

**BOARD OF SELECTMEN
REGULAR SESSION MEETING MINUTES
July 15, 2013
Veterans Memorial Building Room 229
900 Main Street, Millis, MA 02054**

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

ANNOUNCEMENTS: Debt Exclusion recount: 1135 for vs. 1125 against.

GIRL SCOUTS: A local girl scout troop talked about starting a recycling barrel program to collect plastic bottles. They noted there would be 6 recycling barrels.

Motion by Sel. Wagner, seconded by Sel. Smith, that the Town of Millis do accept the gift from Troop 73371 of a total of 6 recycling bins, 3 to be placed at the Town Park and 3 to be placed at Oak Grove Farm. The motion passed unanimously.

PD/FD BUILDING PROJECT: Mr. Aspinwall reviewed the process to proceed on a project like this. He discussed alternate ways of proceeding with the building project including Construction Management At Risk. Chief Keith Edison introduced a general contracting firm who he worked with on the Holliston PD project. Fran Colantonio spoke to the board concerning the construction reform law. He noted that by using the Construction Management at Risk process you are able to pre-qualify builders and adhere to your budget. You also get to select the contractor you feel you relate to the best. Mr. Aspinwall recommended that the Board consider looking at this process for the PD/FD building.

Mr. Aspinwall suggested that the Board refer the policy to the Permanent Building Committee for consideration. He recommended that one member of the BOS attend at this meeting. They will request that the Permanent Building Committee report back to the BOS by 9/9/13.

DPW MOVE: Mr. Aspinwall updated the Board on the status of the DPW Highway Building. He noted that he has had a discussion with Mr. McKay concerning the DPW remaining at the Town Hall. He listed some of the pros and cons. He asked the Board to think about the options and that they can discuss it again at the next BOS meeting.

FY14 WATER & SEWER RATE HEARING:

Motion by Sel. Wagner, seconded by Sel. Smith, to reopen the FY14 Water and Sewer Rate Hearing. The motion passed unanimously.

Mr. Aspinwall recapped the recommended rates.

Motion by Sel. Wagner, seconded by Sel. Smith, to close the FY14 Water and Sewer Rate Hearing. The motion passed unanimously.

Motion by Sel. Wagner, seconded by Sel. Smith, that we set the FY14 sewer rates base rate at \$31.37, a 2.5% increase, increase the use rate 2.5% over FY13 for use between 1-25,000 gallons \$5.50, for use between 25,001-50,000 gallons \$7.99, 50,001 gallons and over \$10.78 and an increase in the entrance fee for water to \$3,000, and to set the FY14 water rates, base rate a 2.5% increase over FY13 for a 5/8" meter \$17.03, for a ¾" meter \$22.57, for a 1" meter \$36.11, for a 1.5" meter \$66.21, for 2" meter \$105.34, for a 3" meter \$156.50, for a 4" meter \$207.66, and for a 6" meter \$276.40 to establish the use rate at 2.5%

**BOARD OF SELECTMEN
REGULAR SESSION MEETING MINUTES
July 15, 2013
Veterans Memorial Building Room 229
900 Main Street, Millis, MA 02054**

above FY13 for 1-25,000 gallons \$2.68, 25,001 – 50,000 gallons \$4.26, 50,000+ gallons \$6.81, and to increase the entrance fee to \$2,000. The motion passed unanimously.

LEPC:

Motion by Sel. Wagner, seconded by Sel. Smith, that we appoint Richard Bremlist to the Local Emergency Planning Committee. The motion passed unanimously.

POSTING MEETING MINUTES: Mr. Aspinwall noted that the Board previously set a policy regarding the posting of meeting minutes on the Town website. He stated that certain committees have not been posting their meeting minutes. He asked for the Board's preference in addressing the matter. Mr. Smith noted that this discussion also pertains to the proper posting of agendas according to the Open Meeting Law. Kathy LaPlant spoke concerning the process of posting meeting minutes to the website. Sel. Vecchi recommended sending a letter to the Boards/Committees reminding them of the policy.

Motion by Sel. Wagner, seconded by Sel. Smith, that the Board of Selectmen send a letter to each Board or Committee outlining the policy established for the posting of meeting minutes on the Town of Millis website as well as a reminder of how it is done. The motion passed unanimously.

FINANCE DIRECTOR'S CONTRACT: Mr. Aspinwall reviewed the proposed contract with the Finance Director.

Motion by Sel. Wagner, seconded by Sel. Smith, that we approve the MOA between the Town of Millis and Kathleen LaPlant dated 7/1/08 and as summarized in a memorandum dated 6/27/13. The motion passed unanimously.

INTERFUNCTION TRANSFERS: Mr. Aspinwall reviewed the list of proposed interfunction transfers.

Motion by Sel. Wagner, seconded by Sel. Smith, that we approve the following interfunction transfers which total ... The motion passed unanimously.

CONTRACT AWARDS:

Motion by Sel. Wagner, seconded by Sel. Smith, that we award a contract for traffic line painting to Markings, Inc. of Pembroke, MA, in the amount of \$22,043.22. The motion passed unanimously.

Motion by Sel. Wagner, seconded by Sel. Smith, that we award a contract for HVAC maintenance to Commercial Boiler Systems in the amount of \$13,340 for FY14. The motion passed unanimously.

Motion by Sel. Wagner, seconded by Sel. Smith, that we award a contract to Walco Services for electrician services billed at \$72/hour for electrician services and \$45/hour for Laborer services. The motion passed unanimously.

Motion by Sel. Wagner, seconded by Sel. Smith, that we declare the 2002 Ford Windstar as surplus equipment. The motion passed unanimously.

**BOARD OF SELECTMEN
REGULAR SESSION MEETING MINUTES
July 15, 2013
Veterans Memorial Building Room 229
900 Main Street, Millis, MA 02054**

Motion by Sel. Wagner, seconded by Sel. Smith, that we authorize the COA to purchase a 2013 Chevy Cruz from Imperial Cars in the amount of \$14,117. The motion passed unanimously.

Motion by Sel. Wagner, seconded by Sel. Smith, that we award a bid for tree removal and pruning to Stumpy's of Ashland, MA, a 3-year contract, in the first year it is \$640 for one half day, in the second year it is \$660 for one half day and in year three it is \$700 for one half day. The motion passed unanimously.

Motion by Sel. Wagner, seconded by Sel. Smith, that we award a contract for sewer and drain manhole frame and cover repair to Blue Diamond Equipment of Foxboro, MA, in the amount of \$700 for frame repair and in the amount of \$300 per vertical foot for foundation repair. The motion passed unanimously.

SURPLUS EQUIPMENT: Mr. Aspinwall explained the Municibid process that was used to sell the surplus fire equipment.

Motion by Sel. Wagner, seconded by Sel. Smith, that we award a bid to James McDermott of Newfoundland, NJ, for the 1984 LTI 800 ft. ladder truck for a bid price of \$5,200. The motion passed unanimously.

Motion by Sel. Wagner, seconded by Sel. Smith, that we accept a bid in the amount of \$18,800 to Andre Vargas of Haverhill, MA, for the purchase of a 1995 E1 International Rescue Pumper. The motion passed unanimously.

CLYDE BROWN 5K:

Motion by Sel. Wagner, seconded by Sel. Smith, that we grant a permit to the Home School Association to conduct the second annual Run Back to School 5K on Sunday, 9/22/13 subject to coordination with the Police Department for details and the Fire Department and the DPW and also grant permission to hang a banner over Main Street/Route 109 2 weeks prior to the event and to post lawn signs promoting the event. The motion passed unanimously.

PAVING UPDATE: Mr. Aspinwall stated that he met with D&R Paving to talk about Pleasant Street. He noted that the contract has been signed by everyone on our end and that appropriate bonds have been received. Mr. Aspinwall stated that Dean Street was also discussed. He noted that the Town is currently holding back on Curve Street and Grove Street. He stated that the Town is waiting for the Governor and the Legislature to settle their differences before moving forward.

FIRE VEHICLES: Sel. Vecchi explained that the Board would be signing a one-year note with an interest rate of .65%. Chief Barrett stated that the vehicle should arrive next week.

Motion by Sel. Wagner, seconded by Sel. Smith, that we execute a one-year note that will expire on July 17, 2014, with Eastern Bank in the amount of \$835,000 with interest at the rate of 0.65% per year for the purchase of a new fire truck. The motion passed unanimously.

**BOARD OF SELECTMEN
REGULAR SESSION MEETING MINUTES
July 15, 2013
Veterans Memorial Building Room 229
900 Main Street, Millis, MA 02054**

MEETING MINUTES:

Motion by Sel. Smith, seconded by Sel. Vecchi, to accept the regular session meeting minutes from 6/27/13 as written and the executive session meeting minutes from 6/27/13 as written. The motion passed with Sel. Wagner abstaining.

ADJOURNMENT: At 9:56 p.m.,

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

Respectfully Submitted,

Jennifer G. Cederberg, Operations Director