

**BOARD OF SELECTMEN
REGULAR SESSION MEETING MINUTES B
January 28, 2013
Veterans Memorial Building Room 229
900 Main Street, Millis, MA 02054**

CALL TO ORDER: Vice Chairman Charles Vecchi called the meeting to order at 7:31 p.m. The following persons were present: Vice Chairman Charles Vecchi, Clerk Andrea Wagner, Town Administrator Charles Aspinwall. Chairman Donald Hendon and Administrative Assistant Jennifer Cederberg were absent.

ADMINISTRATIVE ASSISTANT: This item will be deferred until the next agenda.

WARRANT OPENING:

Motion by Sel. Wagner, seconded by Sel. Vecchi, that we open the Warrant for the Spring Annual Town Meeting as of 1/28/13 and that warrant will close on February 22nd at noon. The motion passed unanimously.

MEDICAL MARIJUANA: Mr. Aspinwall noted that this was submitted by the Planning Board. He read from a letter written by Kopelman & Paige recommending that Towns prepare for the opening of medical marijuana treatment centers in the summer of 2013. He explained the definition of a treatment center.

Motion by Sel. Wagner, seconded by Sel. Vecchi, that we do add a warrant article to the Spring Annual Town Meeting Warrant proposing a medical marijuana moratorium and also direct the Planning Board to conduct a public hearing in that regard . The motion passed unanimously.

TA'S PERF. REVIEW: This item will be deferred until the next agenda.

STABILIZATION FUND POLICY: Mr. Aspinwall explained that the Financial Management Committee came up with guidelines on how much money should be in the Stabilization Fund and guidelines for usage of the fund. He stated that the Committee is asking the Board to review and adopt this policy. He noted what the auditors have recommended for a balance in the Stabilization Fund. He noted that going by this recommendation, the Stabilization Fund would currently be approximately \$177,000 short. However, there is more than enough money in Free Cash (\$460,000) to balance this out. Some of these funds will be allocated for projects at the Spring Annual Town Meeting. He reviewed the calculation the Committee came up with for the Stabilization Fund and stated that this calculation will be made on 6/30 of the current fiscal year.

Motion by Sel. Wagner, seconded by Sel. Vecchi, to adopt the Town of Millis Stabilization Fund Policy as just amended. The motion passed unanimously.

CLEANING CONTRACT:

Motion by Sel. Wagner, seconded by Sel. Vecchi, to award the contract to Jani King of Boston for the cleaning of Town buildings in the amount of \$293/week. The motion passed unanimously.

POLICE/FIRE DESIGN CONTRACT: Mr. Aspinwall reviewed the process to solicit conceptual designs for the new Police/Fire Stations which was funded at Town Meeting. Mr. Klocko spoke about the selection process from the firms that submitted RFPs. He stated that the PBC recommended CDR Maguire out of Boston. He reviewed what the PBC looked for in reviewing the RFPs.

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Motion by Sel. Wagner, seconded by Sel. Vecchi, to award a contract in the amount of \$95,500 to CDR Maguire for a Police/Fire conceptual design subject to Town Counsel's approval of the form of contract. The motion passed unanimously.

CPC APPOINTMENT:

Motion by Sel. Vecchi, seconded by Sel. Wagner, to appoint Wendy Barry of Paddock Lane to the Community Preservation Committee as an at-large member and that term would continue out the remainder of Mr. Butensky's term. The motion passed unanimously.

COA VAN DRIVER:

Motion by Sel. Wagner, seconded by Sel. Vecchi, to appoint Albert Holmes as a per diem van driver for the Council on Aging. The motion passed unanimously.

UNION NEGOTIATIONS: This item will be deferred until the next agenda.

TYLER TECHNOLOGIES:

Motion by Sel. Wagner, seconded by Sel. Vecchi, to authorize the Town Administrator to sign a contract with Tyler Technologies Inc. in the amount of \$138,690 for the period 7/1/13-6/30/16 to be a service provider for MUNIS. The motion passed unanimously.

MX CONSULTING:

Motion by Sel. Wagner, seconded by Sel. Vecchi, to authorize the Town Administrator to sign a contract with MX Consulting Services to provide data processing for the Fire Department in the amount of \$14,073.88. The motion passed unanimously.

MINUTES:

Motion by Sel. Wagner, seconded by Sel. Vecchi, to approve the regular session meeting minutes from 1/16/13. The motion passed unanimously.

EXECUTIVE SESSION: At 9:31 p.m.,

Motion by Sel. Vecchi to go into Executive Session to discuss strategy with respect to collective bargaining if an open meeting may have a detrimental effect on the Government's bargaining or litigating position. Also, to conduct strategy sessions in preparation for negotiations with non-union personnel; to actually conduct collective bargaining and contract negotiations with non-union personnel; and the Chair does so declare to discuss the Finance Director's Contract. By Roll Call Vote: Wagner – aye, Vecchi – aye.

Respectfully Submitted,

Jennifer G. Cederberg, Administrative Assistant