

TOWN OF MILLBURY
BOARD OF SELECTMEN MINUTES
SELECTMEN MEETING ROOM

RECEIVED
TOWN CLERK

17 NOV 15 AM 11: 15 7:00 pm

October 24, 2017

Selectmen Present: Chairman Francis B. King, Vice-Chairman Sandra Cristo, Mary Krumsiek, Scott Despres, Jon Adams, Acting Town Manager, James Kelley, Finance Director, Andrew Vanni
Steve Balistreri-*Millbury Sutton Chronicle*.
Absent: Town Manager David Marciello

The Chairman announced the Board will be going into Executive Session and will come to adjourn.

Chairman introduced James F. Kelley as our new HR Director and is already sitting in as Acting Town Manager this week as Mr. Marciello is at the ICMA Conference. He then introduced our potential new Finance Director, Andrew Vanni and welcomed both of them.

Remote Access to Meetings Discussion: This was brought up a couple of years ago and the board did turn this down. Chief Richard Hamilton has asked to have this brought back up as he is having difficulties with some of his board members traveling for work. Chairman King does have some reservations but if we do adopt it he would like it to be only in emergencies. Selectman Despres asked if this was for all boards? Yes, it would be. Selectman Krumsiek asked how the town clerk feels about this. Chief Hamilton said that a policy would be attached to the passing of this. He did speak with the Town Clerk and he did not think her concerns were not able to be addressed. Selectman Despres said that this is happening all over the towns and it will probably happen here at some point. He said that wording can be interpreted Chairman King asked to have the matter tabled until the next meeting.

Town Counsel Access Policy-

Motion to accept the Town Counsel Access Policy made by Selectman Adams, seconded by Selectman Krumsiek.

Motion carried unanimously.

Motion to appoint Kathleen Brosnihan to the Butler Farm Re-Use Committee made by Selectman Krumsiek, seconded by Selectman Adams.

Motion carried unanimously.

Tax Classification Hearing: Selectman Krumsiek read the notice into record, seconded by Selectman Cristo. Motion carried.

Chairman of the Board of Assessors, Jude Cristo spoke. They looked at industrial, commercial development and retaining what you have. We are not doing a fantastic job bringing new industry into town. With all of the building going on in town we will have an influx of students. We have only had the new storage facility on Providence St. Next fiscal year we will have the 2 buildings at F&D Trucking on McCracken Road and the new facility on the Miller property on Rt. 20. The Board of Assessors recommends a single tax rate so as not to dissuade new

businesses from coming or staying in Millbury. Selectman Adams asked if there have been any studies of the split rate. Mr. Cristo said that back in 1980's several businesses chose Millbury over Worcester because of the tax rate. Selectman Despres asked why the Mall was valued lower this year? Mr. Cristo said that housing values went up and the commercial rate went down. Chairman King would like to keep it a single rate.

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

Motion to keep a single tax rate make by Selectman Krumsiek, seconded by Selectman Cristo. Motion carried unanimously.

Quincy Amusements, Inc. d/b/a Showcase Cinema DeLux: Selectman Krumsiek read the notice into record, seconded by Selectman Cristo. Motion carried

Kyle & the trustees are being changed; no changes of ownership. Just changes to directors/officers.

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

Motion to approve the changes made by Selectman Krumsiek, seconded by Selectman Cristo. Motion carried unanimously.

Public Safety Building Siting Committee: Chief Donald Desorcy and Chief Richard Hamilton Chief Desorcy thought the charge of the committee was to look at sites where the building might go. The Fire Department decided to go with the site of 130 Elm Street; the police decided to go to the property on 137 Providence St, both town owned sites. Chairman King said that he and Selectman Krumsiek spoke to Senator Moore regarding a feasibility study grant.

The Chiefs are holding their food drive again this year on November 11th from 9-11 at Goretti's Supermarket; the officers have to pay a fee to not shave for November all of the proceeds go directly to the food drive. We divide everything into thirds between the Millbury Federated Church, Senior Center and St. Brigid's Church food pantries.

Chief Desorcy spoke to MaDot regarding the project on Rt.146/Main Street. Thursday weather permitting the traffic signals will be removed; then the paving crew will come in on the easterly side of the project. The forecast is for rain this week and maybe into next week. He will update us when he gets information. A lot of the granite curbing is going in but it will not be done; the striping and arrows might not be done on the round-a-bouts. There will be detail officers directing traffic as needed. Chairman King asked if Faron Circle has been closed to Rt. 146 yet. Selectman Despres asked if you have to enter the round-a-bout when exiting from Elm Ct. Yes, you do.

Chief Desorcy wants to propose a three way stop sign at the intersection of Martin St./Park Hill Ave. He and the new DPW Director looked at the site yesterday and he agreed that it should be there.

Motion made by Selectman Despres to support the stop signs at Park Hill Ave/Martin Street with the stipulation that it meets approvals of MaDot, seconded by Selectman Krumsiek.

Motion carried.

Chief Desorcy would like to make West Street a one-way street after many accidents and close calls. He spoke to Fr. Mulcahy at St. Brigid’s Church and some of the neighbors there. He is working with the owner of Country Candle regarding his driveway. Selectman Adams was concerned about the one industrial area in the center of town; he does not want to dissuade business and up and coming businesses. He would like to look at other options. Selectman Despres asked to consider no parking in front of the church as he is concerned about mass letting out and pouring all of that traffic onto Cherry St. Chief Hamilton said that they already do that. Selectman Despres offered maybe no left turn out of West St.

Motion made by Selectman Cristo, seconded by Selectman Krumsiek to move into Executive Session at 8:10 p.m. under Chapter 39, Section 23B, ¶2 to discuss strategy sessions in preparation for negotiations with non-union personnel or to conduct collective bargaining sessions or contract negotiations with non-union personnel, re: Finance Director’s contract.

The Chairman declared.

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

The board returned at 8:14 pm

Chairman King said that they came up with a snafu that the acting town manager cannot appoint a permanent position; Mr. Kelley will appoint Andrew Vanni as a temporary Finance Director so that there will be no issues.

Town Manager Report: Acting Town Manager James Kelley

James Kelley introduced himself to the board and the town and thanked them for having the confidence in him. He values the devoted employees that have helped him in his first week. Chairman King said that this is a position that we have needed for many years. You are making history in Millbury as our first HR Director and we hope you keep Millbury out of trouble.

Mr. Marciello is appointing Andrew Vanni as the Finance Director; Mr. Kelley is appointing Mr. Vanni as a temporary Finance Director this evening; when the Town Manager gets back in state he will appoint him permanently.

Mr. Vanni thanked the board for appointing him and looks forward to working in Millbury.

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

Motion carried unanimously.

Mr. Marciello has appointed Carl Joseph Ferraco as Head Clerk in the Town Clerk's office
Motion to concur with the appointment made by Selectman Krumsiek, seconded by Selectman Cristo.

Motion carried unanimously.

Mr. Marciello is appointing Susan Dineen to the Cell Tower Overlay District Committee.
Motion to concur with the appointments made by Selectman Krumsiek, seconded by Selectman Cristo.

Motion carried unanimously.

Mr. Marciello is looking for volunteers on the Revenue Generating Committee.

Previous Minutes:

Motion made by Selectman Krumsiek to approve the minutes of the September 26, 2017 regular Selectmen Meeting, seconded by Selectman Cristo.

Motion carried Unanimously

Old Business:

Plastic Bag Ban- on the Recycling Education Committee agenda for October 30, 2017.

Debt Exclusion Policy: Mr. Adams went to the ATFC (Finance Committee Association) Annual Meeting. They came up with some good ideas on financing projects that he would like to talk to the manager about.

Chairman King read dates to remember:

Saturday, October 28th 2-5 pm - MFD Ladies Auxiliary Meat Raffle-St. Charles Hotel

Saturday, November 4th- 7am-3pm -Tire Collection Day at the Recycling Center.

Millbury Residents Only

Sunday, November 5th – 1 pm -Millbury Honors Her World War I Soldiers at Asa Waters

Saturday, November 11th – 9 am – 2 pm- Annual Holiday Craft Fair- Senior Center

Saturday, November 11th 9 am – 1 pm- Police/Fire Food Drive at Goretis

Mr. Kelley noted that Veterans Day is November 11th so the Town Hall offices will be closed on Friday, November 10th.

On a Good Note:

Halloween and trick or treating is on October 31, 2017 in Millbury

October is breast cancer awareness month; get your mammograms and save the tata's.

Mail:

Letter from Chief Desorcy regarding a donation to the Millbury Police Department of \$150.00 from Rescom Exteriors Inc.

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

Motion carried unanimously.

Letter from Chief Desorcy regarding a donation to the Millbury Police Department of 2 thermal cameras from the Millbury Lions Club.

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

Motion carried unanimously.

Citizens Speak:

Steve Balistreri spoke regarding the World War I program that will be held on Sunday, November 5, 2017 at the Asa Waters Mansion-it should be a great.

The Millbury Veterans will be visiting the schools on November 7, 2017 at Elmwood & Shaw & November 8, 2017 at the High School.

Motion to adjourn by Selectman Krumsiek at 8:34 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

Sandy J. Cristo

mary hnd

Scott Despres

Jon

Memorandum

To: BOS
From: DJM
Date: 10/20/17
RE: Town Manager's Report

Personnel:

HR Director:

He started last week. His office is basically finished on the inside (I did it on my own time on the weekend). It needs a little touching up, but the inside is usable. The outside is still awaiting the Training School to complete.

Director of Finance

He is before you at tonight's meeting and he will begin his employment with the Town on the 30th.

Appointments:

- Andrew Vanni Finance Director.

Tax Rate Hearing:

Attached is some information from the Assessors regarding our tax rate. Also attached is information from other towns for your comparison. My recommendation to you is to keep a single tax rate, even taking into consideration that we are getting less tax revenue from the mall because of decreased values.

What is obvious to everyone is that if we go to a dual rate, we will put a higher burden on the commercial and industrial tax payers, making it more difficult for them to remain in business. Thus their taxable values will go down even more over time. However, what is less obvious, and perhaps not even known to the Board, is that all of the chapter 61 land (agricultural, recreational, and forestry) will likewise be considered commercial and thus taxed at the higher rate. Therefore if we go to a dual rate, it incentivizes the farms / the golf course / the forestry business in town to remove their property from the chapter 61 designation and to switch to residential..... That way all they have to do is pay the lower residential rate...thus placing a more devastating burden on the other remaining commercial payers (the mall) so the mall will have a huge tax burden and it would squeeze them even worse. And even more devastating, it will incentivize the farms/ golf course/ forestry land to actually subdivide and sell the property as residential lots thus placing a higher burden on our services. (The golf course already had a 68 lot subdivision it removed from consideration.... He could revisit that plan if we tax him at a higher rate. Servicing 68 more houses would not equate the benefit of a changing to a dual rate.)

Town Manager's Report for the 10/24/17 BOS Meeting

T.M. Goals and Objectives:

1) Vacancies / Hires:

	Deadline	As of 10/24
DPW Director	by 12/1	☑
HR Director	by 12/1	☑
Build Inspector	by 12/1	☑

Additional Hire:

Finance Director ☑ (assuming he signs the contract presented him- drafted by T.C.)

2) Master Plan

	Deadline	As of 10/24
	6/30/18	Ongoing – Consultant has been presented with the contract. BSU is working on funding for the Capstone project. Another meeting is tentatively scheduled for November with BSU

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

	Deadline	As of 10/24
	6/30/18	Ongoing - I have discussed the need for this with our new Finance Director during his interview process. We will confer on this as we go through the budget process in the upcoming months.

4) Develop OPEB funding source and/or Plan

	Deadline	As of 10/24
	5/30/18	Ongoing - I have discussed the need for this with our new Finance Director during his interview process. We will confer on this as we go through the budget process in the upcoming months.

Town Manager's Report for the 10/24/17 BOS Meeting

5) Phase 2 of Tip Project

Deadline

9/30/17

As of 10/24

Ongoing- This timeline has changed as the phase 2 timeline has likewise changed and been pushed back due to issues that VHB had with DOT. I am in ongoing discussions with the mall and they are reviewing my request to fund the next phase of the design project. They informed me that they would respond within 2 months.

6) Fees Audit

Deadline

6/30/18

As of 10/24

Not yet undertaken

7) MS4 Funding Plan

Deadline

6/30/18

As of 10/24

Ongoing - I have discussed the need for this with our new Finance Director as well as our new DPW Director during their interview processes. We will confer on this as we go through the budget process in the upcoming months. We are investigating whether some of the first year's projects can be paid for with sewer enterprise money. Likewise, new developments for a new funding source is being determined... I may have updates in the upcoming weeks. TBD

8) 40 U Determination

Deadline

2/1/18

As of 10/24

Ongoing – I may need to consider the possibility of tabling this until the next Annual Town Meeting as I have a bigger fish to fry. I may be redrafting our marijuana bylaw to address the potential to redraft the Nature's Promise host agreement. I don't want to have 2 bylaw discussions on Town Meeting floor. The redrafting of the Nature's Promise host agreement will be addressed in an upcoming separate report to the Board for the next meeting.

Town Manager's Report for the 10/24/17 BOS Meeting

9) 2 New Viable Revenue Sources

Deadline

6/30/18

As of 10/24

Ongoing- Discussions with one viable source is ongoing. It could bring in upwards of a million dollars in revenue per year to the Town general fund (or special capital stabilization funds). I cannot disclose any more than this at this time. Also, I am additionally planning various economic development efforts throughout the year, including an "open for business" date with the Chamber of Commerce

10) Credentialed And Certified Manager

Deadline

No deadline

As of 10/24

Nationally:

The ICMA is a professional association made up of various state, national, and international city and municipal associations. (It is the national and international wing of the Mass Municipal Association) They have a standardized credentialing standard, (to use an analogy it is similar to what a Boy Scout would do to become an Eagle Scout through their Board of Review process) to which I am in the process. I have to provide them with evidence that I meet certain standards of education, experience, management and professional growth and then I have to take a test and present myself to the Board for review. Assuming I pass all of this I will be credentialed. I am in the process to complete all of this within a year or so.

Massachusetts:

Every state has a state certification for public managers. However, Massachusetts' program, which is run through BSU, is in its infancy and it is still being reviewed nationally for accreditation. Because it is so new, they have yet to graduate any certified managers. However, due to my affiliation with the University, I had advanced notice of their accreditation process, so I took advantage of the opportunity to take the necessary courses in anticipation of their becoming the designated credentialing entity for the state. In anticipation of their becoming accredited in the next year or so, I have already taken ½ of the necessary credentialing courses. Depending on when the remaining courses are offered, I could finish the certification within a year. But that is all dependent on when the necessary courses that I require are offered and how those match my availability. Once I have completed the remaining courses and BSU becomes accredited, I anticipate being part of the inaugural class of Massachusetts Certified Public Managers.

Town Manager's Report for the 10/24/17 BOS Meeting

Logistics:

- **Medical / Recreational Marijuana Update:**
I met with Nature's Promise and our Planner. We came up with a proposal to present to the Board at the next meeting. I will have a report for the next meeting in this regard.
- **HR Director's Office:**
It is 99% complete. The outside of the office needs more "mudding", sanding, primer and paint. I came in 8 hours over the weekend and finished the inside of the office. Brian has to install the baseboard molding.
- **B/I Office**
The B/I's office is likewise only 90% complete. We await the Training School and their schedule. If after a week or so I do not see any progress, I will take it upon myself to mud, sand, prime and pain his office as well. Again, on my time.
- **Treasurer/ Collector's Office**
I sent the materials back to the Highway Garage since I had no timeline as to when the Training School will be on site to complete this project. I will have the materials brought back when they are onsite.
- **Stair Project:**
Brian came in on a Saturday and sealed the cement with a sealer that will protect it from the elements and the ice melt. He has yet to caulk the cracks but this will be done prior to deep frost.
- **Roadway Policy and other Issues:**
The new DPW Director will be giving us an update on all of these issues in the upcoming weeks
 - **Policies:**
 - **Survey Issues:**
 - **Snow Plowing Sand / Salt**
 - **South Main St. Bridge**
 - **Wedgewood St Easement**
 - **TIP Project – McKraken**
Continued from last report:
I arranged a meeting with the mall, the DPW Director and our Planner. We presented the plan to the mall and requested that they pay for the next design phase. They informed me they would review the plans and get back to us by mid to late November.
 - **MS4**
No relevant UPDATES

Town Manager's Report for the 10/24/17 BOS Meeting

- **Dam Updates:**

Lights are in, but they still need to be adjusted. The manner in which they are illuminating is not the final product. The railing on spillway is in but it needs to be painted black. The sidewalks are being installed this week. The guardrails are installed but they need to be painted black.

Cell Overlay

The 1st meeting occurred. I have called for a subsequent meeting, none has been scheduled as of yet as we attempt to get our schedules to agree.

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

I put a call in to the regional BOH director to open a discussion about investigating a possible area of expansion to include social and emotional disabilities as an area of expansion of their services. This discussion is scheduled to occur during our regional alliance meeting in November (11/15).

Grants:

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

- The 319 grant was applied for
- ADA – - awaiting the results of the 319 grant since this is for construction and the 319 grant is for design and engineering, we can't put the cart before the horse. If we don't get the 319 grant, we could not do the construction. And it would be worse to be awarded a grant and not spend the money. It puts you in a bad light the net time you apply.
- Complete Streets –applied for
- Natural Hazard Mitigation Grants
 - Ongoing- we have had 2 meetings on this

40U:

- No updates

Budgets / Financial:

Ongoing:

Regional inventory / collaborative efforts between towns

“Open For Business” function at the Mansion in the spring.

Town Manager's Report for the 10/24/17 BOS Meeting

Meetings of Note:

- 10/18 Meet the Manager @ COA 930-11
- ICMA Conference Friday 10/20 – Wednesday 10/25
- 11/15 11AM-330PM Regional Health Alliance quarterly meeting
- 11/2 9:30-1 regional MSMSC Stormwater meeting @ DEP
- 11/17 Friday, 11/20 Monday – potential vacation days to attend a wedding out of state TBD

On the Radar:

Nothing of note

Organizational And/ Or Operations Restructuring

- **Master Plan Intern and Capstone class project**
ongoing
- **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