

**BOARD OF SELECTMEN
REGULAR SESSION MEETING MINUTES
Monday, April 27, 2015 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 7:35 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

Mr. Aspinwall announced that John Wypyszinski has tendered his resignation as Director of Veteran's Services effective June 30th, 2015. Mr. Aspinwall thanked John for his six years of service to the Town and asked anyone interested in filling the position to see the posting on the Town website or stop by the Office of the Board of Selectmen for an application.

Sel. Neville said the Cemetery Committee would like to remind those who have decorations or personal effects at gravesites be mindful of the DPW who maintain the landscaping by making sure items are kept neat and close to the stone.

Sel. Wagner announced that after serious consideration she has decided not to run for re-election in the upcoming Town election. She then read a statement about her time in office and thanked those she has worked with throughout the years.

PUBLIC HEARINGS/SCHEDULED APPOINTMENTS

15-126 Appointment of Fire Department On-Call Recruits

Fire Chief Richard Barrett thanked Sel. Wagner for her years of service to the Town. The Chief said they have interviewed candidates and he is recommending the appointment of five individuals for the position of On-Call Firefighter.

Sel. Smith made a motion to appoint the following five individuals to the position of On-Call Firefighter Recruit, subject to a satisfactory physical, drug screen, and CORI check, Camron Wenzell, Sean LaBarge, William Santa Fe, Jr., Michael Howard, and Denis Lenehan. The motion was seconded by Sel. Neville and passed unanimously.

15-112 Pothole/Sidewalk Repairs Request – Life Experience School

Mr. Aspinwall played an audiotape of Ian Murawski, a Member of the Life Experience Program (LES), reading a letter he and his friends at LES wrote. The letter was addressed to the BOS requesting street and sidewalk repairs at Exchange and Lavender Streets as well as making the sidewalk wheelchair accessible at that corner.

Sel. Smith made a motion that the Town Administrator and DPW look into immediate repairs at Exchange and Lavender Streets and work towards a plan to make the corner wheelchair accessible. The motion was seconded by Sel. Neville and passed unanimously.

15-127 Police Department Staffing Discussion

Police Chief Keith Edison thanked Sel. Wagner for her support for the Police Department and her years of service on behalf of the Town. The Chief explained that his department has a full time position open due to a retirement, and filling the vacancy from their Permanent Intermittent Police Officer Roster would enable them to fill it quickly with a candidate who has already attended the academy. The Chief said he could then fill the Permanent Intermittent staffing with individuals from the open competitive exam list. The Chief explained that under the Civil Service law, employment is subject to specific restrictions and procedures including residential preference. Concerns were raised about hiring a female officer, since the officer that retired was female and there aren't any females currently on the staff. The Chief explained that a gender based list could be requested but expressed his interest in finding the best possible candidate regardless of gender.

15-128 Kensington Place

Mr. Aspinwall said a housing development called Kensington Place has been proposed by developer Thomas McDonough who has filed a LIP application with the Town which the Board of Selectmen need to approve if the project should go forward in that manner. Mr. Aspinwall said a Memorandum of agreement has been drafted which covers some project specifics such as 25% of the homes shall be affordable and that the Memorandum of agreement shall be recorded. Jeffrey Blake, Town Counsel, said an "agreement" isn't required, a letter of support from the BOS is, but an agreement would give the Town the ability to hold the developer accountable. A couple of residents voiced concerns and questions regarding the development and Mr. Aspinwall said the actual plans will need to be approved by the ZBA after the BOS approves entering into the LIP program and the concerns can be addressed with them.

Sel. Smith made a motion to enter the LIP program and the memorandum of agreement as written with developer Thomas McDonough for the Kensington Place project. The motion was seconded by Sel. Neville and passed unanimously.

15-110 Car Wash Permit

Sel. Smith made a motion to approve the car wash permit for a 5/2/15 car wash at the Veterans Memorial Building by the Millis High School Girls Softball team subject to the attendance of an adult supervisor. The motion was seconded by Sel. Neville and passed unanimously.

15-129 Energy Manager Presentation

Energy Manager Robert Weiss reviewed a PowerPoint presentation (see print out of slides) on energy use, ways to improve as a Town, potential projects, as well as possible cost savings through use reduction over the next five years. Mr. Weiss said most of his time is working on an energy reduction plan for the Town, but he also prepares grant applications, provides outreach and is trying to centralize information regarding energy use. Mr. Weiss said he is working on the five criteria to try and achieve Green Community status. The Energy Committee is planning a meeting sometime in June that Mr. Weiss invited the BOS to attend.

NEW BUSINESS

15-139 Charles River Proclamation

Sel. Wagner said a proclamation for the Charles River Chorale was written recognizing the Chorale's thirty year history. Helen Daly, a member of the Charles River Chorale, said Director Roy Kelley has been the director for the entire 30 years but is planning to retire. Ms. Daly invited a member of the BOS to attend the upcoming concert and read the proclamation.

Sel. Smith made a motion that the Board of Selectmen do approve the proclamation written as follows:

**Whereas, the Charles River Chorale (formerly the Millis Community Chorale) has been entertaining its audiences with outstanding concert performances under the direction of Founder and Artistic Director Roy S. Kelley, since it was founded in 1985, and
Whereas, the Charles River Chorale remains self-supporting through its own fund-raising efforts in economically challenging times for the Arts; and
Whereas, the Charles River Chorale celebrates 30 years of musical entertainment and inspiration to our community;
Now, Therefore, Be It Resolved that the Millis Board of Selectmen do hereby proclaim Saturday, the second day of May 2015 as Charles River Chorale Day in the Town of Millis, and urge all citizens of this community to join us in support of the Charles River Chorale's programs by attending their concerts and in recognizing this outstanding organization and its contributions to our community.**

The motion was seconded by Sel. Neville and passed unanimously.

Town resident Mr. John Griffin asked the Selectmen to consider road repairs to Ross Avenue as well as a new water main. Mr. Griffin said the road is in terrible shape and the water pressure is not good. Mr. Aspinwall said he is recommending this as one of the articles at the Spring Annual Town Meeting.

OLD BUSINESS

15-131 Town Meeting Article Review

Mr. Aspinwall recommended that the BOS approve the Ross Avenue Water Main Article.

Sel. Smith made a motion to approve the Ross Avenue Water Main Article in the amount of \$230,100.00 plus the loop alternative. The motion was seconded by Sel. Neville and passed unanimously.

Mr. Aspinwall recommended that the shaded items on the Warrant Article List be taken off the warrant. Sel. Smith said the School Committee has asked that those articles referring to the school be left on.

Sel. Smith made a motion to open the 06/08/15 Annual Town Meeting Warrant. The motion was seconded by Sel. Neville and passed unanimously.

Sel. Smith made a motion to remove the following articles from the 06/08/15 Annual Town Meeting Warrant list:

- OPEB Liability**
- Unemployment Costs**
- Police Vehicle and Equipment**
- DPW Equipment, Truck, Sweeper**
- Field Maintenance, Clyde Brown Field, Field Rehab**
- Local Road Appropriation**
- Cedar Street Water Main**

**Install LED streetlights
Data Processing Equipment
Library Parking Lot Contamination
Add to Stabilization**

The motion was seconded by Sel. Neville and passed unanimously.

Sel. Smith made a motion to close the 06/08/15 Annual Town Meeting Warrant. The motion was seconded by Sel. Neville and passed unanimously.

15-130 FY16 Budget Recommendations

Mr. Aspinwall said that as Town Administrator he needs to present a balanced budget to the Selectmen. Mr. Aspinwall reviewed his initial recommendations including revenue highlights and expense highlights. Mr. Aspinwall said the overall picture is that “increased assessments from other governmental units, increased health insurance costs, increased utility costs and other fixed costs have constrained town departments from growing to meet service demands”. Mr. Aspinwall said despite budget challenges, he feels confident about the staff and finances and feels new development will help bring needed revenue to the Town.

15-132 Ratification of Town Administrator’s Contract

Sel. Smith made a motion to ratify the Town Administrator’s contract dated 7/1/15-6/30/18 as follows:

- 1. Increase sick leave accumulation from 150 days to 200 days**
- 2. Term 3 years**
- 3. Wages: year 1 – 0%, year 2 – 3%, year 3 – 3%**
- 4. Mr. Aspinwall may purchase cemetery lots for self and spouse**

The motion was seconded by Sel. Neville and passed unanimously.

15-119 Temporary Seasonal DPW Laborer Job Description

Sel. Wagner read the Temporary Seasonal DPW Laborer job description’s essential duties and responsibilities. Mr. Aspinwall said the position is considered an Appointed Special under the Personnel Plan and the pay is \$12.00 per hour currently.

Sel. Smith made a motion to approve the DPW Temporary Seasonal Laborer job description as written. The motion was seconded by Sel. Neville and passed unanimously.

Sel. Wagner said due to time constraints, items 15-133 and 15-134 are being deferred to a future meeting.

15-135 One-Day Special Alcohol License Review

Sel. Smith made a motion to approve a one day alcohol license for wine and malt beverages for the Millis Lions Club’s 5/17/15 Trivia Night at the St. Thomas Large Hall from 6:00-10:00pm. The motion was seconded by Sel. Neville and passed unanimously.

15-136 The Ride for Food Charity Bike Ride Permit Application

Sel. Smith made a motion to approve a request from Three Squares New England for a Charity Bike Ride to be held o 9/20/15 where the bikers will ride through Millis between 8:00-10:00am on Route 115 from Cleveland Street, left onto Baltimore Street, right onto Pleasant Street, left on Dyer and left onto Village and then into Medway, subject to coordination with the Millis Police Department. The motion was seconded by Sel. Neville and passed unanimously.

15-137 Woodside Spring Storybook Sprint 5K

Sel. Smith made a motion to approve the sign permit application for Woodside Montessori Academy for their 2nd Annual Spring Storybook Sprint 5k fundraiser from 5/1/15-5/17/15 at the corner of Pleasant Street and Spencer Street and in front of the Millis Library on Rte. 109. The motion was seconded by Sel. Neville and passed unanimously.

The permit for the actual race was deferred until the next BOS meeting to clarify the date and times of the run.

15-138 Yard Sale Permit Millis Girls Softball

Sel. Smith made a motion to approve the Millis Girls Softball Yard Sale Permit for Saturday, 5/16/15, from 8:30am-2:00pm at the Memorial Field subject to coordination with the Millis Recreation Department and Millis Youth Baseball. The motion was seconded by Sel. Neville and passed unanimously.

15-118 Sealer of Weights and Measures Resignation

Mr. Aspinwall announced that the current Sealer of Weights and Measures, Michael Clancy, is resigning effective 6/1/15. Mr. Aspinwall said the job is a stipend position and entails maintaining all weighing and measuring equipment in Town. Mr. Aspinwall since Mr. Clancy held the same positon in Medway and Medfield and is resigning from those towns he is working collaboratively to find a replacement. Applications are available at the BOS office or on the town website.

15-140 Briggs Engineering and Testing

Mr. Aspinwall said the Town received bids from three firms for inspection and materials testing services relative to the proposed Police Station and Fire Station renovation projects per project manager Brian Main. Mr. Main recommends approval of the bid from Briggs Engineering and Testing.

Sel. Smith made a motion to award the bid for Quality Assurance Construction Inspection and Materials Testing services relative to the proposed Police Station and Fire Station Renovation projects to Briggs Engineering and Testing in the amount of \$14,154.00. The motion was seconded by Sel. Neville and passed unanimously.

15-141 Award of Water Street Pump Station Replacement Contract

Sel. Smith made a motion to award the Water Street Pump Station Replacement Project to Ricciardi Bros., Inc., of Worcester, Massachusetts, in the amount of \$612,500.00. The motion was seconded by Sel. Neville and passed unanimously.

15-142 Amendment of Water Street Pump Designer Services Contract

Sel. Smith made a motion to award GCG Associates, Inc., the contract for Construction Administration and Observation of the Water Street Pump Station Replacement in the amount of \$45,080.00. The motion was seconded by Sel. Neville and passed unanimously.

15-143 Delegation of Position Advertising – Recreation Temp Positions

Mr. Aspinwall explained that the current bylaws require Selectmen’s approval to waive newspaper advertising of job postings. Mr. Aspinwall asked the BOS to approve waiving advertising the two temporary positions currently posted for Recreation and to consider amending the bylaw to get rid of newspaper advertising all together except for exempt positons.

Sel. Smith made a motion that the BOS exempt advertising in the newspaper for the two temporary Recreation positions as requested. The motion was seconded by Sel. Neville and passed unanimously.

15-144 Sign Permit for Tangerini’s Spring Street Farm

Sel. Smith made a motion to approve the Sign Permit Application for Tangerini’s Spring Street Farm for 2’ x 4’ directional and informational signs to be placed from 05/01-12/31/15 at the intersection of Rte. 109 and Auburn Road, the intersection of Rte. 115 and Spring Street, and the intersection of Spring Street and Village Street. The motion was seconded by Sel. Neville and passed unanimously.

CONSENT ITEMS

Motion by Sel. Smith to approve the Regular and Executive Session minutes of 4/6/15 as written. The motion was seconded by Sel. Neville and passed unanimously.

EXECUTIVE SESSION: 10:45 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. (Fire and SEIU Contracts).

By Roll Call Vote: Smith—aye, Neville—aye, Wagner—aye.

Respectfully submitted:

Karen M. Bouret