

TOWN OF MILLBURY
BOARD OF SELECTMEN MINUTES
SELECTMEN MEETING ROOM

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TOWN CLERK
17 SEP 13 AM 11:11

August 22, 2017

7:00 pm

Selectmen Present: Chairman Francis B. King, Vice-Chairman Sandra Cristo, Mary Krumsiek, Scott Despres, Town Manager David Marciello, Kathy Macey, Troop 109; Steve Balistreri-*Millbury Sutton Chronicle*

Absent: Jon Adams

Chairman King introduced and welcomed two scouts, Donald McCall who is the senior patrol leader & Jeffrey Riccanti is the assistant senior patrol leader for Millbury Troop 109.

Laurie Connors- Complete Streets Program- This was created through the transportation bond bill in 2014 to reward communities that implement complete streets into their policies and construction projects. A complete street accommodates walking, biking, wheel chairs and motor vehicles and people of all ages and abilities. It is a federal law to comply with ADA guidelines for sidewalks. Laurie has attended all of the classes to qualify Millbury for many grants under this program. There is \$400,000 available for construction of complete streets; the projects cannot be MaDot projects. There are 130 communities that have adopted complete street policies. We need to send a letter of support to the state and put together a complete street committee. The charge is to come up with a policy vetted by the community; submit it to the selectmen for approval and then submit to the state.

Chairman King said that he went around to some of the communities who have participated in this program; there are no issues with doing it; but it is difficult getting funding for projects. Ms. Connors said that engineering is not paid for by these grants and the DPW cannot do the work, we have to hire a paving company. Chairman King said that you need to make sure there is a bike way on the streets. Chairman King then asked about street width. Ms. Connors said that they have to work in the boundaries that are set. Ideally a road like McCracken Road should be 11 feet on each side with a smaller shoulder. Selectman Despres asked if there are any other projects other than the downtown. Does the complete streets program include MS04? No- it does not.

Ms. Connors asked if the Selectmen want to implement Complete Streets and if so, put a committee together for prioritization. Selectmen Krumsiek said that the Lt. Governor wholly supports Complete Streets. Chairman King said that he doesn't have any reservations

Motion to accept the complete Streets Program made by Selectman Krumsiek, seconded by Selectman Cristo.

Motion carried unanimously.

Motion to form a committee for Complete Streets made by Selectman Krumsiek, seconded by Selectman Cristo.

Motion carried unanimously.

7:15 pm Public Hearing- Uno's Chicago Grill

Change of Beneficial Interest Selectman Krumsiek read the public hearing notice into record This is happening State wide; the ABCC has all of the information it just needs the Form 43 signed by the board.

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

Motion to approve the Change of Beneficial Interest made by Selectman Krumsiek, seconded by Selectman Cristo.

Motion carried unanimously.

Kevin Shaughnessy National Grid Community & Customer Management, Ellen Cummings Director of Government Affairs Verizon and Anna Lucy from Charter Communications Director of Government Affairs- Double Pole Discussion.

Mr. Shaughnessy explained that the order of wires on the pole is top wire is Ngrid, fire, Charter and last on the pole is Verizon. We have a system called "Engines" to show each vendor which wires have been moved and then after Verizon moved their wire the old pole was removed. Ngrid will now set all of the poles in Massachusetts and Verizon takes all of them out. Each vendor has to go in sequential order to get the pole down. Chairman King asked if it is possible to get a monthly report on this? The Millbury Fire Department has access to this data base. Selectman Despres asked if there is a system to get the utility to move their wire in a timely fashion. They use a program called Engines that tells the next one it's their turn to take their wire down.

Selectman Despres asked how many double poles have nothing on them. There are none as Verizon is the last to transfer they pull the pole down. Chairman King said that there are 122 double poles in town. Most of the poles are from 2016-2017, there is a small handful from 2013. Charter rep said that "engines" works very good; he can only see the poles that are assigned to Charter to take their wire down. Sometimes they get notified that it's their turn but the fire hasn't taken down their wire so Charter will call the fire and ask if they can take it down. The process does work.

Selectman Despres thanked Mr. Shaughnessy for putting up the Howe Lane street light so quickly that the resident paid for. Chairman King thanked him for the quick responses and communication.

Chairman King directed the Manager to send letters to all of vendors on the poles to ask them to stay on top of the double pole issues.

Second Reading of the Town Counsel Access Policy- Chairman King has concerns with something that is missing; the Chairman of the Board has full authority to use Town Counsel and the Police Chief with notification. Mr. Marciello will add the Chairman of the Board but he asked for a case to case use for any department having carte blanche to use the town counsel. Chairman King thinks that the policy is a good idea.

Third Reading of the Reserve Policy – Selectman Krumsiek would like to table the third reading until Selectman Adams is here and the Finance Director explains some parts of it.

One Day Liquor License-Asa Waters Manson- this event has been postponed

One Day Liquor Stowe Farm- 6 Stowe Road-Dates of Sept. 9,10,16,17,23,24,30; Oct. 7,8,9,14,15,21,22,28,29, 2017 from 12pm – 6pm. 2 TIPS certified bartenders and Insurance. Motion to approve the one-day liquor license dates made by Selectman Despres, seconded by Selectman Krumsiek.
Motion carried unanimously.

Surplused Forestry 1 to the EMA Director- it has been inspected by the town mechanic who will fix what needs to be. It is in very good condition and will be very helpful for the EMA Director to have. Chairman King asked how the vehicle will be used. It will be used for official EMA duties. This vehicle needs to be driven once a month. Selectman Despres is in favor of this and has no issue with it but he would have liked to hear from the mechanic.

Town Manager Report

Mr. Marciello is happy to open his report by introducing Mr. Keith Nastasia as the Acting DPW Director; he would like you to ratify his contract tonight to get someone working on a full time basis.

Chairman King asked Mr. Nastasia to tell us a little bit about himself and what he can bring to the Town of Millbury.

He is from Weymouth Ma. He has been involved in all aspects of infrastructure for 20+ years; all the way up to road ways, stormwater, working with the planning and engineers. He has 65 employees under him running snow operations for years including the big blizzard in 2015; they never moved so much snow. Selectman Krumsiek asked if he knows about the MS04- yes, he worked with Weston & Sampson on a 22-year plan to revamp the whole system. Selectman Cristo asked if being out and about around the community? He said he likes to be seen and get to know people, you cannot see an issue from behind your desk. Chairman King asked if he was a communicator. He sure is. Marcia Landry, Cemetery Commissioner, asked Mr. Nastasia if he has any background in cemeteries. He will reach out to the communities who do have cemeteries and get up to date on all of the rules in that regard. Mr. Marciello asked if he would need a higher grade wastewater license he will get it; he has a class 2. Chairman King said that the residents are waiting to see some payment down.

Motion made by Selectman Krumsiek to ratify the contract for the Acting Interim DPW Director pending a physical and CORI check with a start date of September 18, 2017, seconded by Selectman Cristo.

Motion carried unanimously.

Welcome to Millbury

Mr. Marciello is appointing Laurie Connors to the Upper Blackstone board- TABLED

Mr. Marciello is appointing Ms. Katie McKenna to the Asa Waters Task Force
Motion to concur with the appointment made by Selectman Krumsiek, seconded by Selectman Despres.
Motion carried unanimously.

Mr. Marciello is appointing Maureen Trottier as head clerk in the Assessor's department.
Motion to concur with the appointment made by Selectman Krumsiek, seconded by Selectman Despres.
Motion carried unanimously.

Mr. Marciello said that he now has two qualified applicants for Building Inspector with rumor that we will get another. The Assistant is doing inspections and Bob F is signing off.

Stair project is moving; concrete is done; we have 3 quotes for the railings and the building inspector is looking at them for approval.

Ms. Arp has put in for Ch.90 funding and put them into district 3. Chairman King said that as of last week district 3 did not have any requests from Millbury.

Chairman King asked Mr. Marciello about the sand/salt bids.

The Wedgewood Drive easement is being resolved.

Mr. Marciello has reached out to the Shoppes at Blackstone Valley regarding design money.

He met with Weston & Sampson regarding the MS04 permit; they are updating the plan.

He is meeting with Pare regarding the Dam on the 5th; he is looking for a date certain of opening.

The lights are in and should be up soon.

Mr. Marciello put the map in the lobby for the cell tower overlay committee. Please join and be part of the process.

Pare reached out to Dam Safety regarding the Brierly Pond Dam who has put it on pause because the person who handles that went out on maternity leave; when she gets back they will consider who owns it; DOT, Millbury or resident.

Chairman King is going to take the manager around town within the next couple of weeks.

Previous Minutes:

Motion made by Selectman Krumsiek to approve the August 8, 2017 minutes, seconded by Selectman Cristo.

Motion carried unanimously.

Motion made by Selectman Krumsiek to approve the August 15, 2017 minutes, seconded by Selectman Cristo.

Motion carried unanimously.

Dates to Remember:

Sunday August 27th at 1 PM Gary S Dean Open - all proceeds go to the Gary S Dean Scholarship Fund at MHS

Wednesday August 30th at 6:30 pm Book Club for Adults - "The Nightingale" by Kristin Hannah at Millbury Public Library

Saturday September 30th from 9 AM to 2 PM Fall Flea Market at First Congregational Church

On a Good Note

School Starts! Good luck to students and motorists look out for students and buses
Thank you to CareOne for a great day today.

Mail:

Vegetation spraying on September 5 & 6, 2017

Selectman Krumsiek asked if the spraying will affect honey bees. It is directional spraying on the curbs & sidewalks of town. It is not a fog application.

Letter from Ms. Connors regarding a Stanton Foundation grant in the amount of \$13,201.10 for the Capital Improvement Millbury Bark Park.

Motion to accept the donation in the amount of \$13,201.10 made by Selectman Krumsiek, seconded by Selectman Cristo.

Motion carried unanimously.

Selectman Krumsiek announced that on September 1st at 6:00 pm- the Chief is having a Pinning Ceremony that will take place at Sr. Center for the Lieutenant, Sergeant and two new officers.

Returned in open session at 9:09 pm

The Acting Chairman announced the Board will be going into Executive Session and will come to make a motion.

Motion made by Selectman Krumsiek, seconded by Selectman Adams to move into Executive Session at 8:47 p.m. under Chapter 39, Section 23B, ¶2 to discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the

bargaining or litigating position of the public body and the chair so declares re: YOU, Inc. Contract

The Chairman declared.

Selectman Despres	- Yes
Selectman Krumsiek	-Yes
Vice-Chairman Cristo	-Yes
Chairman King	-Yes

Returned to open session at 9:09 pm

Motion to adjourn by Selectman Krumsiek at 9:10 pm, seconded by Selectman Cristo. Motion carried unanimously.

Respectfully submitted,

Tish Hayes, Secretary

Francis B. King

Sandy J. Cristo

Mary Krumsiek

Scott Despres

Jon Adams

Handwritten signatures of Francis B. King, Sandy J. Cristo, Mary Krumsiek, Scott Despres, and Jon Adams, each written over a horizontal line.

Memorandum

To: BOS
From: DJM
Date: 8/18/17
RE: Town Manager's Report

Personnel:

HR Director:

I am awaiting the SUPT. No updates

DPW Director

Please see the attached contract for our next DPW Director Keith will be before us to speak to you all at the meeting.

B/I

Posted: 1 response in hand. 1 rumored to be on its way.

Appointments:

- Keith Natasia, Acting Interim DPW Director
- See the any appointments as listed on the agenda.

Logistics:

- **Transfer Station overhead door replacement per TM article**
Patricia is reviewing the quotes and is scheduling the installation

- **HR Director's Office and other construction in Town Hall:**
The Training School has tentatively put us on their construction list for this week if they can muster the classmates for the job

- **Stair Project:**
The stairs are complete. We have received one quote in hand for the railing fabrication and we are awaiting the other quotes.

- **Roadway Policy and other Issues:**

- **Policies:**

- **Roadway Paving:**

- Patricia applied for the ch90 funding on some roadways and she has scheduled the public hearings for September 7th

Town Manager's Report for the 8/22/17 BOS Meeting

construction has dragged slowly as the contractor has been mustering his men in spurts instead of being there 100% daily. And, no one has been there to demand the contractor act otherwise. However, the delays don't fully fall on the contractor or the lack of anyone pushing him to move faster. To the contrary, the Town has at least some actual blame for at least a small part of the delay to date caused by a change order that I made. I made a change order for the streetlights.

As you all know, we are switching-out the Town's streetlights with LED lights everywhere in Town: Dolan Street included. However, Dolan Street wasn't slated for this conversion until at the end of this project. So, the contractor was going to be installing the old cobra head halogen lights on the telephone poles, only to have the Town's LED program to come along and switch them out thereafter. The contractor wasn't going to use the old lights, he is responsible for them so he was going to buy new lights and install them. That made no sense to me to do it like that – to install new – old technology halogen cobra head lights only to remove them a few months from now and replace them with new technology LEDs.

So the discussion turned to installing LEDs right off the bat, but LED cobra heads are more expensive than halogen cobra heads, and thus the discussion turned to instead of installing cobra heads on the telephone poles, why not install decorative street lamps on the sidewalks? We already were changing out the cobra heads in the center of Town to decorative gas lamp looking LEDs, why not do the same thing on the dam? So, we decided to make a change order for the decorative gas lamp looking street lights and install them on the sidewalks behind the guardrail. These lights are directional and only shine the light onto the street straight down like a spot light. They will not affect any neighbor with light intrusion and they will look very classy and add to the décor of the dam. Moreover, the net change order was minimal. We got a credit for the old fashioned halogen lights and only had to pay for the led gas lamp looking lights, which were more expensive to buy but cheaper to install. But unbeknownst to us, ordering the lights delayed the pouring of the sidewalks as the lights took way longer to be delivered than was quoted to us. This proved to be an approximate 3 week delay caused by this change order. However, the lights are now on hand and we are ready to proceed with their installation and then the sidewalks can be poured.

So the amended anticipated schedule should look something like this:

Once the sidewalk is poured the guiderail and railings can be custom measured and ordered. Those will take an approximate 4-6 weeks to be delivered. Once the guardrail and railings are installed, the street can be asphalted and the fencing along the edges can be installed.... Then punch list items should all that should be left to be attended

Town Manager's Report for the 8/22/17 BOS Meeting

Meetings of Note:

- 8/22 Care One Luau 11-1pm
- 8/23 Regional Manager's Meeting 12-2PM
- 9/12 5:30 PM – meeting with Disability Commission to establish a sub-committee on policies and programs to deal with residents with disabilities other than physical disabilities.
- Thursday 10/5 vacation day and swapping Friday 10/6 for the Monday, 10/10 Columbus Day holiday - per Chairman OK
- ICMA Conference Friday 10/20 – Wednesday 10/25

On the Radar:

Nothing of note

Organizational And/ Or Operations Restructuring

○ Master Plan Intern and Capstone class project

No update-

I am awaiting response from the coordinator for our next step

○ Capital Plan and Revenue Generation:

Call for volunteers for a revenue generation committee. how we can raise funds for the Town?

○ Organizational Chart – Org changes:

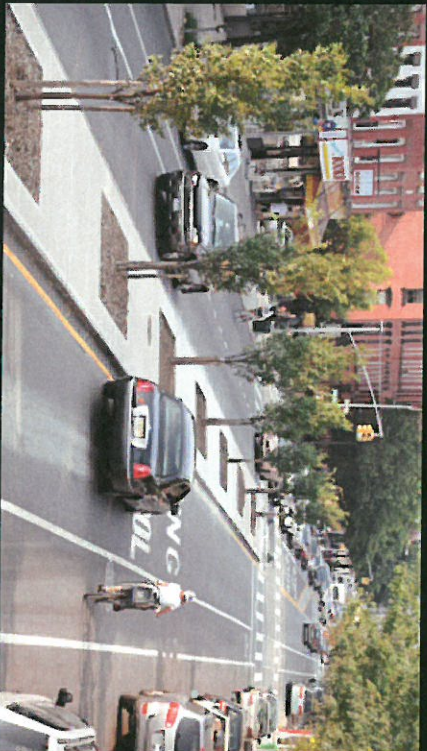
This issue is not yet ripe to be brought to the Board, but it is an ongoing assessment. NO UPDATES

Complete Streets Program

Millbury, Massachusetts

August 22, 2017

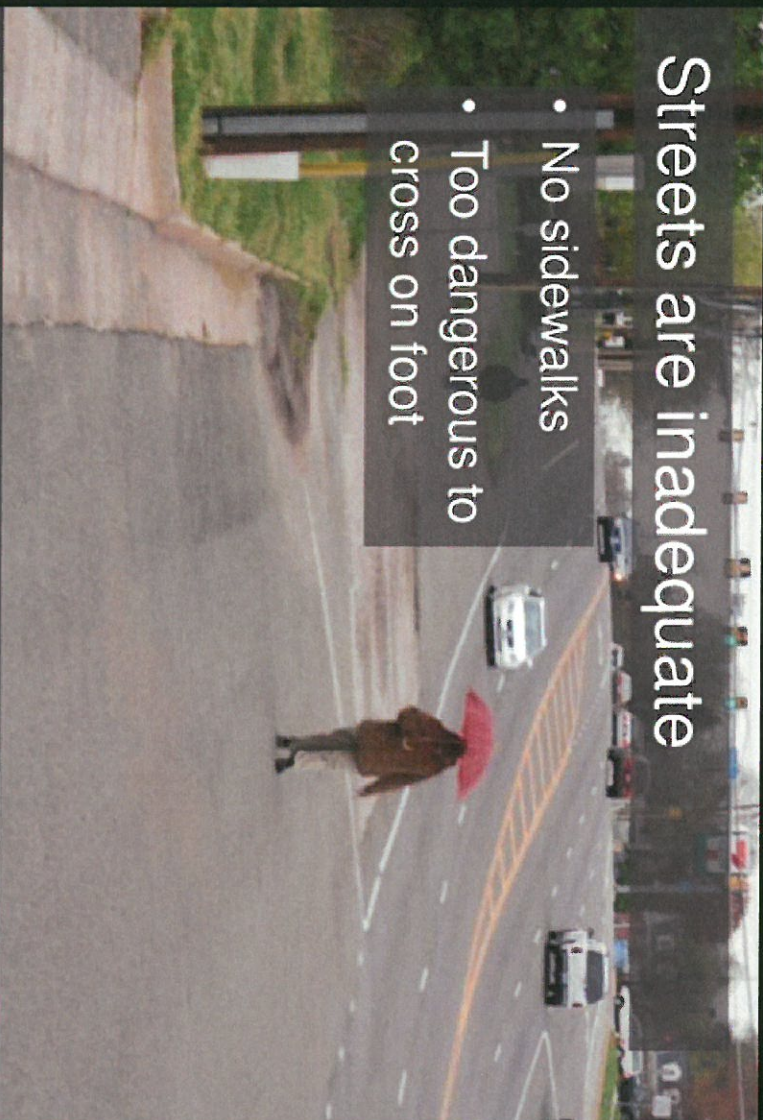
What is a Complete Street? Complete Streets offer *all users service*



Why are Complete Streets important?

Streets are inadequate

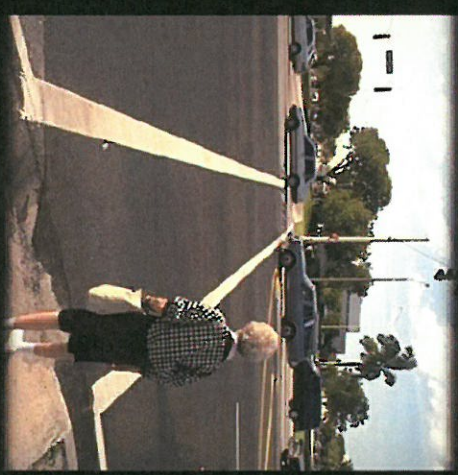
- No sidewalks
- Too dangerous to cross on foot



Smart Growth America
Envision. Engage. Invest. Grow. Together.



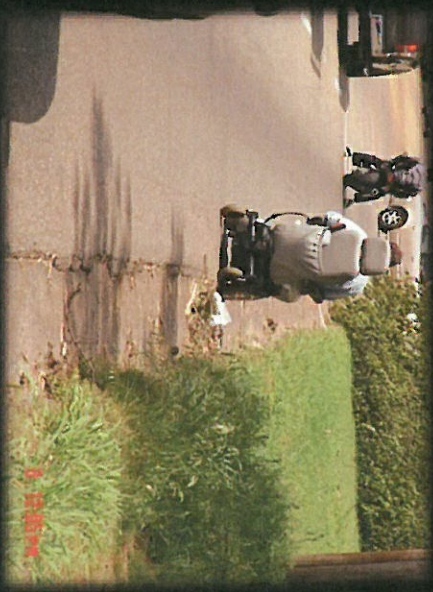
National Complete Streets Coalition



Why are Complete Streets important? Today's streets are inadequate



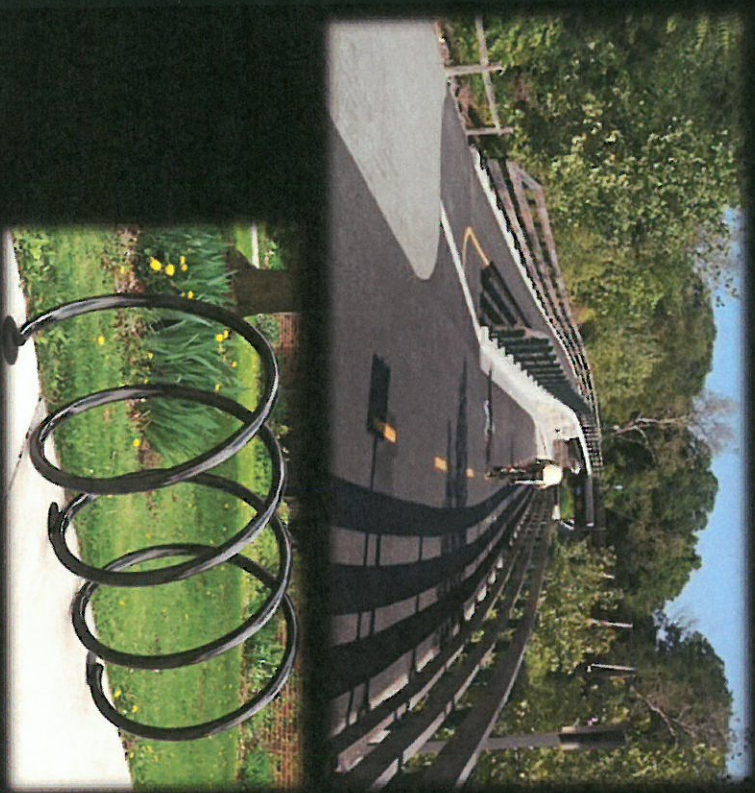
- No sidewalks, inadequate sidewalks or sidewalks to nowhere
- Inaccessible for wheelchair users
- Unsafe for bicyclists



What Makes a Complete Street?

- Respects *all* of its intended users
- Can include features associated with “Traffic Calming”, “Safe Routes to School”, and *transit service enhancements*
- Can involve *re-designating existing paved areas* without altering paved widths
- Can involve *altering (widening and narrowing) paved areas or features* within existing layouts to encourage walking and cycling and ADA compliant access
- Are *environmental/historic context-sensitive and sustainable*

Complete Streets include a wide range of bicycling enhancements



Complete Streets includes a wide range of pedestrian crossing enhancements



Dan Rirde

Complete Streets include a wide range of ADA accessibility enhancements



American with Disabilities Act (ADA) Selected Public Sidewalk Criteria

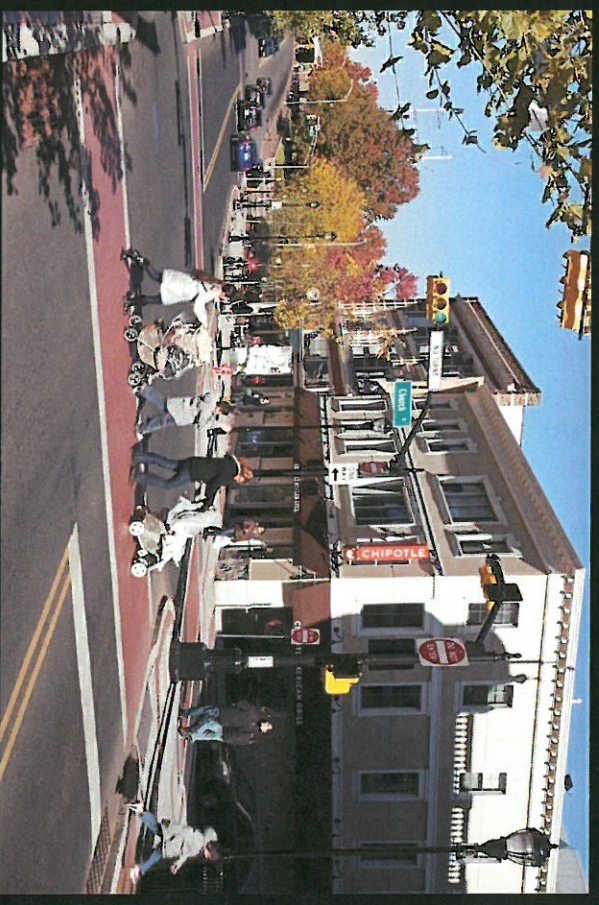
- Maximum 1/48 or 2% cross-slope and 5% running slope
- Minimum headroom 6 2/3 feet
- Minimum 3 feet wide accessible route; 5 feet wide recommended for 2-way travel or every 200 feet if 3-5 feet
- Maximum 1/4 - 1/2 inch variation in grade
- Ramps at crossings must have no more than a 8.33% grade (1/12) minimum 3 feet wide leveling area



One size doesn't fit all!

*Proponents should design to fit the
environment and user needs.*

The Many Different Types of Complete Streets



Main streets

The Many Different Types of Complete Streets



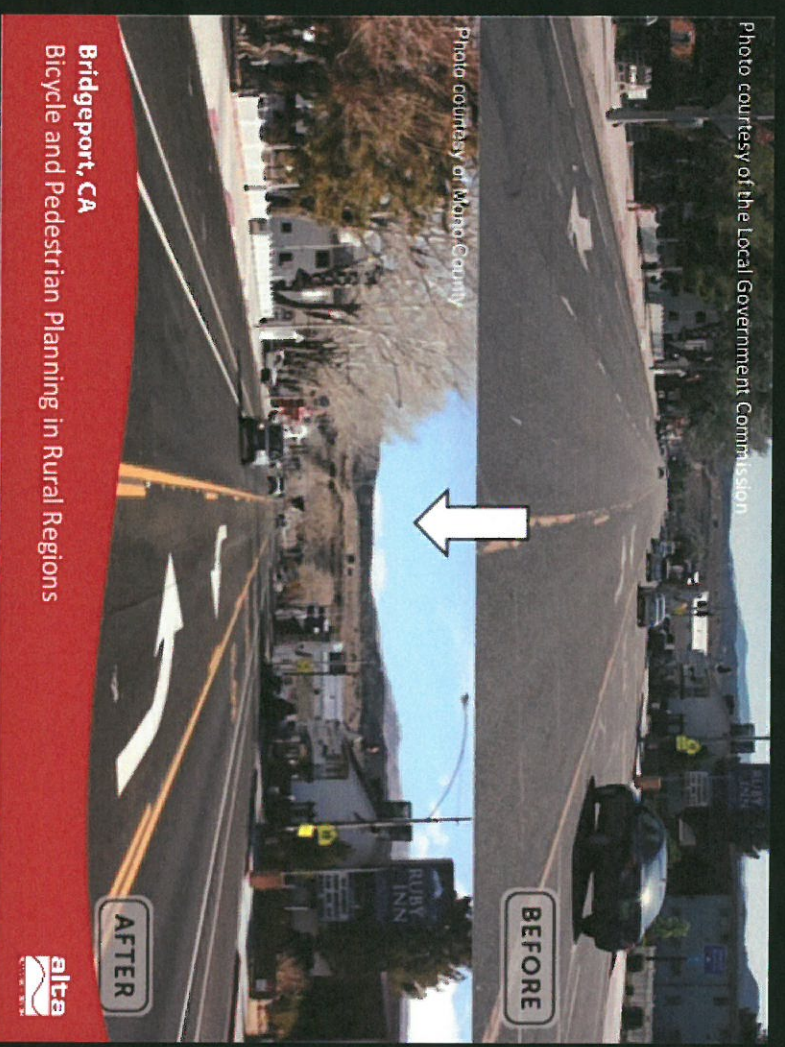
Neighborhood streets

The Many Different Types of Complete Streets



Rural roads

The Many Different Types of Complete Streets



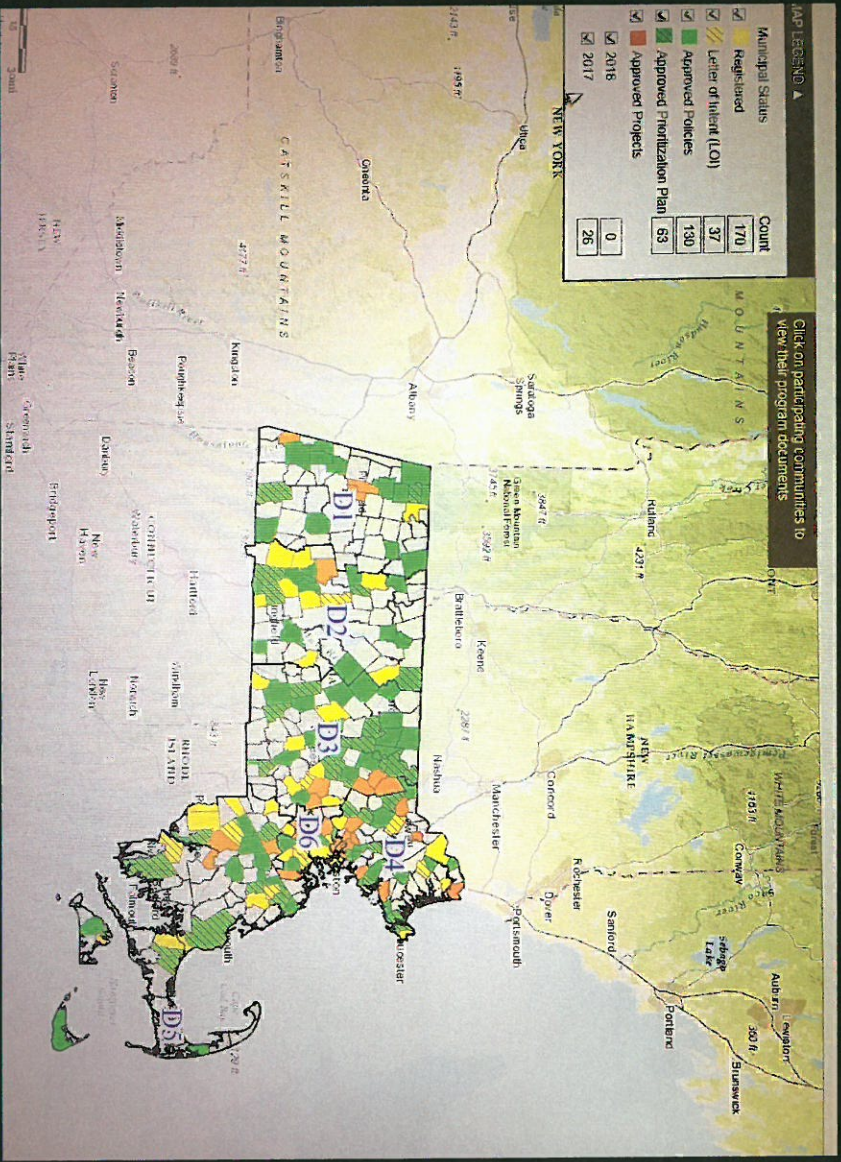
Benefits of Complete Streets

- *Safer!!!!* Number of crashes reduced due to pedestrian and cyclist accommodations and traffic-calming measures
- Streets with dedicated space for bicycling and walking help people of all ages and abilities *become more physically active*
- Gives people more *control over expenses* and opportunities to exercise
- *Reduces air pollution* by encouraging alternative modes of travel
- *Reduces isolation and dependence* for youth, elderly and people with disabilities
- *Higher property values!* Investment in a community's walkability increases land value 70-300%
- *MONEY!!!!!!*

Complete Streets Funding Program

- *Tier 1 – Staff training & adoption of Complete Streets Policy*
- Tier 2 – Development of Complete Streets Prioritization Plan
 - Up to \$50,000 available for Plan development;
 - Priority project list SHALL NOT include privately-funded projects or those under jurisdiction of MassDOT;
 - Rolling submission.
- Tier 3- Project Approval & Notice to Proceed
 - Up to \$400,000 available for construction;
 - Town identifies projects from Prioritization Plan for funding;
 - Town is responsible for engineering costs;
 - Construction projects must be completed within 1 year;
 - Town enters into contract with MassDOT for funds reimbursement;
 - Town & District 3 Office are notified of approved projects;
 - Town enters process similar to Chapter 90.

Status of Complete Streets Communities in MA



Next Steps

- Form a Complete Streets Committee;
- Draft a Complete Streets Policy for Board of Selectmen consideration;
- Work with a consultant to compile a Prioritization Plan;
- Submit project(s) to MassDOT for construction funding.