

**BOARD OF SELECTMEN
REGULAR SESSION MEETING MINUTES
February 14, 2011
Veterans Memorial Building, Room 229
900 Main Street, Millis, MA 02054**

CALL TO ORDER: Chm. Vecchi called the meeting to order at 7:30 p.m. The following persons were present: Chairman Charles Vecchi, Vice Chair Andrea Wagner, Clerk Donald Hendon, Administrative Assistant Jennifer Cederberg and Town Administrator Charles Aspinwall.

ANNOUNCEMENTS: Mr. Aspinwall gave an update on the status of the roofs on Town buildings which had to be shoveled off. He noted that the Town Hall had 2-4 feet of snow on the roof.

AUDIT EXIT CONFERENCE: Mr. Scott McIntyre from Melanson Heath & Co. appeared to give a presentation to the Board on the FY10 audit. He noted that the audit went well, that the books and records were found to be in good working order and reconciliations were being performed regularly. He stated that the Town's practices were found to be within generally accepted accounting principles. He reviewed pages 11-12 of the audit which are the long-term financial statements. He then moved to page 13 which is the balance sheet of the Governmental Funds including the General Fund, the Stabilization Fund and Nonmajor Governmental Funds. He stated that the General Fund was about breakeven from the previous year.

Mr. McIntyre reviewed page 15 which are revenues and expenditures on a gap basis. He then went on to page 17 which is a statement of revenues and other sources and expenditures and other uses – budget and actual for the General Fund. He noted that Revenues came in at an excess of \$153,836 than what was budgeted which was a lean amount.

Mr. McIntyre moved on to review the Management Letter. He noted that there are no material weaknesses or significant deficiencies. He stated that the recommendations that have been made are simply recommendations. He reviewed Page 3 with the Prior Year Recommendations and then moved to Page 4 with Current Year Recommendations. Mr. McIntyre informed the Board that beginning in FY11, the Town will need to implement a new accounting standard called the Governmental Accounting Standards Board (GASB) Statement 54 – Fund Balance Reporting and Governmental Fund Type Definitions which establishes new criteria of special revenue funds, and new classifications of governmental fund balances.

Mr. Aspinwall asked for further clarification on unfunded liabilities and unrestricted net assets. He asked how bond rating agencies look at this information. Mr. McIntyre stated, in his opinion, they still look mainly at the General Fund and the Stabilization Fund. He stated there are a very small amount of communities who are actually setting aside funds for post-employment health insurance costs. He estimated that there are probably only a half dozen communities that are funding this liability, some through their operating budget. Sel. Vecchi noted that the Town of Wellesley had an override to wipe it off the books.

Sel. Vecchi asked a question pertaining to how important it is to have the School Department employees incorporated into Munis. Mr. McIntyre stated that centralized monitoring is the best avenue and that monitoring should be done by the Finance Department. Sel. Vecchi asked if we are moving in that direction. Mr. Aspinwall informed the Board that the School Department operates on a separate system and we have no authority to require them to move to Munis. Mr. Vecchi asked for further clarification on the new GASB Statement 54 and what additional burden it might cause. Ms. Wagner asked for clarification on what Page 13 will look like next year when the General Fund and Stabilization Funds are combined. Mr. McIntyre stated that these can be broken down by using footnotes.

FENCING ON 1009 MAIN STREET: Mr. Aspinwall stated that he found a plan from the Route 109 project which shows the layout line and where the trees in the front of the property are in comparison to that. He noted that the Girouard's fence is clearly several feet onto Town property and still poses a sight issue. He stated that both he and the Police Chief's opinion is that the fence needs to be removed for safety purposes. Ms. Wager asked whether or not the property owner had informed anyone if he wished to obtain his own survey.

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Sel. Vecchi stated that this topic has been on the agenda 4 times and that everything has been closely reviewed. He said he does not feel uncomfortable coming to a decision tonight on how to proceed. He noted that he sees two issues: one is the line of sight issue and one is that the fence is so far onto Town property. He stated that he has looked at the fence and believes it is a problem and does not want to set a precedence that structures can be erected onto Town property. He further stated that there is no appeal process. Sel. Hendon stated that if the homeowner decides to move the fence, it is up to him to find out where the fence should be placed and that it is not the Town's responsibility.

Motion by Sel. Wagner, seconded by Sel. Hendon, that the fence at 1009 Main Street be removed because it encroaches on Town property. The motion passed unanimously.

PERSONNEL PLAN SCHEDULE: Mr. Aspinwall reviewed the purpose of generating a new schedule to be in compliance with the Fair Labor Standards Act. He stated that the salary schedule has been changed to show that employees in Grade 8A and above are paid on a salaried basis. He recalled there was some discussion at the last meeting concerning listing the number of hours employees in these categories worked. He informed the Board that he met with concerned employees and relayed their questions to Town Counsel who stated that the critical issue is that these employees are paid on a weekly basis and that the chart prepared does comply with the statute. He stated that some of the Town's policies need to be revised as a result, such as the snow policy. He noted that if an exempt employee is out for less than one day, the Town cannot dock the person's pay or accrued time. He said he will address any performance issues that may arise.

Motion by Sel. Wagner, seconded by Sel. Hendon, that we do adopt the Schedule A and Schedule B Classification Plan for all employees subject to any suggested changes from the Personnel Plan review. The motion passed unanimously.

ADMINISTRATOR'S PERFORMANCE REVIEW: Sel. Vecchi noted that he met with Mr. Aspinwall and had a long discussion and a lot of questions. He noted that Mr. Aspinwall continues to do a great job and is on top of everything. He stated that he has been proactive on many things such as a meeting with State Legislators a couple of weeks ago. Sel. Wagner stated that she agrees. Sel. Hendon stated that the last year has been very trying for this Town and looking at the Town's accomplishments over the last year, the Townspeople should be very pleased with his direction.

TAX COLLECTOR BORROWING: Mr. Aspinwall recommended approval of the borrowing for a temporary loan for one year, the largest components being the Library project, the flood damage article, the water main over the Pleasant Street Bridge and several other projects going on in Town.

Motion by Sel. Wagner, seconded by Sel. Hendon, that we do authorize the Town Treasurer/Collector to borrow the sum of \$1,648,200 at the interest rate of 1.5%. The motion passed unanimously.

1/11 COMMITMENT:

Motion by Sel. Wagner, seconded by Sel. Hendon, to commit to the Collector the amount of \$1,340.47 for final water bills and special commitments for January, 2011. The motion passed unanimously.

2/11 COMMITMENT:

Motion by Sel. Wagner, seconded by Sel. Hendon, to commit to the Collector the amount of \$406,720.54 for water and sewer bills for Fiscal Year 2011. The motion passed unanimously.

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SNOW AND ICE: Mr. Aspinwall reviewed a printout of YTD Snow and Ice Expenses and requested that the Board authorize the Town to spend in excess of what was budgeted. He noted that we are not in full deficit yet but will be within a couple of weeks.

Motion by Sel. Wagner, seconded by Sel. Hendon, to authorize spending for snow and ice in excess of the budgeted amount. The motion passed unanimously.

SEWER CAPACITY: Mr. Aspinwall informed the Board that the Sewer Study Committee has been meeting to discuss recommendations to the BOS on what to do with the additional capacity the Town is purchasing from the Town of Franklin. He noted that the sense of the Sewer Study Committee is to go one of two ways: reserve capacity for the downtown area or extend sewer in other residential neighborhoods as has been done in the last 10 years. He stated that the committee discussed allocating a certain number of gallons for downtown development and to engage the property owners of the Ann & Hope and GAF to determine the ultimate goal of those properties. Secondly, the committee reviewed the former sewer expansion reports from 2004 and looked at the Farm Street area, the Village Street area, the Dover Road area, and Village Street/Pleasant Area. In general, the Committee's advice is to go slow on the allocation of residential sewer capacity as there are no requests before us. Mr. Aspinwall noted that if the Village Street project were to come to fruition, it would make sense to extend into this area before the project begins.

Mr. Vecchi stated that 75% of the people in Area E who could hook up to sewer have not. He noted that people are paying for the projects but they are not being used to the full extent possible. Mr. Aspinwall added that there has been discussion to institute a mandatory connection policy but the Board of Health has some concerns about this. He also noted that there are new Stormwater regulations going into effect concerning discharging stormwater into the ground. He asked for guidance in terms of whether or not to approach Ann & Hope and GAF at this point in time. The Board agreed by consensus that he should proceed with contact.

SEWER CAPACITY CONTRACT AMENDMENT: Mr. Aspinwall asked for authorization to sign an agreement with Franklin to sell an additional 128,000 gallons/day to the Town of Millis.

Motion by Sel. Wagner, seconded by Sel. Hendon, that we authorize the Town Administrator to enter into an agreement with the Town of Franklin and the Charles River Pollution Control District to purchase additional sewer capacity as specified in the agreement. The motion passed unanimously.

BETHANY HOUSE:

Motion by Sel. Wagner, seconded by Sel. Hendon, to grant a permit to Gary Stewart and the Bethany House to hold an auction on 4/2/11 from 8-4 p.m. at the St. Thomas Hall subject to coordination with the Police Department. The motion passed unanimously.

LIONS CLUB: Sel. Hendon read the request from the Lions Club of Millis.

Motion by Sel. Wagner, seconded by Sel. Hendon, that we grant a permit to the Lions Club of Millis to conduct an auction on 3/19/11 from 10 a.m. – 3 p.m. at the St. Thomas large hall subject to coordination with the Police Department. The motion passed unanimously.

BICYCLES BATTLING CANCER: Mr. Aspinwall noted that there is a culvert on Causeway Street that they are planning on fixing in July but if there are further problems, it may need to be fixed sooner. He stated that the organizers can be notified if this happens.

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Motion by Sel. Wagner, seconded by Sel. Hendon, to grant a permit to the American Cancer Society New England Division to conduct a cycling event Bicycles Battling Cancer on 6/12/11, to enter Millis from Causeway Street in Medway, continue on Causeway Street and take a left onto Ridge, a right onto Orchard, and continue into Sherborn subject to coordination with the Police Department. The motion passed unanimously.

MASTER PLAN COMMITTEE:

Motion by Sel. Wagner, seconded by Sel. Hendon, that we appoint Carol Coakley as the Board of Health representative on the Master Plan Committee through 6/30/10. The motion passed unanimously.

959 MAIN STREET: Mr. Aspinwall stated that he has been soliciting bids to purchase the building which is in very good condition. He noted that there was one lead which fell through last Friday but wants to publicize that this building is available and could be used as a two-family or a single family home. He stated that the building would need to be removed from the site and that this would be an expensive endeavor but it is a perfectly good building which was built in 1995. He further noted that it would save the Town the demolition costs.

PERSONNEL PLAN REVIEW CONTRACT: Mr. Aspinwall noted that there was one proposer who came in with a bid of \$4,000 which is below the appropriated amount.

Motion by Sel. Wagner, seconded by Sel. Hendon to conduct a personnel plan study to Mary Flanders Aicardi, Human Resources Consulting, in the amount of \$4,000. The motion passed unanimously.

MINUTES:

Motion by Sel. Wagner, seconded by Sel. Hendon, to approve the regular session meeting minutes from 1/24/11 and the executive session meeting minutes from 1/24/11. The motion passed unanimously.

ADJOURN: At 9:03 p.m.,

Motion by Sel. Wagner, seconded by Sel. Hendon, to adjourn. The motion passed unanimously.

Respectfully Submitted,

Jennifer G. Cederberg, Administrative Assistant