

TOWN OF MILLBURY
BOARD OF SELECTMEN MINUTES
SELECTMEN MEETING ROOM

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TOWN CLERK
7:00 pm
2018 JUL 25 PM 3:09
MILLBURY, MASS

July 10, 2018

Selectmen Present: Chairman Jon Adams, Vice-Chairman Mary Krumsiek, Scott Despres, Jon Adams, Katie McKenna, Chris Naff, Town Manager David Marciello, Jennifer Nietupski, Karen Peltier, Steve Balistreri-Millbury Sutton *Chronicle*, and other concerned citizens

Citizen Speak: Joe Coggans wanted to express his gratitude for the first responders who were involved in the recovery effort of his nephew who drowned in Dorothy Pond on July 6, 2018.

Discussion of Handicap Parking-Michael Kennedy, Chairman of the Disability on Commission spoke regarding adding a handicap spot on Lower Elm St. to access the Elm Theater, Mill Towne Tavern and other store fronts. This is a relatively easy request to fill. Mr. Marciello said that he spoke to Jim Perry, owner of the Elm Theater who will be sending in a letter, but he did say that he has no issue having handicap spots in front of his theater and across the street as they are relatively flat. Mr. Marciello said that they would need to paint and put up a permanent sign. He would still like to keep the matter open for another meeting. Chairman Adams what happened to the handicap spot in front of Pearl Café on Elm Street.

Qdoba Restaurant Corp.- 70 Worcester/Providence Tpk. Change of Manager; Officer/Director and New Stockholder

Motion to open the public hearing at 7:15 pm made by Selectman Despres, seconded by Selectman Naff.

Motion carried by roll call vote.

Current manager, Elizabeth Amaral, said that they are changing manager and officer/Director and New Stockholder because Qdoba is now under a new corporation.

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

Motion carried by roll call vote.

Motion to accept the Change of Manager; Officer/Director and New Stockholder made by Selectman Despres, seconded by Selectman Naff.

Motion carried unanimously.

Mill Towne Tavern-49 Elm Street: Automatic Amusement License, Pool Table License and Common Victualler License

Motion to approve the licenses made by Selectman Despres, seconded by Selectman Naff.

Motion carried unanimously.

7:25 Joint Pole Petition-NGrid/Verizon -Install on Warren St.

Selectman Despres motioned to opened the public hearing, seconded by Selectman Krumsiek.

Motion carried by roll call vote.

Pedro Cardoso spoke on behalf of National Grid and explained that they will be replacing a taller pole on Warren St beginning to a point approximately 522 feet southwest of the centerline of the intersection of Hayward Lane. National Grid to relocate pole 9 off the property of 10 Warren St to correct an aerial trespass. Pole will be relocated approximately 10 feet to the left and on town property. Pole will be 125' southwest of pole 8.

Abutters were notified but no one appeared or spoke.

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

Motion carried by roll call vote.

Motion to approve the joint pole petition on Warren Street made by Selectman Despres, seconded by Selectman Krumsiek.

Motion carried by roll call vote.

There was no report from Town Counsel.

Town Manger Report:

Mr. Marciello is unaware if Selectman Despres and Mr. McElroy from the Asa Waters Mansion are ready for a fiscal report at this time. Selectman Despres said that they will be meeting next week and be ready for the next meeting.

Mr. Marciello said that last year they decided that 40U was not ready for town meeting; he would like to discuss the issues and decide how they would like to proceed.

The RFP for the Town land solar is out and receiving bids.

There are currently no complaints with the lights at Ramshorn Dam; Selectman Despres pointed out that there was a misspelling on one of the signs at the Dam, and that has been corrected.

We had a kickoff meeting with SeeClickFix; we are hoping to have the rollout by the end of the summer. This is an "app" that you can take a photo and upload it directly to the department that will handle that issue.

Chairman Adams said that he received a phone call from the Chairman of the Board of Health regarding the discussion at the last meeting of the Wheelabrator compliance check. He would like them to come in to the next meeting to discuss the process. Wheelabrator and the Board of Health would like a sign up stating the rules.

Selectman Krumsiek read a statement from Senator Moore stating that the state has had a tax windfall of \$1.2 billion more than expected. They are working on an environmental bill and hopefully we will get some of that money. Mr. Marciello said that he got that bill and forwarded it to the Planning, Conservation and DPW Departments.

Selectman Despres asked about the goals & objectives in front of them as of June 2017; is this just a continuation of these goals & objectives? He wants to make sure that they don't carry any weight in a performance review.

Mr. Marciello said that he uses them as a white board that keeps him on task working week to week. He takes them off if they are not relevant; or keeps them on if there are updates.

Selectman McKenna asked what reserve fund transfer was on the Finance Committee meeting tonight? Mr. Marciello said that he does not know as it did not come from his office; he believes it is the Library Board of Trustees. Selectman McKenna wanted the record to show that the

selectman did not say they would not approve the transfer, that they just wanted more information regarding them.

Selectman Despres asked when the board was going to discuss swimming and other rules regarding Ramshorn Dam. Mr. Marciello said that he hasn't been able to get a return phone call from the DEP. We can regulate boat traffic, but it does not address swimming. Selectman Krumsiek thinks allowing swimming is a huge liability. Mr. Marciello said that this is a great pond owned by the state.

Chairman Adams asked for this discussion to be on the next agenda.

Previous Minutes

Motion made by Selectman Despres to approve the minutes of the regular Selectman Meeting of June 26, 2018, seconded by Selectman Krumsiek.

Motion carried unanimously.

Old Business:

Transfer Station Fiscal Report: Selectman Krumsiek said that it is not all receipts and expenditures: Fees collected-\$62,277 overtime estimate-\$25,000; wages- \$116,500; recycling and general expenses-\$152,706; she will get updated after everything closes.

Mr. Marciello said that is in line with what he figured; we usually get about \$80,000 in and we spend more than double just in the soft costs. Selectman Adams asked if the overtime is because we are short-handed? Mr. Marciello said that that is what we run, vacation, injuries, etc.

Selectman Krumsiek said that this is because we are shorthanded and we have to pay a Monday-Friday worker on Saturday to cover the transfer station. Chairman Adams asked when we will be able to hire that person? Mr. Marciello said the resumes are in and the interview team is making appointments but the DPW Director has not been available for a while due to other engagements. Mr. Marciello said that the South Main Street bridge will be closed for repair; there will be detour signs.

Selectman Naff asked if the revenue line was just sticker fees? How much consideration should there be on what we exchange on trash collected to revenue received? The net loss is roughly \$200,000 but what do we get back. Is there an accounting of the tonnage exchanged? Mr. Marciello said that it is on the website and he will send the information to the selectmen.

Selectman McKenna asked to have the auditors in to discuss the FY17 audit.

Old Business: TM Goals & Objectives: Chairman Adams said that they are due to the HR Director tomorrow.

Chairman Adams read Dates to Remember:

July 16, 2018 – South Main Street Bridge closed for repairs

July 19, 2018 – FREE Library Picnic 11:00 am

July 19, 2018 – 9am-11am- Historical Society Museum open at Asa Waters Mansion

July 19, 2018-Robert Black-Elvis Impersonator 6pm – 7pm Senior Center

On a Good Note: Huge shout out to the Lions Club for a successful carnival and Fireworks once again. Thank you to all the volunteers and the Police Department.

Mail:

Letter from Jack and Carole Chiras regarding adopting a flower pot.
Letter from the Millbury Center Beautification Initiative regarding donations from Mr. & Mrs. Chiras and the Millbury National Bank in the amount of \$200.00 each.
Motion to accept both donations made by Selectman Despres, seconded by Selectman Krumsiek.
Motion carried unanimously.

Letter from Judith O'Connor regarding a donation of \$10,000 from the Friends of the Millbury Senior.
Motion to accept the donation made by Selectman Despres, seconded by Selectman Krumsiek.
Motion carried unanimously.

Mr. Marciello explained that the senior center runs a transportation program and they are paying for the gas used with this money.

Motion to adjourn by Selectman Krumsiek at 8:10 pm, seconded by Selectman Naff
Motion carried unanimously.

Respectfully submitted,

Tish Hayes, Secretary

Jon A. Adams

Mary Krumsiek

Scott Despres

Katie McKenna

Chris Naff

Jon
Mary
Scott
Katherine
Chris

Memorandum

To: BOS
From: DJM
Date: 7/5/18
RE: Town Manager's Report

Appointments:

- See Agenda for appointments

T.M. Goals and Objectives:

2) Master Plan

Deadline

6/30/18

(this deadline should be amended: This is an ongoing issue that will take 2 years to complete)

As of 6/8/18

NO Update

3) Develop, Manage and Implement a 5 Year Financial Forecast for the Town including a Capital Improvement Plan Partially Completed

Deadline

6/30/18

As of 7/6/18

Per Chairman Adams, all information to be submitted by 7/31. The Planning, Building and Assessing Departments are compiling data and projections.

5) Phase 2 of Tip Project

Deadline

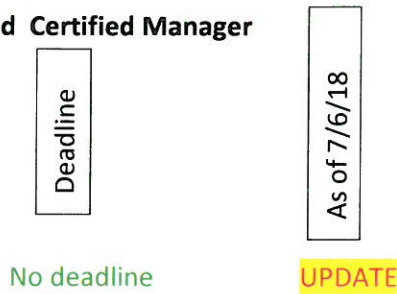
9/30/17

As of 5/25/18

No UPDATE

Town Manager's Report for the 7/10/18 BOS Meeting

10) Credentialed And Certified Manager



There's a distinction between the ICMA's credentialing program, and the Commonwealth's certification program. I am enrolled in both, but they are distinct and unique from each other.

ICMA Credentialing:

The ICMA is the national arm of the MMA. There is a rigorous credentialing program through the ICMA which offers managers who have:

- the length of service,
- the education
- and the experience

to take an assessment test. Once the individual is assessed, he/she is given a course of study to take which will assist the individual to improve in areas that the evaluation highlighted. This is an ongoing endeavor which assesses and reassesses the individual and ensures that best practices and the highest standards are constantly met. Any individual who is credentialed must continue to maintain this commitment throughout his/her career or the credentialing is withdrawn.

Massachusetts Certification:

The state has followed suit with many other states and they now "offer" a state certification program similar to a certified public accountant. (CPA) they now offer a certified public manager (CPM) program. Currently it is completely voluntary. However, I speculate that this will at some point become a requirement to the profession. Similar to the ICMA credentialing program, the state's certification requires that the manager have met minimum benchmarks with:

- the individual's length of service,
- education
- and experience

The Commonwealth's state certification requires the individual to complete 12 courses, outside of and in addition to, his/her master's program. Upon completing these 12 courses a capstone project / thesis and portfolio are submitted and evaluated. Upon completing the coursework, passing the Capstone evaluation and having one's portfolio accepted, one may apply for certification.

Here's where I state currently in these two processes:

ICMA - Nationally:

I've taken the assessment, and applied into the credentialing program. I await their directive as to how I am to proceed based on the results of my assessment. There are courses that I will be required to take; but I

Town Manager's Report for the 7/10/18 BOS Meeting

have yet to hear back from them in this regard as to which courses they will require of me.

Massachusetts:

I've completed 8 out of the 12 required CPM courses. These courses are in addition to the coursework I needed to obtain my Masters in Public Administration. I have recently enrolled in the fall offerings which will allow me to complete 3 out of the 4 remaining courses that I require for certification. The 4th one is not being offered in the fall. Assuming that it is offered in the Spring, by May I will have completed 100% of the necessary coursework in the state's specialized certification program. However, I still will be required to complete my thesis / Capstone project before certification. Once certified, I will be one of the first state certified managers in the Commonwealth's certification program.

Logistics:

- **Snow removal:**

"2018 snow and ice events after action report"

No update

Municipal Lot: NoUpdate

- **TIP Project – McKraken**

No Update

- **MS4**

No Updates

- **Dam Updates: Update**

We paid the majority of the punch list last week. There remains a very small list. The dimmers were installed and adjusted. The complaints have subsided. Selectman Despres noted that a sign at the dam needs correction. I will have Keith take care of that next week. Likewise discussion regarding time of operation and swimming regulations needs to be addressed by the Board by a policy discussion. I will put another call into the state DEP to see what if anything they have to say regarding this issue.

Cell Overlay

No update

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

Update

The parking lot at Town Hall has its binder coat. The structures have been raised and reinstalled as well as the curb-cuts were likewise made last week. The finished coat and line painting will occur in the next week or so, weather permitting.

Town Manager's Report for the 7/10/18 BOS Meeting

The pad for the Asa Waters handicap spot was poured. The remaining portion of the parking lot was patched thereafter. Sealing is being evaluated.

Webpage:

Update

A kick-off meeting teleconference with See Click fix is scheduled for Monday

Grants:

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

- The 319 grant was awarded to us
- ADA – we are awaiting this grant notification.
- Complete Streets – filed
- Hazard Mitigation Grant-

40U: I will reevaluate this for fy20 ATM

Budgets / Financial: No Update

Regional inventory / collaborative efforts between towns

No notations

Meetings of Note and out of the office:

- 11/19 Library Appreciation Picnic .. I will be helping set up then cooking burgers
- Before the budget season becomes entrenched,(at which point I cannot take any time off and my workflow is 60-70 hours per week with budgets and meetings) over the summer and fall months I will be taking a few days off here and there based on my scheduled appointments and work-flow. I do not have any lengthy vacations planned on the horizon but I will be taking a day or two here and there during the times of the year that I can do this.
- Wed, July 18th, 11:30-1:30 Regional BOH consortium meeting Asa Waters Mansion
- Wed, July 25, 12:30-2:30 Monthly Regional Manager's Meeting in Auburn
- Fri, July 27, I will be late (around 10:30 ish) I have a Dr.'s Apt.
- Wed, August 1st, JURY DUTY – (UNLESS IT IS CANCELLED IN ADVANCE) I WILL BE OUT THAT DAY

On the Radar:

Nothing of note

Town Manager's Report for the 7/10/18 BOS Meeting

Organizational And/ Or Operations Restructuring

- **Master Plan Intern and Capstone class project**
ongoing
- **Organizational Chart – Org changes:**
UPDATE as of 7/6/18 Highway Supt and HR Director are scheduling interviews for the OP3 worker. Once hired they will move onto the OP2 and/or laborer.