

**BOARD OF SELECTMEN  
REGULAR SESSION MEETING MINUTES  
June 23, 2014  
900 Main Street, Room 229  
Millis, MA 02054**

**CALL TO ORDER:** Sel. Wagner called the meeting to order at 7:08 pm. The following persons were present: Chairman Andrea Wagner, Vice-Chairman Christopher Smith, Clerk James Neville, Town Administrator Charles Aspinwall, and Susan Vara. Guests present were: Moderator, James McCaffrey and School Committee Chairman Sean Doherty.

**TRI-COUNTY REPRESENTATIVE APPOINTMENT**

Board of Selectmen Chairman Andrea Wagner, Moderator James McCaffrey, and School Committee Chairman Sean Doherty were all present to participate in selecting the representation from Millis for the Tri-County Regional Technical High School School Committee. This year there are three interested people in filling this position: Donna Cabibbo, Laura Gaspa, and Kimberly Donovan.

Interview questions surrounded around why the candidate is interested in serving, previous experience on other committees, communication with Millis committees (particularly School Committee, Finance Committee and Board of Selectmen) were among some of the questions.

The former Chairman of the Millis School Committee, David Baker, spoke of strongly recommending Donna Cabibbo to continue with her appointment as Tri-County Representative.

**Motion by Sel. Wagner, seconded by Moderator James McCaffrey to re-appoint Donna Cabibbo as the Tri-County Representative of the School Committee for Millis for a three-year term. The motion passed: Sel. Andrea Wagner, yes; Moderator James McCaffrey, yes; School Committee Chairman Sean Doherty, no.**

**HICKORY HILL STORMWATER: 7:44 PM HEARING OPENED**

Dan Merriken of Merriken Engineering submitted revised plans and legal documents. Barbara Thissell, who is working for the Town is reviewing this plan. She stated that the stormwater plans have been worked on for a long time and that a letter dated on June 23, 2013 Ms. Thissell stating that she has reviewed this project and it is her response. Generally she is pleased the status, the applicant has agreed to most of the conditions set forth, but she is still concerned about when the development is only partially developed, who will be responsible for what and when. She feels that an "as built" infiltration basin needs to be provided and the applicant is agreeable to that condition. Town Counsel still needs to get back to her pertaining to the legal documents.

Mr. Peter Harkey spoke regarding his letter dated May 15, 2014. He is concerned about his property which is located on the down gradient from the Hickory Hill subdivision, particularly regarding the risk of flood damage, which his property has never had in the past.

**Motion by Sel. Smith, seconded by Sel. Neville to continue the Hickory Hill hearing to July 14, 2014 at 8:30 pm. The motion passed unanimously.**

**TREE REMOVAL HEARING: 8:07 PM**

Mr. Robert “Brutus” Cantoreggi , the Tree Warden for Millis spoke of eight Callery pear trees located on Exchange Street. There has been a request from some of the businesses where these trees are located to have these trees removed due to many reasons including roots growing into sewer pipes, clean-up of leaves and debris, the sidewalks being pushed up, and obscuring the businesses themselves. The trees do have utility wires running through them as well.

Recommendations from the Tree Warden include removal of and severe pruning of selected trees. Discussion ensued as to the merits of keeping and merits of removal of trees. Ultimately, “Brutus” potentially recommends pruning four and removing four trees. The trees to be removed can be replaced with a less invasive tree in order to provide shade and a village feel. Mr. Cantoreggi will provide the Board of Selectmen his final decision within two weeks.

**HICKORY HILLS SEWER: 7:40 PM**

In previous meetings, the discussion centered around pumping stations and homeowners association(s) that will be involved with this subdivision. Discussion ensued about the need and desire of how many homeowners associations there should be. There was discussion about a potential third homeowners association so a local developer could possibly develop their land sooner. The Town would like to have a minimum number of associations in order to maintain accountability should something go wrong with the sewer system.

**Motion by Sel. Smith, seconded by Sel. Neville to adopt the plan provided by Merriken Engineering with two forced-main services resulting in two homeowners associations. The motion passed unanimously.**

**ORCHARD STREET TRAFFIC: 9:01 PM**

Mr. John Greco spoke of the traffic in front of his home located on Orchard Street. He is requesting the Board of Selectmen enforce the truck exclusion law on that part of the road because he feels that damage has been done due to the heavy trucks using the road.

In order to invoke the truck exclusion, the Board of Selectmen would first need to consider what impact re-routing traffic to other sections of Town would have on other residents. Sel. Wagner, Chairman, requested that Mr. Greco come back to the Board with more information pertaining to the damage to his home—perhaps hire an engineer to get a more scientific link to how this damage has occurred. Perhaps it is due to the weight of the trucks, so is there a way to weigh them and also enforce the speed limit there.

**FIELDS STUDY CONTRACT AMENDMENT: 9:15 PM**

Chuck Adelsberger of CDM Smith spoke of the scope of work in Phase II of the contract. He stated that CDM Smith has been working here in Millis since January, 2014.

The preliminary design (June 12<sup>th</sup> revised June 17<sup>th</sup>) that was brought forth had some questions from the Fields Advisory Committee regarding parking and Oak Grove Farm fields. The Fields Advisory Committee endorsed the letter of proposal unanimously to award the pre-design. The issue of parking was considered at both Oak Grove Farm and the High School. The hope is to have the preliminary design phase completed by mid-September in order to entertain any questions people may have before the Fall Town Meeting.

**Motion by Sel. Smith, seconded by Sel. Neville to award a contract to CDM Smith in the amount of \$145,500 for preliminary design services for proposed athletic fields—the original submitted on June 12<sup>th</sup> and revised on June 17<sup>th</sup>. The motion passed unanimously.**

**MILLIS FIRE/RESCUE UNION TIME**

Chief Richard Barrett spoke of the 24-hour shifts that were on a trial basis for one year. The year is up and he presented a spreadsheet of how this shift change has worked within the Department. He states that shift coverages have always been filled, there has been a reduction in sick time, vacation time, and personal time over the fiscal year. He has been pleased with this change.

**Motion by Sel. Smith, seconded by Sel. Neville to continue with the 24-hour shift schedule for the Fire Department. The motion passed unanimously.**

**OPERATIONS SUPPORT MANAGER APPOINTMENT**

There were approximately 60 applicants for this position that ultimately came down to four finalists. One pulled out to bring it to three finalists. Chief Richard Barrett, Library Director Tricia Perry, Chairman Andrea Wagner and Town Administrator interviewed the remaining three candidates. This evening, Town Administrator recommends the appointment of Karen Bouret subject to your approval and subject to a CORI check and physical.

**Motion by Sel. Smith, seconded by Sel. Neville to approve the appointment of Karen Bouret as the Operations Support Manager subject to a CORI check and a physical effective once a payroll person has been hired and trained. The motion passed unanimously.**

**INTERFUNCTION TRANSFERS**

**Motion by Sel. Smith, seconded by Sel. Neville to approve an interfunction transfer from the General Fund Street Lighting to DPW General Fund Supplies & Expenses in the amount of \$5,000. The motion passed unanimously.**

**Motion by Sel. Smith, seconded by Sel. Neville to approve an interfunction transfer from Town Building Expense to Town Building Salary in the amount of \$1,883.27. The motion passed unanimously.**

**Motion by Sel. Smith, seconded by Sel. Neville to approve an interfunction transfer from Health Insurance to Selectmen Advertising in the amount of \$488.63. The motion passed unanimously.**

**Motion by Sel. Smith, seconded by Sel. Neville to approve an interfunction transfer from Dispatch Clothing to Dispatch Overtime in the amount of \$2,532.02. The motion passed unanimously.**

**Motion by Sel. Smith, seconded by Sel. Neville to approve an interfunction transfer from General Insurance to Finance Committee Clerical in the amount of \$573.00. The motion passed unanimously.**

**Motion by Sel. Smith, seconded by Sel. Neville to approve an interfunction transfer from \$300.00 Treasurer Expense, \$2,400.00 from Treasurer Expense Printing, and \$5,823.10 from Health Insurance to \$4,720.00 to Salary Department Head Treasurer and \$3,803.10 to Salaries Clerical. The motion passed unanimously.**

**Motion by Sel. Smith, seconded by Sel. Neville to approve an interfunction transfer from Building Department Wages to Weights & Measures in the amount of \$20.72. The motion passed unanimously.**

**Motion by Sel. Smith, seconded by Sel. Neville to approve an interfunction transfer from Board of Health to Board of Health Nurse Wages in the amount of \$410.11. The motion passed unanimously.**

**Motion by Sel. Smith, seconded by Sel. Neville to approve an interfunction transfer from Sewer Maintenance Contracts to Sewer Overtime in the amount of \$5,719.85. The motion passed unanimously.**

**Motion by Sel. Smith, seconded by Sel. Neville to approve an interfunction transfer from Water Engineer to Overtime Water Wages in the amount of \$1,525.40. The motion passed unanimously.**

**Motion by Sel. Smith, seconded by Sel. Neville to approve an interfunction transfer from General Insurance to Selectmen/Town Administrator Supplies & Expenses in the amount of \$5,450.04. The motion passed unanimously.**

**Motion by Sel. Smith, seconded by Sel. Neville to approve an interfunction transfer from Health Insurance to Data Processing Supplies & Expenses in the amount of \$2,215.39. The motion passed unanimously.**

**Motion by Sel. Smith, seconded by Sel. Neville to approve an interfunction transfer from General Insurance to Finance Committee Supplies & Expenses in the amount of \$1,051.79. The motion passed unanimously.**

#### **ABATEMENT REQUEST**

Previously, the homeowners of 80 Ridge Street Ken Payne and Sanford Mullah had requested an abatement for the sewer portion only of their bill. It seems there was something wrong with the meter. An abatement was granted and the meter has been replaced. However, the malfunctioning meter was still in use for a portion of a quarter (two months' worth) and this abatement request is to compensate for that portion.

**Motion by Sel. Smith, seconded by Sel. Neville to approve a sewer abatement in the amount of \$388.06 to Ken Payne and Sanford Mullah of 80 Ridge Street. The motion passed unanimously.**

#### **SEIU AGREEMENT/POSITION HOURS**

There is a memorandum of agreement between the Town of Millis and the SEIU Local 888 to include budget process funds appropriated for additional hours for certain positions which include the Department Assistant III in the Board of Health, the COA Outreach Worker, and the COA Department Assistant I. Another part of this agreement includes establishing a "fill-in" library circulation assistant, it has also established that the Animal Control Officer position is not exempt from the Fair Labor Standards Act so beginning February 1, 2014 the Town and the Union shall consider the Regional Animal Control Officer (RACO) the Town shall pay overtime at the rate 1.5 times their regular rate of pay for the RACO responding after normal hours Monday through Friday. The Town shall also pay the RACO 1.5 times the hourly rate for hours responded on Saturday and Sunday for the period of February 1 through the date of this agreement. The RACO shall also receive a stipend of \$81 per each Saturday and Sunday

duty for standby work, and if called out for service, any time after 2.0 hours shall be paid at a rate of 1.5 times the hourly salary.

**Motion by Sel. Smith, seconded by Sel. Neville to approve the memorandum of agreement as written and submitted. The motion passed unanimously.**

**MIDDLESEX BANK LOT LICENSE**

The Town owns a portion of the land on Farm Street that the Middlesex Savings Bank parking lot is located. The building has been sold, so this seems the opportune time to consider an agreement of utilizing either a license or a lease for these spaces—perhaps a span of 1-3 years for the time frame.

**NOTES FOR AMBULANCE/FIRE TRUCK/DEWEY LAND PURCHASE**

**Motion by Sel. Smith, seconded by Sel. Neville to authorize the Treasurer to borrow three notes one for \$60,000 for the Ambulance note renewal, one for \$779,334 for the Fire Truck note renewal, and one for \$120,000 for the Dewey Land Purchase note renewal for a one-year term at a .55% rate. The motion passed unanimously.**

**ANNOUNCEMENTS**

Selectmen Jim Neville wanted to let people know that the Millis Garden Club is celebrating it's 10-year anniversary this year. Also, he mentioned the Daniels Street Housing Authority and the Kennedy Terrace recognition.

The next scheduled meeting of the Board of Selectmen will be on July 14, 2014 at 7:30 pm in Room 229 of the Veterans Memorial Building.

**EXECUTIVE SESSION: 9:59 PM**

**Motion by Sel. Wagner to enter into Executive Session to discuss strategy with respect to collective 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 does so declare. By Roll Call Vote: Smith—aye, Neville—aye, Wagner—aye.**

Respectfully Submitted:

Susan K. Vara