

**BOARD OF SELECTMEN
REGULAR SESSION MEETING MINUTES
March 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 Operations Director Jennifer Cederberg.

ANNOUNCEMENTS: Steve Campbell spoke concerning Millis Beautification's Day on April 12th. He asked permission to use the VMB bathrooms and for the Town to provide 8 yards of bark mulch. He noted they are targeting 10 sites to clean up and expecting approximately 125 volunteers.

Motion by Sel. Vecchi, seconded by Sel. Wagner, to grant the Millis Garden Club and the Millis Lions Club to have access to the Veterans Memorial Building from 7:30 a.m. – noon and direct Mr. McKay to work with them to coordinate the DPW with the beautification day. The motion passed unanimously.

Sel. Hendon announced the Millis Firefighters Chili Fest and Mr. Aspinwall complimented the DPW for cleanup of the weekend storm. Ms. Cederberg announced the Millis Lions Club's annual scholarship fundraiser.

PLAYGROUND COMMITTEE: Ms. Denise Gibbons spoke concerning the status of the upgrade of the Millis Town Playground. She stated that the site plan has been updated and the design meets ADA regulations. She also noted that a vendor has been chosen that is on current contract with MHEC as playground equipment no longer appears on the state bid list. She called attention to the last two pages of her handouts which is a timeline for the build plan which will commence on May 11th.

Ms. Gibbons stated that the Playground Committee has raised \$106,000, \$60,000 which was allocated by the CPC. She recognized Barbara Thissell for designing the site plan. Mr. Vecchi asked for clarification on what items will be removed from the playground. Ms. Gibbons clarified that the swings will remain and that the monument will remain. She stated that no additional trees will be removed and the existing climbing structure will remain in place and will be in discussion during Phase II of this process. Mr. Vecchi asked Ms. Gibbons if they have reached their fundraising goals. Ms. Gibbons stated that they are still raising funds for items like trash receptacles and other items on their "wish list".

Ms. Gibbons went on to review the design of the playground. She noted that Clyde Brown School staff, the DPW and the Recreation Department all had input into the design process. She went on to review the installation plan and timelines for events such as the community information night and preparing for the build day.

Ms. Gibbon requested approval to spend \$52,197 from the CPC allocation for the playground structures and protective ground covering. She further requested permission to spend \$16,960 from the gift fund for the rock retaining wall.

Motion by Sel. Vecchi that we approve the expenditure of 52,197 from the allocated CPC funds for the playground to pay for the work to be done by ME O'Brien and playground structures and ground covering and in addition \$16,960 paid out of the playground gift fund for a rock retaining wall. The motion passed unanimously.

LIBRARY CHANGE ORDERS: Mr. Wayne Klocko of the Permanent Building Committee spoke concerning two change orders that are before the Board, the first being the extension of OPM Services. He noted that the Permanent Building Committee has already approved this extension for the additional time monitoring the project. Mr. Klocko stated that the actual completion date should have been 2/19 and that a letter has been sent to the contractor

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stating that the Town reserves the right to collect liquidated damages in the amount of \$1,500/day. He noted that the end of April will probably be a reasonable time to expect substantial completion at this point with punch list items to remain.

Motion by Sel. Vecchi, seconded by Sel. Wagner, to approve a change order for the extension of the Clerk of the Works work in the amount of \$32,297.50. The motion passed unanimously.

Mr. Klocko discussed the next change order which includes installation of conduit and wiring for the TV location in the meeting room, roller shade switching group controls and new soffit in public stacks. Mr. Aspinwall pointed out that the Contractor has been signing some of the change orders under protest as they do not include additional time for the Contractor.

Motion by Sel. Vecchi, seconded by Sel. Wagner, that we approve a change order in the amount of \$24,485.94 for roller shade switching, new soffits and installation of conduit and wiring for tv location in the meeting room. The motion passed unanimously.

COA BUDGET: Ms. Patricia Kayo asked for expanded hours for the COA staff based on the growth of the senior population over the last 6 years, which equals 29%. She reviewed the hours that the COA staff has which total 44 hours a week. She noted that if the COA cannot care for inbound seniors, the responsibility falls to other Departments. She explained that she is asking for 5 more hours for the Center Director and 3 hours each for Outreach and the Department of Assistant. She stated that the total cost for the additional hours would be \$13,097.67.

BOARD OF HEALTH BUDGET: Health Director Scott Moles presented the Board of Health Budget. He reviewed statistics on licenses and permits processed over the last year. He stated that they are looking for an additional 4 hours for the Clerk in their Department. He noted that much of this is due to the implementation of the MUNIS tracking system. He also stated that these additional hours will allow for more assistance to the nurse, particularly during the flu clinic season. He stated that the request for the additional hours would be approximately \$5,000.

Mr. Moles said that the only other additional budgetary item would be for the SHARPS program. He stated that he is looking to set up a revolving fund for the Rabies Clinic instead of just depositing the proceeds into the General Fund as his Department budget funds the items required for the day. He noted that the total increase requested in his budget is \$7,000 which would include the SHARPS program and the additional clerical hours.

POLICE BUDGET: Chief Keith Edison reviewed the total Police Department budget noting that total salaries and expenses were \$1,561,432: \$1,417,317 for salaries and \$144,115 for expenses. He reviewed the new mandates for training which has jumped from \$22,283.23 in FY13 to \$42,500 in FY14. He stated that his salary line item does not include any increases that may or may not occur as part of the new police contract which is in the process of being negotiated.

Chief Edison stated that there is a capital request for a marked and an unmarked police vehicle. He also noted that there is a request for an additional police officer, a position that has been vacant for approximately 20 years. He noted that there are additional demands on the officers and they are constantly short-staffed. He said the total cost would be close to \$60,000 for year one including equipment. He recognized that there would be 22 weeks of academy training required.

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Mr. Aspinwall stated that having an additional officer would avoid much of the additional costs incurred this year as a result of two officers being out injured on duty and one officer being out injured not on duty.

LIBRARY BUDGET: Library Director Tricia Perry reviewed the proposed FY14 budget. She stated that she has prepared the budget based on occupying the new Library. She spoke about upgrading the technology to protect user privacy, particularly on the public computers. She stated that the only change requested in her budget is moving toward having a full-time Children's Librarian where the current position is only 24 hours per week. She is requesting 35 hours and noted that the new Children's Room is about the size of the current library. Ms. Perry stated the cost for this increase is \$13,378.

Ms. Perry discussed janitorial services for the new building and noted that in terms of expenses, the majority of the increase comes from mandated purchases of books and periodicals. Ms. Perry stated that the new community room will be available for rental and that she will be requesting to have a special use fund set up for this purpose to offset any cleaning or other costs that may arise. She talked about the \$2,500 budgeted for building repairs and noted that the systems will be under warranty and that the building is a green building.

EMS POLICIES: Chief Rick Barrett stated that the policies and procedures before the Board for review have been reviewed by Town Counsel and is for EMS only and not the Fire Department. He asked for approval of the new policies. He noted that there was union approval as there were no big changes.

Motion by Sel. Vecchi, seconded by Sel. Wagner, that we approve the Millis Fire and Rescue Department EMS Policy and Procedures as outlined in the document. The motion passed unanimously.

LADDER TRUCK: Chief Rick Barrett reviewed the status of the Defects Summary report on the Ladder Truck which failed in 25 categories. He noted that it has been taken out of service and placed at a repair center. He said he has spoken with the company who has the demo quint and it is still available but will only be held with a deposit. He informed the Board that he has instructed the repair center not to make any repairs to the ladder truck until a breakdown of the repairs is reviewed with him. Mr. Aspinwall stated that Chief Barrett will come back to the Board with the final numbers on how much it will cost to repair the ladder truck.

CONTRACT NEGOTIATIONS: Mr. Aspinwall stated that typically contract negotiations include a Selectman when it is individual contracts and not union contracts. Sel. Wagner volunteered to do the Fire Chief's contract and Sel. Hendon volunteered to do the Police Chief's contract.

CAR WASH PERMIT:

Motion by Sel. Vecchi, seconded by Sel. Wagner, that we grant a car wash permit to the Millis Varsity Softball Coach RH Maturo to run a car wash fundraiser for the Millis HS softball team on Saturday 5/11 from 9 a.m. – 5 p.m. outside the Town Hall with a rain date of Sunday, 5/12. The motion passed unanimously.

ADJUSTMENT/ABATEMENT: Mr. Aspinwall stated that Niagra Hall suffered a water leak and used 47,000 gallons of water and therefore he is asking for an abatement of the sewer because the water leaked into the basement. He noted that the abatement request is for \$343.75.

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Motion by Sel. Vecchi, seconded by Sel. Wagner, that we grant an abatement for 2 Exchange Street in the amount of \$343.75 for the sewer assessment. The motion passed unanimously.

ELECTION SCHEDULE: Mr. Aspinwall spoke concerning whether or not the Board would like to move the local election from 5/6 to 4/30 and the consensus of other departments would be to move the election. He then went on to review the remainder of the election and Town Meeting schedule. He stated that the fire truck exemption question he will be recommending to the Board would be on the 4/30 ballot. He informed the Board that there are two special elections on 4/30 and 6/25. He reviewed the dates that the ballot questions would be due in to the Town Clerk. Sel. Vecchi pointed out that there is no monetary savings in scheduling the elections as proposed but it would be more convenient for the voters. He stated that the staffing is almost double. Mr. Aspinwall suggested to the Board that the ladder truck ballot question and the Police Department ballot question be addressed on two different dates: 4/30 and 6/25 (Police/Fire Station). He stated that this would give an appropriate amount of time to educate the public about the proposed Police/Fire Station build and renovation.

Sel. Wagner agreed that they are two very different questions and advocated for them to be addressed on different election dates. She stated there are no definitive numbers or plans for the Police/Fire Station yet. She asked if the Finance Committee made a recommendation to put both items on the 6/25 ballot. Mr. Aspinwall stated that this has not been discussed.

Motion by Sel. Vecchi, seconded by Sel. Wagner, that we hold the annual Millis election on 4/30 to coincide with the state senatorial primary election. The motion passed unanimously.

Motion by Sel. Vecchi, seconded by Sel. Wagner, that we place on the ballot a debt exclusion question for a new ladder-pumper "Quint" Fire Truck to replace the ladder truck on 4/30. The motion passed unanimously.

RE-OPEN WARRANT:

Motion by Sel. Vecchi, seconded by Sel. Wagner, that we re-open the warrant for the Annual Spring Town Meeting. The motion passed unanimously.

Mr. Aspinwall reviewed which articles he is proposing adding including article 2 and articles 31-43. He reviewed the purpose of each article, most of which have been brought forward by the School Department. He then requested to delete article 49 and add on article 50, both of which deal with the creation of an OPEB Trust Fund. He noted the remainder of the articles would need to be renumbered. He then requested to add on article 52 which deals with a

Motion by Sel. Vecchi, seconded by Sel. Wagner, that we add article 2, which is a debt exclusion for a Quint Fire Truck, to add articles 31-43 submitted by the School Department and delete article 49 and replace it with article 50 which has to do with setting up an OPEB benefit stabilization fund in Town, and add article 52 which would clarify the word "only" when dealing with refuse facilities in Town. The motion passed unanimously.

Motion by Sel. Vecchi, seconded by Sel. Wagner, to close the warrant for the annual spring town meeting. The motion passed unanimously.

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Mr. Aspinwall informed the Board that Town Counsel is reviewing the warrant and it will be ready for signature at the 3/25 meeting.

APPOINTMENT:

Motion by Sel. Vecchi, seconded by Sel. Wagner, that we approve the TA's appointment of Ms. Diane Masis as a Temporary Library Circulation Assistant subject to a CORI and a physical. The motion passed unanimously.

ENERGY COMMITTEE: Mr. Aspinwall stated that Millis is occasionally contacted by outside companies who would like to come in and assist the Town with energy related issues. He spoke with the Town of Medway on how they deal with this type of issue. He found that town-based committees are a popular route to go and has already reached out to one individual to see if he would be interested in participating on an Energy Committee.

Motion by Sel. Vecchi, seconded by Sel. Wagner, to create an Energy Committee in Town. The motion passed unanimously.

TOWN REPORT COVER: Ms. Cederberg reported that there were multiple requests to place images on the cover of the Town Report for 2012. She reminded the Board that she polled them individually and the consensus was to include the Coast Guard Cutter Robert Yered.

Motion by Sel. Vecchi, seconded by Sel. Wagner, that we place on the cover of the annual 2012 town report a picture of the newly commissioned coast guard cutter Robert Yered. The motion passed unanimously.

MINUTES:

Motion by Sel. Vecchi, seconded by Sel. Wagner, to approve the regular session meeting minutes from 2/13/13. The motion passed unanimously.

ADJOURN: At 10:03 p.m.,

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

Respectfully Submitted,

Jennifer G. Cederberg, Operations Director