

**BOARD OF SELECTMEN
REGULAR SESSION MEETING MINUTES
June 17, 2013
Veterans Memorial Building Room 229
900 Main Street, Millis, MA 02054**

CALL TO ORDER: Chairman Charles Vecchi called the meeting to order at 7:30 p.m. The following persons were present: Chairman Charles Vecchi, Vice Chair Andrea Wagner, Clerk Christopher Smith, Town Administrator Charles Aspinwall and Operations Director Jennifer Cederberg.

ANNOUNCEMENTS: PD/FD informational session on 6/18 in Room 229; Conservation Commission public hearing on Tangerini's Farm field usage.

INVESTMENT POLICY: Mr. Aspinwall informed the Board that the Financial Management Committee met to develop a Financial Management Policy which was formulated by the Treasurer/Collector and, in doing so, also came up with the recommendation to contract out for Investment Consultant services. He asked Treasurer/Collector Jeff Cannon to discuss this further.

Mr. Cannon stated that he would like to see the Investment Policy implemented before he leaves in September. He reviewed the reasons as to why such a policy would be beneficial to the Town. He noted that he tried to keep the policy as simple and possible with the goal of growing over time. He pointed out that the policy is divided into two parts: general funds, special revenue funds, proprietary funds and capital project funds is part one and part two is OPEB, Trust Funds, and Stabilization Funds. Mr. Cannon stated that for the past two years, there has been a draft policy in place which he has used to appease the auditors so this was not noted in the Town's audit. He further informed the board that the Investment Consultant could be contracted for up to 3 years and sometimes the fee is dependent on the amount of money being invested.

Sel. Smith spoke as a member of the Financial Management Committee and recommended approving both the policy and the RFP for an Investment Consultant. Mr. Cannon explained what the qualifications and requirements would be for an Investment Consultant which would include following the Town's Investment Policy. Mr. Aspinwall reiterated the control aspect of the policy, placing internal controls on the Treasurer/Collector as to where and how funds would be invested. Mr. Cannon stated that the Town needs to look at building a portfolio and mapping out a plan for the Town's funds which would require some investment expertise as current interest returns

Motion by Sel. Wagner, seconded by Sel. Smith, that we approve the Town of Millis Investment Policy Statement General Fund & Trust Funds. The motion passed unanimously.

Motion by Sel. Wagner, seconded by Sel. Smith, that we authorize the Town Treasurer and the Town Administrator to put forth an RFP for an Investment Consultant. The motion passed unanimously.

FY14 WATER & SEWER RATES: Sel. Smith read the hearing notice. Mr. Aspinwall started by reviewing the sewer rate spreadsheet. He noted that the changes proposed are 2.5% for the base rate and use rate and an increase in the entrance rate to \$3,000. He noted that these projected increases would yield an approximate surplus in the FY14 Sewer Enterprise Fund of \$51,260.88. He noted that we have about 1,275 sewer customers. He further stated that he has set a goal to have approximately \$50,000 of surplus each year to account for fluctuations in usage and/or to be used for capital improvements. He noted that the increases proposed are more modest than that of previous years. He said that he is projecting 10 new connections for the next fiscal year. Mr. Aspinwall said the subdivision on Acorn Street is not being counted in FY14.

Mr. Smith commented that he is not a sewer user but that he is concerned that more outreach be done to the current users to give them opportunity to comment. Mr. Aspinwall stated that the Board could hold the hearing open until the next meeting though the rates, when approved, would go into effect July 1.

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Mr. Aspinwall went on to review the proposed water rate increase which would be 2.5%. He noted that the entrance fee is currently \$1,850 and he is proposing that the rate be increased to \$2,000. He reviewed what the 2.5% rate increase would mean to the average customer and explained what the capital assessment increase is comprised of, mainly capital projects. He noted that the overall impact of the analysis for the rate increase is that the average homeowner would see an increase of \$26.01/year.

Motion by Sel. Wagner, seconded by Sel. Smith, to continue this hearing until July 15th. The motion passed unanimously.

SURPLUS EQUIPMENT: Mr. Aspinwall reviewed the request to declare two pieces of fire equipment as surplus equipment so that they can be put out for bid on Municibid.com. He stated that the auction will allow the Treasurer to know how much to borrow for the Quint that was approved for purchase at Town Meeting. He reminded the Board that the bids can be rejected for any reason and traded in to the dealership if the bids do not reach what the dealer has offered as a trade amount. He stated that the ladder truck continues to be out of service.

Motion by Sel. Wagner, seconded by Sel. Smith, that we do declare that the following equipment be declared surplus and order to be sold: a 1995 E-One International Rescue Pumper and a 1984 LTI Duplex 108' Ladder Truck. The motion passed unanimously.

ABATEMENT REQUEST: Mr. Aspinwall reviewed the application for an adjustment of the water use at 92 Van Kleek Road. He stated that the applicant is requesting that the water be billed at the lower rate of 0-25,000 gallons instead of at the higher rate to reflect the usage they are being billed for (65,000 gallons). He noted that the residents are making this request because a pipe burst in their house while they were on vacation. He stated that he reviewed previous bills and found that this was not their typical consumption. Mr. Smith recommended that the Board split the difference.

Motion by Sel. Wagner, seconded by Sel. Smith, that we deny the request for abatement for 92 Van Kleek Road. The motion passed with Sel. Smith opposing.

CYCLE FOR LIFE TOUR: Sel. Vecchi reviewed the request which happens in Millis annually. He then reviewed the proposed route through Millis.

Motion by Sel. Wagner, seconded by Sel. Smith, that we do approve the request of the Cystic Fibrosis Foundation to hold a benefit for the Cystic Fibrosis Foundation to conduct their 2013 Cycle for Life ride on October 5, 2013, subject to coordination with the Police Department. The motion passed unanimously.

ENTERTAINMENT & ALCOHOL PERMIT: Sel. Vecchi reviewed the request from Meghan Bernardo.

Motion by Sel. Wagner, seconded by Sel. Smith, to authorize a one-day entertainment license and a one-day special alcohol license to Meghan Bernardo and Michael Hoffman on July 20th, 2013 from 4 p.m.-10 p.m. for a wedding. The motion passed unanimously.

DPW RELOCATION: Mr. Aspinwall recalled the history of the DPW moving out of their office space due to a roof leak. He noted that they have been located in the VMB for some time and that there have been discussions about them remaining in the VMB to continue to facilitate communications. He reviewed the \$20,000 charge from NStar which

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includes the installation of a new 45' pole to replace the existing 40' pole. He stated NStar told the Town that they would not vary their standard. He stated that a meeting held with NStar officials did explain why a new transformer is needed and that higher level staff is being contacted to see if a final agreement can be reached concerning the pole.

Mr. Aspinwall stated that he has had discussions with Mr. McKay about remaining in the VMB and that Mr. McKay is in the process of gathering information to present back to the Board so that the costs and pros and cons can be weighed out. He reviewed the damage to the DPW Highway Garage including the need to gut both offices, replace insulation, and damage to the new HVAC system being installed. He stated that they are at a standstill until the issue with NStar is resolved and that the cost, when determined, would be split between water, sewer and general funds. He explained what the DPW Highway Garage would be used for in the event that the DPW offices were to remain at the VMB. Mr. Aspinwall stated that from an operational perspective, communication has not suffered.

PAVING BID: Mr. Aspinwall reviewed the bids that were submitted for the annual street paving.

Motion by Sel. Wagner, seconded by Sel. Smith, that we do award a bid for the Town of Millis annual street paving to D&R Paving of Melrose, MA, in the amount of \$464,644.60. The motion passed unanimously.

CONTRACT STATUS: Mr. Aspinwall stated that both the Fire and SEIU unions did not schedule votes to approve the contracts and recommended that the Board take it up at their next meeting.

ENTERTAINMENT PERMIT:

Motion by Sel. Wagner, seconded by Sel. Smith, that we do grant a one-day entertainment license from 5-10 p.m. on 7/27/13 for 27 Bogastow Circle. The motion passed unanimously.

Sel. Vecchi stated that the agenda item on Interfunction Transfers will be postponed to a future date as they are not ready yet.

NOTE RENEWALS:

Motion by Sel. Wagner, seconded by Sel. Smith, to approve a one year note for \$26,000 for the modular classrooms with an interest rate from .75% to 1%; a one year note for \$75,000 for the ambulance with an interest rate from .75%-1%; and a one-year note for \$180,000 at an interest rate of .65% for the purchase of the Dewey Lane. The motion passed unanimously.

LIBRARY DIRECTOR'S CONTRACT: Mr. Aspinwall reviewed the negotiation process and noted the discussions surrounding the number of hours the Library Director's contract would be based on. He went on to review the terms of the contract including the salary, cost of living increase, and funding for the additional 5 hours which would bring the contract from 35 to 40 hours. Mr. Vecchi commented that this contract has been worked on for a couple of years and the increase in the hours has nothing to do about the new Library but the requirements of the Library Director position. Sel. Wagner pointed out a numerical error and asked that the dollar amounts be listed in the second #2 for each fiscal year and that the Town's payment of the additional 5 hours is not clearly stated. Mr. Aspinwall stated that the changes would be made and the document would be initialed.

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Motion by Sel. Wagner, seconded by Sel. Smith, that we do approve the contract between the Town of Millis and Patricia Malone Perry for a 3-year period beginning July 1, 2014, subject to the terms noted in the memorandum of agreement subject to the changes in paragraph 3 noting that Library funds will pay for all of the first year base increase of \$6,059, 66% of the increase for FY15 and 33% of the increase for FY16 with the Town assuming the full cost in FY17. The motion passed unanimously.

MINUTES:

Motion by Sel. Wagner, seconded by Sel. Smith, to accept the regular session and executive session meeting minutes from 6/3/13. The motion passed unanimously.

ADJOURN: At 8:50 p.m.,

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

Respectfully Submitted,

Jennifer G. Cederberg, Operations Director