

**BOARD OF SELECTMEN
REGULAR SESSION MEETING MINUTES
Monday, April 4, 2016 at 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 7:05 pm. The following persons were present: Chair Christopher Smith, Vice-Chair James Neville, Clerk James McCaffrey, Town Administrator Charles Aspinwall, and Susan Vara.

ANNOUNCEMENTS AND ACKNOWLEDGEMENTS

Fire hydrant flushing will begin on Monday, April 4, 2016 between the hours of 9:00 pm and 3:00 am. This procedure should take approximately three weeks to complete.

The Transfer Station will be open Monday, April 11th through Saturday April 16th to dispose of brush. The hours of operation will be Monday, Tuesday, Thursday and Friday from 9:30 am- 2:30 pm. Wednesday will be 12:30 pm-4:00 pm, and Saturday will be 8:00 am – 11:00 am & 12:30 pm-3:30 pm. Brush and tree branches less than two inches in diameter shall be disposed of in the designated area.

Millis Beautification Day will take place on Saturday, April 9th, 2016. Registration will be at the Veterans Memorial Building beginning at 8:00 am. This event will run rain or shine. Please see the Town of Millis website for more information.

A scrap metal drive will also be happening on Saturday, April 9th from 9:00-3:00 at the back parking lot of the Millis High School to benefit the Millis High School Woodworking Club.

SCHEDULED BUSINESS

Road Repair Implementation Plan

Discussion pertaining to road conditions and potential funding included various roads in Town that need to be addressed. This was broken down over a five-year plan with the most critical roads listed (gravel roads were not included on this list).

Sewer extension was briefly discussed with a recommendation for this will be no later than Fall Town Meeting, but probably before.

The Dover Road Bridge was also discussed. Massachusetts DOT was contacted regarding this for potential funding which would be split between Millis and Medfield. At this time, there is legislation regarding this funding pending.

The Orchard Street Bridge was briefly discussed as well. There is scouring happening there due to the water flow, which needs to be addressed.

Mr. Aspinwall compiled a 5-year plan for these roads which was discussed.

Sel. Smith suggested that some of the gravel roads in Town should be addressed, particularly the part of Island Road which abuts Oak Grove Farm. This portion can be heavily travelled when there are games, practices or events at the Oak Grove Farm parcel.

Discussion also included the override and the understanding that citizens are only able to spend so much.

The roads that will have major projects (for example water and sewer lines put in) are not included in this list as once those projects are complete, these roads will be in better shape.

Town Administrator Goals Discussion

Town Administrator Charles Aspinwall compiled a list of 6 Goals he feels are important to address for this year. The goals are: #1 Submit Community Compact Application, #2 Complete the Proposed Housing Production Plan, #3 Review DPW Snow & Ice Operations, #4 Work with Planning Board to develop a scope of work and cost estimate for an updated Master Plan, #5 Implement Road Improvement Plan, and #6 Develop scope of work for a social media plan and identify how the development of the plan can be conducted.

Discussion ensued and, hopefully, many of these goals will be met by next January. The Road Improvement Plan would not be able to happen if the override of \$300,000 doesn't pass at Town Meeting, and the Master Plan is anticipated to take longer than one year to complete.

Motion by Sel. McCaffrey, seconded by Sel. Neville to accept the Town Administrator's Goals and look to have them as something that we will hold him accountable for and review his performance with accordance to these. To be attained in January, 2017 as an annual goal. The motion passed unanimously.

Community Compact Cabinet Discussion

Discussion revolved around three primary goals to work on which are: 1. Financial Management, 2. Housing and Economic Development, and 3. Information Technology.

With this agreement with the Commonwealth of Massachusetts to adopt the best management practices, it would offer an opportunity for the Town of Millis to obtain various grant monies, have input regarding data management, hardware/software for Town government entities, and possibly social media technology.

Motion by Sel. McCaffrey, seconded by Sel. Neville to direct the Town Administrator to prepare Community Compact Application to the Commonwealth of Massachusetts, executed by the Chairman of the Board of Selectmen on the Town's behalf for assistance in developing best practice processes in areas of:

(a) Financial Management through the creation of an annual budget document which constitutes a policy document, financial plan, operations guide, and communications device in accordance with the standards of the Government Finance Officers Association;

(b) Housing and Economic development through the creation and implementation of a housing development plan for the Town of Millis;

(c) Information Technology through creation of an integrated IT strategy for the Town.

The motion passed unanimously.

MAPC Contract for Housing Production Plan

Mr. Aspinwall asked the Board for permission to sign the contract for the MAPC for their services under the Housing Production Plan Project. MAPC is committing to the Town \$17,500 in technical assistance which goes along with the Town's share of \$7,500.

Motion by Sel. Neville, seconded by Sel. McCaffrey to approve the Town Administrator's authority to sign for the Millis Housing Production Plan in the amount of \$25,000 total. The motion passed unanimously.

Assign BOS Members to Police Chief and Financial Director Contracts & DPW Union Contracts

A member of the Board of Selectmen is required to participate in the negotiations of the Union Contracts in Town. This evening the Police Chief, Finance Director, and DPW Union need to be addressed.

Sel. Neville volunteered to participate with the Police Chief and Finance Director contracts. Sel. McCaffrey volunteered to participate with the DPW Union contract.

Sign Permit Application—Millis Flag Football

Motion by Sel. Neville, seconded by Sel. McCaffrey to approve a sign permit for Millis Flag Football for placement of signs on April 11th to be removed on June 5th at the locations of the Clyde Brown fence, Millis High School, Village Street & Route 115, Route 115 & Orchard Street, Veterans Memorial Building, and Village Street & Route 109. The motion passed unanimously.

NEW /OLD BUSINESS

Sel. Neville wanted to recap that the Information Systems Technology and Telecommunications Committee has been working on a Charter that will be bringing to the Board for approval to begin working on the technology infrastructure in the Town.

Sel. McCaffrey wants to speak about the opioid epidemic at an upcoming meeting. He is hoping the Town Administrator will be able to bring together law enforcement and Board of Health and other interested parties to update the Board of Selectmen on what measures the Town is doing to address this problem.

Sel. Neville also wanted to bring to attention that the State is looking to change the zoning laws, so when they do change, the Planning Board to be up-to-date with the regulations that are proposed to change as part of the Master Plan.

MISCELLANEOUS INFORMATION

The next Regular Session meeting will be held on April 11th, 2016 at 7:00 pm in Room 229 of the Veterans Memorial Building.

ADJOURNMENT 7:55 pm

Motion by Selectman Neville, seconded by Selectman McCaffrey to adjourn. Motion passed unanimously.

Respectfully submitted:

Susan K. Vara