

**BOARD OF SELECTMEN
REGULAR SESSION MEETING MINUTES
Monday, November 16, 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 7:04 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.

The executive session that was scheduled for 6:30pm was cancelled.

ANNOUNCEMENTS AND ACKNOWLEDGEMENTS

Mr. Aspinwall said the Department of Environmental Protection awarded the Town of Millis a Sustainable Materials Recovery Program Grant to in the amount of \$5,500.00 for recycling bins. Mr. Aspinwall thanked Jim McKay, Deputy Director of the DPW for his work getting this grant submitted and approved.

Sel. McCaffrey announced that on Sunday, November 22, 2015 at 4:00pm there will be a special concert program and service held at the Church of Christ in honor of George Ford. Sel. McCaffrey said Mr. Ford was an active and beloved member of the Millis community whose contributions included working as a teacher for many years the in the school system, and serving as both a Selectman and in the Town clerk's office. Sel. McCaffrey encouraged anyone interested to attend.

Sel. Smith said he participated in the Veterans' services on Veterans' Day at the Legion. Sel. Smith said it was a very nice service and thanked all who took part in the event including the MHS Band, Girl Scouts and Boy Scouts.

Sel. Smith said one of the Library Trustees has resigned creating a vacancy so the Town is looking to appoint an interim Trustee until the May 2016 election. Sel. Smith asked any interested parties to submit a resume and or letter of interest to the Board of Selectmen's office by November 30, 2015. The Selectmen will review all applications and make an appointment in January 2016.

PUBLIC HEARINGS/SCHEDULED APPOINTMENTS

15-351 Change Order Approvals Police/Fire Stations Project

Wayne Klocko, Chairman of the Permanent Building Committee, presented Change Order Number 1 from the general contractor for the Police/Fire Stations Project, Agostini/Bacon Construction, in the amount of \$22,302.00. Mr. Klocko said the change includes removing the existing pump station, investigating the organic soils that were uncovered, and disposing of the initial transite pipe that was found. Sel. McCaffrey asked that the PBC provide a cost/spent analysis to verify what the actual costs are as they are incurred. Mr. Klocko said Project Manager Brian Main is working on creating a spreadsheet showing that information.

Sel. Neville made a motion to approve Change Order Number 1 from Agostini/Bacon Construction in the amount of \$22,302.00 for the Police/Fire Stations Project as detailed. The motion was seconded by Sel. McCaffrey and passed unanimously.

Mr. Klocko gave an update on the current status of the construction at the Police Station. Mr. Klocko said they are hopeful that all of the soil contamination will be removed by week's end at which time the licensed contractor will leave the site. The remaining contamination can be removed by the general contractor and then the footings will be dug. Mr. Klocko said so far the weather has been cooperating.

Mr. Klocko presented Change Order Number 2 from Agostini/Bacon. Mr. Klocko said the change order covers removal of additional petroleum soil, covering the site with plastic, and charges for rental equipment that has remained on site due to possible cross contamination. The total increase to the contract is \$84,258.48.

Sel. Neville made a motion to approve Change Order Number 2 from Agostini/Bacon Construction in the amount of \$84,258.48 for the Police/Fire Stations Project as detailed. The motion was seconded by Sel. McCaffrey and passed unanimously.

Mr. Klocko presented Amendment #5 from CDR Maguire, Inc., the architect for the project. Mr. Klocko said the fee of \$27,877.00 is for additional environmental construction administration services related to the contamination at the Police site.

Sel. Neville made a motion to approve contract Amendment # 5 for the Police/Fire Stations Project submitted by CDR Maguire, Inc., in the amount of \$27,877.00. The motion was seconded by Sel. McCaffrey and passed unanimously.

Mr. Klocko presented Construction Change Directive Number 8 from Agostini/Bacon Construction for removing and disposing of contaminated soils and providing engineered fill. Mr. Klocko said this is not for a specified incurred amount but rather to authorize work in order to proceed. Mr. Klocko said the contractor will need to submit slips for time and materials which will be signed daily by our Clerk of the Works/Project Manager Brian Main.

Sel. Neville made a motion to approve Construction Change Directive Number 8 for the Police/Fire Stations Project submitted by Agostini/Bacon Construction as stated, not to exceed \$579,000.00. The motion was seconded by Sel. McCaffrey and passed unanimously.

15-352 Extend Road Opening Deadline

Mr. Klocko said this was put on the agenda because the general contractor thought they might be able to bring water/sewer to the Police site before winter but there are some logistical issues. Mr. Klocko said they don't want to rush, so they will wait until spring to open the road.

NEW BUSINESS

15-353 Approval of Fields Design Contract

Mr. Aspinwall said he is waiting on additional information. Sel. Smith said this item will be moved to the next BOS meeting

15-354 Ratification of Contract Award Sidewalks

Mr. Aspinwall asked the Board to ratify the sidewalk award from the 11/2/15 meeting.

Sel. Neville made a motion to approve the Town Administrator's recommendation to ratify the contract award to MJS Construction for the sidewalk and handicapped ramp installation at the

Veterans' Memorial Building in the amount of \$22,360.00. The motion was seconded by Sel. McCaffrey and passed unanimously.
_McCaffrey and passed unanimously.

15-357 Approve HVAC and Engineer Contracts – DPW Roof

Mr. Aspinwall said the quote for looking at the HVAC/Roof issues at the DPW garage came in higher than expected so he is waiting for more information. Sel. Smith said this item will be discussed at a future meeting.

15-358 Christmas Eve Day Hours Town Hall & Library

Sel. Smith made a motion to approve closing Town Hall, the Library, and the DPW effective 12:30pm on Thursday, December 24, 2015 in honor of Christmas Eve. The motion was seconded by Sel. McCaffrey and passed unanimously.

15-359 FY17 Budget Priorities

Sel. Smith said as the middle of FY16 approaches he'd like to have a discussion regarding the budgeting process and priorities of the Board for FY17. Sel. Smith said the purpose of the discussion is just to give the Town Administrator direction at this time.

Sel. Smith said he'd like to see department heads give justification for any requests to increase staff or staff hours. Regarding field maintenance, Sel. Smith said the Board had discussed putting all costs into specific line items from the departments that support the fields so that it can be better maintained. Sel. Smith talked about the possible cost of living increase and said the majority of unions on the Town side have negotiated for 3% for next year and he'd like to see that built in.

Sel. Neville said his major concerns are about road maintenance and repairs. He'd like to see a better structure, perhaps include it as a capital line item and that he sees a need to look beyond Chapter 90 funding. Sel. Neville said he'd also like to see technology throughout the Town become more centralized, instead of having items ordered piece meal. Sel. Neville said this includes the new Police station, Library, etc.

Sel. McCaffrey said he agrees with Sel. Neville regarding technology and would also like to see technology create more efficiency in some of the processes that are used. Sel. McCaffrey said along with having staffing requests justified, he'd like to see what ideal staffing levels actually are especially in the Public Safety area. Sel. McCaffrey said a review of overtime costs compared to hiring additional part time staff should be done. Sel. McCaffrey went on to say he'd like to improve Council on Aging services to our seniors and would like to see an audit of current services. Sel. McCaffrey asked the Town Administrator to provide a written summary of the guiding principles behind the budget planning that could be presented as an overview in order to explain things to the public more effectively. Sel. McCaffrey said taking a look at big line items to see what the cost drivers are to see if the Town is getting the biggest bang for the buck would be prudent.

Sel. Smith said the budget will become a fairly regular agenda item going forward.

15-360 Set Future BOS Meeting Dates

The Board set the future BOS meeting dates as follows:

12/14/15, 1/11/16, 1/25/16, 2/1/16, 2/22/16, 2/29/16, 3/14/16

All meetings are to be held starting at 7:00pm in Room 229 in the Veterans Memorial Building unless posted otherwise.

15-361 Water/Sewer Department Commitment October 2015

Sel. Neville made a motion to approve the FY16 October 2015 Water/Sewer Department Commitment to Collector in the amount of \$4,605.10. The motion was seconded by Sel. McCaffrey and passed unanimously.

15-362 UNFORESEEN Items

Per Mr. Aspinwall, a change order for the Farm Street Tank Painting work was submitted by the contractor, Amstar of Western New York, Inc. Mr. Aspinwall said the first change order did not need BOS approval since it was under \$10,000.00 but this second one is for \$14,611.62. Mr. Aspinwall said this still leaves \$2,451.95 in project contingency.

Sel. Neville made a motion to approve the Town Administrator's recommendation to approve Change Order #2 from Amstar of Western New York, Inc. in the amount of \$14,611.62 for the Farm Street Tank Painting Project. The motion was seconded by Sel. McCaffrey and passed unanimously.

Sel. Smith said the Millis Garden Club has an upcoming Greens Event they would like to post signs for and due to timing, would like to have their sign permit approved this evening.

Sel. Smith made a motion to approve Sign Permit Application #2015-8 for the Millis Garden Club Greens Event, with lawn signs to be placed out from 11/20/15-12/05/15 at the locations specified on the application. The motion was seconded by Sel. Neville and passed unanimously.

CONSENT ITEMS

Sel. Neville made a motion to approve the 10/26/15 Regular Session Minutes as written. The motion was seconded by Sel. McCaffrey and passed unanimously.

EXECUTIVE SESSION: 8:20 PM

Motion by Sel. Smith 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. (Police Contract & 84 Orchard Street).

By Roll Call Vote: Sel. Smith—aye, Sel. Neville—aye, Sel. McCaffrey—aye.

ADJOURNMENT 9:03 PM

Sel. Neville made a motion to adjourn at 9:03pm, seconded by Sel. McCaffrey. The motion passed unanimously.

Respectfully submitted:

Karen M. Bouret