

**BOARD OF SELECTMEN  
REGULAR SESSION MEETING MINUTES  
August 4, 2014  
Veterans Memorial Building, Room 229  
900 Main Street, Millis, MA 02054**

**CALL TO ORDER:** Sel. Wagner called the meeting to order at 7:36 pm. The following persons were present: Chair Andrea Wagner, Vice-Chair Christopher Smith, Clerk James Neville, Town Administrator Charles Aspinwall, and Susan Vara.

**HICKORY HILLS STORMWATER, WATER AND SEWER PERMITS**

Dan Merrikin spoke of various legal documents that have been reviewed by Town Counsel. These nine documents are now final and counsel has approved them.

Mr. Merrikin presented three draft decisions pertaining to stormwater, water and sewer permits. Discussion ensued.

**SEWER SYSTEM**

**Motion by Sel. Smith, seconded by Sel. Neville to close the Sewer System for Hickory Hills Subdivision hearing for the sewer main extension. The motion passed unanimously.**

**Motion by Sel. Smith, seconded by Sel. Neville moved that the Board do vote to approve a sewer extension permit for the Hickory Hills Subdivision project as outlined in a decision dated August 4, 2014 and including conditions 1-15 (see attached). The motion passed unanimously.**

**WATER CONNECTION**

**Motion by Sel. Smith, seconded by Sel. Neville to close the hearing for Hickory Hills Subdivision Water Extension. The motion passed unanimously.**

**Motion by Sel. Smith, seconded by Sel. Neville that the Board do vote to approve a water main extension permit for Hickory Hills Subdivision project as outlined in a decision dated August 4, 2014 and including conditions 1-11 (see attached). The motion passed unanimously.**

**STORMWATER MANAGEMENT**

**Motion by Sel. Smith, seconded by Sel. Neville to close the public hearing for Hickory Hills Stormwater/Land Disturbance and Municipal Storm Drain. The motion passed unanimously.**

**Motion by Sel. Smith, seconded by Sel. Neville that the Board do vote to approve a Stormwater Management Permit, a Land Disturbance Permit and a Municipal Drain Connection Permit for the Hickory Hills subdivision as outlined in a decision dated August 4, 2014, as described under the section entitled "Description of Application and Findings", including Findings 1-5, and Decision Items 1-4, and Conditions 1-17 (see attached). The motion passed unanimously.**

The owners are hoping to begin work in September for this subdivision.

**COMMERCIAL SIGNS ON TOWN PROPERTY**

It seems that signage on Town property has "mushroomed" this summer in the Town of Millis. Concerned resident, George Yered spoke regarding this matter.

The Selectmen reiterated that they do have a sign permit application that needs to be filled out and approved prior to signs being placed on Town property.

### **COMPARABLE COMMUNITIES**

Mr. Aspinwall provided an updated list of comparable communities to be used for comparisons for collective bargaining, comparative research for financial decisions (ie: stabilization funds). Mr. Aspinwall would like this list adopted as future comparable communities.

**Motion by Sel. Smith, seconded by Sel. Neville to include the following Towns for research and analysis: Bellingham, Grafton, Holliston, Littleton, Medway, Norfolk, Plainville, Upton, W. Bridgewater, and Wrentham. The motion passed unanimously.**

### **APPOINTMENT OF HEO/LABORER**

**Motion by Sel. Smith, seconded by Sel. Neville to approve the appointment of Michael Hillery as an HEO/Laborer for the Town of Millis Department of Public Works after successful completion of a Cori, physical exam, and drug screen. The motion passed unanimously.**

### **APPOINTMENT OF FINANCE COMMITTEE DEPARTMENT ASSISTANT II**

**Motion by Sel. Smith, seconded by Sel. Neville to approve the Town Administrator's appointment of Jennifer Smith McCarthy as the Finance Committee Department Assistant II position after successful completion of a Cori and a physical exam. The motion passed unanimously.**

### **POLICE DEPARTMENT RULES AND REGULATIONS**

Police Chief Keith Edison spoke of the current fifty-six different policies that are being used and his proposed "new" manual would include ninety different policies that would better establish uniformity of discipline.

He mentioned that he initially gave his changes to the Union in September and didn't receive too much input from them, so now he would like to put these policies in place. Sel. Smith would like to be sure that these policies are reviewed at least once per year from this time forward.

**Motion by Sel. Smith, seconded by Sel. Neville moved to vote that the Board of Selectmen adopt the Police Department rules and regulations as amended on August 4, 2014. The motion passed unanimously.**

Chief Edison utilized this time to update the community that there have been numerous break-ins in the town and that the police department needs neighbors to look out for and help out if there is anything that seems out of the ordinary, please call the police department.

### **FARM STREET SIGNAGE**

There has been concern from a resident in the Farm Street area that more signs need to be put up on the section of Farm Street coming from Village Street near Brandywine Terrace in regards to a "blind intersection". Chief Edison addressed the issue stating that that section of Farm Street is actually in Medway and that he will work with the Chief of Police in that town to address the issue.

Chief Edison would like to do a comprehensive assessment of all of the signage in Town and will bring recommendations to the Board of Selectmen in the near future. He will then work with the Department of Public works to update signs.

Also briefly discussed was the possibility of getting patrol grants for traffic enforcement initiatives. He will look further in to that.

Chief Edison also took the opportunity to update the Board on staffing at the Police Department. Corey Volpicelli will graduate from the Academy on August 29<sup>th</sup> and Officer Thomas Perciaccante will be going to the Academy on October 15<sup>th</sup>.

Mr. Jagan Nath Khalsa took the opportunity to bring to the Board's attention the "old" library signs that are confusing to people. He requested they be removed or redirected. Mr. Aspinwall will speak with the Library Director to see what works best for that situation.

#### **PRIMARY ELECTION WARRANT**

On Tuesday, September 9<sup>th</sup>, 2014 from 7:00 am to 8:00 pm a State Primary will be held. The warrant for this primary needs to be signed tonight.

**Motion by Sel. Smith, seconded by Sel. Neville to sign the State Primary warrant for the election to be held on September 9<sup>th</sup>, 2014. The motion passed unanimously.**

#### **DECLARATION OF SURPLUS COUNCIL ON AGING**

The Council on Aging has a Gvision P15BX touchscreen monitor they would like to sell, so it needs to be declared surplus. The hope was to have the money go to the Council on Aging fund, but it can only go in to the general fund.

**Motion by Sel. Smith, seconded by Sel. Neville to declare as surplus from the Council on Aging a Gvision P15BX touchscreen monitor with the proceeds of the sale of it to go in to the General Fund. The motion passed unanimously.**

#### **MIIA TRAINING**

Jim McKay, Assistant Director of Public Works (DPW), initiated training with MIIA for both the DPW and Fire Department employees to take place over the next two years which would save the Town approximately \$2,800. Sessions I and II occurred on August 1, 2014 and concentrated on Hoisting 2A—Excavator Continuing Education and Hoisting 2B—Front End Loader/Backhoe Continuing Education.

Thank you, Mr. McKay for arranging this training.

#### **TRANSFER STATION PERMIT REQUEST**

A letter was received requesting a special request to waive the rule that a vehicle has to be registered in Millis to purchase a transfer station permit. His mother is a resident of Millis, but does not drive. His father just passed away. He would like to be able to bring his mother's refuse to the transfer station, but would need to purchase a permit for his business vehicle which is not registered in town.

**Motion by Sel. Smith, seconded by Sel. Neville to approve the request of Mark Palange for a permit for the Transfer Station for his commercial vehicle for a non-resident. The motion passed unanimously.**

**FORMALIZING SEWER ABATEMENTS PREVIOUSLY APPROVED**

The Board previously approved two sewer abatements to the residents of 80 Ridge Street. Since this isn't a common occurrence, there was an oversight and the Selectmen did not sign the proper forms. The proper forms are available and will be signed at the conclusion of this meeting.

**TREE REMOVAL/PRUNING ON EXCHANGE STREET**

Tree Warden, Robert Cantoreggi submitted his decision pertaining to the June 23, 2014 Tree Hearing. His decision is to recommend four of the eight trees be removed and the remaining four trees are to be thinned and structurally pruned. Where the trees are removed, the stumps will be ground down and four more suitable trees will be installed.

The area where the sidewalk has buckled will be repaired by the Department of Public Works.

Parking in that area was also discussed. The Chair, Andrea Wagner, would like an estimate as to how much it would cost to hire a consultant to review the parking situation there.

**Motion by Sel. Smith, seconded by Sel. Neville to approve the Tree Warden's plan for removal of four trees and thinning and pruning of the remaining four trees. The motion passed unanimously.**

**APPOINTMENT OF PERMANENT BUILDING COMMITTEE DEPARTMENT ASSISTANT II**

**Motion by Sel. Smith, seconded by Sel. Neville to approve the Town Administrator's appointment of Kim Borst to the Department Assistant II Permanent Building Committee position subject to a Cori and a physical. The motion passed unanimously.**

**GRANT OF LICENSE FOR USE OF TOWN PROPERTY AT FORMER BANK LOCATION NEAR FARM STREET**

At the former "Strata Bank" location at the corner of Pleasant Street, Main Street, and formerly Farm Street went behind it, there is interest in someone purchasing this property. Since the reconfiguring of Farm Street, a portion of that parking lot is owned by the Town. The potential buyers verbally requested a lease/license to utilize that part of the property. Part of that document would include the maintenance of the lawn in that area and also maintaining the fence that is there.

Mr. Aspinwall is expecting to hear back from the potential buyers/sellers. He will try to formalize the request and will update the Board as needed.

**PUBLIC EMPLOYEES COMMITTEE**

Mr. Bob Postler has submitted his resignation letter from the Public Employee Committee and Mr. Paul Sims has sent a letter of interest to be appointed to the Public Employee Committee.

**Motion by Sel. Smith, seconded by Sel. Neville to accept the resignation of Bob Postler and then appoint Paul Sims to the Public Employee Committee. The motion passed unanimously.**

**BOND ANTICIPATION NOTE PROJECT WATER MAIN PLEASANT ST. & TRANSFER STATION EQUIPMENT**

**Motion by Sel. Smith, seconded by Sel. Neville to authorize the Treasurer to execute a bond in the amount of \$23,971.13 for Water Main—Pleasant Street and Transfer Station Equipment which is a one-year note maturing on August 21, 2015 with an interest rate of .75%. The motion passed unanimously.**

## **BID AWARDS**

### **Electrician**

**Motion by Sel. Smith, seconded by Sel. Neville to award a contract to Walco Service Company, Inc. of Walpole, MA for Annual Electronic Equipment/Instrumentation/Electrical Repair and Maintenance in the amount of \$28,000 on the basis of an estimated 350 hours at \$80 per hour for one year of the contract. The motion passed unanimously.**

### **HVAC**

There were two bids received for the HVAC bid. Mechanical Air Controls had the lowest bid, but they do not have the certification needed for the library work. Mr. Aspinwall recommends the bid from Commercial Boiler Systems, even though there is an error in the bid. The calculation was incorrect where the Service call rates are broken down (#4—should be \$4,005 for a total service call estimated cost bringing the total bid price to \$19,005).

**Motion by Sel. Smith, seconded by Sel. Neville to reject the bid from Mechanical Air Controls for HVAC work due to non-qualification for the library and award the bid to Commercial Boiler Systems in the amount of \$19,005 for the one year contract. The certificate lacking is the Niagara HX certification and that is the reason for the rejection of the first bid. The motion passed unanimously.**

### **Line Painting**

There were two bidders for the line painting bid. Hi-Way Safety Systems came in as the low bidder with a bid of \$27,211.00. The Town previously had a contract with Hi-Way Safety Systems several years ago that the Town cancelled due to expectations not being met. Markings, Inc. was the second bidder with a bid of \$27,806.25. Mr. Aspinwall recommends awarding the contract to Hi-Way Safety Systems with the specifications in the bid.

**Motion by Sel. Smith, seconded by Sel. Neville to award a contract to Hi-Way Safety Systems of Rockland, MA not to exceed \$27,211. The motion passed unanimously.**

### **Plumbing Services**

There was only one bid for Plumbing Services from Irvine & Sons from Lynn, MA. The bid is for an estimated 150 hours at \$118 per hour equaling \$17,700. This sum is considerably more than the Town is paying currently. Mr. Aspinwall will look further in to this with Town Counsel.

### **VETERANS MEMORIAL BUILDING MASONRY PROJECT CHANGE ORDER #1**

Mr. Aspinwall recommends the approval of the change order submitted in the amount of \$45,665 to bring the total contract to \$387,165.

**Motion by Sel. Smith, seconded by Sel. Neville to approve the change order submitted for the Veterans Memorial Building project in the amount of \$45,665 to bring the contract to \$387,165.**

**An amendment to the motion by Sel. Smith, seconded by Sel. Neville includes adding lines 1.1—1.3 and 2-9 on the proposed change order log for a total of \$44,190 with an addition of \$4,275 of Unit Price #2—horizontal water table repairs, and subtracting a credit of \$2,800— Unit Price #1 vertical water table repairs leaving a balance of \$45,665 as the change order to bring the contract to the current revised amount of \$387,165. The motion passed unanimously.**

**UPCOMING SELECTMEN'S MEETINGS**

The next scheduled Selectmen's meeting is August 18, 2014 at 7:30 pm in the Veterans Memorial Building Room 229. The Chair, Andrea Wagner proposed the following dates for the rest of the 2014 year:

September 8, September 22, October 6, October 20, November 3, November 17, December 1, December 15, and January 5, 2015.

**COMPOSITION OF BUILDING COMMITTEE FOR CLYDE BROWN SCHOOL PROJECT**

In accordance with 963 CMR 2.00, attached for your review and approval is the membership of the School Building Committee for the Clyde F. Brown Elementary School located in the Town of Millis. The Committee was formed in accordance with the provisions of all applicable statutes, local charters, by-laws and agreements of the Town of Millis. Committee Members include the following:

**Motion by Sel. Smith, seconded by Sel. Neville to establish a School Building Committee for the Clyde F. Brown Elementary School which comprises of the current members of the Permanent Building Committee and to appoint the following to this committee:**

**SBC member who is MCPPO certified**

**Charles Aspinwall  
Town Administrator  
900 Main Street, Millis, MA 02054  
508 376-7040  
Non-voting member**

**Local Chief Executive Officer**

**Andrea Wagner  
Chair Board of Selectmen  
900 Main Street  
Millis, MA 02054  
508 376-7040  
Non-voting member**

**Local Chief Executive Officer**

**Christopher Smith  
Vice Chair Board of Selectmen  
900 Main Street  
Millis, MA 02054  
508 376-7040  
Non-voting member**

**School Committee Members**

**Denise Gibbons  
Jen Soule  
Steven Catalano  
245 Plain Street  
Millis, MA 02054  
508 376-7000  
Non-voting members**

**Superintendent of Schools**

**Nancy Gustafson  
245 Plain Street  
Millis, MA 02054  
508 376-7000  
Non-Voting member**

**Local Officials responsible for Building Maintenance**

**Bob Postler  
Dave Byrne  
245 Plain Street  
Millis, MA 02054  
508 376-7013  
Non-voting member**

**Representative of Office authorized by law to construct school buildings**

**Wayne Klocko  
900 Main Street  
Millis, MA 02054  
508 376-7039  
Voting member**

**School Principal**

**Jason Phelps  
Park Road  
Millis, MA 02054  
508 376-7003  
Non-voting member**

**Members knowledgeable in educational mission & function of facility**

**Nancy Gustafson  
Jason Phelps  
245 Plain Street  
Millis, MA 02054  
508 376-7000  
Non-voting members**

**Local budget official or member of local finance Committee**

**Craig Schultze  
Finance Committee member  
900 Main Street  
Millis, MA 02054  
508 376-7040  
Voting member**

**Members of community with architecture, engineering and/or construction experience**

**Diane Jurmain  
Patrick Sheehan  
Jon Wine  
Craig Schultze  
Wayne Klocko  
900 Main Street  
Millis, MA 02054  
508 376-7040  
Voting members**

**Other with construction background**

**David Baker  
900 Main Street  
Millis, MA 02054  
508 376-7040  
Non-voting member**

**The motion passed unanimously.**

Listed below is the past performance of the school building committee, the building committee (temporary or permanent), or any other committee responsible for oversight, management, or administration of the construction of public buildings and its individual members:

Current projects: Police Station new construction and renovation of Fire Station

Completed projects:

New Public Library opened this year  
2000 renovation of portions and small expansion of Middle/High School  
1999 renovation of the Memorial School into Town Offices & Community Center  
1991 addition to Clyde Brown Elementary School

After approval of this committee by the Authority, the Town of Millis will notify the Authority in writing within 20 calendar days of any changes to the membership or the duties of said committee.

**GAS/DIESEL PRICES**

Late Thursday afternoon, after the agenda closed, Mr. Aspinwall received an email pertaining to ULSD (gas pricing) which needed immediate attention in order to “lock in” by the end of business today. Mr. Aspinwall did lock in on the price at \$3.45 for diesel and \$3.23 for 87 octane.

**Motion by Sel. Smith, seconded by Sel. Neville to confirm the pricing of \$3.45 for diesel and \$3.23 for 87 octane gas through Norfolk County. The motion passed unanimously.**

**MINUTES APPROVAL**

**Motion by Sel. Smith, seconded by Sel. Neville to approve the Regular Session meeting minutes of July 14, 2014 as written. The motion passed unanimously.**

**Motion by Sel. Smith, seconded by Sel. Neville to approve the Executive Session meeting minutes of July 14, 2014 as written. The motion passed unanimously.**

The next regular Board of Selectmen’s meeting is scheduled for August 18, 2014 at 7:30 pm in Room 229 of the Veterans Memorial Building.

**EXECUTIVE SESSION: 10:19 pm**

**Motion by Sel. Wagner to enter in to 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. (SEIU Grievance; Finance Director and Library Director Contract, Charles River District Permit). By Roll Call Vote: Smith—aye, Neville—aye, Wagner—aye.**

Respectfully submitted:

Susan K. Vara