

**BOARD OF SELECTMEN  
REGULAR SESSION MEETING MINUTES  
Monday, August 22, 2016 at 7:00 PM  
Veterans Memorial Building Room 229  
900 Main Street, Millis, MA 02054**

**CALL TO ORDER:** Sel. Neville called the meeting to order at 7:05 pm. The following persons were present: Sel. James Neville, Sel. James McCaffrey, Sel. Catherine MacInnes, Operations Support Manager Karen Bouret, and Interim Town Administrator Suzanne Kennedy.

**ANNOUNCEMENTS AND ACKNOWLEDGEMENTS**

Sel. Neville read the existing water ban regulations as follows:

Millis is experiencing moderate drought conditions. This is a reminder that the Town is under a mandatory watering ban. The ban restrictions for all residences and businesses include no outside watering of any kind between the hours of 9:00am and 5:00pm. Penalties for violation of the ban are as follows: For a 1<sup>st</sup> offense a warning will be issued, for a 2<sup>nd</sup> offense a \$50.00 fine will be imposed, for a 3<sup>rd</sup> offense and each subsequent offense a \$100.00 fine will be imposed. The DPW staff will be carrying citations and enforcing the ban 7 days a week. Sel. Neville said the DPW has already given out several citations and urged residents to be mindful of water use.

Sel. Neville said road work including paving at Himelfarb and sidewalk reconstruction on Rte. 115 is underway. Sel. Neville thanked the DPW for repainting the Town crosswalks in time for school to start on August 31<sup>st</sup>.

Sel. Neville said the 2016 Fall Town Meeting Calendar has been set and read the dates as follows:

Open Fall Town Meeting Warrant	August 22, 2016
Close Fall Town Meeting Warrant	September 12, 2016
Board of Selectmen Warrant Review	September 26, 2016
Possible Additional Board of Selectmen Meeting	
To Review Warrant	September 28, 2016
Board of Selectmen Adopts Warrant	October 3, 2016
Board of Selectmen Transmit Warrant to	
Town Counsel and Finance Committee	October 4, 2016
Post Fall Town Meeting Warrant	October 24, 2016
Mail Fall Town Meeting Warrant	October 25, 2016
Fall Town Meeting	November 7, 2016

Sel. Neville explained that the dates were derived by working from the Town Meeting date of November 7<sup>th</sup> and working backwards to ensure timely delivery of the warrant. Karen Bouret will post the dates on the website and send an email with the calendar to all Boards, Department Heads, and Committees.

**PUBLIC HEARINGS/SCHEDULED APPOINTMENTS**

**16-228 Appointment of Four On-Call Firefighters**

Fire Chief Barrett said due to some turnover, the department was seeking four new on-call firefighters. Chief Barrett they had twelve applicants, interviewed ten, and chose four. Of the four, three are EMT's and one is a paramedic and RN. The Chief said all four have been CORI'd and he highly recommends all are hired. Suzanne Kennedy recommends that the Board do appoint all four candidates as presented by Chief Barrett.

**Sel. McCaffrey made a motion that the Board approves the appointment of James Giles, Anthony Farragher-Gemma, Phil Howell, and Steven Tyner as on-call Firefighter/EMTs subject to a satisfactory physical and drug screen result. The motion was seconded by Sel. MacInnes and passed unanimously.**

**SCHEDULED BUSINESS**

**16-231 BAN Renewal Approval for Town Fields and Sewer Design**

Jennifer Scannell, Treasurer/Collector, presented a short term bond anticipation note for the projects known as Town Fields Design and Sewer Design at Village Street. Ms. Scannell said the note is with Eastern Bank and has an interest rate at 1.25%.

**Sel. McCaffrey made a motion that the Board approves the Bond Anticipation Note for \$102,677.00 maturing on September 15, 2017 with an interest rate of 1.25% for the projects known as Town Fields Design and Sewer Design at Village Street. The motion was seconded by Sel. MacInnes and passed unanimously.**

**16-232 Certification of Useful Life of Ambulance and Street Sweeper**

Ms. Kennedy said the Board is required to vote on the maximum useful life of departmental equipment to be financed as related to the upcoming bonding by bond counsel. Ms. Kennedy said the ambulance has been determined at 10 years and the street sweeper at 20 years.

**Sel. McCaffrey made a motion that the Board authorizes the Clerk to certify that the maximum useful life of the ambulance at a borrowing amount of \$260,000.00 is ten years and the street sweeper at a borrowing amount of \$216,800.00 is twenty years with the proceeds of the \$476,800.00 borrowing authorized by the votes of the Town passed May 9, 2016, at annual town meeting. The motion was seconded by Sel. MacInnes and passed unanimously.**

**PUBLIC HEARINGS/SCHEDULED APPOINTMENTS**

**16-229 Synergy After Action Report Review and Discussion**

Sel. Neville said the Board invited Fire Chief Rick Barrett, Acting Chief/Sgt. Bill Dwyer, School Committee Representative Steven Catalano, and Superintendent Nancy Gustafson to discuss Synergy Solutions' After Action Report which is a comprehensive review of the September 2<sup>nd</sup>, 2015 incident. Sel. Neville said the report contains a bulleted list of recommendations for moving forward (See Appendix 2). Sel. Neville said his personal observations as well as what is noted in the report show that the Town, especially the Public Safety Department, handled the incident as well as possible. Sel. McCaffrey agreed and said the list contains a mix of general and specific recommendations such as training etc. and he is looking to see what actions should be taken moving forward.

Chief Barrett spoke on behalf of both public safety and the school and said they applaud the Board for having this discussion but wish it had been much sooner after the incident. Chief Barrett said Fire, Police and the School communicated very well that day and were able to think quickly and act decisively. Acting Chief Dwyer said having the person in charge be the one point of contact to speak to the public is very important, especially in a small community like Millis. Steve Catalano agreed saying he takes some exception to the report stating it lacks substance and detail in some areas especially where it states that the school was slow to get information out. Mr. Catalano said there is a difference between crisis communication and a press conference, and feels the school and town did everything they could to get word to the public in a clear manner. All agreed that a better town wide messaging system would be helpful however. Nancy Gustafson said the school tries to meet regularly with Police and Fire and stated that the School Resource Officer is critical. Ms. Gustafson said the school could use an officer more than

once a week but budget constraints have prevented that thus far. Chief Barrett said between the School Safety Committee and the Local Emergency Planning Council the Town is well covered concerning ongoing focus on public safety. Sel. MacInnes asked that the public is made aware when meetings are held regarding emergency planning. All agreed that a lot was learned that day and continuing to work on improving existing systems as well as improving communication with the public during critical incidents are key goals. Sel. Neville thanked everyone for coming and for all commended them for their hard work on September 2<sup>nd</sup> as well as their constant professionalism and commitment to the Town.

### **SCHEDULED BUSINESS**

#### **16-230 Engagement Letter with Melanson Heath**

Ms. Kennedy presented the engagement letter for Melanson Heath for audit of the basic financial statements for the Town for FY16. Ms. Kennedy recommended that the Board authorize the Town Administrator to sign and execute the letter. Sel. Neville noted that the FY15 audit was just presented and would like to see a timeline added into the letter stating when the FY16 audit will be completed so that it is received in a more timely fashion. Ms. Kennedy said she will research the time frame for the Town materials to be presented to Melanson Heath and ask that a timeline be added.

**Sel. McCaffrey made a motion that the Board authorizes the Town Administrator to enter into an agreement with Melanson Heath to prepare the FY16 audit subject to completion of an addendum with a timeline of deliverables in an amount not to exceed \$34,500.00. The motion was seconded by Sel. MacInnes and passed unanimously.**

#### **16-233 P. J. Keating Paving Change Order**

Ms. Kennedy presented a change order for the P.J. Keating contract that was executed a month ago for paving of the parking lot behind the Police Station. Ms. Kennedy said this task was not included in the original bid, but needs to happen now that the Police Station is nearing completion. Ms. Kennedy explained that there is \$10,000.00 from John Kazis in an account to put towards the cost since that was the amount agreed to when the paving he was responsible for was postponed due to construction at the Police Station. The total change order is for \$15,240.00 with \$5,240.00 to come from the Police Station Project budget per the Permanent Building Committee's pending approval.

**Sel. McCaffrey made a motion to authorize the Town Administrator to execute a change order in the amount of \$15,240.00 with P. J. Keating for the paving of the parking lot behind the new Police Station. The motion was seconded by Sel. MacInnes and passed unanimously.**

#### **16-234 Carwash Permit Review/Approval Girls Volleyball**

**Sel. McCaffrey made a motion to approve the MHS/Middle School Girls Volleyball Team's request for a carwash permit for Saturday, 9/24/16 from 8:00am-12:00pm at the Veterans Memorial Building. The motion was seconded by Sel. MacInnes and passed unanimously.**

Sel. Neville then noted that the Town water ban is in effect until September 30<sup>th</sup>.

**Sel. McCaffrey amended the motion to deny the request for permit approval for the carwash until a new date after September 30<sup>th</sup> is chosen. The motion was seconded by Sel. MacInnes and passed unanimously.**

16-235 CFB 5<sup>th</sup> Annual 5K Race Permit Approval

**Sel. McCaffrey made a motion to approve the Home and School Association's permit for the 5<sup>th</sup> Annual Clyde F. Brown Run Back to School 5K and 1 Mile Kids Fun Run to be held September 25, 2016, starting and ending at the Clyde F. Brown School in coordination with the Police, Fire, and School departments. The motion was seconded by Sel. MacInnes and passed unanimously.**

16-236 Review and Approval of Water/Sewer Department Commitments

**Sel. McCaffrey made a motion to approve the FY17 Water/Sewer Commitment to the Collector QB0117 for a total of \$678,514.42. The motion was seconded by Sel. MacInnes and passed unanimously.**

**Sel. McCaffrey made a motion to approve the July 2016 Water/Sewer Commitment to the Collector for a total of \$4,095.98. The motion was seconded by Sel. MacInnes and passed unanimously.**

Sel. MacInnes mentioned that there are several realtor signs posted around Town on Town property. Ms. Kennedy asked the Board to email the specific addresses to her and she would notify Mike Giampietro, Zoning enforcement, to take a look.

**CONSENT ITEMS**

**Sel. McCaffrey made a motion that the Board approves the 7/13/16 and 8/1/16 regular session minutes as written. The motion was seconded by Sel. MacInnes and passed unanimously.**

Sel. MacInnes asked when the Town Administrator Selection Committee will be formed and how many members it will consist of, stating that at the Millis Public Forum meeting there were requests to have a large committee. Sel. Neville stated that the Collins Center suggested a committee of 5-7 members since the time frame for meeting is only a few weeks and the meetings will be frequent during that time. Sel. Neville said the Board was advised that a larger group would be difficult to manage and it would be tough to find meeting times when the entire group could attend. Sel. McCaffrey noted that the committee's charge is to screen candidates based on the job profile that the BOS approves and committee members need to be able to leave personal feelings and motives behind. Sel. Neville said the Town Administrator job profile, Screening Committee's charge, and appointment of a committee will happen at September BOS meetings.

**ADJOURNMENT**

**Sel. McCaffrey made a motion to adjourn at 9:10pm. The motion was seconded by Sel. MacInnes and passed unanimously.**

Respectfully submitted: Karen M. Bouret