

**BOARD OF SELECTMEN
REGULAR SESSION MEETING MINUTES
September 26, 2011
Veterans Memorial Building, Room 229
900 Main Street, Millis, MA 02054**

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

ANNOUNCEMENTS: Sel. Wagner made an announcement about upcoming hydrant flushing.

SCHOOL COMMITTEE APPOINTMENT: Members of the School Committee were present for the discussion on the appointment of a fifth member. Dave Baker explained that this would be to fill the remainder of the former member's term (Maria) who had to resign for personal reasons. He stated that they have received four letters of interest and each candidate attended the last School Committee meeting to make a presentation on camera, the four individuals being Jennifer Soule, Beth Murphy, Tim Fitzgerald and Edward Petrush. Two of the candidates were present at the BOS Meeting: Jennifer Soule and Timothy Francis. Jennifer Soule began by introducing herself, explaining her professional background and her current involvement in the Town which includes 3 years on the Finance Committee. She stated that she plans to run for the seat in the Spring whether or not she is chosen to fill this vacancy. Timothy Francis then introduced himself and stated he has children in both schools and recapped his professional and educational background. He noted that he had run for the seat in the past but lost and plans on running for it again in the Spring. Mr. Baker thanked all the candidates for coming forward and expressing interest in serving on the School Committee. Chm. Wagner echoed this thanks.

Motion by Mr. Baker, seconded Mr. Conroy, to appoint Jennifer Soule to fill the remaining term on the School Committee. The motion passed (5-2-0) with Sel. Wagner and Mr. Doherty voting in the negative.

FIRE DEPARTMENT: Chief Warren Champagne stated he would really like to have a cell phone policy in place in order to be able to handle situations where individuals are taking photos at scenes and abusing them while on duty. Sel. Hendon recused himself from the discussion. Sel. Vecchi suggested adding language to Letter E "unless cleared by the Fire Chief".

Motion by Sel. Vecchi, seconded by Sel. Wagner, that we do adopt the Millis Fire/Rescue Standard Operating Guidelines for cell phones, mobile devices policy with the changes as discussed adding to Paragraph E: unless cleared by the Fire Chief. The motion passed unanimously.

Chief Champagne went on to recap last winter and the calls received so far this year including medical calls as well as fires. He noted that the department is very busy and is low on call firefighters and that they rely on the call-back of full-time firefighters, especially on weekends. He stated that other area fire departments are having the same problem and that we should start seriously considering a regional approach to addressing this problem for safety sake.

Chief Champagne went on to review the existing equipment and noted that they would like to, at some point, purchase a Quint which is a multi-purpose truck. He stated that they would need 15 full-time staff in order to have fully staffed shifts around-the-clock.

MILLIS ACUPUNCTURE: The owner of Millis Acupuncture appeared to promote the health fair.

Motion by Sel. Hendon, seconded by Sel. Vecchi, to approve a permit to Millis Acupuncture Clinic and LanConnect to hold a community wellness fair at 969 Main Street on October 15, 2011, from 9 a.m. – 2 p.m. with a rain date being October 22. The motion passed unanimously.

CHILDREN'S LIBRARIAN: Library Director Tricia Perry recommended the appointment of Rachel Silverman as the new Children's Librarian. Mr. Aspinwall reviewed her credentials and echoed the recommendation.

**BOARD OF SELECTMEN
REGULAR SESSION MEETING MINUTES
September 26, 2011
Veterans Memorial Building, Room 229
900 Main Street, Millis, MA 02054**

Motion by Sel. Hendon, seconded by Sel. Vecchi, to approve the Town Administrator's appointment of Rachel Silverman to the post of Children and Youth Services Librarian subject to a CORI and physical. The motion passed unanimously.

DISPATCHER APPOINTMENT: Sgt. Dwyer reviewed the credentials of Craig Thompson and requested that he be appointed as a full-time Dispatcher, noting that he had previously been appointed as a permanent Intermittent Police Officer. Mr. Aspinwall reviewed his resume and prior work experience.

Motion by Sel. Hendon, seconded by Sel. Vecchi, to approve the Town Administrator's appointment of Craig Thompson to the full-time position as a police dispatcher subject to a CORI and a physical. The motion passed unanimously.

Motion by Sel. Hendon, seconded by Sel. Vecchi, to approve the waiving of the position and advertising for the full-time dispatcher position in order to promote from within. The motion passed unanimously.

PERSONNEL PLAN: Mr. Aspinwall reviewed the previous discussion of the proposed personnel plan and whether or not the plan needed to go through Town Meeting. Town Counsel Brian Mazor was present in the audience and provided a written opinion on whether or not the policies needed to go to Town meeting for action. Mr. Aspinwall recommended Town Meeting action on Schedule A, B and C. He noted the changes in Schedules A and B where reclassifications are highlighted. He further noted the creation of a Respite Program Director and a stipend for snow removal for the Asst. DPW Superintendent. He noted the cost for a 4% increase across the board to bring people up to mid-point for their position would be approximately \$66,000 which does not include collective bargaining positions. He further informed the Board that he would like to review employee comments that were submitted per his solicitation. He began by reviewing comments submitted 9/13/11 via email. He reviewed the questions and his answers and the rationale behind those answers. He then went on to review an employee email dated 9/23 and address the suggestions outlined. He informed the board that the policy on social networking will be re-worked with Town Counsel to include some language about examples Att. Mazor gave on current case law.

Mr. Aspinwall reviewed the Sick Leave Buyback and suggested that the dollar amount be raised to \$1,800. His final recommendation was to go to Town Meeting with Schedules A, B and C and that the final policies be acted upon by the Board of Selectmen.

Mr. Aspinwall asked the Board for some direction tonight as he will be presenting to the Finance Committee on Wednesday night. He explained that the 4% increase he is seeking would be across the board and that again, it would cost approximately \$66,000 which would be funded by free cash. Ms. Wagner stated that she would like to see employees receive a 4% increase because it will just be worse next year, probably in the area of 6% and that there is never going to be a good time to come up with the funding and implement the raises so that employees are paid what they should be. Mr. Aspinwall clarified that this 4% increase would be across the board but would not include unions or contracted employees.

Finance Committee Chair Chris Smith stated that the Committee will be looking to Mr. Aspinwall to come up with funding and that it is a tough year being that cuts were made and the override failed. Mr. Smith reminded that the Town is still in the predicament that revenues do not meet expenses. Mr. Aspinwall stated that he would be seeking to fund the increases with free cash which is money turned back by the Town at the end of the fiscal year.

Motion by Sel. Wagner, seconded by Sel. Hendon, to approve the reclassifications in schedule A & B and a cost of living increase in the amount of 4% for Personnel Plan employees effective the date of Town Meeting; that the benefits section include an increase in the Sick Leave Buyback benefit to \$1,800;

**BOARD OF SELECTMEN
REGULAR SESSION MEETING MINUTES
September 26, 2011
Veterans Memorial Building, Room 229
900 Main Street, Millis, MA 02054**

and allow that schedule D be proposed by the Town Administrator and approved by the Board of Selectmen. The motion passed unanimously.

50 UNION STREET: Mr. Aspinwall recapped the history of the water leak at 50 Union Street. The Home owner, Ms. Sadie Fontaine, appeared and stated that she does not believe the amount of gallons that are reflected as being discharged are accurate (396,000 gallons) as there was only 12-14 inches in her basement. Mr. McKay recapped what he stated were the events surrounding the leak. The Homeowner's daughter, Belle, stated that they received two large bills: one for \$5,000 for water and one for \$2,000 for sewer discharge. Belle stated that they applied for an extension of payment to allow time to work through their insurance company and the Board then took it to consider it for abatement. She further stated that the insurance company was not clear in whether or not they would assume responsibility for the cost of the leak. She also stated that the leak was not due to negligence or any fault on their part. Sel. Vecchi stated that the Board needs to review the second bill which was also large. This issue will be continued to the 10/17/11 meeting so that all the necessary information to review and consider will be present. Mr. Aspinwall recommended in the mean time that they speak with Patty Kayo about possible assistance.

Motion by Sel. Vecchi, seconded by Sel. Hendon, that we waive any possible future interest or penalties regarding the unpaid water/sewer bills at 50 Union Street. The motion passed unanimously.

21 HILLTOP DRIVE: Sel. Wagner recused herself. Mr. Hendon reviewed the discussion from the last meeting. He stated the figures they came up with are a \$500 fee for water theft, drop the fee for meter tampering, and in terms of water usage, they took an average homeowners' consumption and came up with \$1,000 plus cutting and capping the pipe which would be at the owner's expense.

Motion by Sel. Hendon, seconded by Sel. Vecchi, to levy a fine for water theft for \$500 and set the water usage at \$1,000 for a total of \$1,500 plus the homeowner will have the illegal connection capped at their own expense. The motion passed unanimously.

WARRANT REVIEW: Mr. Aspinwall informed the Board that they will be reorganizing the number of articles and grouping similar articles together. He went through each article and reviewed them with the Board, highlighting which articles are new and would need to be voted upon for inclusion in the warrant..

Motion by Sel. Hendon, seconded by Sel. Vecchi, to open the Fall Annual Town Meeting Warrant. The motion passed unanimously.

Motion by Sel. Hendon, seconded by Sel. Vecchi, to add articles 19, 25, 26, and 27 on the Town Meeting Warrant and also approve the change in Article 14 to the Fall Annual Town Meeting Warrant. The motion passed unanimously.

Motion by Sel. Hendon, seconded by Sel. Vecchi, to close the Warrant for the Fall Annual Town Meeting. The motion passed unanimously.

LIONS CLUB:

Motion by Sel. Hendon, seconded by Sel. Vecchi, to approve a one-day alcohol license for the Millis Lions Club at 298 Exchange Street to hold a fundraiser and trivia night on 10/20/11 from 7-10:30 p.m. The motion passed unanimously.

5 EVERGREEN TERRACE: Mr. Aspinwall reviewed the history of the account and how water and sewer permits are obtained for new construction. He stated it is a policy decision of the Board as to how to handle applications that

**BOARD OF SELECTMEN
REGULAR SESSION MEETING MINUTES
September 26, 2011
Veterans Memorial Building, Room 229
900 Main Street, Millis, MA 02054**

won't be immediately used. Right now, they are billed for the base fee and capital assessment. Mr. McKay asked for the Board's permission to better track the meters and their usage. Mr. Aspinwall stated that the policy question is should we bill them or not and if not, authorize him to abate them.

Motion by Sel. Hendon, seconded by Sel. Vecchi, to approve the Town Administrator to review and make adjustments for abatements for unconnected water permittees, and to eliminate and approve the modification of the permit to remove the words "must be connected in 60 days" on the Sewer Entrance Application Permit. The motion passed unanimously.

Motion by Sel. Hendon, seconded by Sel. Vecchi, that we approve the Town Administrator to act on the abatement request of 5 Evergreen Terrace. The motion passed unanimously.

PLANNING BOARD ASSOCIATE:

Motion by Sel. Hendon, seconded by Sel. Vecchi, to appoint Richard Nichols of 47 Grove Street as an Associate member of the Planning Board member starting upon swearing in. The motion passed unanimously.

CULTURAL COUNCIL:

Motion by Sel. Hendon, seconded by Sel. Vecchi, to appoint to the Cultural Council Michelle Kelley of 140 Ridge Street and Loretta Fitzgerald of 131 Plain Street in Millis. The motion passed unanimously.

Ms. Fitzgerald reminded the public of the Cultural Council's Art Show beginning October 13th on display in the Millis Town Hall.

BETHANY HOUSE:

Motion by Sel. Hendon, seconded by Sel. Vecchi, to approve the application for a permit for the Bethany House Ministries to hold an auction on 10/22/11 from 8 -4 p.m. The motion passed unanimously.

SALT BID:

Motion by Sel. Hendon, seconded by Sel. Vecchi, to award a joint salt bid to Eastern minerals located at Lowell, MA, for a cost of \$47.20/ton. The motion passed unanimously.

LIBRARY BUILDING FEES:

Motion by Sel. Hendon, seconded by Sel. Vecchi, to waive the Building Permit Fees for the new Millis Public Library, ½ the electrical fee and ½ the plumbing and gas fee as well as the sewer and water entrance and connection fees. The motion passed unanimously.

MEETING MINUTES:

Motion by Sel. Hendon, seconded by Sel. Vecchi, to approve the regular session meeting minutes from 9/12/11. The motion passed unanimously.

ADJOURN: At 10:40 p.m.,

**BOARD OF SELECTMEN
REGULAR SESSION MEETING MINUTES
September 26, 2011
Veterans Memorial Building, Room 229
900 Main Street, Millis, MA 02054**

Motion by Sel. Hendon, seconded by Sel. Vecchi, to adjourn.

Respectfully Submitted,

Jennifer G. Cederberg, Administrative Assistant