

**BOARD OF SELECTMEN
REGULAR SESSION MEETING MINUTES
July 2, 2012
Veterans Memorial Building Room 229
900 Main Street, Millis, MA 02054**

CALL TO ORDER: Chair Donald Hendon called the meeting to order at 7:30 p.m. The following persons were present: Chair Donald Hendon, Vice Chair Charles Vecchi, Clerk Andrea Wagner, Town Administrator Charles Aspinwall and Administrative Assistant Jennifer Cederberg.

ANNOUNCEMENTS: Condolences to Mushnick family.

APPOINTMENT OF NEW FIRE CHIEF: Sel. Wagner spoke concerning the recruitment process. She stated that Mr. Barrett was a very impressive candidate and will make a fabulous Fire Chief. Mr. Vecchi stated that he was very happy with the pool of candidates and was pleased that the chosen person was somebody from the Town of Millis. Sel. Hendon reiterated what Sel. Wagner stated and added that Mr. Barrett is the most qualified to fill the position.

Motion by Sel. Vecchi, seconded by Sel. Wagner, that we approve the Town Administrator's appointment of Richard Barrett as Interim Fire Chief for light duty for 30 days then to become permanent provided he can report for full-duty at the end of that period of time. The motion passed unanimously.

WATER & SEWER RATE HEARING: Sel. Wagner read the hearing notice. Sel. Hendon noted that this item will be discussed at the end of the meeting.

PLAYGROUND GRANT: Debbie Gibbons from the playground committee gave a presentation concerning the efforts of this committee. She noted the history and goal of the playground committee including its members and its relationship with the DPW and Recreation Department. She highlighted the design goals which include the use of existing structures and noted that the committee has been working with state bid list approved vendors. Ms. Gibbons then went on to review the current status of the playground and thanked the Board for the timely removal of trees and roots in this area. She informed the Board that the committee received a grant in the amount of \$15,000 which needs to be utilized by June of 2013.

Ms. Gibbons stated that the project budget is \$75,000 which includes structures, ground cover, landscaping, fencing, and all other necessary additions to the site. She stated that there are several pending grants that the committee has applied for and that they are ready to begin fundraising. Ms. Gibbons noted two requests for the Board: to approve the design plan and the creation of a playground gift fund.

Sel. Vecchi asked if there is an actual design plan that the committee is seeking approval for. Ms. Gibbons noted that there is just a plan for the new section and not the rehabilitation of the current section. Sel. Vecchi stated that he would like to see the total plan. Sel. Wagner suggested having an appointed committee if there is going to be a creation of a gift fund.

Sel. Hendon stated that he would like to see a site plan including any drainage issues that might exist. He asked for clarification on the bidding process since the projected is estimated to be budgeted at \$75,000. Mr. Aspinwall informed the Board that there is an exemption in Chapter 30b which provides an exception for grant funds and funds raised by donation. He further noted that there are no Town funds being allocated for this project.

The committee informed the Board that in order to receive the grant funds, the equipment must be purchased from a particular vendor where the \$15,000 would be discounted from the purchase and that a total of \$24,000 worth of equipment must be purchased. The committee is looking to raise, at a minimum, \$9,000 by June of 2013.

Motion by Sel. Vecchi, seconded by Sel. Wagner, to establish a Playground Gift Fund for the new Town Park Playground. The motion passed unanimously.

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Motion by Sel. Vecchi, seconded by Sel. Wagner, to establish a Town Park Playground Committee and appoint to that committee Jennifer Farrar, Sarah Fong, Denise Gibbons, Maria Melchionda and Pam Mustard. The motion passed unanimously.

ROAD PROJECTS: Mr. Aspinwall reviewed the history of the vote of Town Meeting allocating the Chapter 90 Funds and some additional funds for work on Pleasant Street, Daniels Road and Forest Road. He reviewed specifically what work will be done on each street including a water main project on Forest Road. He noted that the paving contract in place expires in July so the hope is to begin this work prior to that so that the Town does not have to go back out to bid.

Mike Carter from GCG Associates spoke about the water main/extension project to take place on Forest Road. He highlighted the specific area which will be effected. He described the phases of the paving of Forest Road as well. He noted that the footprint of the road will remain unchanged and went on to outline the timing of the process which will begin around Labor Day and take approximately 2 months. He stated that the final paving will be completed in the Spring of 2013. Mr. Aspinwall stated that Forest Road near Village Street will be paved by the contractor coming in to work on the other two designated areas.

Judy Murphy from 83 Forest Road spoke concerning a raised sewer in front of her house. Mr. Aspinwall stated that this part of Forest Road will be paved before mid-July. Jim Murphy of the same address voiced concerns about the speed at which vehicles travel down this road. He asked if there is going to be any new signage put up. Mr. Aspinwall stated that the signs will be looked at and replaced if they are faded. Chief Edison stated that there will be a police presence in the area once the road is paved and that this will be on an irregular schedule. Jim McKay of the DPW stated that this project will improve the water quality in this area as well. Paul McCarry of 106 Forest Road asked if the residents will be without water at any point during this project. Mr. Carter stated that there would be minimal interruption. Mr. Murphy recognized the Board for the work that has been done on the road so far. Scott Fuzzy questioned whether or not a speed board could be used in this area. Chief Edison stated that it is too large for Forest Road.

Sean Powers of 132 Pleasant voiced concern about the speed on Pleasant Street. Sasha Lore from 247 Pleasant Street requested that phase 1 of the project be completed before phase 2 begins including telephone poles, hydroseeding, etc. She stated that the sidewalks which were moved are not safe and that they are curved and extended into the road. Mr. Aspinwall stated that the edge of the roadway was unchanged in this area during the project and the movement of the sidewalk was at the recommendation of the Sidewalk Committee and that this particular design will continue on through the remainder of the project. Mr. Aspinwall stated that he will also look at the hydroseeding issue as it was done but if it needs to be re-done, it will be.

ZBA APPOINTMENT:

Motion by Sel. Vecchi, seconded by Sel. Wagner, to appoint Mr. Donald Skendarian of Crestview Drive as a full member of the ZBA. The motion passed unanimously.

CONTRACT CHANGE ORDER:

Motion by Sel. Vecchi, seconded by Sel. Wagner, to approve the following contract changes to the Chlorination Systems Improvement contract: Task E – Construction and Startup Services, \$17,200; Task F – Field Observation of Construction, \$6,500; and Task G - Control System Programming and Integration, 4,800. The motion passed unanimously.

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WATER & SEWER RATE HEARING: Mr. Aspinwall gave an overview of what the assumptions were going into Town Meeting. He noted that it was anticipated that there would be an increase of 2.5% in water rates and 5% increase in sewer rates. He stated at the same time, there has been a rate study being conducted since late winter by the Abrahams Group who are well-respected in the field. Mr. Aspinwall went on to review the areas that were studied as well as the study findings including the assumptions that were adjusted for Town Meeting. He went on to review the Enterprise Fund Law and what this means in terms of the Town's requirements to recover all costs to operate the water and sewer system.

Mr. Aspinwall informed the Board that there were differences discovered in the indirect costs between the annual Town Meeting and what the consultant arrived at. In sewer, the difference was \$50,424 and in water, the difference was \$37,894. He then went on to review a slide which highlighted what the options are to fund the indirect costs. He noted that there could be a one-time 2.5% rate increase in water but that sewer is more problematic: the options are to add 8.75% to the originally proposed increase of 5% or create a third tier rate system for sewer as has been done with water. He reviewed a comparison between billings of a two vs. three tier structure. He noted that a three tier sewer billing system would bring in approximately an additional \$50,000.

Mr. Aspinwall went on to speak about the cost of Capital Assessments. He noted a decrease from FY09 to FY13. He spoke concerning the option to eliminate capital assessment which would increase rates by 33%. He stated that capital assessment rates are assessed to each account on a per account basis, not based on usage. He then went on to highlight what could conceivably be done with the multi-family units, changing their status over to individual accounts.

Mr. Aspinwall addressed charging for Fire Services and what a previous study had to say about this charge. He stated that there are options for this charge going forward including having no charge, having a minimum charge based on a 5/8" meter base rate, and a full charge based on service size. He then reminded the Board that the Collector will need a decision by the end of July in time for August billing.

Mr. Aspinwall suggested that the Board take this information under advisement, come to him with questions and discuss this topic again at the meeting on July 23rd.

Att. Ellen Rosenfeld addressed the Board concerning instituting the three-tier billing system for sewer and noted that in this scenario, the residential users get a break but the businesses are taxed. She suggested keeping the residential users at the same rate under this scenario. She then went on to address the Fire Protection service and described it as "readiness to protect" and noted that she is paying a fee for water to be there in the event she needs it. She said that this is ridiculous to pay and that she is already paying it on the usage line. Mr. McKay noted that the 5/8" meter that is in place with the fire service line is not meant to record usage: it is meant to protect the line in the event of low flow.

Mr. Aspinwall summarized the bottom line to the existing problem and stated that there are multiple options to solve it.

Motion by Sel. Wagner, seconded by Sel. Vecchi, to continue the hearing until July 23rd at 7:30. The motion passed unanimously.

MEETING MINUTES:

Motion by Sel. Vecchi, seconded by Sel. Wagner, to accept the regular session meeting minutes from 6/18/12 and the executive session meeting minutes of 6/18/12. The motion passed unanimously.

ADJOURN: At 9:37 p.m.,

Motion by Sel. Vecchi, seconded by Sel. Wagner, to adjourn. The motion passed unanimously.

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Respectfully Submitted,

Jennifer G. Cederberg, Administrative Assistant