

**BOARD OF SELECTMEN  
REGULAR SESSION MEETING MINUTES  
July 14, 2014  
Veterans Memorial Building, Room 229  
900 Main St., Millis, MA 02054**

**CALL TO ORDER:** Sel. Wagner called the meeting to order at 7:02 p.m. The following persons were present: Chair Andrea Wagner, Vice-Chair Christopher Smith, Clerk James Neville, Town Administrator Charles Aspinwall, and Camille Standley.

**EXECUTIVE SESSION:** At 7:02 p.m.

**Motion by Sel. Wagner 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 does so declare. By Roll Call Vote: Wagner – aye, Smith – aye, Neville – aye.**

**REGULAR MEETING RESUMED/CALLED TO ORDER:** At 8:05 p.m. by Sel. Wagner.

**EAGLE SCOUT PROJECT UPDATE:**

**Brian Reilly**

Mr. Reilly presented before and after slides of his completed Eagle Scout Project. The area was weeded, cleaned, and mulched, he said. He discussed obtaining a new sign for the area. Sel. Smith thanked Mr. Reilly for a job well-done and a letter from the Selectmen will be prepared thanking him.

**APPOINTMENT OF DPW HEAVY EQUIPMENT OPERATOR/LABORER:**

Mr. Aspinwall stated that there were two candidates for the position. Mr. Geoffrey Brooks has many licenses and Mr. Aspinwall stated that he and Mr. McKay are happy to have such a qualified person for the position.

**Motion by Sel. Smith, seconded by Sel. Neville to approve the Town Administrator's appointment of Geoffrey Brooks as a DPW Heavy Equipment Operator/Laborer, subject to results of a CORI check and physical examination. The motion passed unanimously.**

**AREA C SEWER DESIGN CONTRACT - BASE AND WEST &  
WATER STREET PUMP STATION DESIGN CONTRACT :**

Mr. Aspinwall described the areas to be improved. Funding for the design was approved at Town Meeting, Mr. Aspinwall stated. Mr. Michael Carter of GCG Associates, Inc., discussed his letter dated June 19, 2014, which describes their proposal for the design of the Area C Sewer Extension Project.

Mr. Carter also presented the proposal for the Water Street pump station improvements. The existing pump station is at the end of its useful life and is in need of major rehabilitation or

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replacement. Mr. Aspinwall recommended approval of both design contracts to GCG Associates, Inc.

**Motion by Sel. Smith, seconded by Sel. Neville, to award the contract to GCG Associates, Inc. for engineering services for the design and bidding of Area C Sewer Design – Base and West, in an amount not to exceed \$91,644.00. The motion passed unanimously.**

**Motion by Sel. Smith, seconded by Sel. Neville, to award the contract to GCG Associates, Inc. for engineering services for the evaluation and design of the Water Street Pump Station in an amount not to exceed \$39,984.00. The motion passed unanimously.**

**ANNOUNCEMENTS:**

State Representative Shawn Dooley presented a check in the amount of \$1,545.00 to the Selectmen. He stated that this check was the final reimbursement for the expenses associated with the special election that was held. Rep. Dooley stated that if a representative leaves early, “the Town bears the brunt of the special election, and that is not fair.”

**HICKORY HILL SUBDIVISION WATER/SEWER PERMIT PUBLIC HEARING:**

The public hearing was opened at 8:30 p.m. Mr. Dan Merrikin of Merrikin Engineering updated the Selectmen on the status of the application. He stated that Town Counsel is reviewing the draft legal documents that were submitted: Homeowner’s Association document, easement document, and decision. Ms. Thissell stated that she has reviewed the draft decision and all of her concerns were addressed.

**Motion by Sel. Smith, seconded by Sel. Neville, to continue the Hickory Hills public hearing at 8:35 p.m. to August 4, 2014, 7:30 p.m. in Room 229 of the Veteran’s Memorial Building. The motion passed unanimously.**

**MINUTEMAN LIBRARY NETWORK:**

Mr. Aspinwall discussed the contract for the Minuteman Library Network.

**Motion by Sel. Smith, seconded by Sel. Neville, to authorize the Town Administrator to enter into agreement/contract with the Minuteman Library Network for services listed for a one year term (period ending 6/30/2015) in the amount of \$25,693.00. The motion passed unanimously.**

**INTER-FUNCTION TRANSFERS:**

**Motion by Sel. Smith, seconded by Sel. Neville to approve an inter-function transfer from the Water Enterprise – Wages account to Water Enterprise – Electricity account in the amount of \$455.53. The motion passed unanimously.**

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REGULAR SESSION MEETING MINUTES  
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**Motion by Sel. Smith, seconded by Sel. Neville to approve an inter-function transfer from the DPW - Wages account to DPW – Gas/Oil account in the amount of \$6, 200.00. The motion passed unanimously.**

**Motion by Sel. Smith, seconded by Sel. Neville to approve an inter-function transfer from the Animal Control – Night Coverage account to Animal Control – Gasoline account in the amount of \$415.45. The motion passed unanimously.**

**Motion by Sel. Smith, seconded by Sel. Neville to approve an inter-function transfer from the Police – Maintenance Contract account in the amount of \$5,254.65, the Police – Tuition/Training account in the amount of \$5,254.00, the Police – Gasoline account in the amount of \$1,527.02, and the Dispatch-Wages account in the amount of \$7,557.33 for a total of \$19,593.00 to be transferred into the Police Overtime account. The motion passed unanimously.**

**Motion by Sel. Smith, seconded by Sel. Neville to approve an inter-function transfer from the Town Building Auto Reimbursement account to the Town Building Overtime account in the amount of \$116.28. The motion passed unanimously.**

**Motion by Sel. Smith, seconded by Sel. Neville to approve an inter-function transfer from the Selectmen/Admin Sick Leave Buy Back account to the Selectmen/Admin Physical Exams account in the amount of \$2,490.96. The motion passed unanimously.**

**Motion by Sel. Smith, seconded by Sel. Neville to approve an inter-function transfer from the Sewer Cleaning account to the Sewer Wages account in the amount of \$331.60. The motion passed unanimously.**

**Motion by Sel. Smith, seconded by Sel. Neville to approve an inter-function transfer from the Health Insurance account to the Town Clerk Clerical account in the amount of \$767.32. The motion passed unanimously.**

**Motion by Sel. Smith, seconded by Sel. Neville to approve an inter-function transfer from the Health Insurance account to the Town Clerk Longevity account in the amount of \$337.50. The motion passed unanimously.**

**KEVIN DONAHUE RECOGNITION:**

Fire Chief Richard Barrett thanked call firefighter Kevin T. Donahue for his 25 years of service to Millis. He stated that Mr. Donahue has been a “dedicated employee.” Mr. Donahue will be retiring effective June 30, 2014.

**BOARD OF SELECTMEN  
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**WATER/SEWER RATES FY15 PUBLIC HEARING:**

The public hearing was opened at 8:55 p.m. Mr. Aspinwall presented the spreadsheets for the FY15 Water/Sewer rates. There was discussion regarding the recommended 3.5% water rate increases proposed. Sewer rate increases of 5% were discussed.

**Motion by Sel. Smith, seconded by Sel. Neville, to close the public hearing at 9:07 p.m. The motion passed unanimously.**

**Motion by Sel. Smith, seconded by Sel. Neville, to increase FY15 sewer rates 5% as follows:**

**Base Rate Service Charge (qtr) = \$39.18**  
**Use Rate (qtr) = \$5.85 for 1-25,000 GAL**  
**\$8.39 for 25,001 – 50,000 GAL**  
**\$11.32 for 50,0001+ GAL**  
**Entrance Rate = \$3,300.00**

**The motion passed unanimously.**

**Motion by Sel. Smith, seconded by Sel. Neville, to establish 3.5% increase for FY15 water rates as follows:**

**Base Rate Service Charge (qtr) = \$17.63 for 5/8" Meter**  
**\$23.36 for 3/4" Meter**  
**\$37.37 for 1" Meter**  
**\$68.53 for 1 1/2" Meter**  
**\$109.02 for 2" Meter**  
**\$161.98 for 3" Meter**  
**\$214.92 for 4" Meter**  
**\$286.07 for 6" Meter**  
**Use Rate (qtr) = \$2.77 for 1-25,000 GAL**  
**\$4.40 for 25,001 – 50,000 GAL**  
**\$7.05 for 50,000 GAL+**

**Entrance Fee of \$2,100.00**

**Final Read Fee = \$45.00**

**The motion passed unanimously.**

**MSBA CLYDE F. BROWN ELEMENTARY SCHOOL:**

Mr. Aspinwall provided an update on the invitation by the Massachusetts School Building Authority for the Clyde Brown School's Feasibility Study. There is a formal eligibility process, he said, and there are other projects going on throughout Town. The bylaws call for the process to be handled by the Permanent Building Committee. There is a Permanent Building Committee meeting scheduled for July 29, 2014 to discuss the process for this project.

**BOARD OF SELECTMEN  
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**COMPARABLE COMMUNITIES FOR NEGOTIATIONS:**

Mr. Aspinwall provided documentation on communities to compare to Millis. There was discussion regarding removing Medfield from the list of comparables and adding other towns such as Wrentham, Upton, and Plainville, for example. The Selectmen will review the information submitted by Mr. Aspinwall.

**DISPOSITION OF DPW BACKHOE/DECLARATION OF SURPLUS:**

Mr. Aspinwall recommended that the Selectmen declare a 2006 JCB Backhoe as surplus.

**Motion by Sel. Smith, seconded by Sel. Neville, to declare, as surplus, a 2006 JCB 214 Backhoe, DPW – Yellow. The motion passed unanimously.**

**AWARD OF BACKHOE BID:**

**Motion by Sel. Smith, seconded by Sel. Neville, to award the bid for the surplus 2006 JCB 214 Backhoe, DPW – Yellow, to Sunbelt Rentals in the amount of \$28,000.00. The motion passed unanimously.**

**Motion by Sel. Smith, seconded by Sel. Neville, to authorize the Town Administrator to sign a contract for the purchase of a backhoe, through the bid list established by Mass DOT, in an amount not to exceed \$108,060.00. The motion passed unanimously.**

**COMMITMENT TO COLLECTOR:**

**Motion by Sel. Smith, seconded by Sel. Wagner, to commit to the Collector the final FY14 sewer and water bills in the amount of \$1438.77. The motion passed unanimously.**

**POLICE/FIRE STATION DESIGNER SERVICE CONTRACT:**

Mr. Aspinwall explained that some language regarding sub-consultants was updated on the Police & Fire Station Project contract. The contract has been signed, he said.

**FOREST ROAD SIGNAGE:**

Mr. Aspinwall requested permission to install two 25 MPH speed advisory signs near 135 Forest Road.

**Motion by Sel. Smith, seconded by Sel. Neville, to authorize the Town Administrator to install two 25 MPH advisory signs in the area around 135 Forest Road. The motion passed unanimously.**

**MILEAGE REIMBURSEMENT RATE:**

**Motion by Sel. Smith, seconded by Sel. Neville, to set the auto reimbursement mileage rate for all municipal employees who use their own vehicles for business purposes to the mileage rate set by the IRS. The motion passed unanimously.**

**BOARD OF SELECTMEN  
REGULAR SESSION MEETING MINUTES  
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**VETERANS MEMORIAL BUILDING MASONRY PROJECT NOTE:**

Motion by Sel. Smith, seconded by Sel. Neville, to authorize the Treasurer to execute a short term bond for the Veterans Memorial Masonry Project in the amount of \$425,000.00, maturing on July 17, 2015 with an interest rate of .55%. The motion passed unanimously.

**APPROVAL OF MEETING MINUTES:**

Motion by Sel. Smith, seconded by Sel. Neville, to approve the regular session meeting minutes from 6/15/14 as written. The motion passed unanimously.

Motion by Sel. Smith, seconded by Sel. Neville, to approve the regular session meeting minutes from 6/23/14 as written. The motion passed unanimously.

Motion by Sel. Smith, seconded by Sel. Neville, to approve the executive session meeting minutes from 6/23/14 as written. The motion passed unanimously.

**MEETING DATE:**

The next Board of Selectmen meeting is Monday, August 4, 2014, 7:00 p.m.

**EXECUTIVE SESSION:** At 9:57 p.m.,

Motion by Sel. Wagner 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 does so declare. By Roll Call Vote: Wagner – aye, Smith – aye, Neville – aye.

*Respectfully submitted,*

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*Camille Standley*