

**BOARD OF SELECTMEN
REGULAR SESSION MEETING MINUTES
September 8, 2014
Veterans Memorial Building, Room 229
900 Main Street, Millis, MA 02054**

CALL TO ORDER: Sel. Wagner called the meeting to order at 7:00 pm to enter in to Executive Session. Reconvening at 7:50 pm. The following persons were present: Chair Andrea Wagner, Vice-Chair Christopher Smith, Clerk James Neville, Town Administrator Charles Aspinwall, and Susan Vara.

ANNOUNCEMENTS

Sel. Jim Neville wanted to take the opportunity to recognize the Hessco program which is the agency that delivers the meals on wheels. Within 13 towns, they delivered 114,641 meals on wheels to people. He especially recognized Sam Howie, Linda Beyer and Karen O'Reilly for five years of service to put together and deliver these meals to area residents.

He also stated that this organization is seeking volunteers to assist with this valuable program, so please contact the Council on Aging or Maria Neville if you are interested in helping out.

Charles Aspinwall, Town Administrator also announced that there are vacancies for the position of Crossing Guard in Town. Should anyone be interested in this position, please contact the Selectmen's office or the Police Department.

BID AWARDS

Several bids were opened on September 4th with the following awards for the lowest bidders:

Motion by Sel. Smith, seconded by Sel. Neville to award the contract for Catch Basin Cleaning to Truax Corporation of Plainville, MA in the amount of \$12,420. The motion passed unanimously.

Motion by Sel. Smith, seconded by Sel. Neville to award the contract for Cleaning Services to M & M Contract Cleaning of Brockton, MA in the amount of \$663 per week. The motion passed unanimously.

Motion by Sel. Smith, seconded by Sel. Neville to award the contract for Drinking Water Testing to Premier Laboratory of Dayville, CT in the amount of \$28,054 for a one-year contract. The motion passed unanimously.

Motion by Sel. Smith, seconded by Sel. Neville to award the contract for Sewer Jet Cleaning to Clogbusters of Medway, MA with the bid base of Year 1 Item 1 equaling \$13,080. The motion passed unanimously.

Motion by Sel. Smith, seconded by Sel. Neville to award the contract for Surfacing & Crack Repair of Tennis & Basketball Courts to East Coast Sealcoating of Abington, MA in the amount of \$16,892 subject to a reference check. The motion passed unanimously.

ENERGY MANAGER

Bob Weiss has been appointed as the Millis/Medway Energy Manager. He is hoping to reduce cost of energy and to reduce carbon and greenhouse gases and emissions. He has previously worked as a City

Planner in Newton. He is striving to make Millis a green community—a distinction that Medway already has. He will be able to utilize information from Medway to make this come to fruition.

FARM STREET SEWER PROJECT INFORMATIONAL MEETING

Dan Merrikin is here for the Hickory Hill Subdivision and he spoke of a portion of this project is installing approximately 2,000 feet of sewer main in the Farm Street area. He is here to answer questions and outline the process in which this will happen.

He mentioned the first step will be to move all water users who are attached to a 6” main and convert it to an existing 12” main. There will be some minor inconveniences with water being turned off, but the residents will be forewarned prior to that happening. During construction, there will be occasional road closures as well.

Upon completion of the Hickory Hills Subdivision portion of the sewer project, the Town will bring sewer to Cedar Street and other parts of Farm Street. Betterments associated with that aspect of the project will be approximately \$16,454 for the 19 units to be serviced. This amount is estimated based upon the formula the Town has used for the past three sewer projects. GCG Associates will be responsible for inspecting the sewer installation for the Town.

PERFORMANCE AGREEMENT

The discussion included \$731,604 being held back by the bank as a security for the Town, in lieu of a bond. This money can only be utilized once the Town is satisfied with the work completed.

Motion by Sel. Smith, seconded by Sel. Neville to approve the performance secured by lender’s agreement between the Acorn of Millis, LLC, Mansfield Bank, and the Town of Millis as provided in the document dated the 8th of September, 2014. The motion passed unanimously.

COMMITMENT TO COLLECTOR

Motion by Sel. Smith, seconded by Sel. Neville to commit to the Collector in the amount of \$520,343.64 for the first quarter of FY15 for water/sewer commitments. The motion passed unanimously.

Motion by Sel. Smith, seconded by Sel. Neville to commit to the Collector in the amount of \$1,159.28 for the final water bills and special commitments for the month of August, 2014. The motion passed unanimously.

SIGN REQUEST SIGNATURE PROPERTIES

There is a sign request from Northeast Signature Properties to place a sign similar to the one located in the driveway of the Middle/High School showing all of the Championships that the Millis High School has been awarded for athletics.

Motion by Sel. Smith, seconded by Sel. Neville to approve the permit application for Northeast Signature Properties on Route 109 west bound at the Medfield town line. The motion passed unanimously.

ALS STUDY COMMITTEE

Fire Chief Rick Barrett spoke about the possibility of bringing Advanced Life Support (ALS) to Millis to replace the Basic Life Support (BLS) that is currently available. He feels that his department could better serve the needs of the community if this service were upgraded. He also would anticipate bringing this service in increments over the next four years.

There was discussion as to whether a committee should be formed or a small working team to look into this process.

Motion by Sel. Smith, seconded by Sel. Neville to establish a small working group to which would include the Fire Chief, Rick Barrett, Town Administrator, Charles Aspinwall, Sel. James Neville, and a member of the Firefighters Union to establish a presentation for the upcoming Spring Town Meeting in May. The presentation’s target date is set for January of 2015. The motion passed unanimously.

APPOINTMENT OF ACTING TOWN ADMINISTRATOR

Town Administrator, Charles Aspinwall will be out of the country for a couple of weeks beginning September 19 through October 3. In his stead, he requests that Fire Chief Rick Barrett be appointed Acting Town Administrator for that period along with Karen Bouret being granted permission to approve invoices up to \$1,000 in value.

Motion by Sel. Smith, seconded by Sel. Neville to appoint Fire Chief Rick Barrett as Acting Town Administrator for the period of September 19 through October 3, 2014 and to authorize him to sign payroll and Karen Bouret to be authorized to sign invoices up to \$1,000 in value and should the need arise, Chief Barrett will be in charge of any emergency situation. The motion passed unanimously.

Chief Barrett also took this opportunity to bring to the Board’s attention the hope to get Millis to be a “heart safe” community with the purchase of new defibrillators so all Town buildings will have the same one and to bring training to Town employees. The cost per unit is approximately \$1,500 (without a cabinet). His hope is to have a warrant article to make this happen.

FORMER MIDDLESEX BANK PARKING SPACE LICENSE

The discussion surrounded the potential lease, conveyance, or license agreement between the Town and 1098 Main Street Millis LLC .

The Town is concerned that there are utilities and drains that would need to be accessed occasionally and, therefore, would need to work out an easement if there is a lease or sale of the property. The proposed license is to allow the property to be leased to a potential tenant with the understanding that either a lease agreement or sale of the property needs to be addressed at Town Meeting.

Motion by Sel. Smith, seconded by Sel. Neville to enter into a mutually agreeable license for the use of real property with 1098 Main Street Millis LLC and the Town of Millis to utilize parking spaces in the handouts provided from today, September 8, 2014 for one year until September 8, 2015 in exchange for maintenance of Town owned property. The motion passed unanimously.

Also, pertaining to this property, there is a Town owned fence that is in disrepair. The property owner asked permission to remove the fence. Verbal agreement was given to remove the fence.

KENSINGTON PLACE

Mr. Tom McDonough has proposed construction on a new housing development under chapter 40B located at 43 Van Kleeck Road which would include, a 2.2-acre parcel of land. It will consist of twelve three-bedroom detached single-family homes including three affordable units to be added to the Town's Subsidized Housing Inventory. Each home is two stories and consists of roughly 1700-1800 square feet. He would like to proceed under the "friendly" chapter 40B program of the Department of Housing and Community Development (DHCD) known as the Local Initiative Program (LIP), which will need the Board of Selectmen's support.

This is being brought to the Board's attention with the hope they will support this endeavor. Heritage Path was a project that was supported by the LIP program. Discussion continued about the merits of participating in this program that were created with the Heritage Path process.

Discussion also involved the general permitting process and other benefits (for example sidewalk improvements) that could be part of this project if the Town participates in the LIP program. This process would make the construction proceed faster because the permitting process is more streamlined, and the Selectmen would be included in the total process, whereas the Town could be more limited in the process if they do not proceed with the LIP process.

APPOINTMENT OF CROSSING GUARD

Motion by Sel. Smith, seconded by Sel. Neville to appoint Peter J. Falzone as a Traffic Control Supervisor subject to a satisfactory physical and Cori. The motion passed unanimously.

NOTE FROM TREASURER FOR FIELDS PROJECT AND SEWER DESIGN

Motion by Sel. Smith, seconded by Sel. Neville to authorize the Treasurer to enter in to a Short-Term bond in the amount of \$242,000 maturing on September 15, 2015 with an interest rate of .55% for the projects of Field Improvements and Sewer Extension--\$150,000 for Fields and \$92,000 Area C Sewer Extension. The motion passed unanimously.

FIELDS COMMITTEE UPDATE

Charles Aspinwall, Town Administrator and Fields Advisory Committee member updated the Board of Selectmen of the progress with the proposed Town fields. On September 22, 2014 at 7:30 in the Millis Middle/High School Auditorium, the Board of Selectmen will hear the final plans from CDM Smith, the fields consultant that has been hired by the Town.

Mr. Aspinwall spoke of the first phase of the project which would include artificial turf behind the Clyde Brown Elementary School. The second phase of the proposal would include an artificial turf football field, track, seating, bathrooms, and concessions at the High School. Another phase would be to move the existing boys baseball field from the High School over to the existing tennis courts and basketball court, and move those to the "hill" area in order to preserve the bandstand and the new playground. The last phase would be to build a new 11 v 11 soccer field at Oak Grove Farm.

Mr. Aspinwall also passed out a preliminary order of magnitude opinion of probable cost (see attached) that he received this afternoon from CDM Smith. He also spoke of costs of maintenance and additional insurance that would be required for this new infrastructure.

ALGONQUIN GAS TRANSMISSION, LLC

Algonquin Gas Transmission, LLC will be working on their gas lines at the south end of Town (Myrtle Street). Their existing gas main is underground near the NSTAR power lines, and they would like to upgrade their pipe in order to double their capacity.

Abutters will be notified of an upcoming informational meeting and the construction is expected to begin in 2017.

ONE DAY SPECIAL ALCOHOL LICENSE

Motion by Sel. Smith, seconded by Sel. Neville to approve a One-Day Special Alcohol License to Debbie Hayes of the Millis Lions Club for a Brewfest to be held on October 25, 2014 from 6:00-10:00 pm in the St. Thomas Large Hall. The motion passed unanimously.

ONE DAY ENTERTAINMENT LICENSE

Motion by Sel. Smith, seconded by Sel. Neville to approve a One Day Entertainment License for Thomas Howie of Boggestowe Fish and Game Club, Inc. for Saturday, September 13, 2014 in order to hold their annual Boggestock Music Festival from 12:00-9:00 pm. The motion passed unanimously.

CAR WASH REQUEST

Motion by Sel. Smith, seconded by Sel. Neville to approve a Car Wash permit for Stephen Bigelow of the Millis Public Schools to hold a carwash on September 13, 2014 from 9:00 am-1:00 pm at the Veterans Memorial Building parking lot to raise funds for the Class of 2017. The motion passed by majority—Smith, yes, Neville, yes, Wagner, abstained.

CANCEL LINE PAINTING CONTRACT

Mr. Aspinwall spoke of the contract with Hi-Way Safety Systems and their failure to accomplish the necessary line painting in the time frame allotted.

Motion by Sel. Smith, seconded by Sel. Neville to cancel the contract to Hi-Way Safety Systems due to non-performance for line painting services and to pay for the work that was completed. The motion passed unanimously.

MINUTES APPROVAL

Motion by Sel. Smith, seconded by Sel. Neville to approve the Regular Session and Executive Session Meeting Minutes for August 18, 2014. The motion passed unanimously.

FINAL ANNOUNCEMENTS

Sel. Wagner stated the next Board of Selectmen’s meeting will be held on September 22, 2014 at the Millis Middle/High School Auditorium at 7:30 pm. She also stated that the Primary will be held tomorrow, so please get out and vote.

ADJOURNMENT 10:28 pm

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

Respectfully submitted:

Susan K. Vara