

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

June 13, 2017

RECEIVED
TOWN CLERK
7:00 pm
17 JUN 28 PM 12:56

Selectmen Present: Chairman Francis B. King, Sandra Cristo, Mary Krumsiek, Scott Despres, and Jon Adams, Town Manager David Marciello.
Steve Balistreri-*Millbury Sutton Chronicle*

Anna Lewandowski- Street Light on Howe Lane

She is here regarding the street light issue of Pole #1 between 4 & 6 Howe Lane that was defeated at Town Meeting. She has drawn up a check in the amount of \$300.00 paid to the Town of Millbury to have the street light put on the pole. She contacted National Grid and they do not do that anymore, the town has to. Every pole on her street has one except for this pole. There are young families on that street now. It is a safety issue that she is looking at. Mr. Marciello said that this is the way it has been done for years, he has no personal opinion on this. Selectman Despres asked if the neighbors were ok with this. Eric Daniel, 6 Howe Lane, it is a dark spot, he would like the light there.

Motion to accept the \$300.00 donation made by Selectman Krumsiek, seconded for discussion by Selectman Despres.

Selectman Cristo asked if this is going to become an “adopt a streetlight” program for the town and if a resident wants a street light they can get one. Selectman Adams asked if this is setting a precedent? Ron Marlborough asked for a street light many years ago on Waters Street and the church had paid for that. Ms. Lewandowski asked the board to go take a look at the area on a moonless night and turn off their headlights.

Chairman King asked to have this matter tabled until next meeting so that the board can take a look at the area.

Selectman Despres asked if this is a bylaw would the issue have to go to the board of appeals? Selectman Despres withdrew his second.

Selectman Adams made a motion to table this to the next meeting, seconded by Selectman Despres.

Motion carried 4-1 (Selectman Krumsiek opposed)

Worcester Regional Board of Health- Karyn Clark

Millbury has been part of the alliance for a number of years. We are in a three-year agreement to provide public health services for the town; we started with Shrewsbury eight years ago and now we up to 6 towns that we support.

Phil Legere, Chief of Environmental Health Team. Julie Vanarsdalen is our #2. We inspect food establishments, pools, beaches, recreation camps, body art, nuisance and housing complaints. We also have a 24 hr person on call at all times. We assist the Board of Health on policies, fee structures and sustainability. Julie said that we work with DEP, Protective Services and DCF. She has had ½ dozen after hours calls such as fires in restaurants, food truck accidents, drain backup at the laundromat, she makes numerous site visits, she wants compliance from the establishment, she does not want to go to court. Your administrative staff, Jackie and Judy triage the calls and do a great job. Colleen Bolen is the chief of the emergency preparedness office. They advise on opening shelters for a hazmat spill, winter weather,

anything that may come up that you need to open a shelter. They also have assistance to staff the shelter. If there was a pandemic we have preplanned for resources and locations to get this done. Dr. Lexis Travis, Dr. of the Health Team, has implemented the 2016 Greater Worcester Community Health Improvement Plan (CHIP) they are trying to promote health equity in the community. They have been working actively on substance abuse here in the community, which the Millbury Opioid Task Force has come out of. We also work with you on tobacco programs, compliance checks and policies. We will be doing a community health assessment in August of this year. We have helped Millbury with the Youth surveys.

Karyn Clark, there is a lot going on; we know that it is important to fill the public health roles we have a team of 25, Boston has a team of 1200. The community health improvement plan is what we are working on until 2020; this is the alliance plan, not the city of Worcester's plan. We are the first accredited health department.

We thank you for coming in.

Town of Millbury Liquor License Application. 123 Elm Street-Asa Waters Mansion
Selectman Krumsiek read the Public Notice into record, seconded by Selectman Cristo.
Motion carried.

Town Manager Marciello said that the purpose of this license is to do what the mansion is already doing, but to benefit the mansion instead of the caterer. He was told early in his appointment that the hope was for the mansion to be self-funding. There would be a TIPS certified manager, we would hire a bartending service to serve the alcohol, pass the cost onto the renter and then make the money off of the drinks. He said that the Board of Health told him it is fine to have a refrigerator in the basement on the dirt floor. A wedding can make thousands of dollars that would now come to the town, turning a profit and sustaining the building. There will be no policy changes, they already sell the alcohol. It will not change the history of the building. Chairman King said that he mansion will never be self-funding; the director's salary will always be a town employee. The task force then will have to look into a dishwasher, cooler, etc. He has spoken to Dennis Hill and the Director and they are attempting to move forward. Chairman King asked how the liquor would be supplied. It would be stored in a locked cabinet, it could be weighed before and after if necessary.

Selectman Krumsiek said that when you get a delivery it has to be paid within 30 or 60 days; how would that get paid? That is part of the policies that need to be made, but the task force has a revolving fund that it could be paid from.

Selectman Cristo said that the Task Force does not handle any money, it is the Friends of Asa Waters who handles the money and the revolving fund. Mr. Marciello said that the Friends cannot handle money, it is not an agent of the Town.

Selectman Adams said that the building is maintained by volunteers, if they go away would this be a win for the town? He would like to see the task force involved in the plan.

A letter from Diane Hill was read *attached*. Selectman Despres asked if we apply and get the license do we have to use it immediately? No we do not. He is all for making money for the Town instead of someone else. Selectman Krumsiek said that this isn't going to be a way to make millions of dollars. She is concerned about the insurance and liability.

Motion to close the public hearing made by Selectman Krumsiek, seconded by Selectman

Motion to apply for the liquor license for the Asa Waters Mansion for the Town of Millbury but not put it into use until policies and procedures are put into place with the Manager, Task Force and the Director of the Mansion, seconded by Selectman Despres.

Motion carried 4-1 (Selectman Krumsiek opposed)

New drainlayer License- Funari Corp-Millbury

They will be working at 18 Singletary Road. We have worked in Sutton and all over the state. They do the work themselves.

Motion to approve the drainlayers license made by Selectman Krumsiek, seconded by Selectman Cristo.

Motion carried unanimously.

Stefano Loretto- Good Energy- Municipal Aggregation

After a couple of years working on this; Millbury, Charlton & Oxford went to bid on May 17, 2017

Winter rates are higher, typically we want to start the program then. The rate is fixed starting in July but you will not see the new rate until your August bill. The initial rate will start in July and run through January 2018 which is .936; residents can opt in and out as they see fit.

Millburypowerchoice.com has a copy of the letter, FAQ's, and contact phone numbers. The letter is a Department of Public Utilities template and we acknowledge that it is not an easy read. If you take the rate of the average for the 30 months it would be .99. Mr. Marciello asked if there is a likelihood of the .10 being a savings going forward. Mr. Loretto said that the rates are released 5 weeks before they change in May and November. Novembers best guess is that it will be above .11- we do not expect to be below each six month period. You are not locked in to this program, you can opt in and out. This letter went out to 4300 homes; the Town will get approximately 400 calls and this is not out of the ordinary. You can direct the calls to the website or to their office. If you already have an agreement with a supplier you will not be in this program unless you terminate that supplier.

Public Power was the winning bidder, they are a solid company. Selectman Despres asked if this would help the town and street lights. The town is already in a program for lower rates.

Freedom of Information

Motion made by Selectman Krumsiek to accept the FOIA policy drawn up by the town of Northborough, seconded by Selectman Cristo.

Motion carried unanimously.

One Day Liquor- Robert Rochon at Asa Waters Mansion

July 29, 2017 from 4:00 pm – 8:00 pm

Motion to approve the one day license made by Selectman Despres, seconded by Selectman Cristo.

Motion carried unanimously.

Board of Selectmen Reappointments:

Liquor License Agents

Sgt. Paul Lemoine

Sgt. Stephen McFaul

Sgt. Brian Lewos

Sgt. Kimberly Cadrin

Motion to appoint the Liquor License Agents made by Selectman Krumsiek, seconded by Selectman Cristo.

Motion carried unanimously.

Blackstone Valley Regional Economic Development Council

Need person

Board Of Appeals

Kenneth Perro

Harold Proodian

Motion to reappoint Kenneth Perro and Harold Proodian made by Selectman Krumsiek, seconded by Selectman Cristo.

Motion carried unanimously.

Board Of Fire Engineers

Richard Hamilton

David J. Rudge

Brian K. Gasco

Steven Piscitelli

Robert A. Silver, Jr.

Motion to reappoint the Board of Fire Engineers made by Selectman Krumsiek, seconded by Selectman Cristo.

Motion carried unanimously

Board Of Registrars

Mary Brawn

Jerilyn Stead

Frank V. Irr

Motion to reappoint Mary Brawn, Jerilyn Stead and Frank V. Irr to the Board of Registrars made by Selectman Krumsiek, seconded by Selectman Cristo.

Motion carried unanimously.

Butler Farm Re-Use Committee

Robert Hiser

Motion to reappoint Robert Hiser to the Butler Farm Re-Use Committee made by Selectman Cristo, seconded by Selectman Despres.

Motion carried 4-0-1 (Selectman Krumsiek abstained)

Central Mass Metropolitan Planning Organization (MPO)

From Central Mass. Regional Planning Commission - Southeast Sub Region

Francis B. King, Alternate Representative

Motion to reappoint Francis B. King as the Alternate Representative to the MPO made by Selectman Krumsiek, seconded by Selectman Cristo.

Motion carried unanimously.

Central Mass Regional Planning Commission CMRPC

1st Delegate - Richard Gosselin, Planning Board Rep.

2nd Delegate – Sandra J. Cristo, Selectmen

Alternate Delegate – Jon Adams, Selectmen

Motion to reappoint Sandra J. Cristo as the 2nd Delegate and Jon Adams as the Alternate Delegate to CMRPC made by Selectman Krumsiek, seconded by Selectman Despres.

Motion carried unanimously.

Conservation Commission

Ronald A. Stead

Motion to reappoint Ronald Stead to the Conservation Commission made by Selectman Krumsiek, seconded by Selectman Cristo.

Motion carried unanimously.

Council On Aging

Betty Hamilton

Lorraine Hayes

Kevin Higginbottom

Motion to reappoint Betty Hamilton, Lorraine Hayes and Kevin Higginbottom to the Council on Aging made by Selectman Krumsiek, seconded by Selectman Cristo.

Motion carried unanimously.

Earth Removal Board

Anna Lewandowski

Motion to reappoint Anna Lewandowski to the Earth Removal Board made by Selectman Krumsiek, seconded by Selectman Cristo.

Motion carried unanimously.

Energy Advisory Committee

Robert Frederico

Motion to reappoint Robert Frederico to the Energy Advisory Committee made by Selectman Krumsiek, seconded by Selectman Cristo.

Motion carried unanimously.

Fire Historical Committee

Matthew Anderson

Jeffrey Dore

Francis B. King

Richard P. Hamilton, Jr.

Steven Piscitelli

Motion to reappoint the Fire Historical Committee made by Selectman Krumsiek, seconded by Selectman Cristo.

Motion carried 4-0-1 (Chairman King abstained).

Historical Commission

Philip Miles

Motion to reappoint Philip Miles to the Historical Commission made by Selectman Krumsiek, seconded by Selectman Cristo.

Motion carried unanimously.

Opioid Crisis Task Force (would like name change- Addiction Assistance Alliance)

Doreen Thornburg

Beth Weidman

Brian Ashmankas

Amy George

Motion to change the name of the Opioid Crisis Task Force to the Addiction Assistance Alliance made by Selectman Krumsiek, seconded by Selectman Cristo.

Motion carried unanimously.

Motion to reappoint Doreen Thornburg, Beth Weidman, Brian Ashmankas and Amy George to the Addiction Assistance Alliance made by Selectman Krumsiek, seconded by Selectman Cristo.

Motion carried unanimously.

Small Business Saturday Task Force

Sandy Cristo

Raymond J. Dubois, Jr.

Motion to reappoint Sandy Cristo and Raymond Dubois, Jr. to the Small Business Saturday Task Force made by Selectman Krumsiek, seconded by Selectman Despres.

Motion carried unanimously.

Worcester County Selectmen's Association

Mary Krumsiek – Alternate Delegate

Sandy Cristo- Alternative Representative

Motion to reappoint Mary Krumsiek and Sandy Cristo to the Worcester County Selectmen's Association made by Selectman Adams, seconded by Selectman Despres.

Motion carried unanimously.

FY18 Selectmen Meetings-

Motion to accept the FY18 Selectmen Meeting Schedule made by Selectman Krumsiek, seconded by Selectman Despres.

Motion carried

FMPC Discussion

Selectman Adams wanted to discuss this committee, it needs to get back on track. He would like to make achievable goals and done within budget constraints, we could require some serious belt tightening in town.

Chairman King instructed Mr. Marciello to get this committee back up and running.

Selectman Adams said that there is so much going on in town such as the stormwater, downtown revitalization, roads, etc. we need to get on target.

Mr. Marciello said that this committee is charged with our capital outlay; he would like to appoint a commission to look at how to bring in revenues instead of taxes.

Selectman Despres said we need to get out of the weeds and focus on key points. We may have to start moving the pie slices.

Peter A Hanson to the Addiction Assistance Alliance

Motion to appoint Peter A. Hanson to the Addiction Assistance Alliance made by Selectman Krumsiek, seconded by Selectman Cristo.

Motion carried unanimously.

Town Manager Report: *Attached*

The new full-time position in the sewer department will be filled by Amy Paquette Riordan, that is a union position that she bid for and got.

Motion made by Selectman Adams to concur with the appointment of Amy Paquette Riordan, seconded by Selectman Krumsiek.

Motion carried unanimously.

Amy Paquette Riordan came from a part time the Town Clerk's office and that position will now be going to Diane Green who was the part-time clerk in the DPW office.

Motion to concur with the appointment of Diane Green made by Selectman Krumsiek, seconded by Selectman Cristo.

Motion carried unanimously.

Ms. Arp's interim position runs through the end of July. I am hopeful that I will have a full time DPW Director onboard by the beginning to middle of July so that there can be a transitioning period. To that end, I have an interview on Monday and depending on the outcome of that interview, I have another candidate that I may interview as well thereafter. Ms. Arp is entertaining the possibility of extending her interim position if needed, but it is not optimal and it is not either of our intents to do so.

The HR Director office should get started next week; the stairs will begin being demolished a week from Friday. Mr. Marciello has told Brian Iadarola to move forward with the 2 led flood lights for the front of the building.

Mr. Marciello has arranged for a service learning project student; he will be starting on Monday; he will be doing light ground maintenance such as mulching, planting flower, etc. if he does all that within his 40 hours he can go over to help at the cemetery/parks.

He has asked for the pavement projects to be put out to bid; it is the opinion of the DPW Director to work on the South Main Street bridge and South Main Street. He worked out the easement on Wedgewood Drive.

He would like to begin round table discussions regarding the town's snow plowing policy. The TIP project will start coming up for McCracken Road. The next 75% design will be around \$187, 000, will be due soon. We will have to do takings as well, one house and easements, frontage and drainage would be approximately \$700,000 - \$1,000,000. Chairman King would like to see if the Mall would like to pay some of this project.

We need to do a survey for a pump station that looks like may have been built on someone's property.

The Ramshorn Dam is almost complete; they are working on the cap, the road will be tarred, they are going to hydro seed and work on the canoe ramp next week.

Mr. Marciello would like to look at all town land and overlay zone for cell towers. Mr. Marciello would like to know they would like to discuss the 40U policy and bylaw. Selectman Adams would like a sample bylaw and he would like to know how many other towns have adopted it. Selectman Despres would like a round table discussion scheduled.

Katie is working on 33b transfers for the next meeting. We need to start thinking about how to fund the MSO4 stormwater mandates.

Chairman King said that they are going to do Town Manager review on June 29th at 7:00 pm at the library, we will do a general review with rating of 1—5 and be setting goals & objectives. At 6:00 pm we will be doing the Police Chief one year review and goals/objectives.

Previous Minutes:

Motion made by Selectman Krumsiek to approve the Minutes of the May 9, 2017 Selectmen Meeting, seconded by Selectman Cristo.
Motion carried unanimously.

Motion made by Selectman Krumsiek to approve the Minutes of the May 23, 2017 Selectmen Meeting, seconded by Selectman Cristo.
Motion carried unanimously.

Dates to Remember:

Wednesday June 14th from 9:00 am to 2:00 pm - Sheriff's Senior Summer Celebration & Education at Care One Millbury

Wednesday June 14th at 7:00 pm -Premier Swing Band at the Asa Waters Gazebo

Thursday June 15th from 6:00 to 8:00 pm Senior Center Summer Concert Series "4EverFab" Beatles Tribute

On a Good Note

Congratulations to the Millbury and Sutton high school graduates

Thank you to Dennis Hill for taking care of the War Memorial; it looks great

HUGE thank you to the Millbury Lions Club for donating new boots to the Millbury fire fighters!

Mail:

Notice from Chief Desorcy regarding Sycamore St closing at Rt. 146 starting on June 15th for the expedition of the deceleration lane on the Rt. 146 bridge replacement project.

Letter from DPU regarding Aquarion Water Company increase public hearings on July 13th at Hull High School and on July 19th at Oxford High School. Written comments sent in by July 21st.

Citizens Speak:

Linda Lachance, she is thrilled to be appointed to the Parks Commission, it is the first committee that her father was on. The corner at Davis Road is still bad with water.

Happy Anniversary to Mr. & Mrs. Roland Lachance.

Chairman King asked if they can go clean up Wedgewood Lane to get rid of the loose stuff.

Motion to adjourn by Selectman Krumsiek at 10:23 pm, seconded by Selectman Adams.
Motion carried unanimously.

Respectfully submitted,

Tish Hayes, Secretary

Francis B. King

Sandy J. Cristo

Mary Krumsiek

Scott Despres

Jon Adams

Francis B King
Sandy J Cristo
Mary Krumsiek
Scott Despres
Jon

Memorandum

To: BOS
From: DJM
Date: 6/9/17
RE: Town Manager's Report

Personnel:

HR Director:

The finalists were interviewed Friday. I have a meeting with the Supt Tuesday morning to go over the interviews and deliberate on our observations. I am hopeful that we can agree on one of the candidates and then it will be contingent upon reaching an agreement with the candidate. All in all, the process is near the end.

DPW Director

Ms. Arp's interim position runs through the end of July. I am hopeful that I will have a full time DPW Director onboard by the beginning to middle of July so that there can be a transitioning period. To that end, I have an interview on Monday and depending on the outcome of that interview, I have another candidate that I may interview as well thereafter. Ms. Arp is entertaining the possibility of extending her interim position if needed, but it is not optimal and it is not either of our intents to do so.

Appointments:

Linda Lachance – Parks Commission

Logistics:

- **HR Director's Office:**
 - Carpenter's Training School has been in contact with the B/I and the materials list has been processed for order. I have no date on the construction as of today.
- **Stair Project:**
 - I was informed that the B/I is in possession of acceptable plans and the scheduling of the demolition is being arranged.
- **Lighting at Town Hall:**
 - Now that I have the above listed projects costed out, I have moved forward with the lighting project. I decided to go with the 2 sets of LED floods. Although that is the most expensive up front, it will be the cheapest in the long run and it is in keeping with our energy plan to use the most energy efficient options as possible.

Town Manager's Report for the 6/13/17 BOS Meeting

- **Beatification of Town Hall grounds, Parks and Cemeteries:**

I have arranged for a service learning project student who is going to volunteer 40 hours of his time for a service learning project. I have assigned him to work with our grounds keeper/ custodian/maintenance person, Brian. His project is going to be to beautify the Town Hall grounds and if there is time left over he will be assigned to work at the parks and cemeteries. He will be spreading mulch and planting flowers utilizing hand tools and small power equipment such as leaf blowers and weed whackers. All paperwork is in order including insurance.

This is a worthwhile project that gives the student important life skills and builds responsibility and accountability skills all while benefiting the Town with needed projects attended to with minimal cost.

- **Roadway Policy and other Issues:**

- **Policies:**

- **Roadway Paving:**

Per the request of the BOS I deferred and delegated the roadway project to the advisory committee and interim DPW director. I attended their last meeting and gave input but I deferred all policy decisions to them.

The committee has a list of roadways and methods that they intend on pursuing this road season. However, in speaking with the Interim DPW director, I reiterated the need for some visible headway with paving projects. We have yet to go out to bid on any of the roadways, and this is troubling to me. I need to see asphalt being laid down. To this end, the DPW director believes that the South Main Street Bridge ought to be a priority as it will free traffic constrictions and address an area of Town-paving that meets our programmatic agenda. Moreover it will be a very visible project thus likewise addressing public perception that we are stagnating.

- **Snow Plowing Sand / Salt**

I want to start the discussion regarding snow removal and our salting and sanding programs. Currently we use 100% salt. It is damaging our roadways, our sidewalks and the resident's land/water supply: especially those utilizing wells. I want to revisit this policy and look into a sand/salt mix. I realize it will take recalibration of our sanders and also a change in the way we treat our roadways. This is a discussion that the New DPW Director ought to have a say. But I wanted to get this topic on our agenda for continued discussions.

Likewise the manner in which the snow is removed should be reviewed. Currently we have a policy to plow to pavement and maintain pavement throughout the storm. This takes repeated application of product and repeated removal of the snow, driving around and around. Do you

Town Manager's Report for the 6/13/17 BOS Meeting

snow- blow your driveway repeatedly throughout the entire snowstorm over and over and over and keep putting ice melt on your steps over and over and over? Or do you do it once at the end? Perhaps a review of how we approach the storms needs to be addressed. Maybe a policy of something in the middle might be more advantageous?

- **South Main St. Bridge:**

The state corrected the superstructure and now the next phase of that project is for the Town to undertake responsibility to sure up the underside of the bridge with cement work that we will have to bid out. We are looking into that. Once the cement work is completed, then the top of the bridge can be addressed – asphalt, side walk and fence. It is planned to address the asphaltting of the area around the bridge at the same time as the bridge.

- **Wedgewood St Easement**

The aforementioned roadway was slated for repaving years ago, but there is a nonfunctioning drain that needed to be repaired. One of the residents refused to agree to an easement for the Town to access the drain and repair/maintain said drain. Thus the roadway simply got ignored.

I first heard about this situation at the last Roadway Advisory Committee meeting and I volunteered to look into the situation. After getting apprised of the facts, I had various meetings with residents on the street and in particular I met with the homeowners who have been reluctant to grant the easement. After discussing the issues with the interested residents (including the residents who refused to agree to the easement) I was able to negotiate a very reasonable resolution. I will not list what the results of the negotiation were in this public document, but I will be happy to discuss with any member of the Board at any time, including with you all in executive session, to which this would qualify.

Thus, the easement is being worked on right now by Counsel, and I am hopeful that it will be resolved in short order; therefore allowing us to address not only the drain but the road surface as well.

- **TIPP Project – McKraken**

The federal / state TIPP project that the Town agreed to pursue is coming up on its next phase. To this point (25% design completion) the mall has paid for the design work. The contractor will soon be approaching the BOS seeking approval to move forward to the next phase which is the 75% design phase. The Town will have to pay for this design work which is estimated at \$187,000+/- . We will have to take that money out of this year's roadway program. Thus, our 1.2 M budget just got reduced by \$200,000. The worst part of that is that no one will see the results of that money being spent- it's not asphalt on the ground, but design work on a project isn't slated to begin until 2020.

Town Manager's Report for the 6/13/17 BOS Meeting

Then, we will be required to procure all of the easements and takings necessary to move forward. That was explained to me to be a minimum of one house and various frontage takings as well as easements for drainage, etc. The total estimated costs of those takings will be approximately \$400,000-700,000. Thus the Town will be responsible for approximately \$800,000 of the project that is estimated at a total construction cost of \$10,M. These numbers will be more clear when the contractor makes their presentation to the Board at some point this summer.

What should be planned for is the takings. Once we are presented with the plans and what easements and takings we will need to perfect, we will need to start working on them to keep the project on the 2020 schedule. That means we need to begin thinking about where are we going to get the money to pay for these takings and easements?

Survey Issues:

Two issues that were left unfinished by the last DPW Director that I am trying to finish:

There are two projects that have been put on hold over the years because we did not have surveys to move forward. One is a stone wall that is collapsing onto a Town road - the ownership/responsibility of the wall is questioned. We have no documented proof as to who owns the wall. Therefore I have asked our Interim Director to get a survey to ascertain how we shall proceed. From memory, I believe that wall is on West Main St, but the DPW Director has the file so I cannot verify the location for this report. I will have the address at our meeting.

The next project is what appears to be a mistake on the Town's part. It appears from the file that the Town built a pump station on a resident's land on Grafton St. The issue has been just sitting there not being addressed and the resident would like some closure. I researched the file, spoke to the resident, and conferenced with Town Counsel. It appears that what we need to do is do a survey to ascertain where the pumping station is located and then make the resident whole with any damages that may have been caused by the Town. I am moving forward with getting a survey.

○ **Ramshorn Dam:**

A resident near the dam asserted that the Ramshorn dam project created a situation which caused her land to flood. I met with the resident and we discussed her concerns. I got her permission to inspect the land myself along with the project engineers.

During our site walk, it was observed that her land has its own dam and beavers had created a log jam in its spillway causing her back lot to flood. I gave her the information

Town Manager's Report for the 6/13/17 BOS Meeting

regarding beaver remediation. The BOH was notified and given pictures of the beaver situation which were taken by the engineers on the site walk.

- **Dam Updates:**

I was at the state MCPPO certification this week so I did not attend the status meeting. But, I have driven the dam and observed their progress. The loaming is about 75% done as is the cap over the sheeting. The cap is what is taking the most time as it is a custom, lay in place job that has to follow the as-built dam which deviated slightly here and there from the plans to account for site variations such as ledge under-ground, etc. Once the cap is completed, the sidewalks can be poured, which will be a very quick job. After the sidewalks, the railings and guardrails can be measured, designed and ordered. They too are one-off custom built based on the as-built. The guardrails are fairly quick (although they are custom wooden guardrails to DOT standards). The railings are custom hand-built steel and will take 6-8 weeks to be delivered from the time they are measured and ordered. Thus, the dam will appear compete but the roadway (Dolan) will remain closed until the guardrails and railings are installed. I anticipate the completing of the dam to be late summer early fall.

- **Cell Overlay**

- I want to broach a discussion with the Board as to their pleasure on pursuing a cell tower overlay district. I told the Board during my hiring that I wanted to bring in outside revenues, not subject to the tax- base. This is one way to bring in outside revenues and with our planning we can design the program/policy to have minimal impact to the residents.

How:

The ins and outs of the policy will be determined through numerous BOS discussions, open meetings, round table discussions with residents and charrettes, etc... to determine which parcels should be part of the overlay district... (i.e. to determine which parcels are ok and which ones are not) Once we get past this stage, it will require a Town Meeting vote to actually establish the overlay district taking into consideration of all of the input that we received during the drafting stage.

When we are ready to have a cell tower built, we as owners, send out an RFP for a cell tower to be built on Town land in the overlay district. The RFP's specs limit everything that we want to limit. We determine when, where and how etc. the tower is to be built - in a fashion of our choosing. For instance, the RFP could mandate in the specs that the tower must collapse upon itself in the event of a heavy wind, thus ensuring that it only falls within a small footprint. Or we, the owners, can mandate that the tower be tucked in the woods out of sight with a meandering driveway, keeping the tower invisible from the street. Etc, etc, etc.

Town Manager's Report for the 6/13/17 BOS Meeting

Benefits of having an overlay District:

Town:

The benefit to the Town in having this overlay district is that the Town will be able to plan for cell tower needs and restrict where they can and cannot be built. Also, as the landlord, we collect the revenues for land and colocation rent. It is recurring revenues generated outside of taxes.

Another benefit is that it takes very little oversight to implement this policy. The main effort is all front-loaded in creating the RFP and then basically walking away. We collect rents with very little effort thereafter, just contract oversight. It is quite lucrative with minimal effort.

Vendor:

The benefit to the tower companies is that it is turn-key, just comply with the RFP specs and get your building permit. There are no hearings, no special permits, no lawsuits.... Thus it is very attractive to prospective tenants, they can hit and run and be onto their next project.

A changing market: now is the time to act:

A driving force for the cell tower expansion is the changing technology. Cell towers are much more than telephone and texting. The next generation is all about wireless-internet, expanded HD video/ audio and data. Thus, the assessment on where towers are needed is different than what it used to be. What once was not a desirable location is now becoming desirable to tower companies. HD video/audio and internet takes a huge amount of bandwidth. Bandwidth requires capacity. Capacity requires numerous locations. Numerous locations means redundancy and extra towers even where there are towers already. Today, tower companies want capacity for data, internet and HD video /audio more and more and cell and text service less and less.

Thus the focus on needing cell service focused on the MOBILE functionality is shifting. Whereas it once was all about being able to talk on your phone on the run, it's now changing to being able to get huge data downloads wherever you are, including from your living room, not just your car.

Cell providers (and through them tower companies) are looking to expand their markets to internet in residences. To do that, they need capacity all over. More now than ever they need capacity in residential areas. (Where before they were most interested in capacity along numbered roads and highly traveled areas) Because data, video and wireless internet is driving the next expansion of cell towers, companies want towers here, there and everywhere to get capacity to allow for the buildout of this next generation of technology. So, now is the time to grant them quick and easy expansion. By creating an overlay district we can plan for where and how the expansion happens. Without this overlay district, the tower companies can usurp our zoning and build pursuant to FCC regulations: Which means in your back yard even in a residential neighborhood.

Town Manager's Report for the 6/13/17 BOS Meeting

So, an overlay district is not only a revenue source for the Town, it is a way to regulate and predetermine where, how and when the towers will be built.

Next steps:

Assuming that the BOS agrees that we should move forward with this project, I will next appoint a cell tower advisory committee, then schedule brain-storming sessions, charrettes and open meetings to discuss the nuts and bolts.

○ **Handicap Ramps and other Disability Committee Issues:**

- Ramps: This is part of the overall Downtown presentation that is going to be presented to the BOS at this meeting. CONTINUING – ONGOING
- Disability Committee Issues: I attended their last meeting at which point I presented them with an idea that they expand their focus on more than just physical handicap issues.

I was approached by a resident regarding her child's cognitive disability. This resident will more than likely require assistance long after being removed from the school system's authority. Thus, we need to start thinking about these types of situations where residents not school age, but yet still require these types of services that the school is now providing. What will be done once the resident is no longer in school? We currently do not have any programs to address these needs and this was the subject of our discussion.

It was decided that a subcommittee will be formed to investigate these issues and I will chair this committee along with some of the members of the disability committee as well as other residents who may be willing and interested in assisting in this survey/information gathering endeavor. Ultimately it will be the charge of this subcommittee to make a report to the Disabilities' Committee on their findings.

Grants:

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

- The 319 grant was applied for
- ADA – in the process of applying – due in a few weeks
- Complete Streets – on the radar

40U:

- I want to schedule 40 U discussions. How does the BOS wish to proceed? Does the BOS want to schedule round-table discussions or open hearings or BOS agenda discussions? We need to have deliberations as to what we want this policy to look like so that when the time comes to have a STM in the fall we will have a bylaw written. Please advise as to in what manner/ method the BOS would like to proceed.

Town Manager's Report for the 6/13/17 BOS Meeting

Budgets / Financial:

- **May-June-July transfers**
 - Katie is making these recommendations for the BOS. Please note it requires an affirmative vote of the BOS and the Fincom.

Meetings of Note:

- MCPPO recertification completed. I await the results of the testing.
- 6/11 Bicentennial Way dedication - Sunday- I will work the day and take ½ day on the June 20th and ½ day on July 6th
- CMRPC manager's meeting 10-12
- 6/16 MMPA meeting – out of the office all day
- Comp time - 6/20 ½ day to make up for Sunday 6/11
- 6/28 Worcester County Manager's Association Meeting 1-230
- Comp time - Thur 7/6 ½ day to make up for working Sun June 11th
- Paid Vacation Days:
 - Fri 7/7,
 - Mon 7/10, Tue 7/11, Wed 7/12, Thurs 7/13, Fri 7/14
- Out of state and not available via phone:
 - Sat 7/8, Sun 7/9, Sat 7/15, Sun 7/16)
 -

On the Radar:

- **MS04 Requirements:**

The Town has to implement its plan. It is a federal requirement that is being directed through the state. We have to come up with a policy as to how we will fund this. We are looking at yearly projects costing hundreds of thousands of dollars per year that will be mandated that we complete. There is no getting around it, but we have to plan on whether we will implement a stormwater utility or not: If so, how much? Will it be to cover the entire stormwater costs, or some lesser percentage? If not the entire amount, then we have to realize that it will be upwards of hundreds of thousands of dollars (depending on how much we cover with the formation of a utility) each year diverted from other programs and departments. These discussions need to be debated now.

Organizational And/ Or Operations Restructuring

- **Master Plan Intern**

I am working with the Planning Director and the Bridgewater State University Masters of Public Administration / Political Science Department to get a Master's level intern to assist in the development and implementation of the Master Plan. I

Town Manager's Report for the 6/13/17 BOS Meeting

was the BSU MPA Graduate Assistant. This is a huge asset that I am able to operationalize. I anticipate that my contacts and associations will bring a very useful tool to the Town at a significant reduction in costs.

- **Capital Plan and Revenue Generation:**

In your packets you should have the capital plan that was developed years ago. We need to review it and update it for the Master Plan. But more importantly we need to actually start implementing it. It needs to be part and parcel of our over-all budget process going forward. As part of this process I want to begin starting discussions with the BOS on forming a revenue generation committee. The above referenced plan is about spending our capital, I want to form a committee that thinks outside of the box with how we can raise funds for the Town.

- **Organizational Chart – Org changes:**

This issue is not yet ripe to be brought to the Board, but it is an ongoing assessment. NO UPDATES



The Town of Millbury

Millbury Power Choice Community Electricity Aggregation Program

<Date>

Dear Basic Service Customer,

The Town of Millbury approved a Community Electricity Aggregation program, Millbury Power Choice, authorizing our community to aggregate the electricity load of those residents and businesses that are on Basic Service with National Grid. The goals of the program are to provide you with competitive choice, longer-term price stability and more renewable energy.

After a competitive bid process, Public Power, LLC was selected as our Electricity Supplier with a contract term from your scheduled July, 2017 meter reading to your December, 2019 meter reading.

Rate Class	Millbury Power Choice Community Electricity Aggregation Program (Standard Product - No Action Required)		Current National Grid Utility Basic Service (Supply Services Only)
Residential (R-1, R-2, R-4)	\$0.09366/kWh	\$0.10130/kWh	\$0.09432/kWh
Commercial General Service (G-1), Street Lighting (S-1, S-2, S-3, S-5, S-6)	\$0.09366/kWh	\$0.10130/kWh	\$0.08791/kWh
Industrial (Demand G-2, G-3)	\$0.09366/kWh	\$0.10130/kWh	\$0.07673/kWh WCMA*
Duration	July 2017 – December 2017 (Rates apply to service beginning and ending on the days of the month that your meter is read in your service area.)	January 2018 – December 2019 (Rates apply to service beginning and ending on the days of the month that your meter is read in your service area.)	May 1 - October 31, 2017 (Residential and Small Business & Lighting rates change every six months. *Industrial rates change every three months.)

Rates indicated above are for Supply Services only. Under the contract, the rate per kWh for electric supply will be fixed at \$0.09366/kWh from your July, 2017 meter reading to your December, 2017 meter reading. This rate will then change to \$0.10130/kWh on your January, 2018 meter reading to your December, 2018 meter reading.

There is no guarantee of future savings. The primary intent of the program is to provide price stability and savings over the duration of the 30-month term. However, National Grid rates for electric supply change every six months (on May 1 and November 1) and may drop below the program rate during any given six-month period.

ADMINISTRATIVE ADDERS for all Millbury programs are included in above rates. This fee is: \$0.001/kWh for the aggregation consultant.

PROGRAM DETAILS

- As an eligible participant, your account will be automatically enrolled in the program unless you choose to opt out.
- You may leave the program at any time without early termination fees.
- You will continue to receive one bill from your utility.
- You will continue to send payment to your utility.
- Your utility will continue to respond to emergencies and outages.
- Reliability and quality of service will remain the same.

Participation	Action Needed
If you want to participate in this program →	No action required
If you do NOT want to participate in this program →	Sign and date the enclosed opt-out card. Mail the card in the enclosed postage pre-paid envelope within 30 days of the postmark on the opt-out letter.

IF YOU HAVE BEEN MAILED THIS NOTIFICATION, you do not need to take any action in order to participate in the Program.

ALL BASIC SERVICE CUSTOMERS who have been mailed this notification will automatically be enrolled in the Program and start benefiting from this fixed rate beginning on the day of the month that your meter read occurs. The new rate will be reflected on your subsequent month's bill. This date varies by service area. Your meter reading date is shown on your bill.

BUDGET PLAN OR ELIGIBLE LOW-INCOME DELIVERY RATE CONSUMERS will continue to receive those benefits from their utility.

IF YOU ARE RECEIVING ELECTRICITY SUPPLY FROM A COMPETITIVE SUPPLIER AND BELIEVE YOU HAVE RECEIVED THIS OPT-OUT LETTER IN ERROR, you **must** sign the attached card and opt out of this Program. This will ensure you continue to receive your electricity from that Competitive Supplier and prevent any possible early termination fees.

SOLAR ELECTRICITY CONSUMERS will not be impacted and will continue to receive their net metering credits while participating in the program.

INSTRUCTIONS ON HOW TO OPT OUT

If you do not wish to participate in the program, simply sign and return the enclosed postage paid card within thirty (30) days of postmark on this opt-out letter. There is no penalty to opt out in order to remain on National Grid Basic Service.

ANY TIME AFTER ENROLLMENT, you can leave the program with no early termination fees. This will occur during the next available billing cycle, whereupon your account(s) will be returned to your utility's Basic Service.

HOW TO ACCESS BASIC SERVICE IF YOU WANT TO LEAVE THE PROGRAM Additional information about your utility's Basic Service electricity rates may be found on the [MASS.GOV](http://www.mass.gov/eea/energy-utilities-clean-tech/electric-power/electric-market-info/basic-default-service/) website here: <http://www.mass.gov/eea/energy-utilities-clean-tech/electric-power/electric-market-info/basic-default-service/>, or visit the National Grid website <https://www.nationalgridus.com/MA-Home/> or call (800) 322-3223 for account information. Please refer to the Basic Service category to determine the best option for you.

FOR MORE DETAILED INFORMATION regarding your community's Program, visit MillburyPowerChoice.com, or call toll-free (866) 535-2052.

THERE IS NO GUARANTEE OF FUTURE SAVINGS The primary intent of the program is to provide price stability and savings over the duration of the 18-month term. However, National Grid rates for electric supply change every six months (on May 1 and November 1) and may drop below the program rate during any given six-month period.



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