

**BOARD OF SELECTMEN  
REGULAR SESSION MEETING MINUTES  
March 25, 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 7:40 p.m. The following persons were present: Vice Chairman Charles Vecchi, Clerk Andrea Wagner, Town Administrator Charles Aspinwall and Operations Director Jennifer Cederberg. Chairman Donald Hendon was absent.

**ANNOUNCEMENTS:** Sel. Wagner read an email from Ken Whalen requesting a waiver for the building permit fees related to work he is doing at 34 Pleasant Street, the Taylor Sack residence. Mr. Whalen stated that he is looking for volunteers to help with the modification of the home.

**Motion by Sel. Wagner, seconded by Sel. Vecchi, that the Town of Millis do waive the Town share of the building permit fees including electrical and plumbing for work being done at 34 Pleasant Street by Ken Whalen. The motion passed unanimously.**

**CALL FIREFIGHTERS:** Chief Barrett stated that 24 applications were received and 10 Call Firefighter Recruits have been chosen. Four of the recruits were introduced. Chief Barrett noted four Police Officers have joined the firefighter ranks.

**Motion by Sel. Wagner, seconded by Sel. Vecchi, to appoint Joseph Sullivan, Jason Kelly, Gerald Jones, Daniel Smith, Corey Volpicelli, Chris Soffayer, Luke Perkins, Joseph Cumming, Gerry Howley and Brittany as recruit call firefighters subject to a CORI, physical and drug screen. The motion passed unanimously.**

**FIOS PUBLIC HEARING:** Sel. Wagner read the notice sent to Town residents. Mr. Aspinwall stated that the purpose of the hearing is informational. He stated that he met with White Mountain Cable to discuss the build out of the FIOS underground infrastructure. He noted which streets would be affected by this build out. He described the process that will be undertaken and stated that it is possible that land in the right-of-way might be disturbed if conduit is not laid in the road. He said the contractor would be responsible for repairs for a period of one year.

Mr. Aspinwall stated he expects Verizon to come in during the month of April to apply for a street opening permit. He read the notification that residents will be provided by Verizon which is required as part of the license with the Town that allowed Verizon to expand FIOS services. He gave the phone number to call to report to Verizon if a resident has a sprinkler system, invisible dog fence, or private lighting. He said that Verizon will be submitting actual plans in the near future but that a representative was not asked to attend tonight. Mr. Vecchi assured the audience that the Board will announce further information as it becomes available.

Ms. Wagner asked for clarification for the connection process for homes. A resident asked for clarification on what will happen in the area of Paddock Lane and whether or not there is underground infrastructure already in existence. Mr. Aspinwall clarified which streets are noted to already have underground conduit and whereabouts the digging would typically take place. He said that they will try tunneling under driveways first, wherever possible. Another resident asked for clarification for a deadline. Mr. Aspinwall responded that it will be done by the end of June, weather dependent.

**MSBA STATEMENT RE-VOTE:** David Byrne from the School Department explained that the statement of interest was voted on two years ago which allows the Town to get in the pipeline for any building or renovation projects that might take place as it provides partial reimbursement for these projects. He noted it has to be updated/re-voted as it needs to be re-voted every two years. He said the process takes 8-10 years for the State to get to the Town to look at their proposal.

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**Motion by Sel. Wagner, seconded by Sel. Vecchi, that the BOS do execute the statement of interest for the MSBA and that the statements and information contained in this Statement of Interest and attached hereto are true and accurate and that this Statement of Interest has been prepared under the direction of the district School Committee and the undersigned is duly authorized to submit this Statement of Interest to the Massachusetts School Building Authority, and additional information relating to this Statement of Interest that may be required by the Authority. The motion passed unanimously.**

**BANDSTAND:** The Bandstand Committee updated the Board as far as their fundraising efforts and the progress of the rehabilitation of the bandstand. She noted that they are planning on having most of the work done by April 27<sup>th</sup> and a grand opening concert will be held. She asked for permission to hold the concert on 4/27 from 12-5 p.m. with a rain date of 4/28. Sel. Wagner questioned whether or not the work will be completed by April 27<sup>th</sup>. She was assured that the work should be done fairly quickly. Mr. Aspinwall asked if the committee has contacted the Building Department to inquire about appropriate permits for the project. Mr. Nathan Maltinsky stated that he would be in touch with Mr. Giampietro. Sel. Wagner questioned the timing of the CPA fund allocation, Town Meeting, and the renovations to the bandstand, noting that Town Meeting takes place after the renovations are scheduled to be completed and Town Meeting would allocate the CPA funds. Mr. Maltinsky stated that the committee has backup funding in the event that the CPA funds are not made available.

Mr. Maltinsky described the scheduled events of the day of the concert, noting that the goal is to involve children in the reopening of the bandstand so as to hopefully bring less destruction and break the current cycle of vandalism. He stated that there will be a magician, a Clyde Brown essay/picture contest, numerous local bands, food tables, etc. He spoke about the future of the bandstand and possibly re-starting a concert series. Mr. Aspinwall reminded Mr. Maltinsky to speak with the baseball association.

**Motion by Sel. Wagner, seconded by Sel. Vecchi, that we allow a concert to be held on Saturday, 4/27, 12-5 p.m. at the bandstand with a rain date of 4/28 with the same hours. The motion passed unanimously.**

**LIBRARY CONTRACT:** Tricia Perry appeared on behalf of the Permanent Building Committee. She went on to review the 7 items that were publicly bid for various furniture items plus office furniture which is being purchased via W.B. Mason off of the state contract. She stated that to move the purchase orders forward, the BOS will need to sign their approval. Ms. Perry walked Sel. Wagner through PO# WBM.003.01 which consists mostly of stacking chairs and tables.

**Motion by Sel. Wagner, seconded by Sel. Vecchi, that we award a bid to WB Mason, Inc. in the amount of \$58,144.81 for lounge chairs, and a bid to WB Mason, Inc. in the amount of \$12,482.25 for wood chairs; a bid to WB Mason, Inc. in the amount of \$19,668.95 for Section 003.1 Miscellaneous; a bid to Office Max in the amount of \$1,281.40 for Section 003.2 Miscellaneous; a bid to Peabody Office in the amount of \$924 for section 003.3 Miscellaneous; a bid for \$1,192.80 for Insalco Corporation for Section 003.4 Miscellaneous; and the total of the bids is \$93,694.21. The motion passed unanimously.**

**Motion by Sel. Wagner, seconded by Sel. Vecchi, to authorize the Town Administrator to sign a state contract VC0000286367 with WB Mason, Inc. for office furnishings in the amount of \$6,393.60. The motion passed unanimously.**

**DPW BUDGET:** Prior to the presentation, Mr. Aspinwall announced that the Downtown Development Steering Committee meeting will take place on 3/27 at 7:30 in Room 229 of the VMB. He noted that there are approximately

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6 final suggestions that will be presented and discussed and encouraged residents to attend. He stated that the Finance Committee will relocate for that evening to Room 130.

Jim McKay, Asst. Director of the DPW, reviewed his budget book and noted that it is a level-funded budget he is proposing for FY14. He reviewed the department salaries noting that most people are split between funding sources. He spoke about the Transfer Station position which he would like to eventually have paid 100% out of the Transfer Station account.

Mr. McKay explained the Water/Sewer Standby pay and noted that it used to be a four hour standby shift and now it is a 6 hour shift. He reviewed the Capital Budget Replacement Schedule which encompasses all Town vehicles including Police, Fire, and COA.

Mr. McKay recapped highlights of the Highway Department budget, noting that in this fiscal year, they have already exceeded the allocation for maintenance of the Town Park. He spoke about the update of the restoration/renovation of the Town Park Playground and the work that the DPW is undertaking with this committee. He stated that with the removal of 13 trees in the playground area, two swales will need to be built which will entail taking down three more trees to prevent washout of the playground footing.

Mr. McKay recalled the override vote in 2006 to fund one more DPW position. He noted that this position was eliminated in 2010 due to a lack of funds. He updated the Board on the status of the phase one heating and air conditioning renovation which is 75% complete. He noted that road improvements will be discussed at the 4/22 BOS meeting. He further discussed a letter he wrote to the Town Administrator in August of 2012 to detail the condition of the Town fields and the Town park.

Mr. McKay spoke concerning the snow and ice budget. He noted that the account is approximately \$150,000 in deficit as it has been a very snowy February and March. Mr. McKay stated that he will be going to Town Meeting to request a new hydrostatic vibratory roller out of the Highway Department account.

Mr. McKay went on to review the Transfer Station budget. He noted that the Transfer Station rates will be adjusted at the BOS meeting in May. These increased rates will be used to offset the salary paid out of this budget. He then moved to the Street Lighting budget which does not fund any salaries but pays for all of the street lights including repairs to ornamental street lights and traffic signals. Mr. Aspinwall spoke concerning the need for more members for the Energy Committee as Mr. McKay would like to take a look at moving to a more "green" street lighting system: something more cost effective and energy efficient.

Mr. McKay explained the responsibilities of the Water Department. He spoke about potential additions to the SCADA system which would control the temperatures inside the individual wells. He reminded the Board that the Water and Sewer Department received a \$10,000 grant from MIIA to be used to identify and GPS all water mains, water gate boxes, water house connections, sewer mains, sewer manhole covers, drainage lines, drainage manhole covers, and catch basins. He stated that the new GIS system will be up and running in late 2013-early 2014. Mr. Aspinwall stated that the DPW has a noticeable achievement in getting the unaccounted water down to 4%.

Mr. McKay reviewed the DPW Water salaries and noted that the decrease in wages and longevity is only because of the individual whose salary was allocated more to the Transfer Station. He stated that he is asking for a replacement for the 1-ton dump truck as the transmission is not functioning properly. He noted that this will be paid over the

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course of three different accounts and that the trade in value should be in the \$10,000 range. A new truck with a dump body will be \$41,811.

Mr. McKay finished by reviewing the sewer budget. He noted some reallocation of personnel and the decreases associated with these reallocations. He referred to the Form 3. Mr. McKay spoke concerning the increase of 2.5% in the CRPCD O&M and the CRPCD Assessment. Mr. Aspinwall stated the long-term debt and interest and noted \$279,300 is the correct number for the CRPCD O&M. He noted that the CRPCD capital assessment is \$65,010. He stated that these numbers were just received yesterday.

Mr. McKay ended his presentation by thanking his staff by doing a great job this winter.

**RECREATION BUDGET:** Kristen Fogarty, Recreation Director, spoke concerning the upcoming carnival and requested permission to hang a banner over Route 109. She stated that her hope is that it will draw in more attendees.

**Motion by Sel. Wagner, that we grant a permit to the Millis Recreation Department to hold the annual carnival at the Town Park on May 16-19 by Pinelli Amusement, and grant a permit to hang a banner over Route 109 for the two weeks prior to the carnival, and to waive ½ of electrical and plumbing inspection fees associated with the carnival. The motion passed unanimously.**

Ms. Fogarty then went on to discuss her FY14 budget submission. She started with a review of the history of the department, noting that it was in deficit when she took it over some time ago. She reviewed some of the programs that the department is responsible as well as the free events that they provide. She spoke about the utilization of Social Media in promoting the Department and the very high rate of return participants from infancy to adulthood. She reviewed her department's staffing which consists of a full-time Director and a 10 hour/week Department Assistant. She elaborated on the training that she is undertaking including possibly attending Director's School in Virginia and scholarships she has applied for to help offset the cost.

Ms. Fogarty requested a \$1 expense line item in addition to her departmental salaries of \$20,203.38. She noted that part of the salaries are paid out of a special Recreation Revolving Fund. The \$1 expense line item is there in the event a reserve fund transfer is ever requested.

**DISPATCH BUDGET:** Chief Keith Edison spoke concerning the Dispatch budget. He noted that there will be a reduction in the budget in FY14. This is a result of two new Dispatchers who are at a lower pay step than their predecessors. He stated the expenses are slightly lower as well. He discussed the volume of work that is performed by the Dispatchers in excess of 8,800 calls per year. He noted that many of these calls are 911 calls and are receiving assistance from EMD on calls where there is a medical necessity.

**TOWN MEETING WARRANT:** Mr. Aspinwall stated that the two Selectmen present can sign the Warrant. He noted that waiting until the next meeting would not give them enough time to meet the posting requirements. Ms. Wagner stated that the only unfamiliar article is the article on the fire truck override.

**Motion by Sel. Wagner, seconded by Sel. Vecchi, that we do sign and execute the May 13, 2013 Annual Spring Town Meeting Warrant. The motion passed unanimously.**

**WATER BILLS:**

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**Motion by Sel. Wagner, seconded by Sel. Vecchi, that we do commit to the Collector for final water bills and special commitments for the period of February, 2013, in the amount of \$281.10. The motion passed unanimously.**

**ANIMAL INSPECTOR:**

**Motion by Sel. Wagner, seconded by Sel. Vecchi, that we do nominate Brenda Hamelin as the Inspector of Animals for the Town of Millis. The motion passed unanimously.**

**SNOW & ICE:** Mr. Aspinwall noted that as of the last storm, we are about \$143,000 in the negative for the snow & ice account. He stated that this over spending is a combination of overtime, contractor expenses and materials. He noted that there may be some funding reimbursement from MEMA in the future and that we are currently going through the damage assessment phase.

**Motion by Sel. Wagner, seconded by Sel. Vecchi, that we do authorize the DPW to spend in excess of what has been appropriated for snow and ice. The motion passed unanimously.**

**FEE WAIVER REQUEST:** Mr. Aspinwall stated that the contract for the Solar Panel Array is clear that the Contractor is responsible for any and all costs associated with obtaining permits. He noted that this is a for-profit company and the solar panels will be taxed.

**Motion by Sel. Wagner, seconded by Sel. Vecchi, that we deny the request of Broadway Electrical Company, Inc. to waive the fees associated with the installation of roof mounted photo voltaic solar array panels at the Millis Middle/High School. The motion passed unanimously.**

**BAKE SALE:**

**Motion by Sel. Wagner, seconded by Sel. Vecchi, to grant a permit to the Millis Girl Scout Troop (Michelle Schofield) to hold a bake sale as a fund raiser from 7 a.m. – 8 p.m. at the election on 4/30/13. The motion passed unanimously.**

**MINUTES:**

**Motion by Sel. Wagner, seconded by Sel. Vecchi, to approve the regular session meeting minutes from 3/11/13 and the executive session meeting minutes from 3/11/13. The motion passed unanimously.**

**ADJOURN:** At 9:58 p.m.,

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

*Respectfully Submitted,*

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*Jennifer G. Cederberg, Operations Director*