

**BOARD OF SELECTMEN
REGULAR SESSION MEETING MINUTES**

December 5, 2011

**Millis Middle/High School Library
900 Main Street, Millis, MA 02054**

CALL TO ORDER: Vice Chair Donald Hendon called the meeting to order at 7:30 p.m. The following persons were present: Vice Chair Donald Hendon, Clerk Charles Vecchi, Town Administrator Charles Aspinwall and Administrative Assistant Jennifer Cederberg. Chair Andrea Wagner was not present.

ANNOUNCEMENTS: Recognition of Millis girls volleyball team; Millis/Hopedale football team record; Millis Firefighters recognition/citation by the state for response to Norfolk explosion; Millis Police Officer and off duty Firefighter medical response at the Millis Town Park.

Sel. Wagner arrived at 7:35 p.m.

TAX CLASSIFICATION HEARING: Mr. Vecchi read the legal notice and the hearing was opened at 7:40 p.m. Mr. Aspinwall reviewed what was before the Board which is to determine what the residential factor is. He explained why the Town does not have a split tax rate. Assistant Assessor Paula Dumont reviewed the Town's statistics in terms of property values, comparing last year to this year and noted a slight decrease in residential properties. Mr. Aspinwall stated that there is excess levy capacity which is due to a calculation problem which has been corrected. He reviewed the specific balances on spreadsheets that were distributed highlighting expenditure summaries and noted that the excess \$193,000 will be appropriated next year as it cannot be done in this fiscal year. Ms. Wagner asked for clarification on voting for a residential factor of 1 and when Towns typically move to a split tax rate.

Motion by Sel. Hendon, seconded by Sel. Vecchi, to close the hearing on the tax classification for the Town of Millis. The motion passed unanimously.

Motion by Sel. Hendon, seconded by Sel. Vecchi, to adopt the single tax rate of 1 for the Town of Millis. The motion passed unanimously.

HEAVY HAUL TRANSPORT: Mr. Aspinwall reviewed the specifics of the permit request from Edwards Moving & Rigging. He noted that the proposed move date is 1/8/12 with an estimated time of moving through Millis at 2 a.m. for approximately 1 hour. He further stated that there is a repair that the Town needs to make on a sewer manhole before this move takes place.

Motion by Sel. Hendon, seconded by Sel. Vecchi, to approve the application for a permit for Edwards Moving and Rigging for heavy haul transport from Conley Terminal in Boston through the Town of Millis on Route 109 ending at the NStar Substation in Medway, Ma, with a proposed move date of 1/8/12 through Millis at 2 a.m. for 1 hour; The permit fee will be \$250 subject to the standard conditions of the permit. The motion passed unanimously.

RIDGE STREET CULVERT: Mr. Aspinwall reported that he visited the site today and the walls are complete with the next step being the roadway base being prepared. He noted that the rip rap has been laid. He recalled a meeting with the bonding company and the contractor last week to discuss the delay in the work and unsatisfactory staffing onsite. He stated the project will be completed by 12/12 but could be done earlier. Mr. Aspinwall said that this has been a difficult project for the Town and for Town residents but reported that we are at the very end of the project. The guardrail is scheduled for installation on Thursday and a local contractor has been chosen for paving. He thanked the residents for their patience during this process.

TOWN ADMINISTRATOR'S CONTRACT: Sel. Wagner reported that the contract with the Town Administrator has just been renegotiated and she highlighted the changes to the contract outlined in the MOA between the Town of Millis and Mr. Aspinwall. She stated that the one item that has not been looked at is the salary structure of the position and this will be discussed at future meetings.

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Motion by Sel. Hendon, seconded by Sel. Vecchi, to approve the contract between the Town of Millis and Mr. Charles Aspinwall effective 7/1/11 as stated: The term shall be extended to three years; Mr. Aspinwall shall follow the policies and procedures of the Town of Millis Personnel Plan not in conflict with the agreement; effective 7/1/11 he shall receive a 2% increase and effective 11/7/11 he shall receive a 4% increase with years 2 and 3 to be negotiated. The motion passed unanimously.

KEY POLICY: Mr. Aspinwall reviewed the history behind the development of the Key Distribution Policy and noted that Ms. Cederberg came forward with this proposed policy. Ms. Wagner read the Key Distribution Policy.

Motion by Sel. Hendon, seconded by Sel. Vecchi, to adopt the Key Distribution Policy for the Town Hall as stated. The motion passed unanimously.

NOTE RENEWAL:

Motion by Sel. Hendon, seconded by Sel. Vecchi, to approve the note renewal for the Causeway Street Culvert improvements for a note of one year for \$96,000 at an interest rate of 1%; this will pay down the project \$12,000 from the previous year. The motion passed unanimously.

FINAL WATER BILLS:

Motion by Sel. Hendon, seconded by Sel. Vecchi, to approve the Water and Sewer Department Commitment to the Collector, Final Water Bills and Special Commitments in the amount of \$1,284.85. The motion passed unanimously.

COMMITMENT TO COLLECTOR:

Motion by Sel. Hendon, seconded by Sel. Vecchi, to approve the Water/Sewer Department Commitment to the Collector in the amount of \$509,079.65. The motion passed unanimously.

CULTURAL COUNCIL APPT:

Motion by Sel. Hendon, seconded by Sel. Vecchi, to approve the appointment of Jody Garzon to the Millis Cultural Council effective 12/5/11 through June 30, 2014. The motion passed unanimously.

MAPC REZONING REFORM: Mr. Aspinwall reviewed the request from MAPC for the Board to send a letter supporting zoning reform legislation for Massachusetts. He reviewed the highlights of the fact sheet from MAPC on the Comprehensive Land Use Reform and Partnership Act. He noted that some of the key points have already been discussed in the Town through the Master Plan Committee and mixed-use zoning. Mr. Hendon questioned whether or not the Planning Board had voiced a position on this request yet. Mr. Aspinwall stated that he was not aware of their position. Mr. Aspinwall will survey the Town committees on what their positions are before the Board moves forward with deciding on whether or not to send a letter of support. This topic will be discussed on 12/19.

BANNER PERMIT REQUEST:

Motion by Sel. Hendon, seconded by Sel. Vecchi, to approve the banner for the Charles River Chorale holiday concert to be hung over Main Street across the Fire Station to be put up as soon as possible to be put up by the Firefighters as soon as possible and for it to be removed on Monday, December 12th. The motion passed unanimously.

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MEETING MINUTES:

Motion by Sel. Hendon, seconded by Sel. Vecchi, to approve the regular session meeting minutes from 11/21/11 and the executive session meeting minutes from 11/21/11. The motion passed unanimously.

EXECUTIVE SESSION: At 8:18 p.m.,

Motion by Sel. Wagner to enter into Executive Session to conduct strategy sessions in preparation for negotiations with non-union personnel or to conduct collective bargaining sessions or contract negotiations with non-union personnel. By Roll Call Vote: Hendon – aye, Vecchi – aye, Wagner – aye.

Respectfully Submitted,

Jennifer G. Cederberg, Administrative Assistant