

**BOARD OF SELECTMEN
REGULAR SESSION MEETING MINUTES
Monday, October 26, 2015 7:00 PM
Veterans Memorial Bldg. Room 229
900 Main Street, Millis, MA 02054**

CALL TO ORDER: Sel. Smith called the meeting to order at 7:00 pm. The following persons were present: Chair Christopher Smith, Vice-Chair James Neville, Clerk James McCaffrey, Operations Support Manager Karen Bouret, and Town Administrator Charles Aspinwall.

ANNOUNCEMENTS AND ACKNOWLEDGEMENTS

15-339 New Voting Machines Approval Vote

Lisa Hardin, Town Clerk, addressed the BOS. Ms. Hardin said at the Spring Annual Town Meeting the Town voted to purchase new voting machines. Ms. Hardin said she'd like to order the machines so that they can be used at the Presidential Primary election in the spring. Ms. Hardin said per MGL Ch. 54, sec. 34, the Board of Selectmen must vote to discontinue use of the existing machines and to begin using the new machines a minimum of 120 days prior to the date the machines will be used. The vote is necessary for the Secretary of State to print the ballots for the new machines. The BOS voiced concern over voting to get new ballots before the machines are actually ordered in case something happens and they don't arrive in time. Mr. Aspinwall said the Town can use a proprietary piece of equipment since it will work with the existing equipment the Town owns for tabulating votes, and Ms. Hardin said the machines are currently in stock ready to be delivered. Mr. Aspinwall asked Ms. Hardin to follow up by getting a formal quote for the machines to present to the BOS at the next BOS meeting so the machines can be ordered. The BOS will then vote to discontinue use of the old machines and vote to use the new machines.

PUBLIC HEARINGS/SCHEDULED APPOINTMENTS

15-340 Police/Fire Stations Project Update

Wayne Klocko, Chair of the Permanent Building Committee, provided a project status update. Mr. Klocko said since the last BOS meeting, there was a meeting held on site which included all consultants, the contractor, John Kazis, Brian Main, and Charles Aspinwall. Mr. Klocko said the two options for cleaning up the site that were discussed at the last BOS meeting were fully vetted. Although the MA DEP would entertain using the soil from the library parking lot, the group felt the cost benefit would not be worth the risk. Mr. Klocko said the most viable option is to haul contaminated soils off site and bring in clean fill as needed which is estimated at a \$1,250,000.00 for a worst case scenario cost with the knowledge the team currently has. Mr. Klocko said all the piles currently existing at the site make up about 300 cubic yards which must be hauled away. After that, the team estimates about 50% contaminated soil and 50% clean will be found in further excavated materials. Mr. Klocko said the MA DEP has approved the proposed removal process and truck washing on site is expected to begin next week. Per Brian Main, there will be 4-5 trucks per day for approximately 10 days removing materials.

15-341 CDR Contract Amendment Approval – Police/Fire Project

Wayne Klocko presented contract amendment no. 4 for CDR Maguire, Inc., for additional services by Axiom Partners Asbestos Consulting and Sovereign Consulting to collect and test materials unearthed during excavation of the Police Station site. Mr. Klocko explained that both firms are subcontractors for CDR Maguire so the fees are marked up 10% which brings the total change order to \$15,653.00.

Sel. Neville made a motion to approve Amendment No. 4 for Designer Services for CDR Maguire, Inc., as written in the amount of \$15,653.00. The motion was seconded by Sel. McCaffrey and passed unanimously.

NEW BUSINESS

15-342 BOS Warrant Article Recommendations

Sel. Smith said the BOS will continue with its recommendations starting with Article #8. Mr. Aspinwall said easements have been granted to the Town so there is no need for this article now.

Sel. Neville made a motion that the BOS recommends dismissal of Article #8. The motion was seconded by Sel. McCaffrey and passed unanimously.

Per Sel. Smith, both the Planning Board and BOS voted unanimously to accept the roads at South End Farm which include Evergreen Terrace, Frontier Lane, and Beech Street at their meetings last week.

Sel. Neville made a motion that the BOS recommends approval of Articles #9, 10, and 11 for street acceptances at South End Farm. The motion was seconded by Sel. McCaffrey and passed unanimously.

Sel. Smith said Articles 12 and 13 are Planning Board articles but the Board agreed to make their own recommendations.

Sel. Neville made a motion that the BOS recommends approval of Article #12, the Solar Zoning Amendment. The motion was seconded by Sel. McCaffrey and passed unanimously.

Sel. Neville made a motion that the BOS recommends approval of Article #13, the Stretch Code. The motion was seconded by Sel. McCaffrey and passed unanimously.

Mr. Aspinwall said Article #16 is the Payment in Lieu of Taxes (P.I.L.O.T.) for a Solar Farm and reviewed a memo from the Board of Assessors on the pros and cons of a P.I.L.O.T. program versus Personal Property. (See Attached) Mr. Aspinwall said if the article is approved at Town Meeting it wouldn't approve this actual P.I.L.O.T. program but would allow the BOS to negotiate and possibly approve such a program if it was found to be in the best interest of the Town.

Sel. Neville made a motion that the BOS recommends approval of Article 16, the P.I. L.O.T. program. The motion was seconded by Sel. McCaffrey and passed unanimously.

Mr. Aspinwall said Article 17 is for refunding a portion of the money used for snow and ice last winter to the stabilization fund to satisfy the Stabilization Fund Policy that was voted last year.

Sel. Neville made a motion that the BOS recommends approval of Article 17, Replenish the Stabilization Fund. The motion was seconded by Sel. McCaffrey and passed unanimously.

Mr. Aspinwall said he is hopeful Free Cash will be certified within the next day or two so the BOS decided to hold off on making a recommendation on Article 18 until all is set.

Sel. Smith made a motion to reconsider Article 19, Veterans Monument. The motion was seconded by Sel. Neville and passed unanimously.

Mr. Aspinwall said since the vote at Spring Town Meeting to seek CPC funds for the monuments, and since then funds were approved including an additional \$12,360 used to cover new sidewalks to make the site handicapped accessible.

Sel. Neville made a motion that the BOS recommends approval of Article 19, Veterans Monument, in the amount of \$40,360.00. The motion was seconded by Sel. McCaffrey and passed unanimously.

Sel. Smith said Article 21 and Article 22 are School articles and do not need a BOS recommendation. Mr. Aspinwall said Article 22 has been withdrawn by the School.

Mr. Aspinwall said Article 22 is for the first year training cost to switch over to Advanced Life Support (ALS) from Basic Life Support (BLS).

Sel. Neville made a motion that the BOS recommends approval of Article 22, ALS Program Costs. The motion was seconded by Sel. McCaffrey and passed unanimously.

Sel. Smith said the BOS will hold on making a recommendation on Article 23 until the free cash numbers come in to see if there is a sewer surplus.

Mr. Aspinwall said he has implored the engineer who is investigating the DPW roof leak to get the cost estimate to him by Wednesday of this week. Sel. Smith said the BOS will hold on making a recommendation on Article 24 until the estimate is in.

Sel. Neville made a motion that the BOS recommends approval of Article 25, DPW Truck/Equipment purchase or repair. The motion was seconded by Sel. McCaffrey and passed unanimously.

Sel. Neville made a motion that the BOS recommends approval of Article 26, Field Design, in the amount of \$15,180.00. The motion was seconded by Sel. McCaffrey and passed unanimously.

Sel. Neville made a motion that the BOS recommends approval of Article 27, Library Parking Lot Contamination. The motion was seconded by Sel. McCaffrey and passed unanimously.

Per Mr. Aspinwall, Article 28 is a requirement by the Department of Revenue.

Sel. Neville made a motion that the BOS recommends approval of Article 28, Assessors – Develop Neighborhood Valuation Maps. The motion was seconded by Sel. McCaffrey and passed unanimously.

Mr. Aspinwall said Article 29 is the amount of money that insurance isn't covering for the Police cruiser that was destroyed on 11/2/15.

Sel. Neville made a motion that the BOS recommends approval of Article 29, Police Cruiser, for \$5300.00. The motion was seconded by Sel. McCaffrey and passed unanimously.

Sel. Smith said Article 30, Unpaid Bills, is an article that occurs on every warrant to pay bills from a prior fiscal year.

Sel. Smith made a motion that the BOS recommends approval of Article 30, Unpaid Bills. The motion was seconded by Sel. McCaffrey and passed unanimously.

Mr. Aspinwall said Article 31 is funding for a Human Resources study which the BOS requested. Mr. Aspinwall said it is good business practice to do a study periodically. The study will be done through UMASS Collins Center, another government agency, so there is no need to go out to bid.

Sel. Smith made a motion that the BOS recommends approval of Article 31, Town Human Resources Management Study. The motion was seconded by Sel. McCaffrey and passed unanimously.

Sel. Smith said Articles 32, 33, and 34 are petitioned articles and the BOS does not need to make a recommendation.

15-343 Key Policy/Key Distribution

Mr. Aspinwall said the Director of Public Health made a request for an exterior key to access the Veterans Memorial Building on weekends if needed as her job requires.

Sel. Smith made a motion that the BOS approves an exterior key for the Veterans Memorial Building for Barbara Thissell, Director of Public Health. The motion was seconded by Sel. Neville and passed unanimously.

After some discussion, the BOS decided that they do not feel they need to make the decision as to who receives a key but rather the authority should be given to the Town Administrator's office. Sel. Smith asked Mr. Aspinwall to rewrite the Key Distribution Policy (See attached) to reflect the decision for approval at a later date.

15-344 Discussion/Approval of Night Work on Rte. 109 (Ross Ave Water Main Project)

Mr. Aspinwall asked the BOS to approve construction from 6:00pm – 9:00am for one or two nights for Revoli Construction to work on the Ross Ave. Water Main Project. Mr. Aspinwall said if they work during regular hours it will severely impact the flow of traffic on Rte. 109 for at least a week. The BOS agreed that due to the location, it would be wise to approve the request.

Sel. Neville made a motion to approve night work for the Ross Ave. Water Main Project subject to notification of abutters in the area. The motion was seconded by Sel. McCaffrey and passed unanimously.

CONSENT ITEMS

Minutes approval was deferred to the next meeting since no one had a chance to review the draft minutes.

Per Sel. Smith the next Regular Session meeting will be held on November 2, 2015 at the Middle/High School Library at 6:00pm. There will be an executive session until 6:30, after which the meeting will be open to the public. Town Meeting will follow at 7:30pm.

ADJOURNMENT

Sel. Neville made a motion to adjourn at 8:25pm, seconded by Sel. McCaffrey. The motion passed unanimously.

Respectfully submitted: Karen M. Bouret