

**NOTES OF THE MILLVILLE
TOWN COUNCIL WORKSHOP
May 28, 2013 @ 7:00PM**

In attendance were Mayor Gerry Hocker, Council Members Robert Gordon, Joan Bennett and Harry Kent; and Town Manager Debbie Botchie and Town Clerk Matt Amerling. Deputy Mayor Jon Subity was absent.

1. CALL TO ORDER:

Mayor Hocker called the meeting to order at 7:00 p.m.

2. PLEDGE OF ALLEGIANCE

3. NEW BUSINESS:

A. FY14 Organizational Chart – Review & possible approval

Town Manager Debbie Botchie stated the Town organizational chart has to be reviewed and approved every year for the Town's auditors so Town Clerk Matt Amerling recreated the chart, adding the "Salary and Benefits Study" approved by Council, as well as omitting the "Police Study," added Linda Kent as the Chair of the Millville Volunteer Group (MVG) as well as the head of the Millville Farmer's Market, and readjusted the names of the Board of Adjustment Commission. Council Member Bob Gordon stated as times are changing with a possible smoke detector and sprinkler system, it seems there will be a lot of maintenance for Town Hall, and Mr. Gordon knows Town Code & Building Administrator Eric Evans overlooks some maintenance, but Mr. Gordon thinks it is time for an individual to overlook the building maintenance and what is being done to the building. Council Member Joan Bennett asked Mr. Gordon if he meant a representative from Council to be the facilities manager. Mr. Gordon stated yes, there should be someone who can keep a record of all maintenance issues to present to Council to keep them up-to-date on the Town Hall and its repairs. Ms. Bennett asked if the Town's charter would provide for a facility maintenance representative. Ms. Botchie stated the Town's charter does not address the Dangerous Building Committee or Operations Committee. Mr. Gordon stated the person would be a liaison to Council regarding the maintenance and repairs of the Town Hall. Ms. Botchie stated she liked the idea because it would give Mr. Evans more time to do his job regarding building inspections. Mr. Gordon stated he brought it up because in time, there will be more repairs needed and it will take more time to overlook all of the facility issues. Mayor Hocker stated the Town has a person in charge of vehicle maintenance so it makes sense to have someone in charge of building maintenance. Mr. Gordon stated he would like to regain the position of overlooking vehicle maintenance and have Council Member Harry Kent become facility maintenance liaison. Mr. Kent stated that was fine. Mayor Hocker stated the position would be called Facility Maintenance Liaison.

Council Member Kent motioned to approve the FY14 Organizational Chart as submitted, with the addition of Harry Kent as Facility Maintenance Liaison. Mr. Gordon seconded his motion. Council Members Bennett, Gordon, and Kent, and Mayor Hocker all voted “aye.” Deputy Mayor Subity was absent. The motion was carried 4-0.

4. OLD BUSINESS:

A. Fire Suppressant System Update – Councilmembers Bob Gordon & Harry Kent

Council Member Gordon stated he and Mr. Kent had talked to some security and smoke detector companies, and two companies submitted plans. Mr. Gordon stated what he is asking Council to think about is currently the Town has no detectors for fire. Mr. Gordon showed the Council plans as to where the smoke detectors would be located. Mr. Gordon stated the Town currently has a monthly service charge to have the Town’s current security system monitored, and to have the security and the fire added is not going to change the cost by more than a minimum of \$10 per month. Mr. Gordon stated any time a smoke detector is placed in a building, the detectors need to be periodically checked, and the security company is willing to provide a maintenance contract to take care of all the alarms and make sure they are functional. Mr. Gordon further stated the Town Hall currently has two different systems: a wireless and a wired system. Mr. Gordon stated he and Mr. Kent are looking to have a complete wired system put in because there are issues with having Town Code and Building Administrator Eric Evans go to every security alarm, regardless of importance. Mr. Gordon stated he would like to see Mr. Evans free of that duty. Council Member Joan Bennett asked if the system was hard-wired. Mr. Gordon stated yes and the revised security system will protect from theft as well as smoke/fire. Mr. Gordon stated the price for the revised system could be between \$10,000 to \$15,000. Mr. Gordon stated he would like Council to go through the process of voting this new security and smoke alarm system out for bid.

Ms. Bennett stated there is money in the budget for this system. Ms. Botchie stated there is \$250,000 budgeted. Mr. Gordon stated the new system is adaptable to any other system the Town may decide to add to it in the future. Ms. Bennett stated she likes the forward-thinking but regarding the second floor of Town Hall, the limit of occupancy without a fire suppression system, does this new system satisfy the second floor occupancy issue? Mr. Gordon stated he is not sure and it would have to go through the Fire Marshall’s office for review. Ms. Botchie stated to have more than 10 people on the second floor for a gathering, there needs to be a fire suppression system; however, to have more than 10 people for offices, no fire suppression is required. Ms. Bennett stated she likes the idea of having a fire suppression system on the second floor regardless of the floor’s use. Mr. Kent stated there would also be audible alarms and strobe lights so even those who are hearing- or vision-impaired, the person can still hear and/or see the alarm. Mayor Hocker asked Mr. Gordon if he would like the Council to possibly vote on this system at the next meeting. Mr. Gordon stated he would like Council to vote on this system at the next meeting. Ms. Botchie stated Council cannot vote on this bid until Town Solicitor Seth Thompson works on and reviews the bid. Ms. Botchie stated Mr. Gordon and Mr. Kent have two weeks to get Mr. Thompson to work on the bid in order for the Council to vote on this bid at the next Town Council meeting.

5. **PROPERTY OWNERS/AUDIENCE COMMENTS:**

There were no comments.

6. **ANNOUNCEMENT OF NEXT MEETING** – June 11, 2013 – Mayor Hocker announced the next meeting of the Town Council would be a Town Council Meeting on June 11, 2013, at 7:00 p.m.

6. **ADJOURNMENT:**

Council Member Kent motioned for adjournment at 7:27 p.m. Council Member Bennett seconded his motion. All present voted yes. Motion carried 4-0.

Respectfully submitted,
Matt Amerling, Town Clerk