

**BOARD OF SELECTMEN
REGULAR SESSION MEETING MINUTES
Monday, November 17, 2014, 7:30 PM
Veterans Memorial Bldg. Room 229
900 Main Street, Millis, MA 02054**

CALL TO ORDER: Sel. Wagner called the meeting to order at 7:30 pm. The following persons were present: Chair Andrea Wagner, Vice-Chair Christopher Smith, Clerk James Neville, Operations Support Manager Karen Bouret, and Town Administrator Charles Aspinwall.

ANNOUNCEMENTS

Sel. Wagner announced that agenda item number 14-315, Kensington Place, has been moved to the 12/15/14 BOS meeting and item number 14-321, Horse Issue at Oak Grove Farm, is being moved to another BOS meeting date undetermined.

Sel. Wagner announced that 'A Christmas Carol' will be presented by the Millis High School Drama Club on November 21st and 22nd at 7:00pm at the High School Auditorium. Tickets are \$9 for general admission and \$7 for students/seniors.

14-313 Confirmatory Votes for Appointment of Sergeants

Chief Edison spoke explained the civil service process saying a consultant came in and the candidates had to demonstrate their abilities beyond just an exam prior to the interview process. Mr. Aspinwall reconfirmed the appointment of Officer Soffayer, Officer Maxant, and Officer Meleski to the position of Sergeant.

Sel. Smith made a motion to confirm reappointment to the position of Sergeant for officers Christopher Soffayer, Kristopher Maxant, and Nicholas Meleski effective November 5, 2014. The motion was seconded by Sel. Neville and passed unanimously.

14-314 Full Time and Part Time Dispatcher Appointments

Chief Edison spoke about the two candidates who were chosen. Sel. Smith recommended that the BOS do appoint both candidates.

Sel. Wagner made a motion to approve Bryan Johnson as a Full Time Dispatcher and Evan Puopolo as a Part Time Dispatcher subject to an acceptable CORI and physical with drug screening effective 11/17/14. The motion was seconded by Sel. Neville and passed unanimously.

14-322 Library Director Job Description

Mr. Aspinwall said after two meetings and between the Library Trustees, current Library Director Patricia Perry, and he, the Library Director Job description was finalized. Mr. Aspinwall recommended that the BOS accept the description as written.

Sel. Smith made a motion to accept the updated Library Director Job description as written, dated 11/17/14. The motion was seconded by Sel. Neville and passed unanimously.

14-323 Water Bills/Commitments

Sel. Smith made a motion to approve the final water bills and special commitments for October 2014 in the amount of \$862.57. The motion was seconded by Sel. Neville and passed unanimously.

Sel. Smith made a motion to approve the Water/Sewer Department Commitment in the amount of \$592,513.76. The motion was seconded by Sel. Neville and passed unanimously.

14-324 Historical Commission Six Month Activity Update

Mr. Aspinwall reviewed a letter addressed to the BOS dated 10/24/14 from Nate Maltinsky, Chairman of the Historical Commission. Mr. Aspinwall reviewed the main points of the letter which focused on planning and activities that have occurred in the last six months in relation to the Millis Historical Commission Master Plan.

14-325 Harkey's Package Store Change of Hours Request

Sel. Smith made a motion to approve Millis Package Store Corporation's, d/b/a Harkey's, request for a change of hours to a 10:00am opening on Sundays. The motion was seconded by Sel. Neville and passed unanimously.

14-326 Deer Management Program Discussion

Mr. Aspinwall explained that he was asked by Sel. Smith to look into the deer reduction and management in the Town of Dover. Mr. Aspinwall said this is the fifth year of their program, which began due to a concern about the increase in Lyme disease. Mr. Aspinwall noted that Mass Wildlife estimates a "healthy ecology would support 7-9 deer per square mile" but that it is estimated there are currently 25-35 per square mile. Mr. Aspinwall suggested that the Selectmen invite members of the Board of Health to a future BOS meeting to discuss the scope of work and added that they can authorize hunting on Town property.

14-327 Assignment of Selectmen Rep to Negotiating Team – SEIU and Fire Contracts

After a brief discussion, Sel. Neville agreed to be the BOS representative at the future negotiations of the SEIU and Fire Contracts.

14-328 Budget Goals and Priorities

Mr. Aspinwall asked the BOS to think about budget goals and priorities as we enter the FY16 budget process. The BOS agreed to discuss goals at the 12/15/14 BOS meeting.

14-329 Ambulance Fee Abatement Request

Mr. Aspinwall reviewed a letter requesting an abatement of an ambulance fee due to a financial hardship. Sel. Wagner decided the matter will be deferred to a future BOS meeting after more research into the request is done.

14-316 Part Time On-Call Library Assistant Appointment

Mr. Aspinwall explained that seven individuals have been chosen to be Part Time On-Call Library Assistants. These individuals will fill in on an as-needed basis when staff is on vacation or out sick and permanent staff declines the extra hours. Mr. Aspinwall said these new hires will be called in order of seniority. Tricia Perry, Library Director, said the first four on the list do not require training but the last three will need some training. Mr. Aspinwall recommended that the BOS appoint the seven individuals listed.

Sel. Smith made a motion to approve to appoint, subject to a satisfactory CORI, the seven individuals as follows to the position of Part Time On-Call Library Assistant to be called in order of seniority: Karen Mortimer, Jennifer Smith-McCarthy, Lorraine Fermano, Diane Busa, Jennifer Farrar, Helen Daly, and Elizabeth Howley. The motion was seconded by Sel. Neville and passed unanimously.

Mr. Aspinwall announced that Tricia Perry, Library Director, will be leaving for a new position in the Town of Westwood. Mr. Aspinwall thanked Tricia for her years of service as Library Director for the Town of Millis stating that she was a driving force behind the new Library, and wished her well in her future endeavors.

14-317 COA Dispatcher/Receptionist and COA Van Driver Appointments

Mr. Aspinwall recommended that that the BOS appoint Bradford MacMillan as a COA Van Driver and Anne Potts as COA Dispatcher/Receptionist.

Sel. Smith made a motion to appoint Bradford MacMillan as Council on Aging Van Driver effective 11/17/14 pending a satisfactory CORI and physical. The motion was seconded by Sel. Neville and passed unanimously.

Sel. Smith made a motion to appoint Anne Potts as Council on Aging Dispatcher/Receptionist effective 11/17/14 pending a satisfactory CORI and physical. The motion was seconded by Sel. Neville and passed unanimously.

14-318 Police/Fire CM Contract Award and Fee Waivers

Wayne Klocko, Chairman of the Permanent Building Committee, asked the BOS to do approve the initial phase of the Police and Fire project construction contract from Agostini per a confirmatory vote from the Permanent Building Committee. Mr. Klocko explained the Construction Manager at Risk process saying that the \$65,200.00 is for the initial design phase only. Mr. Klocko said the entire amount has not been determined yet due to two possible construction schedules that are being reviewed. Mr. Klocko said there is a potential cost benefit to the Town if a reasonably priced temporary location can be found so that both projects can be worked on simultaneously.

Sel. Smith made a motion to award the construction contract for the Police and Fire station project for preconstruction in the amount of \$65,200.00 to Agostini Construction Co., Inc. The motion was seconded by Sel. Neville and passed unanimously.

Mr. Aspinwall recommended that the BOS authorize the waiving of half the plumbing/gas permit fee, half the electrical permit fee, the entire building permit fee, and the entire stormwater management application fee for the Police and Fire Station project.

Sel. Smith made a motion to authorize the waiving of half the plumbing/gas permit fee, half the electrical permit fee, the entire building permit fee, and the entire stormwater management application fee for the Police and Fire Station project. The motion was seconded by Sel. Neville and passed unanimously.

14-319 Status and Future of Sewer Projects

Mr. Aspinwall stated that since the Village Street sewer project was tabled at the Fall Town Meeting, the base locations and betterment amounts were reviewed by the engineer. Mr. Aspinwall said the common number was about \$18,000 per betterment but if just the Base is used as a location then the amount would jump to \$26,000 per betterment. Mr. Aspinwall said in trying to decrease the betterment amount they were able to get it to \$16,000 but that would be for those who didn't hook up since it doesn't include the additional cost of a grinder pump. Town resident Eric Brossler spoke in favor of having another public forum to discuss the project where residents can share their concerns. After

more discussion it was decided that another public meeting should be scheduled in January 2015 to review possible options.

14-320 Status and Future of Fields Project

Sel. Wagner said the Fields Improvement Committee met on 11/13 and decided to look at alternatives, address concerns, but not completely abandon the project. Issues such as centralized scheduling and maintenance, synthetic turf issues or alternatives etc. will be reviewed. After some discussion, the BOS decided two goals are to establish a maintenance plan with the school committee and formulate a plan on how to deal with capital problems. Sel. Wagner said a meeting between Nancy Gustafson, Superintendent of Schools, and the BOS should be set up to discuss these issues.

14-330 MAPC Grant for Commonwealth Connect

Mr. Aspinwall explained that the Town applied for and was selected for participation in a grant program through MAPC to enroll in Commonwealth Connect, a software based civic engagement service tool. The full year cost is \$5150 but the first year grant would be \$2500. Mr. Aspinwall said a project team leader would be chosen and the system would augment the existing web page.

Sel. Smith made a motion that the Town do enter into a one year contract with Commonwealth Connect, SeeClickFix, in the amount of \$5150 where \$2500 would be from the grant participation program and \$2650 would be paid by the Town. The motion was approved by Sel. Neville and passed unanimously.

14-331 MSBA Population/Enrollment Review

Mr. Aspinwall explained the population study done by the Massachusetts School Building Authority. Mr. Aspinwall and Ms. Gustafson gave their input at a meeting and the numbers were amended slightly. If the Town decides to go forward there would need to be a special Town meeting and override as specified by the MSBA timeline.

Sel. Smith made a motion that the BOS authorize Andrea Wagner, BOS chairman, to sign as Town CEO on the MSBA enrollment projections as provided. The motion was seconded by Sel. Neville and passed unanimously.

MINUTES APPROVAL

Motion by Sel. Smith, seconded by Sel. Neville to approve and accept the Regular Session minutes of November 3, 2014 and the Executive Session minutes of November 3, 2014. The motion passed unanimously.

MISCELLANEOUS INFORMATION

The next Regular Session meeting will be held on October 20, 2014.

EXECUTIVE SESSION 10:00 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. (Wheelabrator Contract). By Roll Call Vote: Smith—aye, Neville—aye, Wagner—aye.

Respectfully submitted:

Karen M. Bouret