

**BOARD OF SELECTMEN  
REGULAR SESSION MEETING MINUTES  
March 5, 2012  
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, Clerk Charles Vecchi, Town Administrator Charles Aspinwall and Administrative Assistant Jennifer Cederberg. Vice Chair Donald Hendon was absent.

**BUDGET HEARINGS:** Health Director Scott Moles presented the budget for the Board of Health noting that it is a level service budget but that he is requesting a couple of additional clerical hours. He gave statistics on the rabies shot clinic that was held last year and noted that this year the clinic is being held on April 14<sup>th</sup>.

Assistant Assessor Paula Dumont reviewed the purpose and functions of the Assessing Department. She spoke concerning the implementation of the MUNIS system in the department and their relationship with other town departments. She noted that there is a 3-member Board of Assessors that she reports to. She went on to review her job requirements including continuing education and her accomplishments over the last year.

Ms. Dumont reviewed the staffing level in the office which was reduced in FY12. She noted that she is asking for reinstatement of the clerical hours that were lost in FY12.

**CONTRACT AMENDMENT:** Mr. Aspinwall reviewed the history of the I/I Study and noted that we are in Phase III of repairs. He noted that this will continue this summer. He reviewed the proposal for engineering services from GCG Associates. Mr. Aspinwall stated that this is a contract amendment in the amount of \$38,655. He informed the Board that the work would be done beginning on Exchange Street all the way down Main Street to the Medway town line.

**Motion by Sel. Vecchi, seconded by Sel. Wagner, to grant a contract amendment to GCG Associates in the amount of \$38,655 for Phase III of the I/I project. The motion passed unanimously.**

**FINAL WATER BILLS AND SPECIAL COMMITMENTS:**

**Motion by Sel. Vecchi, seconded by Sel. Wagner, to commit to the Collector final water bills and special commitments in the amount of \$40,547.88. The motion passed unanimously.**

**OPEN AND CLOSE TOWN MEETING WARRANT:** Mr. Aspinwall noted that the School Department was not able to get their articles in on time and therefore has requested that the Board open the Warrant to consider inclusion of their articles in the Town Meeting Warrant.

**Motion by Sel. Vecchi, seconded by Sel. Wagner, to open the Town Meeting Warrant. The motion passed unanimously.**

**Motion by Sel. Vecchi, seconded by Sel. Wagner, to place on the Warrant an article with a budget request for \$60,000 for computer leasing continuation, an article with the cost \$60,000 for curriculum and instructional materials and resources, an article for \$2,100 for Medicaid billing, and an article for \$78,006 for school bus leases – continuation of five year leases for six buses. The motion passed unanimously.**

**Motion by Sel. Vecchi, seconded by Sel. Wagner, to close the Town Meeting Warrant. The motion passed unanimously.**

**REVIEW OF TM WARRANT ARTICLES:** Mr. Aspinwall reviewed an initial list of articles of which the School Department articles need to be added. He reviewed each article title in detail beginning with the adopting of flood maps and amending the flood zoning article. He stated that there will be three separate budget articles this year following a recommendation by the DOR. He then went on to review which projects are listed to propose rescinding

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borrowing authority. Mr. Aspinwall described the purpose of the unfunded health insurance liability and noted that he is proposing putting \$50,000 aside for this purpose. He further informed the board that he has penned in approximately \$150,000 for wage increases for next fiscal year. He pointed out where the school department articles were added in as well as one additional school article which may be removed at a future date. Mr. Aspinwall reviewed the continuation of the nursery phase. He noted articles submitted by the Treasurer's Office to have a security office window installed as well as a drop box located on the exterior of the building. He went on to review more building-related proposed articles including painting the VMB gymnasium ceiling and walls. He explained the reasoning behind listing union contract settlements separately.

Mr. Aspinwall closed by discussing the issue of contamination of the groundwater at the new Library site. He stated that there will be a meeting held next Monday to discuss how to fund the remediation of this contamination.

**MEETING MINUTES:**

**Motion by Sel. Vecchi, seconded by Sel. Wagner, to approve the regular session meeting minutes from 2/27/12. The motion passed unanimously.**

**ADJOURN:** At 8:32 p.m.,

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

*Respectfully Submitted,*

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*Jennifer G. Cederberg, Administrative Assistant*