

**BOARD OF SELECTMEN
REGULAR SESSION MEETING MINUTES
February 11, 2013
Veterans Memorial Building Room 229
900 Main Street, Millis, MA 02054**

CALL TO ORDER: Chairman Donald Hendon called the meeting to order at 7:32 p.m. The following persons were present: Chairman Donald Hendon, Vice Chairman Charles Vecchi, Clerk Andrea Wagner, Town Administrator Charles Aspinwall and Administrative Assistant Jennifer Cederberg.

ANNOUNCEMENTS: Mr. Aspinwall stated that there was an emergency BOS meeting on Friday to declare a no-parking ban during the day time and to declare a state of emergency at noon time. He reviewed the requirements of posting for an emergency meeting.

Mr. Aspinwall recapped some of the storm-related issues beginning with the good work of the Department of Public Works to keep the snow moving. He noted that they are still working on sidewalks and those will be done within the next few days. He stated the workers showed a real commitment to the Town. Sel. Hendon echoed this and thanked the Town of Millis residents for respecting the driving ban. Mr. Aspinwall also thanked the Police and Fire Department. Sel. Vecchi said that the DPW did a very good job.

Sel. Vecchi announced that there will be a spaghetti supper on 2/16 from 4-9 p.m. at the St. Thomas large hall hosted by the Millis Lions to benefit the garden fund for the new Library.

BUILDING DEPARTMENT BUDGET: Building Commissioner Mike Giampietro spoke concerning his department's FY14 budget. He gave a quick overview of the mission and goals of the Building Department noting that the state has moved to a new set of building codes/regulations called I-Codes. He noted the increase from last year in salaries as the Department went from having a part-time 5 hour/week Department Assistant to a 12 hour/week one. He reviewed statistics for the department in terms of issuance of permits and noted that the expenses for the Department remain consistent. He thanked the Town for their support.

TOWN CLERK'S BUDGET: Lisa Hardin, Town Clerk, presented three budgets: the Town Clerk, Elections and the Board of Registrars. She noted that these budgets overlap and that her staff is responsible for most of the work that goes into each of those areas noted above. She stated that she is requesting an additional 10 hours of staff for her office. She reviewed the major responsibilities of the Office of the Town Clerk.

Ms. Hardin then went on to review the responsibilities of the Elections divisions and what those budgeted amounts cover. She talked about the voting machines and the process of replacing them. She noted that in the current fiscal year there will be two special elections that have not been budgeted for. She stated that combining state and local elections as the Town has been talking about this year, there is not a savings seen for the Town as two sets of ballots, tables, and staff must be present. The only thing that is not duplicative is the usage of the voting machines. Sel. Wagner asked for clarification on how unforeseen elections would be funded. Mr. Aspinwall stated that it can be done via an Inter-function Transfer or a Reserve Fund Transfer, either of which could be handled at the May Town Meeting.

The Board discussed the combination of the state and local election and the implications this would have on timing of the production of certain items such as the Finance Committee Report, ballots, other publications, etc. Mr. Aspinwall stated that the Board could solicit the opinion of the Finance Committee. He stated that a ballot question will be forthcoming as well if the feasibility study for the Police/Fire Department is complete plus a ballot question for the ladder truck. Mr. Aspinwall stated that the feasibility study won't be ready until the end of March but that Chief Barrett is prepared to discuss the ladder truck whenever the information is requested.

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Ms. Hardin went on to briefly review the Board of Registrar's budget and what the Registrars are responsible for. She then went back to review comments about the staffing of the Town Clerk's Office. She stated that other departments are well-paid and that her pay of \$5,500 is ridiculous. She further informed the board that her office is the only office that does not have a department member who is paid over \$70,000 with additional staff. She recognized her staff and stated that her Assistant Town Clerk is underpaid. Mr. Aspinwall suggested that the Assistant Town Clerk is shown on the Personnel Plan as a Department Assistant III and was included in the salary survey. He further suggested that the Town Clerk's office put together a schematic of what is/isn't getting done, what a typical day looks like, what the problems are and what the justification is for additional staffing. She further stated that she is lobbying for a raise for herself and her staff. This topic will be further discussed at a future meeting.

ANIMAL CONTROL BUDGET: Animal Control Officer Brenda Hamelin presented a spreadsheet of what 2012 consisted of in terms of types of calls and responses the department were required to address. She noted there were some very big changes in the state-wide animal control laws this year. Some of these changes include much more stringent reporting requirements both to the Town Clerk and the Board of Selectmen. She further stated that there are a lot of changes in the kennel laws which have been further broken down by specific type of kennel which is defined by anyone who has custody of more than 4 dogs. She noted that the biggest change with obtaining a kennel license is that she has to personally inspect the living conditions of the dogs before the license is issued.

Ms. Hamelin went on to talk about the changes in the dog hearing laws. She stated this includes the requirement of a \$100,000 insurance policy required of any owner who has a dog that has been deemed "vicious". She stated that the laws were old and were upgraded, many of which are much more defined than in the past.

Ms. Hamelin went on to review changes that have taken place in her department over the last year including replacing fencing and additional formal training. She talked about the relationship that her department has with Perfect Cat Shelter.

Ms. Hamelin then went on to review her budget and explained the increase in the salary line item. She noted that the Selectmen's Office is in possession of a copy of the latest laws and explanations on how to run a dog hearing.

FIRE DEPARTMENT BUDGET: Chief Rick Barrett explained the role of the Fire Department and reviewed the statistics of what the year has looked like. He noted that the Department is light in the area of call personnel. He went on to request that the Police Chief's Assistant be given an additional 5 hours of time to assist the Fire Department as right now he has no clerical support. He went on to review the spending highlights that he has earmarked for FY14 including EMT certification, training, telephone, clothing, equipment and vehicle supply/repair.

Chief Barrett stated that it is just not feasible to continue to sink money into the current ladder truck. He noted that the inspection for the vehicle is in two weeks and though the hope is that it will pass inspection, something needs to be done to correct the problem on a permanent basis. He stated his hope is that if the Town is successful in receiving funding for a Quint to replace the ladder truck, he would like to pursue the possibility of purchasing a demo model which would save the Town approximately \$100,000. However, other towns are looking at the demos that are available and timing is of the essence. He noted that there are a lot of companies that manufacture the Quint and that he has narrowed down his conversations to two companies at present. He further stated that a Quint was onsite and that the staff was able to inspect it and drive it around and were very impressed.

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ADMINISTRATIVE ASSISTANT TITLE: Mr. Aspinwall noted that this has been carried over for a few meetings and that during the personnel review, it was pointed out that the Administrative Assistant position should be looked at as the scope of responsibilities do not match the title. He stated there is no pay increase associated with this change: it is just a title change to remain in the same grade on the Personnel Plan Salary Schedule. He further stated that the position description has been updated to reflect the actual responsibilities of the job.

Motion by Sel. Vecchi, seconded by Sel. Wagner, that on the Millis Personnel Plan that we change the title of Administrative Assistant in the Board of Selectmen's Office to Operations Director. The motion passed unanimously.

ADJUSTMENTS/ABATEMENTS:

Motion by Sel. Vecchi, seconded by Sel. Wagner, that we grant an abatement to the Town of Millis on two properties, the first being on parcel 4-11 on Middlesex Street in the amount of \$11,246.04 with interest of \$472.33, the next parcel being parcel 11-47 on Middlesex Street in the amount of \$22,492.21 with interest of \$944.67. The motion passed unanimously.

COMMUNITY RESPONSE COORDINATOR:

Motion by Sel. Vecchi, seconded by Sel. Wagner, that Chief Richard Barrett be appointed as the Community Response Coordinator for the Town of Millis for the Central Norfolk County Regional Emergency Planning Committee. The motion passed unanimously.

TA'S PERFORMANCE REVIEW: Mr. Aspinwall stated that this is the opportunity for the Board to do a public performance review. Sel. Vecchi reviewed the process for individual reviews and stated that Mr. Aspinwall has done a very good job and that it amazes him that his level of commitment is what it is and he continues to grow in the job. He stated that he really has his finger on the pulse of the Town. He stated that he is familiar with many of the citizens and continues to do a very good job.

Sel. Hendon said that there are improvements every year and a very big part of this is the Town Administrator. He stated that he has done a very good job over the last year and that the Town is very lucky to have him.

Sel. Wagner stated that he is involved with everything at a very detailed level in terms of the bulleted list. She stated that he is very informed and that in turn keeps the Board well informed.

Mr. Aspinwall thanked the Board and stated that he is very grateful for the support he receives from the department heads and all the departments. He stated that the support the Board gives him and the Department Heads is greatly appreciated.

TM WARRANT CLOSING DATE: Mr. Aspinwall explained that the Superintendent of Schools has requested that the closing date for the Town Warrant either be extended or that the warrant be reopened to include the School Committee's warrant articles. He suggested leaving the closing date as is and then re-open the warrant when the School Department puts forth their articles for inclusion.

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UNION NEGOTIATIONS: Mr. Aspiwnall reviewed the contracts that are up for negotiation this year. The Board agreed that Sel. Hendon would do the Police, Sel. Wagner would do the DPW and Sel. Vecchi would continue to do the Fire Department.

ADJOURN: At 9:08 p.m.,

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

Respectfully Submitted,

Jennifer G. Cederberg, Administrative Assistant