage and return the sticker to the Town Clerks office and a replacement sticker will be issued FREE OF CHARGE.**

## **RECYCLING IS MANDATORY – STATE-WIDE in MASSACHUSETTS**

All of your recyclables are able to go into any of our containers. You do not need to separate any recycling materials. Please combine all recyclables into the nearest open container.

This process is called Zero-Sort or co-mingled recycling and makes it easier for you to store recyclables (combined) at home and faster and safer to deliver them to our Transfer Station since you do not need to walk from container to container with sorted materials any longer.

### **Recycling; it all goes in together:**

Newspapers, Magazines, Catalogs, Telephone Books, Hard/Soft Covered Books, Junk Mail, Envelopes, Paper (all colors, with staples or paperclips are okay), Cereal Boxes, Shoe Boxes, Paper Milk and Juice containers, Cardboard (please collapse and flatten all cardboard), Paper bags, Plastic containers (# 1-7), Soda, Juice, and Water Bottles (glass or plastic), Plastic Milk Jugs, Bleach/Detergent Bottles, Shampoo Bottles, Food Containers (butter, cottage cheese, yogurt, etc.), Glass Bottles or jars, Aluminum Pie Plates/Trays/Foil, Metal cans, Tin/Steel/Aluminum Cans.

**HOUSEHOLD GARBAGE:** Any compostable unused food or food scrapes free of non-compostable debris, may be dropped into our voluntary garbage collection bin located at the end of the sidewalk of the trash collection building. This material would be composted and help reduce our overall trash tonnage.

**METALS:** Heavy and light iron is to be placed in the provided container. Please remove any non-metal attached from these items. (Tubs, sinks, small appliances, bikes, etc.)

**CLOTHING:** The Good, The Bad, and The Ugly. This market has changed significantly since we were kids. Items can be stained, ripped, or only one shoe, sock, or glove! Clean area rugs welcome. Please no wet items! You have a choice of vendors from The Salvation Army, St. Vincent De Paul, and Planet Aid. Please place all donations in the provided containers. Please do not put the items or bags on the ground. If a container is full report it to our Attendant(s).

**LEAVES AND GRASS CLIPPINGS:** Please remove items/trash from the containers or bags used and place the materials in the compost area. Plastic bags may be placed in the provided containers. Large biodegradable bags also need to be dumped into the provided containers. This area closes December 1 until April 1 (weather permitting). Shrubs and branches are not accepted.

**BRUSH CHIPPING:** Residential brush is chipped at the DPW Garage at 137 Providence Street (Route 122A) in spring and fall. Brush Chipping dates include:

**November 03, 2018**  
**November 17, 2018**

**April 27, 2019**  
**May 11, 2019**

**ANTI-FREEZE:** Clean used Antifreeze may be delivered to the recycling center attendant in the plastic container it was purchased in.

**MOTOR OIL:** 5-quart limit to each drop off. Oil must be given to a station attendant. Oil mixed with other fluids will not be accepted. (Note: Used oil may also be returned to the point of sale)

**PAINT:** Only dried water-based paint is acceptable and must be given to a station attendant.

If you have questions about what is acceptable please ask the Attendant(s).

**ITEMS that we do NOT accept:**

No Plastic Bags (use the barrel provided for plastic bags)

No Compact Fluorescent Light Bulbs (CFL's) (these can be returned to Home Depot or Lowes)

No Dishes, Pyrex, or Ceramics

**No Foam Packaging or Styrofoam in the Recycling Bins (These Items Should Be Thrown With Your Bagged Trash)**

No Aerosol Cans (paint/hairspray/cleaners) (Household Hazardous Waste Day cleanout items)

No Tires (Please call Central Massachusetts Mosquito Control Project at 508-393-3055)

No Propane tanks or pressure vessels of any kind (return to point of sale)

No Chemicals or Hazardous Waste of any kind

No Animal Remains, Cooking Oil, or Sludge

No Refrigerators or Freezers

No Ammunition or Explosives

No Medications (can be dropped in the prescription bin at the Police Department 127 Elm St)

No Needles or Sharps (can be dropped in the sharps bin at Town Hall entrance 127 Elm St)

**Household Hazardous Waste (HHHW)**

NEDT-New England Disposal Technologies, Inc.  
83 Gilmore Drive Sutton, MA 01590  
Contact Martin Gaffney Office: 508-234-4440

[mgaffney@NEDTinc.com](mailto:mgaffney@NEDTinc.com)

[www.NEDT.org](http://www.NEDT.org)