

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

July 25, 2017

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7:00 pm
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Selectmen Present: Chairman Francis B. King, Sandra Cristo, Mary Krumsiek, Scott Despres, and Jon Adams, Town Manager David Marciello.
Susan Spencer-T&G; Steve Balistreri-*Millbury Sutton Chronicle*

Town Counsel Access Policy- First Reading.

Selectman Despres asked what the expected time frame would be to get the answer. If there is an issue, it would get addressed immediately. If it is not an emergency it would just move forward. Chairman King asked about the Police Chief having access. Selectman Adams asked if there will be adjustments when HR comes on board? Mr. Marciello said that HR will have liberal access but he will be tracking that. The school will have to have their own policy as they have their own counsel.

Reserve Policy- First Reading

Mr. Marciello recommends to the Board is as it obtains to our inspectional services; as he pointed out in his budget presentation he mentioned that there are many houses waiting in que to be built, we increased the amount of money for the permits but we are going to have a lot of inspections that will be needed. He would like to draw some money from 'free cash' and put it in a fund to hire contracted help. He believes that all policies should be reviewed and not cut and dry. Selectman Adams said that we have been working for many years to get our hands out of free cash; he does not agree with utilizing free cash. You should be able to fund this through the budget if you would like. Mr. Marciello said that because we raised the fees we will have extra money in free cash anyway; he is saying we use the money that we are collecting. He wants to use that money in free cash for a year or two. Selectman Adams said that he has read the auditors reports who instructed us to keep out of the free cash.

New Drainlayer-Earthworks Site Development & Utilities, Upton.

Chris Etre is doing a sewer connection on Broadmeadow Brook
Motion to grant the license made by Selectman Krumsiek, seconded by Selectman Cristo.
Motion carried unanimously

Patricia Arp- Interim DPW Director*see attached PowerPoint Presentation

Central Cemetery: we do not have a lot of space; you cannot pre-buy a plot. The new portion that was just purchased she recommends using it for cremains and building a columbarium; They are nice granite boxes that you put cremains in. Instead of 400 graves, you could bury 4800 cremains. Selectman Despres said that when the land was purchased at town meeting they told them that this would take them 20 years out. She proposed 200 earth graves and 200 columbaria. Selectman Adams said that you can put many cremations into an earth grave. Selectman Krumsiek suggested taking this idea to the cemetery commission.

When we haul away the recycling it is \$132.00 a pull and we pull 9 a week. The truck that hauls is having issues. She suggests a roll off truck. Selectman Adams asked if the truck could haul

compacted trash as well. He asked Ms. Arp to look into leasing compactors. Mr. Marciello said that if we put solar panels on the roof of the transfer station that would force the power needed to be there for the compactors. It would save the town hauling if we have a compactor.

She got three quotes for the underground storage tank removal at the pump stations. The new tanks will be above ground and double walled. We are waiting for National grid now to implement the LED Streetlight project. Hopefully you will start seeing stuff soon.

Mr. Marciello said that we have to get a cement company to do the work under the South Main Street Bridge; then we can pave the top. Chairman King asked what an estimate is. They do not have one yet. Selectman Adams asked if narrowing the road actually saves money. Ms. Arp said yes. The roads will be bid together; Peggy Drive, Forrest Drive, Leslie Lane, Sullivan Place, Greenwood St and Woodland St. Durham St can be a mill and overlay. We are waiting for the specs from the Roadway Advisory Committee; Selectman Krumsiek suggested using the operations manager for specs as he did this before he became the manager. Chairman King suggested the reaching out to the Roadway Advisory Committee to see if we can them asap. Ms. Arp will put together an RFP and send it to the R.A.C; she will need to have hearings on the changes for the cul-de-sacs per the policy. Selectman Cristo asked where Wedgewood Drive stands. Mr. Marciello received the paperwork from the attorney and the easements should be signed off on. He does not want to make public what was negotiated. It will have to be re-bid after all of the signoffs are done.

Selectman Cristo asked if the state work near the MaPike exit will benefit Millbury. It is not a benefit on our MS04 permitting but it will help with drainage.

Chairman King said that 177 & 191 West Main trenches are sinking; also please clean up the lower common.

Town Manager Report *see attached report

Mr. Marciello sent thank you notes to everyone who participated in the Memorial Day festivities but one came back undelivered to Mr. Picard; Mr. Marciello read it and gave it to Selectmen Despres to deliver it.

Public Hearing: BAK, Inc. to Amba, Inc. Millbury Package Store, 34 Main Street

Motion to open public hearing made by Selectman Krumsiek, seconded by Selectman Cristo. Motion carried unanimously.

The Attorney for Amba, Inc. d/b/a AK Millbury Package Store asked for the hearing to be continued until August 8, 2017.

Motion to continue the Public Hearing to August 8 2017 at 7:15 pm made by Selectman Krumsiek, seconded by Selectman Cristo.

Motion carried unanimously.

Town Manager continued:

The Worcester Board of Health Alliance suggests protecting against West Nile; there was a mosquito found in Worcester that tested positive.

Mr. Marciello would like volunteers for the Revenue Generation Committee. Please send in a letter of intent.

Mr. Marciello is appointing Michael Mann to the Cell Tower Overlay Committee and Mary Wright to the Dog Park Committee.

Motion by Selectman Krumsiek to appoint Michael Mann to the Cell Tower Overlay Committee, seconded by Selectman Cristo.

Motion carried unanimously.

Motion by Selectman Krumsiek to appoint Mary Wright to the Millbury Dog Park Committee, seconded by Selectman Cristo.

Motion carried unanimously.

You, Inc. leases 130 Elm St and they have asked to break the lease; Mr. Marciello would like to discuss this in executive session. We have been advised by counsel that if there is a clause in the lease that allows them to break the lease, then we do not go into executive session. Mr. Marciello thinks this qualifies for executive session as they are asking for something other than the termination clause.

Chairman King would like a legal opinion before they proceed.

Our EMA Director has asked to take the old Forestry I truck for EMA use. This vehicle is not fit for front line duty, but for EMA it would be very helpful to have a four wheel drive vehicle to use if there is a flood, hurricane, blizzard or any natural disaster. To keep this on the road would only be about \$500/year. Chairman King said that the EMA Director is his brother and he will abstain from the vote, but he reminded the board that he made a policy that we would not increase the fleet. Mr. Marciello recommends taking this truck as when the truck is needed it will be there and it will be very low cost. Selectman Despres asked where would we keep it? It would be housed at the DPW or a fire station or wherever it can. Selectman Despres asked the value of the truck. Ms. Arp asked if the town mechanic looked over the vehicle.

Motion to look at the vehicle policy made by Selectman Krumsiek, seconded by Selectman Adams.

Motion carried 4-1 (Chairman King abstained)

The snow/sand/salt policy round table will be on Wed. August 2nd at 3:00 pm. Please attend if you have any opinion or would like to add to the discussion.

The 40U round table discussion will be on Wed. August 8th at 3:00 pm.

Selectman Adams suggested having policies or by-laws from other towns to see as examples for the meeting.

Selectman Cristo asked for a list of people who applied for the DPW Director position. Job applications are not public information. She then asked about the food digester and construction/demo company going in near Wheelabrator and do we have Host agreements with

them. Mr. Marciello said that it is a company paying taxes, we do not have authority by law to have one.

Selectman Despres asked if Ms. Lewandowski's street light has been put up yet. Mr. Marciello did not get that done yet, he will email Mr. Shaughnessy tomorrow. Ms. Arp asked about installing the street light and if it would be a LED Street light as all of our street lights will be changed over to LED next year. Mr. Marciello will put up an LED on that pole now.

Pervious Minutes

Motion made by Selectman Krumsiek to approve the minutes of the June 27, 2017 regular Selectmen meeting, seconded by Selectman Cristo.

Motion carried unanimously.

Motion made by Selectman Cristo to approve the minutes of the June 29, 2017 regular Selectmen meeting, seconded by Selectman Krumsiek.

Motion carried unanimously.

Old Business:

Town Manager Capital Improvement Plan: The committee has put together a meeting for August. Scheduling is hard in the summer, Mr. Bedard is not available, Ms. McKenna has not been. Selectman Adams is looking for the cost for the current projects listed; he's looking for this information before the meeting. Mr. Marciello said McCracken Road- \$187,000 for the design plan; this will be coming from the Ch.90 money; then we will have to come up with money for the takings. The grand total looks to be \$400-800,000 of a \$10 million project. Chairman King suggested asking the mall and Lynch for some funding.

The stair project should be complete in 10 days to 2 weeks for completion. Thanks to the Chief for his assistance and for allowing us to use their entrance/exit. The Carpenters Training School is doing this at no cost; we are paying for materials only.

The MS04 has given us a reprieve for this year; the board has to decide which policy they want to do to fund this. He will make suggests for the board to pick. One way you can do it as a tax on each resident or the town can absorb the cost and budget for it. Selectman Adams needs the manager to have a handle on this as we only have an interim. Mr. Marciello suggests doing what was suggested each year by the state to pay. He is trying to keep Ms. Arp as the interim.

Tomorrow Mr. Marciello will be at Bridgewater State to discuss interns for the master plan; next week he will be attending a meeting regarding Stormwater. They did give us a reprieve for this year; but next year we have to start paying over \$100,000.

The grants have been applied for the Downtown project; the ADA grant was moved to August. We have made our presentations and sent in the grants. We are waiting on 2 grants and the third will be resubmitted in August. (319 Grant and the Complete Streets Grant ADA Grant is due August).

Mr. Marciello got an email stating there are grants available for very small bridges (culverts). He will make sure the Capital Plan Committee gets a copy of the Bridge Report.

Selectman Krumsiek asked what the status is on the liquor license at the Asa Waters Mansion and if you have a business plan yet. Mr. Marciello is leaving that up to the mansion to put policies together. Selectman Krumsiek did not like how the one day license went over the weekend and she would like to be a consultant regarding the policies and procedures. Mr. Marciello's approach is that the license is owned by the town but the mansion is the user so they should set the policies and procedures. He has handed off the ball to the Task Force to design their program. Selectman Krumsiek said that she cannot find one town that holds a liquor license; she wants to make sure the town is protected as this is a big deal. Selectman Cristo said that the "Friends" love the building and the Task Force does not collect any money. Mr. Marciello said that the license will not be awarded to the Mansion until all of the procedures and policies are in place.

Debt Exclusion Discussion:

Selectman Adams would like a serious discussion and to suggest a \$5 million debt exclusion to get our "poor" roads up to "good" condition. He would like to know what major projects are coming forward so that he doesn't put the town in a bad spot. He would like to put this forward for FY19. Mr. Marciello said that the biggest thing he sees right now is how you are going to fund the MS04. Mr. Marciello said that you would get the borrowing for \$5million, but use it as needed and could extend it 15 years. Selectman Krumsiek said to put it on the warrant and leave it up to the towns people. Ms. Arp said that there are 69 roads that are poor on this list. Selectman Adams suggested using the budget for the MS04 plan instead of taxing the residents more. Selectman Krumsiek agreed.

Motion to put the MS04 fees in the FY19 budget unless otherwise discussed made by Selectman Adams, seconded by Selectman Krumsiek.

Motion carried unanimously.

Dates to Remember:

July 20: Harno Shiga Origami -Thursday at 1:00 pm Millbury Public Library

August 1: National Night Out-Millbury Police Department with Target Corp.
6-8 pm at Washington St. Park

August 1: Pumpernickel Puppets- Tuesday at 6:30 pm- Millbury Public Library

August 17: Eddie Forman Polka Band-Thursday at 5:30 pm- Millbury Senior Center

Add- July 26, 2017- Millbury Market Night- Millbury High School 5pm-8pm 30+vendors and concert

Singletary Lake will be treated for weeds on Thursday, July 27, 2017. No boating for the day.

On a Good Note

Congratulations and great job to the Millbury Police Youth Academy Graduates. The graduation was done well.

Moment of silence for Mr. Bradman Turner, our sincere condolence to his family; he was involved in so many committee in town and a great guy.

Wishing a quick recovery to Dennis Leonard who took a fall at the carnival.

Mail:

Letter from the Millbury Fire Department regarding new firefighters

Donation of AED's to the Millbury Fire Department from Linda Gosselin

Motion to accept the donation made by Selectman Krumsiek, seconded by Selectman Cristo.

Motion carried unanimously.

Chairman King asked the manager to please send a thank you to her.

Motion to adjourn by Selectman Krumsiek at 9:30 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

Sandy J. Cristo

Mary Krumsiek

Scott Despres

Jon

**Town of Millbury
Roadway Maintenance FY2018**

**Patricia Arp
Interim DPW Director**

July 25, 2017

Schedule

- 4/10/17 started as Interim DPW Director
- 4/12/17 Requested and received road report from CMRPC
- 4/26/17 RAC meeting to discuss a proposed plan
- 5/5/17 submit propose road list to Town Manager
- 5/25/17 RAC meeting to discuss modified proposed road list
- June – drive roads, confirm specific plan for non-collector roads
- 7/25/17 proposed street detail presentation
- 7/27/17 funding request to MassDOT

Roadway Maintenance Plan

Multi-prong approach

Including:

Crack seal to maintain good roads

Pave several “very poor” roads

Reduce impervious area for \$ savings and reductions in stormwater runoff

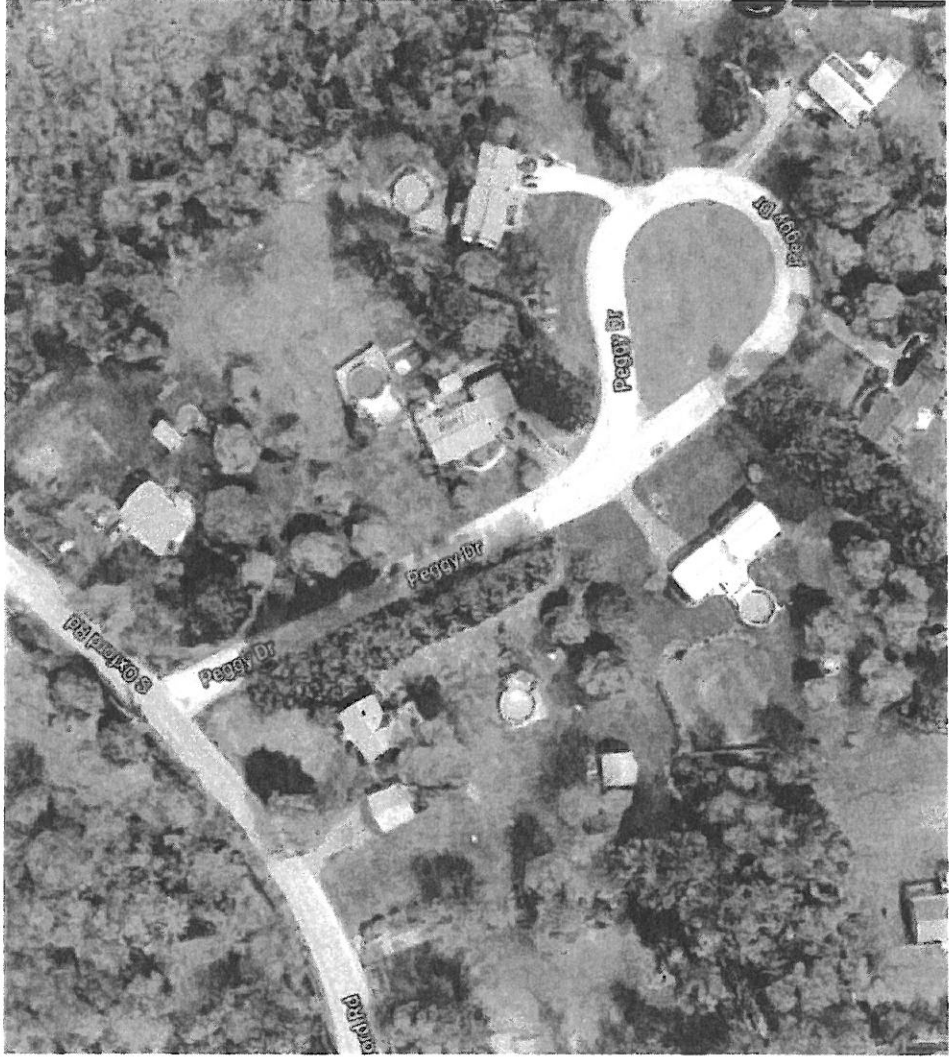
Crack sealing

- Preventative maintenance for the good roads
with cracks
- Chapter 90 funds to be expended \$49,000
- Project approved by MassDOT in May
- RFQ out tentatively by July 28, 2017

Paving Plan

- Peggy Drive
- Forrest Drive
- Leslie Lane
- Sullivan Place
- Woodland
- Durham
- Greenwood Street

Peggy Drive



Peggy Drive

Existing Condition:

- Roadway serves 5 homes
- 150' diameter cul-de-sac has 100' diameter island
 - Island is grassed area
 - Approach is 26 feet wide

Proposed Condition:

- No change to cul-de-sac or island
- Reduce approach to 20 feet wide on western side (where trees are)
- Savings from road narrowing, estimated \$3300 (300 feet by 6 feet at \$16.5/sy)

Sullivan Place



Sullivan Place

Existing Condition:

- Roadway serves 29 homes
- 100' diameter cul-de-sac has no island
- Roadway is 26-29 feet wide

Proposed Condition:

- Add 56' island to cul-de-sac (maintains a 22' roadway but reduces paving from 7800 sf to 5000 sf)
- Reduce approach road to 20 feet wide, split equally on each side
 - Savings from road narrowing \$22,000
(2000 ft by 6 ft at \$16.5/sy)
- Savings from reduced paving due to island, estimated \$5000
(2800 sq feet at \$16.5/sy)

Leslie Lane



Leslie Lane

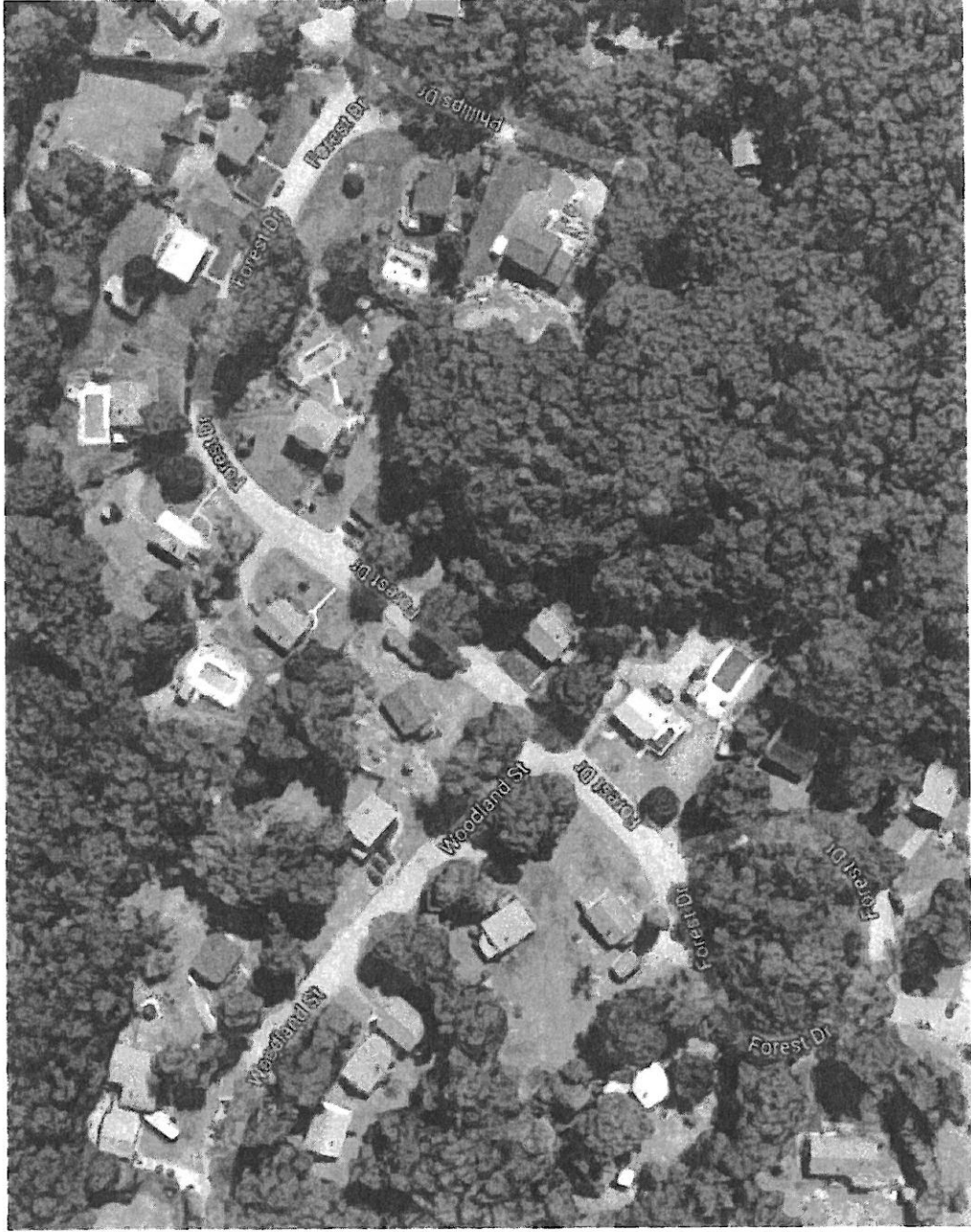
Existing Condition:

- Roadway serves 24 homes
- 100' diameter cul-de-sac has no island
- Roadway is 24 feet wide

Proposed Condition:

- Add 56' island to cul-de-sac (maintains a 22' roadway but reduces paving from 7800 sf to 5000 sf)
- Reduce approach road to 20 feet wide, split equally on each side
 - Savings from road narrowing \$9,600
(1300 ft by 4 ft at \$16.5/sy)
- Savings from reduced paving due to island, estimated \$5000
(2800 sq feet at \$16.5/sy)

Forest Drive



Forest Drive

Existing Condition:

- Roadway serves 15 homes
- 175' diameter cul-de-sac with 135' diameter island
- Roadway is 26 feet wide

Proposed Condition:

- Reduce roadway to 20 feet wide, split equally on each side
- Savings from road narrowing \$9,300
(840 ft by 6 ft at \$16.5/sy)

Woodland Street



Woodland Street

Existing Condition:

- Roadway serves ~20 homes
- Roadway is 24-28 feet wide, ~2000 ft long

Proposed Condition:

- Reduce roadway to 20 feet wide, split equally on each side
 - Savings from road narrowing \$15,000
(2000 ft by 4 ft at \$16.5/sy)

Durham Road



Durham Road

Existing Condition:

- Roadway serves 6-7 homes
- Roadway is 18 feet wide, 600 ft long

Proposed Condition:

- No changes

Total Savings

Location	Proposed change	Savings (sf pave)	Savings (\$)	notes
Peggy Lane	Narrow road to 20', no change to cul-de-sac.	1800 sf (~1 home)	\$3300	
Sullivan Place	Narrow road to 20', add island to cul-de-sac.	14,800 sf (~7 homes)	\$27,000	
Leslie Lane	Narrow road to 20', add island to cul-de-sac.	8000 sf (~4 homes)	\$14,600	
Forest Drive	Narrow road to 20'	5040 sf (~2.5 homes)	\$9300	
Woodland St	Narrow road to 20'	8000 sf (~2 homes)	\$14800	
Durham Rd	None	none	none	
TOTAL		37,640 sf (65% football field)	\$69,000	

Parks Planning and Upgrades

Park	Item	Cost	SubTotal
Greenwood Street	Remove pipes, parking area	0	
	stone dust walking path around entire property	\$500 (DPW staff)	
	Retaining wall	\$2500 (carpenter's school)	\$65,757
	picnic table kits (4)	\$1200	
	New concession stand	\$5000 (carpenter's school)	
	wood trash can containers	\$500 (DPW staff)	
	Shade structure 20'x20'	\$11,157 +ship \$500 concrete	
	New trellis (outside pavilion, for raspberries)	\$200 (DPW staff)	
	Plantings (red maples, ivy, raspberry, broom bush)	0 (staff source)	
	Upgrade play structures	\$5000	
	Paint parking space lines	\$200 (DPW staff)	
	Future: Pave parking areas	\$25,000	
Future: Adult glowing circle seats (similar to Boston)	\$4000 (rough estimate)		
FUTURE: Adult fitness area	\$10,000		
East Millbury	Pave parking lot	\$20,000 (summer 2017)	
	Replace basketball nets	\$40	\$45,140
	pergola	\$7500	
	picnic tables (two)	\$600+ship	
	Bleacher repair	\$500	
	Upgrade bathrooms	\$1200	
	Upgrade play structures	\$15,000+ship	
	Pave driveway+parking area	\$25000 (summer 2017)	
	Solar lights 9@1000	\$9000 +ship	\$36,991
	Picnic table kits (three)	\$900 +ship	
	Future: Swing set	\$1450+ship \$91+ship	
	Washington Street	Shade structure 20'x20'	\$11,157+ship
Picnic table kits (two)		\$600 +ship	\$33,657
Play equipment handles		\$1500 +ship	
Future second parking lot		Estimate \$20,000	
Dorothy Bond	Shade structure 20'x20'	\$11,157 +ship	
	Picnic tables (two)	\$900 concrete \$600 +ship	\$13,798
	Swings (1 bay=2 swings)	\$1450+ship \$91+ship	
	none	0	0
RiverIn Street Recreation			
		TOTAL	\$195,343
		Minus completed projects (\$48,300)	\$147,043