

**BOARD OF SELECTMEN**  
**REGULAR SESSION MEETING MINUTES**  
**April 11, 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, Clerk Donald Hendon, Administrative Assistant Jennifer Cederberg and Town Administrator Charles Aspinwall.

**ANNOUNCEMENTS:** Sel. Vecchi recognized everyone who participated in the Millis Beautification Day.

**THEFT OF WATER:** Sel. Wagner recused herself from the discussion.

Mr. Aspinwall reviewed the case of a zoning matter on Hilltop Drive and noted that during the process, it was found that the water service to the garage was not what it was thought to be. He informed the Board that living quarters were installed in the garage but then were removed, and water sources which were thought to come from the house did not – they came from a tie in somewhere in the driveway. Mike Giampietro, Building Inspector, reviewed the history of the case and informed the Board that a plumber was hired to shut off water to the illegal dwelling and during his inspection, he noted that the water source to the illegal dwelling was not the house. He noted that there was a water shut off in the driveway that was feeding water to the dwelling but there was no meter tracking it and that it was an illegal connection. Mr. Aspinwall reviewed the Water Meter Tampering bylaw and the Theft of Water bylaw and noted that there is no connection application on file at the DPW.

Mr. Aspinwall stated that the homeowner must be notified that there is a hearing to discuss these findings and that in the past, the task has been delegated to him. He asked the Board for guidance on what they feel an appropriate range for imposing a fine. Mr. Hendon stated that he would like to see the homeowner come before the Board. Mr. Aspinwall suggested sending the homeowner a violation notice with a set fine and a process to appeal the decision before the Board of Selectmen. Mr. McKay requested that as part of the settlement, the homeowner remove the water line.

The Board will discuss this at a future meeting after having time to consider all the facts and possible violation fines.

**DPW BUDGET:** Jim McKay of the Millis DPW noted that there were over 100 people present at the Beautification Day and thanked everyone for helping out. He began with updating the Board on his department's COOP plan which was assembled at the request of the Town Administrator. He reviewed a list of the DPW staff and noted that they are still short one position. He also reviewed a list of inventory of DPW equipment and stated that there are several items that are starting to show wear and tear.

Sel. Wagner arrived at 7:40 p.m.

Mr. McKay first spoke concerning the Water Department budget. He reviewed the Form 3 and the salary page which shows step increases for clerical and administrative staff. He stated that there are no cost of living increases included. He noted increases in line items for postage and other fixed costs.

Mr. McKay went on to review the Sewer Department budget and expenses for this department for FY12. He noted that many of the increases for the Sewer Department mirror those in the Water Department. He also pointed out a decrease of almost \$75,000 which comes from a loan to purchase water from Franklin.

Mr. McKay noted positive changes in the Transfer Station since the new containers and security cameras have been installed. He stated that it deters individuals from placing large items in the hopper which can be costly to fix. He pointed out that only a small salary comes out of this budget. He noted an increase in fuel of 10% and informed the Board that a bid for this item will go out in September.

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Mr. McKay spoke concerning the Street Lighting budget. He noted that there are no salaries associated with this budget and that this budget pays for ornamental street lights and overhanging lights. He highlighted that the lights which were removed several years ago yielded the Town a substantial savings. Mr. Aspinwall gave an explanation of the Town's obligation when a street light is installed.

Mr. McKay reviewed the Highway Department budget. He noted that he would like to replace the all purpose tractor which is priced out at \$110,000 with a trade in value of \$20,000. He highlighted the increase in the cost for catch basin cleaning. He stated that the line item for diesel is being paid for out of the Snow and Ice budget. Mr. McKay reviewed a list of Town-owned properties and their water charges for last year. He reviewed bids for rock salt this year and contractor plowing for this year vs. last year. Mr. Aspinwall reviewed the list of articles on the Warrant for capital items for the DPW.

**LIBRARY BUDGET:** Tricia Perry, Library Director, thanked everyone who worked on beautifying the land around the Library. She noted that approximately 1.3% of the total municipal budget is allocated toward the Library and all services to patrons are provided at no cost. She noted that book clubs have been formed including those for school age children. She informed the Board that nearly half the residents of the Town are registered members of the Library. She reviewed the list of free passes supplied by donations and the Friends of the Library.

Ms. Perry reviewed an approximate timeline for breaking ground for the new Library and then went on to review her department's budget. She noted that expenses are flat. She informed the Board that in order to maintain accreditation, the Library must spend 19% of their operating budget on books and periodicals.

Library Trustee Beth Krimmel commented on the staff line item, particularly the Library Director's. She pointed out that the Library Director's hours have been increased from 35 to 40 on their budget request.

**MEETING MINUTES POSTING:** Mr. Aspinwall informed the Board that the Town is moving to a new website which will be hosted by Virtual Town Hall and will be much more user-friendly than the current site. He noted that most municipalities put minutes on their websites. He asked the Board to consider a policy that boards/committees be asked to place their minutes on the new website once they are approved.

**Motion by Sel. Wagner, seconded by Sel. Hendon, that we adopt a policy wherein each board, committee or department post their meeting minutes, once they've been approved, to their page on the Town of Millis website. The motion passed unanimously.**

**ST. PAUL'S CHURCH:** Sel. Vecchi reviewed a letter from the Episcopal Diocese of Massachusetts asking the Town if we have any interest in purchasing the parcel of land where St. Paul's Church once resided. Mr. Aspinwall asked the Board if they would like to pursue this option and potential space for a new Police station or location for affordable housing. Sel. Vecchi asked if it would be feasible to use this land to build a new station and sell the land the current Library resides on as commercial property. Sel. Hendon requested more information before moving forward with an architectural consultant such as the square feet of the property and the condition of the current building as well as whether or not the sellers have a ballpark figure for the sale.

**BANNER PERMIT REQUEST:**

**Motion by Sel. Wagner, seconded by Sel. Hendon, to grant a banner permit to the Charles River Chorale to hang a banner over Main Street from April 23, 2011 to May 8, 2011 subject to coordination with the Fire Department. The motion passed unanimously.**

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**WARRANT SIGNING:** Mr. Aspinwall requested that the Board take a position on the article concerning the override.

Motion by Sel. Wagner, seconded by Sel. Hendon, that we do vote to support Article #2 which is a general override in the amount of \$1,125,583. The motion passed unanimously.

Motion by Sel. Wagner, seconded by Sel. Hendon, to sign the 2011 Town Meeting Warrant subject to corrections. The motion passed unanimously.

**VALUATION SERVICE CONTRACT:**

Motion by Sel. Wagner, seconded by Sel. Hendon, to award a contract for property appraisal and valuation services to Real Estate Research Consultants, Inc. for amounts listed in their document but not to exceed \$21,000. The motion passed unanimously.

**FINANCIAL MGT. TEAM:**

Motion by Sel. Wagner, seconded by Sel. Hendon, to appoint Larry Bouret to the Financial Management Team as a Board of Assessors representative. The motion passed unanimously.

**RESERVE FUND TRANSFER:**

Motion by Sel. Wagner, seconded by Sel. Hendon, to approve an Inter-Function Transfer Request in the amount of \$3,000 from account number 0161051-510500 Library Salaries to account 0161052-540400 Library Expenses to cover the consulting services provided by Ms. Maria Neville. The motion passed unanimously.

**MINUTES APPROVAL:**

Motion by Sel. Wagner, seconded by Sel. Hendon, to approve the 3/28/11 and 4/4/11 Board of Selectmen meeting minutes. The motion passed unanimously.

**ADJOURN:** At 9:18 p.m.,

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

*Respectfully Submitted,*

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*Jennifer G. Cederberg, Administrative Assistant*