BOARD OF SELECTMEN
REGULAR SESSION MEETING MINUTES
Thursday, September 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 6:10 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.

PUBLIC HEARINGS/SCHEDULED APPOINTMENTS

16-256 Article Discussion-Land Swap for Clyde F. Brown Project

Craig Schultze, Elementary School Building Committee (ESBC) member, presented an information packet and spoke about the proposed land parcel swap related to the Clyde F. Brown project. Mr. Schultze explained that the Executive Office of Environmental Affairs (EOEA) approval is needed for Article 97 legislation. Mr. Schultze said all swap lands "must be equivalent in both acreage in function". Lisa Hardin, resident and Town Clerk, raised concerns about the band stand being located on land that will be under school control if the swap is approved. Steve Catalano, ESBC and School Committee member, stated that the school will preserve the bandstand and has no intention of removing it or disallowing the Town's use.

Mr. Schultze said the parcels that the Board approved at the August 19th Selectmen's meeting were approved as part of the swap process, but now parcel 53 needs to be included. Mr. Schultze said this parcel may be under School control or under municipal control and Town counsel is researching the answer. Tim Bonfatti, President of Compass Project Management, said in order to continue with the EOEA process parcel 53 needs to be approved as well.

Sel. McCaffrey made a motion that the sense of the Board of Selectmen is to support the transfer of a portion of parcel 53 to be put under Article 97 protection. The motion was seconded by Sel. MacInnes and passed unanimously.

Mr. Schultze referenced two proposed parcel plans in the handout and said one has six different parcels shown and the other has eleven parcels for the same area. Mr. Schultze said a survey to determine the official metes and bounds needs to occur. Mr. Schultze said the ESBC is asking for the Board's approval to enter into a contract for surveying services in the amount of $60,500.00.

Sel. McCaffrey made a motion to authorize the contract for surveying the metes and bounds at the area specified in the proposed parcel plan as additional services with Tappe Architects in the amount not to exceed $60,500.00. The motion was seconded by Sel. MacInnes and passed unanimously.

16-257 Open and Close Town Meeting Warrant – Article Discussion

Sel. McCaffrey made a motion that the Board opens the November 7, 2016 Town Meeting warrant for consideration of articles. The motion was seconded by Sel. MacInnes and passed unanimously.

Sel. Neville read the 19 articles as follows:

1. Sewer Study
2. Repurchase of Cemetery Lots
3. SEIU Contract Settlement

4. Police Union Contract Settlement
5. Police Removal from Civil Service
6. Replenish Stabilization Fund
7. Proposed Land Swap
8. Assessors – Change Minimum/Maximum Income Amount Ch. 41C
9. Assessors – Adopt 41D
10. Establish Commission on Disability
11. Adopt Provisions for Collecting Handicap Parking Fines
12. Unpaid Bills
13. Petitioned Article – Door Improvements at VMB
14. Dean Street Water Main
15. CPC – Etchings Restoration
16. DPW – 1 Ton Dump Truck Request
17. DPW –Vehicle for Deputy Director
18. School –Clyde F. Brown Roof Analysis and Repair
19. School – MS/HS Intercom Repair
20. OPEB Funding

Sel. Neville said the articles have not been placed in any particular order yet. The Board discussed various articles as follows.

1. Sewer Study - Sel. Neville said the Sewer Study Committee met last night and Sel. Neville will advise the Board once counsel weighs in regarding Heritage Path. Sel. Neville said it looks like there will be two sewer extension projects, one on Village Street near Heritage Path and the other in the Walnut/Orchard/Middlesex Streets area.

5. Police Removal from Civil Service – Sel. McCaffrey said he has been part of the negotiations and part of what is on the table is for new hires to not be subject to Civil Service. Sel. McCaffrey said the Town will need to seek legislative approval to withdraw from Civil Service and it will need to be first approved at Town Meeting.

18. Steve Catalano said the School is asking for funds for roof repairs at Clyde F. Brown elementary as well as the Middle/High School Building. Mr. Catalano said there are severe leaks at CFB that need to be addressed as well as spot leaks on the flat roof at the Middle School. The School is asking for approximately $25,000.00 but is seeking more detailed estimates.

19. School –Clyde F. Brown Roof Analysis and Repair – Steve Catalano said the MS/HS intercom needs some fixes to get the system working properly. The After Action Report from Synergy mentioned getting the intercom repaired and considers it a safety concern in the event of an emergency. Mr. Catalano said the estimated cost is $12,000.00.

20. OPEB Funding – Pete Jurmain, Chairman of the Finance Committee, said Fin Com would like to have the option to add money to OPEB if funding is available. Mr. Jurmain said Free Cash has not yet been certified so until then it is unclear what Fin Com's recommendation will be for this article.

Sel. McCaffrey made a motion to add articles 18, 19, 20 and 5 as listed to the November 7, 2016 Town Meeting warrant. The motion was seconded by Sel. MacInnes and passed unanimously.

DRAFT

14. Dean Street Water Main – Jim McKay said the DPW has been investigating the water service from Millis to Norfolk. Mr. McKay said the residents at #8 and #10 Dean Street have had sever lack of water pressure issues and the water main needs replacing. These two homes are actually in Norfolk, but are serviced by Millis and pay into the Millis water system. Mr. McKay said he received an estimate from GCG Associates for $168,628.00 but the estimate includes and 8" pipe and some other things that aren't needed. Mr. McKay anticipates the actual cost will be much lower. Ms. Kennedy said the cost will be bore by all water rate payers from the water enterprise fund even though the residents actually live in Norfolk. Mr. McKay said these are people serviced by and paying into the Town of Millis system who also have paid for projects in Town they weren't part of so he feels it's only right to take care of them.

16. DPW – 1 Ton Dump Truck Request – Jim McKay said one of the snow plow contractors is no longer plowing and the DPW has lost five vehicles. Mr. McKay said an advertisement was placed in May looking for plowing contractors but to no avail. Mr. McKay said they DPW desperately needs a new truck with a sander if the roads will be properly taken care of through the winter months. Currently the quote is $47,100.53 but he will report back with other quotes.

17. DPW – Vehicle for Deputy Director – Mr. McKay said the mechanic's truck, formerly the Fire Chief's, is no longer running. Mr. McKay said the best option would be to transfer his Ford Explorer for the mechanic to use and purchase a new Explorer. Mr. McKay will report back with cost information.

Sel. McCaffrey made a motion that the Board add articles 16 and 17 as listed to the 11/7/16 Fall Town Meeting Warrant. The motion was seconded by Sel. MacInnes and passed unanimously.

15. CPC – Etchings Restoration – Nate Maltinsky, Chairman of the Community Preservation Committee (CPC), said six Currier and Ives lithographs that formerly hung at the Niagara Fire Engine House are in need of restoration. Mr. Maltinsky said a fire damaged them back in 1939, and they have been in storage at the current Fire Station. Mr. Maltinsky said the artwork is quite valuable and there are sufficient funds in the CPC budget for restoration.

Sel. McCaffrey made a motion that the Board add article 15 as listed to the 11/7/16 Fall Town Meeting warrant. The motion was seconded by Sel. MacInnes and passed unanimously.

Sel. McCaffrey made a motion that the Board of Selectmen closes the 11/7/16 Fall Town Meeting warrant. The motion was seconded by Sel. MacInnes and passed unanimously.

<u>16-258 Review and Approval of Community Profile for Town Administrator Recruitment</u>
Ms. Kennedy explained that all requested changes from the September 19th Board meeting have been incorporated into this revised version of the Town Administrator Profile. Ms. Kennedy said Mr. Kobayashi, of the Collins Center, advised that due to graphics limitations the boldface and or italics the Board recommended for the paragraph referencing disaggregating some of the Town Administrator's responsibilities was not done. Sel. McCaffrey asked that in the final draft the paragraph be split into two paragraphs, starting with the sentence "The current Board of Selectmen views…" to provide the emphasis needed.

Sel. McCaffrey made a motion that the Board approves the final draft as presented with the final draft separating paragraph six of the document into two paragraphs as stated. The motion was seconded by Sel. MacInnes and passed unanimously.

16-259 Screening Committee Appointment

Sel. Neville said the Board needs to first vote on the number of members for the Town Administrator Screening Committee. Sel. Neville reminded the Board that the Mr. Kobayashi recommended a five to seven member committee cautioning that more members could make it difficult to schedule meetings in the short time frame the committee will have to complete their task.

Sel. McCaffrey made a motion that the Board will designate a Town Administrator Screening Committee of seven members. The motion was seconded by Sel. MacInnes and passed unanimously.

Sel. Neville asked each member of the Board to list the candidates they are recommending.

Sel. McCaffrey listed Jodie Garzón, Jennifer Soule, Wendy Barry, and Peter Jurmain. Sel. Neville listed Peter Harkey, Joseph Miller, Andrea Wagner, and Nate Maltinsky. Sel. MacInnes listed Loring Barnes, Michael O'Shaughnessy, and David Byrne. The total number of candidates totaled eleven. Sel. McCaffrey suggested that each Board member designate two people for the Committee and the seventh person could be determined by the full Board. The Board agreed.

Sel. McCaffrey made a motion that each Board member submits two names for the Town Administrator Screening Committee with the seventh member to be determined by the full Board. The motion was seconded by Sel. MacInnes and passed unanimously.

Sel. MacInnes said members of the Committee will be responsible for finding a candidate that best meets the Town Administrator profile the Board approved and that it is important to have members who are forward looking and proactive.

Sel. Neville submitted Peter Harkey and Joseph Miller. Sel. MacInnes submitted David Byrne and Loring Barnes. Sel. McCaffrey submitted Jodie Garzón and Jennifer Soule.

Sel. Neville made a motion that the Board appoints Peter Harkey, Joseph Miller, Jodie Garzón, Jennifer Soule, David Byrne, and Loring Barnes as members of the Town Administrator Screening Committee. The motion was seconded by Sel. MacInnes and passed unanimously.

Sel. McCaffrey nominated Wendy Barry as the seventh member saying that her background as an attorney, mother of young children, and Library Trustee would bring a lot to the table. The Board agreed.

Sel. MacInnes made a motion to appoint Wendy Barry as the seventh member of the Town Administrator Screening Committee. The motion was seconded by Sel. McCaffrey and passed unanimously.

Sel. Neville asked Ms. Bouret to reach out to the candidates to notify them of their appointment and to forward the upcoming schedule, Town Administrator Profile and Screening Committee Charge.

ADJOURNMENT

Sel. McCaffrey made a motion to adjourn at 8:25pm. The motion was seconded by Sel. MacInnes and passed unanimously.

Respectfully submitted: Karen M. Bouret

DRAFT

DRAFT