

BOARD OF SELECTMEN
REGULAR SESSION MEETING MINUTES
October 15, 2012
Veterans Memorial Building Room 229
900 Main Street, Millis, MA 02054

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

ANNOUNCEMENTS: St. Thomas' Church celebratory mass.

RED RIBBON WEEK PROCLAMATION: Representatives from the young marines thanked the Board for the proclamation. Sel. Wagner read the proclamation.

VETERANS DAY PROCLAMATION: Sel. Vecchi read an agenda for the Veterans Day activities that have been planned. Sel. Wagner read the Veterans' Day Proclamation.

I/I PRESENTATION: Mike Carter from GCG Associates presented an updated as to the I/I status of the Town. He noted that this study has been going on for about 4 years. He explained the difference between infiltration and inflow as well as what the study process consisted of. He presented a chart which highlighted their investigation. He stated that over 100,000 gallons of inflow was detected within the first year.

Mr. Carter stated that in year 2, 96,000 gallons were detected. He explained that he has been meeting with Mr. Aspinwall on the process and staging to remove the I/I. He stated that they identified where to make the repairs including sealing joints and efforts such as this to correct the problem. He further stated that the way to identify I/I is via camera work and in year 1, over 20,000 feet of pipe was viewed. Mr. Carter stated in 2011, camera work was performed and additional I/I was located and another contract was set up for repair. He said that they are trying to accomplish both identifying and removing I/I.

Mr. Carter stated that there are 43,000 gallons of I/I that have yet to be removed and that there is still more camera work to be done in this year 4. He said a lot of cracked pipes are being discovered, sometimes in the right of way and sometimes on private property. He stated that the Town's main trunkline is in pretty good shape with one section which may require lining or repair. However, the pipe is structurally sound.

Mr. Carter stated that a contract is currently being put together to continue the investigation into the remaining 46,000 gallons. He also noted that a line in the Farm Street area will also be filmed. He said the major work in all areas has been done but there are still a lot of spot repairs and the Board will need to decide where to go from here. Mr. Aspinwall stated that locating the 121,000 gallons of flow was a good thing to detect as we are no longer paying for it to be treated. He spoke concerning the Applerock development and the agreement with the developer who installed water efficient toilets in the area. He suggested that the Town can ask Developers to "pay", either via fee or by doing the work, into an I/I bank as the Town of Saugus has done. He stated that he would like to work toward the creation of such a bank for ongoing improvements to the system. He noted that there is an article on the TM warrant for further service repairs and sewer cleaning in the amount of \$15,000.

Sel. Vecchi asked about the discovery of I/I on public property. Mr. Aspinwall stated that how to handle this would be at the discretion of the Board but that the property owners are responsible for maintenance of their own lines.

Mr. Aspinwall stated that the trunkline located behind the old Library was installed around 1985. Mr. Carter stated that there might be a chemical buildup in the pipe in which case a liner would be installed.

PD/FD FEASIBILITY STUDY: Mr. Aspinwall stated that the Town hired the Carrell Group to conduct a feasibility study of the Auburn Road location but part way through the project, they were also asked to look at 1073 Main Street. He reviewed the recommendations of the site selection committee that was arrived at some years ago, identifying a location for a new Police Station.

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Mr. Carrell addressed the mission of the study and the process that was undertaken beginning with the review of the Auburn Road site for the building of a new Police Station. He stated that issues such as parking were looked at and that this option would include using the existing PD/FD as just a Fire Department. He noted that space needs for functional programs were designed as well as planning schematics to see what was going to be required to build a new building for the police as well as whether or not the existing building would be suitable for the Fire Department.

Mr. Carrell stated that 1073 Main Street is far bigger than anything that would be needed for a PD/FD and that the costs to bring the building up to code was going to make the exercise cost prohibitive. He stated that this option is just not feasible. He then began by reviewing a site plan of the proposed police station being located at the corner of Auburn Road and Main Street with staff parking in the back. He pointed out the prisoner transport garage as well as the carport for police vehicles. He noted the building is approximately 12,000 sq. ft. with the capacity for growth. He illustrated the two floors of the buildings and what the individual rooms are proposed to be used for.

Mr. Carrell then went on to review drawings for the proposed renovated Fire Station noting that the design would serve the Town for at least 20 years into the future. He stated that the second floor would be primarily dedicated to locker rooms, beds and bathrooms for the Firefighters.

Mr. Carrell then went briefly into presenting an overview of the 1073 Main Street option. He noted the multiple building issues dealing with HVAC, structural issues, interior finishes, etc. He then went onto review the costs for the projects: new police station \$6,247,000; Fire station renovations \$1,891,000 including \$80,000 for temporary quarters. Mr. Aspinwall asked him to describe the timeframe and estimated useable life. Mr. Carrell stated the Fire Station would last 20 years and probably more. He stated that the Police Department would be 30 or 40 years. He then clarified that the timeline for building/renovating it would take about a year for the PD and 8-9 months to renovate the Fire Department. Mr. Aspinwall noted that this information was presented to the Permanent Building Committee. He stated that the next step in the process would be Town Meeting: Article 7 deals with an appropriation for design costs for an architect and a cost estimator (\$65,000) and additional environmental testing at the Library site (\$32,500).

Sel. Vecchi asked Mr. Carrell to address just renovating the existing building for Police/Fire use. Mr. Carrell said that the building that is there needs to be expanded by about 12,000 sq. ft. which won't fit on the existing site and that combined buildings are really no less expensive than separate buildings. Chief Edison spoke concerning the Police Department needs and noted that the public would find it more palatable to build a building that is going to last 40 years rather than 20. He noted that the current department has a lot of serious issues including facility security. He said that the police needs right now far exceed what the current facility is able to provide or that the public deserves to have. He spoke concerning the new laws concerning retaining evidence.

Fire Chief Rick Barrett stated that the FD is grateful that the PBC was open to discussion concerning the renovations to the existing PD/FD for Fire Department use only. He said that it is much better than the initial proposal that was presented. He said it is not perfect but it will do.

Mr. Robert Cantoreggi recommended that the Town look at other communities' police departments that have already been built as a mechanism to try to save money in terms of building design. Mr. Aspinwall stated that the Carrell Group has designed approximately 25 stations for Fire and Police.

OPEN/CLOSE TOWN MEETING WARRANT: Town Accountant/IT Director Kathy LaPlant spoke concerning Article 6, the Fire Department IT system which is in need of upgrade to accommodate the software specific to the needs of public safety. She noted that two members of the Finance Committee were involved in developing the specs for this system. She stated that it will be approximately \$300/month for storage of data offsite for the Town Hall and

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the Fire Department in addition to the monthly maintenance cost of \$175. Kathy said that there are only two monitors currently available for re-use at the FD so they will need to purchase four pcs, a printer and two monitors. She stated that the total for upgrade is \$18,090. Mr. Aspinwall clarified that this is being paid for in an article and would be budgeted for in future years. Ms. LaPlant stated that no computers have been upgraded or replaced at the FD since prior to 2000. Sel. Wagner stated that the labor costs are quite high. Chief Barrett explained what the new computers will be used for. He explained that the Department does a lot of training online which is required by the State. He said the biggest challenge is to set something in stone that can be built off of as right now there is nothing to build off of.

Brutus Cantoreggi of Blueberry Lane spoke concerning the petition article to obtain more recreational fields. He explained that youth groups are being pitted against each other in order to obtain field space. He explained the nature of the article that he brought forward to Town Meeting as well as the parcels of land that he has identified as being potential areas for expanding the Town's fields. He stated that this article was presented to the Finance Committee but that they would not recommend it. He asked for clarification on the process to request funds for the fields. Ms. Wagner clarified that the warrant article was the proper process but that there is a Fields Committee that has been established to look specifically at this issue and that it is unclear how much money is being asked for at this time. Mr. Cantoreggi proposed moving forward but asked for clarification on the timetable for the process for the study to look at the fields issues. He noted that he hasn't heard a commitment from the Town Fields Committee or the Board of Selectmen. Mr. Aspinwall clarified that the goal is to have the recommendations in place by the spring Annual Town Meeting. He suggested getting the committee to meet first and take it from there. Sel. Wagner stated that she does not feel the overall study of fields should be limited to the two that are listed on the warrant article. Sel. Vecchi stated that there is a common goal and this is why the Town Fields Committee was established to study this issue. Mr. Aspinwall stated that the Finance Committee feels that this warrant article is putting the cart before the horse and that there are funds available for researching the acquisition of fields and that the resources are there.

Mr. Cantoreggi stated that he is looking for a verbal commitment from the Board of Selectmen. Sel. Wagner stated that as the Selectmen representative on the Town Fields Committee she is in support of having a recommendation in place for the spring Annual Town Meeting. Mr. Aspinwall stated that there are multiple tasks that the Town Fields Committee has been charged with. There was discussion about when the committee would have their first meeting.

Kris Fogarty, Recreation Director, spoke concerning the article she put forth for an additional 10 hour position in her Department. Mr. Aspinwall gave some background on the position as being a restoration and not a new position. He reviewed the options for restoring the position and potential funding. He noted that he recommended taking the article off of the warrant which Ms. Fogarty objected to. Mr. Aspinwall stated that the Finance Committee recommended dismissal as the position could be funded by the Recreation Fund and not taxation. Ms. Fogarty asked that the article remain on the warrant as the position needs to be restored. Ms. Aspinwall clarified that the position would not need Town Meeting approval if it were to be funded by a special revenue fund. He noted that if the Board were to approve the position being restored, it would be presented to the Board of the Selectmen who would judge it on its merits and fund the position through the Recreation Revolving Fund; it would go to Town Meeting only if it were to be funded by taxation. Sel. Wagner stated that this appears to be an 11th hour problem.

Ms. Fogarty stated that it is very busy in the Recreation Department and she only has volunteers one day per week. She gave the example of needing to have surgery and only being able to take 2 days off for recovery. She gave multiple examples of things that she is responsible for which she has no assistance with, noting that she has lost vacation time and worked weekends because of the lack of staffing in the Department. She noted that the cost for an additional staff person is approximately \$7,000. She noted that scheduling field time is a job within itself.

Mr. Aspinwall stated that the revolving fund could pay for this position. Sel. Vecchi stated that this issue has presented itself rather quickly and he is reluctant to move forward without Sel. Hendon being present. He said that he understands the need and invited members of the Recreation Committee to speak. Pam Mustard spoke about her

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experience on the Recreation Committee and her observations of the Recreation Director. She noted that the Committee would like to expand the programs but it isn't possible without the addition of a staff member. Sel. Wagner asked Finance Committee member Chris Smith for clarification on the position of the Finance Committee. Mr. Smith said that he would have a hard time envisioning the Committee allocating more tax funds to this Department as the goal appears to be to get the Department back to being self-funded. He stated that adding a position to be paid for by a special revenue fund is under the jurisdiction of the Board of Selectmen. Sel. Wagner stated that this issue needs further discussion with the third member of the Board of Selectmen.

Sel. Vecchi asked for clarification on what this additional staff member would do and what their job description would be. Ms. Fogarty stated they would assist with the program brochure which is always in production. She said they would also assist with scheduling the fields, doing a/p and deposits, covering the office while she attends meetings, acceptance of registration forms and other misc. duties.

Sue Vara of the Recreation Committee asked for clarification on the need to have the position placed on the Town Meeting Warrant. She also asked for clarification on the balance quoted for the Recreation Fund and whether or not this balance included encumbered funds. Sel. Wagner suggested leaving the article on the warrant.

The Board then went on to review the second article proposed by the Recreation Department concerning Town fields to hire a consultant to study the fields issue. Ms. Fogarty requested that it be removed in light of the formation of the Town Fields Committee.

Mr. Nathan Maltinsky from the CPC addressed the four articles the committee has put forward. He noted that the Committee voted unanimously to support the articles and gave the dollar amounts associated with each request. He noted that no money has been allocated yet for housing and that one of the proposed articles deals with replacing siding, windows and porches, the porches replacement to be funded by the State. He noted that the Church of Christ article is going to be set aside as some concerns were raised at the committee meeting. Mr. Maltinsky then went on to review the request from the Library for a room temperature controlling unit for their artifacts room. He then stated that the CPC is looking for a member-at-large. Mr. Maltinsky gave a brief update on the bandstand project and an upcoming fundraiser.

Lisa Hardin of Walnut Street spoke concerning petition article 29 which addresses a public policy issue that is effecting elections. She stated that the citizens who signed petition are looking for Town Meeting support. She stated that 70 other towns in the Commonwealth have supported similar articles. She noted that bringing the article to Town Meeting would bring awareness to the issue and that Medway and Natick have both passed similar articles recently. Ms. Hardin stated that the Finance Committee voted to dismiss it. Chris Smith from the Finance Committee noted that public policy issues are not appropriate for the committee to discuss, that this discussion should occur at Town Meeting. He noted that the Finance Committee is obligated to vote a position on every article on the warrant. Sel. Wagner asked for clarification on a similar article that went before Town Meeting in the 80's and passed. She stated that this article will remain on the warrant. The Board went on to discuss the process of dismissal/voting on the article at Town Meeting.

Finance Committee member Chris Smith stated that if new information is provided to the Committee regarding their ability to vote their position on this particular article, they would be open to considering it before Town Meeting convenes. Carol Coakley asked if Mr. Smith had consulted with the Moderator on the Finance Committee's ability to defer on the article rather than dismiss it. Mr. Smith stated that he is no longer the Chair of the Finance Committee but there has been no information provided to the Committee that they are allowed to take a position or defer on an article of this nature.

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Motion by Sel. Wagner, seconded by Sel. Vecchi, to open the Fall Annual Town Meeting Warrant. The motion passed unanimously.

Mr. Aspinwall clarified that there is the need to add funds to the Veterans Budget. He also informed the Board that the article for flag replacement is not needed at this time. He further reminded the Board that the article on the church steeple needs to be removed. He suggested that the Board vote to add to article 1, withdraw 2, withdraw 25 and withdraw 27 and accept the warrant as written otherwise.

Motion by Sel. Wagner, seconded by Sel. Vecchi, that we modify article 1 to add a line for veterans benefits and that we withdraw article 2 for flag replacement, withdraw article 21 for hazard mitigation, withdraw 25 – the steeple project at the Church of Christ, withdraw article 27 which is the appropriation for a recreation field consultant. The motion passed unanimously.

Motion by Sel. Wagner, seconded by Sel. Vecchi, that we close the 2012 Fall Annual Town Meeting Warrant and we do accept and execute it as written. The motion passed unanimously.

APPOINTMENTS TO THE TOWN FIELDS COMMITTEE: The Board discussed who has come forward expressing interest in being appointed to the Committee.

Motion by Sel. Wagner, seconded by Sel. Vecchi, that we appoint Steve Macinness of the Oak Grove Farm Commission, Kris Fogarty of the Recreation Department and Steve Cassidy to the Fields Committee. The motion passed unanimously.

STATE ELECTION WARRANT SIGNING:

Motion by Sel. Wagner, seconded by Sel. Vecchi, that the Board of Selectmen do sign the State Election Warrant for Tuesday, November 6, 2012, and that the warrant is to elect a President, a Vice President, a Senator in Congress, a Representative in Congress, a Senator in General for Norfolk, Bristol and Middlesex, a Representative in General Court for the Middlesex 6th District, a Representative in General Court for the 9th Norfolk district, a Clerk of the Courts, a Registrar of Deeds, a County Commissioner, question 1, question 2, question 3, question 4 and question 5. The motion passed unanimously.

WATER BILLS AND SPECIAL COMMITMENTS:

Motion by Sel. Wagner, seconded by Sel. Vecchi, that we do commit to the collector the final water bills and special commitments to the collector in September of fiscal year 2013 in the amount of \$204.64. The motion passed unanimously.

APPOINTMENT TO THE PEC:

Motion by Sel. Wagner, seconded by Sel. Vecchi, to appoint Chuck Bishop as the Fire Union representative for the Public Employees Committee. The motion passed unanimously.

CRPCD ASSESSMENTS: This will be discussed at the next BOS meeting.

DAI RECLASSIFICATION: Mr. Aspinwall reviewed the request for reclassification review for the Department Assistant I for the Permanent Building Committee. He stated there is justification for this reclassification.

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Motion by Sel. Wagner, seconded by Sel. Vecchi that we reclassify the position of Department Assistant I for the Permanent Building Committee to a Department Assistant II, and that reclassification shall be as of August 8, 2012, and that the person go to the next highest pay in the Department Assistant II line item. The motion passed unanimously.

SIGN PERMIT REQUEST: Sel. Vecchi read the request.

Motion by Sel. Wagner, seconded by Sel. Vecchi, that we do allow the Franklin Mom's Club to post a sign out in front of the Town Hall to advertise the Preschool Fair, featuring a number of towns and their preschool options, and the sign will be taken down before 10/24/12. The motion passed unanimously.

WELL #3 CHANGE ORDER: Mr. Aspinwall reviewed the change order and noted that it is informational and requires no action from the Board. He stated that a clogged pipe was detected which needs to be cut and cleared at a cost of just over \$9,000. If the pipe is clogged to the flow meter, he stated that this could cost an additional \$30,000. Mr. Aspinwall stated there are engineering fees in the amount of \$5,000 related to this project. He noted that windows in the well are being inspected to see if they should be replaced. He said the Engineer suggested they add a contingency budget.

MEETING MINUTES:

Motion by Sel. Wagner, seconded by Sel. Vecchi, to approve the Board of Selectmen meeting minutes from 10/1/12 regular session and approve the Executive Session Meeting Minutes from 10/1/12. The motion passed unanimously.

EXECUTIVE SESSION:

Motion to enter into executive session to discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the government's bargaining or litigating position. Also, to conduct strategy sessions in preparation for negotiations with non-union personnel; to actually conduct collective bargaining and contract negotiations with non-union personnel; and the Chair so declares. By Roll Call Vote: Vecchi – aye, Wagner – aye.

Respectfully Submitted,

Jennifer G. Cederberg, Administrative Assistant