

**BOARD OF SELECTMEN
REGULAR SESSION MEETING MINUTES
January 7, 2013
Veterans Memorial Building Room 220
900 Main Street, Millis, MA 02054**

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

ADMINISTRATIVE ASSISTANT: Mr. Aspinwall reviewed the recommendation by the individual who conducted a salary survey for the Town two years ago, which stated that the job description for the Administrative Assistant should be reviewed as the position has more authority than the title indicates. He went through the differences of an Administrative Assistant vs. what the position in the Town of Millis is and stated that this would not be a reclassification nor would there be a salary increase: it would be a title change and the adoption of a new job description. He informed the Board that if they approved of the title change, it would then need approval of Town Meeting. He suggested that the title could be Operations Director or Operations Manager as the position in Millis is considered a Department Head position. He noted that the job description needed to be looked at in depth and therefore it took some time to come up with an accurate description and proposed titles which reflect the current position and its responsibilities.

The Board would like to have Sel. Vecchi review the request and therefore it will be discussed at the next BOS meeting.

TA'S VACATION TIME: Mr. Aspinwall requested to be allowed to carry over 80 vacation hours.

Motion by Sel. Wagner, seconded by Sel. Hendon, to allow the Town Administrator to carry over 80 hours of vacation time from 2011-2012. The motion passed unanimously.

DISPATCHERS: Mr. Aspinwall asked the Board to consider appointing Corey Volpicelli and Thomas Perciaccante as full-time Dispatchers. Chief Edison reviewed the interview process and noted that the two proposed candidates were the top two interviewed.

Motion by Sel. Wagner, seconded by Sel. Hendon, to approve the Town Administrator's appointment of Corey Volpicelli as a full-time Disptacher for the Town of Millis subject to a CORI, physical and drug screen. The motion passed unanimously.

Motion by Sel. Wagner, seconded by Sel. Hendon, to approve the Town Administrator's appointment of Thomas Perciaccante Jr. as a full-time Dispatcher for the Town of Millis subject to a CORI, physical and drug screen. The motion passed unanimously.

T-MOBILE LEASE: Mr. Aspinwall reviewed the history of the lease of the cell tower with T-Mobile and informed the Board that they notified the Town that they have assigned the lease to T-Mobile USA Tower, LLC. He read portions of the assignment of the lease which was reviewed by and edited by Town Counsel. He recommended the Board consent to the transfer of the lease.

Motion by Sel. Wagner, seconded by Sel. Hendon, that the Board of Selectmen do acknowledge and consent to the transfer of the lease from T Mobile USA to T Mobile USA Tower LLC subject to the conditions stated in the letter dated 12/14/12. The motion passed unanimously.

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SIGN REQUEST:

Motion by Sel. Wagner, seconded by Sel. Hendon, to allow Millis Youth Baseball/Softball to place no more than 10 lawn signs on Town property, two foot by three foot, to inform Millis residents of their annual sports registration dates and information, signs to be taken down by mid-February. The motion passed unanimously.

LIONS CLUB:

Motion by Sel. Wagner, seconded by Sel. Hendon, to grant a one-day special alcohol license to the Millis Lions Club for 2/16/13 at the St. Thomas Large Hall for a spaghetti dinner fund raiser from 5-10 p.m. The motion passed unanimously.

VMB CHILLER: Mr. Aspinwall reviewed the bid process and noted that the lowest bid came in at the budgeted amount.

Motion by Sel. Wagner, seconded by Sel. Hendon, to award a contract to Commercial Boiler Systems, Inc., for a chiller for the Veterans Memorial building in the amount of \$54,000. The motion passed unanimously.

SURPLUS EQUIPMENT:

Motion by Sel. Wagner, seconded by Sel. Hendon, to declare the 2005 ford from the DPW and a 1999 dodge from the police department surplus and award the disposal of both to Kevin Kandola in the amount of \$910. The motion passed unanimously.

GIS SYSTEM:

Motion by Sel. Wagner, seconded by Sel. Hendon, to authorize the Town Administrator to enter into a contract with Cartographic Associates Inc for GIS services in the amount of \$42,900. The motion passed unanimously.

LIBRARY FURNISHINGS:

Motion by Sel. Wagner, seconded by Sel. Hendon, to authorize the Town Administrator to sign a contract with Tucker Library Interiors LLC for furnishings for the Library in the amount of \$116,094.10 and that we further authorize the Town Administrator to enter into a contract with the Worden Company in the amount of \$61,718.75 also for furnishings for the Library. The motion passed unanimously.

VMB ROOF:

Motion by Sel. Wagner, seconded by Sel. Hendon, to award a contract to Aqua Barriers of Norfolk, MA, in the amount of \$19,000 for roof repairs at the Town Hall. The motion passed unanimously.

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DPW PROJECT:

Motion by Sel. Wagner, seconded by Sel. Hendon, to waive the permit fee for building for the DPW for the stairway located at 7 Water Street. The motion passed unanimously.

NOTE RENEWAL:

Motion by Sel. Wagner, seconded by Sel. Hendon, that the BOS do execute the documents and approve the renewal of the note with Eastern Bank in the amount of \$18,106 at an interest rate of .9% for one year. The motion passed unanimously.

LIBRARY CHANGE ORDERS: Mr. Aspinwall reviewed the change orders proposed for the new Library for the geotechnical firm. He noted that the DPW has absorbed some of the costs for water testing. He informed the Board that the work was done this fiscal year and will be paid in part by the DPW and the remainder by the project article. He noted that there is another round of testing that needs to be completed with the results being sent to the DEP.

MINUTES:

Motion by Sel. Wagner, seconded by Sel. Hendon, to approve the regular session meeting minutes from 12/17/12 and 12/21/12. The motion passed unanimously.

Motion by Sel. Wagner, seconded by Sel. Hendon, to release the executive session meeting minutes for the dates 3/8/10, 4/26/10, 7/12/10, 1/24/11, 10/3/11, 11/1/11, 11/21/11, 12/19/11, 2/6/12, 4/2/12, 5/3/12, 5/21/12, 6/7/12, 6/18/12, 8/6/12, 8/9/12 and 10/1/12. The motion passed unanimously.

ADJOURN: At 8:18 p.m.,

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

Respectfully Submitted,

Jennifer G. Cederberg, Administrative Assistant