

**BOARD OF SELECTMEN
REGULAR SESSION MEETING MINUTES
August 12, 2013
Veterans Memorial Building, Room 229
900 Main St., 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, Clerk Christopher Smith, and Town Administrator Charles Aspinwall, Vice Chair Andrea Wagner was absent.

ANNOUNCEMENTS: Representative Linsky was pleased to announce some “good news” regarding the House of Representatives and Senate passing a number of veto overrides for the FY2014 State budget. He stated that \$4,592,772.00 (four million five hundred ninety-two thousand, seven hundred seventy-two dollars) of Chapter 70 unrestricted funds were appropriated, along with \$906,484.00 in unrestricted local aid. Three hundred million dollars in Chapter 90 funds, subject to release by the Governor, have been appropriated for local road projects.

Rep. Linsky stated that \$50,000.00 of state funds were used to complete the Town Playground project and a \$45,000.00 grant was provided to the Millis Fire Department for new turnout gear.

The Selectmen thanked Rep. Linsky for his hard work and the good news.

FIRE DEPT. RECRUIT APPOINTMENTS: Fire Chief Richard Barrett explained that it has been a priority to supplement the Department with on-call firefighters. He stated they have been working on training recruits and recommends the following ten recruits be appointed call firefighters:

Joe Cumming	Luke Perkins
Gerard Howley	Dan Smith (absent)
Gerard Jones	Chris Soffayer
Jason Kelley	Joseph Sullivan
Brittany Kilmartin	Corey Volpicelli

Motion by Sel. Smith, seconded by Sel. Vecchi, to approve the Town Administrator’s appointment of the ten recruits (listed above) to on call firefighters for the Town of Millis Fire Department. The motion passed unanimously.

The nine recruits in attendance were sworn in by the Assistant Town Clerk, Pat Sjogren.

APPOINTMENT OF DEPT. ASSISTANT II: Mr. Aspinwall explained that a position in the Treasurer/Collector’s office needs to be filled due to a resignation. Mr. Jeffrey Cannon described the process for hiring to fill the position. Mr. Cannon would like to recommend that Ms. Mary Smith Frye be appointed to the 28-hour a week position. He said that in addition to her irrepressible enthusiasm, she obtained the highest score on the Excel exam. Mr. Cannon would like for her to start employment on August 19, 2013.

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Motion by Sel. Smith, seconded by Sel. Vecchi, to approve the Town Administrator's appointment of Mary Smith Frye to the position of Department Assistant II in the Town of Millis Treasurer/Collector's Office. The motion passed unanimously.

PLAYGROUND COMMITTEE: Ms. Denise Gibbons appeared before the Board and requested payment of three invoices. She stated that Phase II of the playground can now be discussed since Rep. Linsky was able to secure funds.

Motion by Sel. Smith, seconded by Sel. Vecchi, that we pay the following invoices from the Playground Gift Fund: to AH Harris in the amount of \$120.19 for snow fence and stakes; to Sarah Fong in the amount of \$66.74 for reimbursement of sign purchase at the sandbox site; and to M.E. O'Brien & Sons, Inc., in the amount of \$2,626.00 for additional playground mulch and new swings. The motion passed unanimously.

Ms. Gibbons requested approval to make three purchases and the funds will be paid from the CPC account of allocated funds. There was discussion regarding the use of sod versus hydro-seeding. Mr. Aspinwall stated that they may want to look into hydro-seeding as an option as it may be a better option. Ms. Gibbons will look into it.

Motion by Sel. Smith, seconded by Sel. Vecchi, that the following purchase requests are approved and to be paid from the CPC fund account: M.E. O'Brien & Sons, Inc., in the amount of \$2,222.00 for site furnishings; Fasolino Landscape Design and Construction in the amount of \$800.00 for loam; and for sod or hydro-seeding in an amount not to exceed \$1,532.50. The motion passed unanimously.

EAGLE SCOUT PRESENTATION: Eagle Scout candidate, Nick Borgman, presented his project proposal. Mr. Borgman proposes to construct a "Welcome to Millis" sign at the end of Grove Street (where Grove St. and Causeway St. merge), on the Millis/Medway town line. He will also landscape the area. Mr. Borgman will have help from Scout Troop 15. He hopes to have the project done and the sign up by the end of April 2014.

Motion by Sel. Smith, seconded by Sel. Vecchi, to authorize Mr. Nick Borgman to build a sign and landscape, as described in his project proposal, at the corner of Grove and Causeway Streets for his Eagle Scout Project. The motion passed unanimously.

FIRE DEPARTMENT STAFFING: Mr. Aspinwall stated that he had been in discussions with Chief Barrett about how to best fill the vacant Lt. position and the vacant Deputy Chief position.

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Mr. Aspinwall discussed the current staffing and stated that he has no final recommendations at this time. Mr. Aspinwall presented some different options for staffing and stated that, as required under the Charter, he is to promote and hire based on merit and fitness; not based on seniority and title alone. According to Chief Barrett, having an Lt. on duty per shift is the goal – somebody to answer for him when he is not there. Sel. Smith requested a Command Structure Plan, showing positions only – not names – should be prepared and presented to the Board. Chief Barrett hopes to have this done within the next few weeks.

FARM STREET SEWER EXTENSION REQUEST: Mr. Daniel Merrikin of Merrikin Engineering, on behalf of the applicant, discussed the sewer service proposed on Farm Street for a possible development on Acorn Street. Mr. Merrikin stated that they have not designed a subdivision yet. Mr. Merrikin presented the revised plans, based on a peer review comment letter dated July 22, 2013 from GCG Associates. Mr. Merrikin summarized his letter, dated August 9, 2013. He stated that the applicant would agree to a full depth reconstruction of Farm Street. Mr. Merrikin explained the steps in the process and stated that going to DEP for permits would be next. If the Board agrees, Mr. Merrikin said, this would be the formal final design and they will file with DEP and then begin designing the subdivision to go before all the other Town boards.

Mr. Michael Carter of GCG Associates stated that he reviewed the application/plans and provided comments, which Mr. Merrikin satisfactorily addressed.

There was discussion regarding culvert design and road work timing. Mr. Carter recommended putting the sewer in first, then wait a period of time before doing the road. Mr. Merrikin discussed the pump station for property along Acorn Street. He said it is not finalized yet, but it would probably be maintained by the homeowner's association. Sel. Smith stated that he wants to be sure the residents on Acorn Street are protected.

Mr. John Dmytryck of 120 Farm Street asked if the existing curbing would remain or be replaced. Mr. Merrikin assured him that if it is there now, it would be replaced during construction. It could even be constructed taller if need be, Mr. Merrikin said.

Mr. Aspinwall recommended that a condition of approval be that the existing condition of the roadway be videotaped prior to any work being done. There was no further discussion.

Motion by Sel. Smith, seconded by Sel. Vecchi, to approve the Farm Street Sewer Extension application submitted by 400 Old Post, LLC, with the condition that a complete videotape of the roadway be done prior to construction. The motion passed unanimously.

PURPLE HEART TOWN PROCLAMATION: Mr. John Wypyszinski, Veteran's Agent for the Town of Millis, proposed proclaiming the Town of Millis as a "Purple Heart Town." This designation, which does not cost the Town any money, he said, recognizes those who were

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wounded or killed in combat for their country. Sel. Vecchi suggested that Mr. Wypyszinski work with Ms. Jennifer Cederberg, Operations Director.

Motion by Sel. Smith, seconded by Sel. Vecchi, to proclaim Millis as a “Purple Heart Town.” The motion passed unanimously.

**CONTRACT AWARD: WATER MAIN LOOP DESIGN/IRVING STREET
ENGINEERING/REJECTION OF ENGINEERING PROPOSALS:**

Mr. Aspinwall explained that he had received a quote for engineering services for the Irving Street water main project from GCG Associates. Initially, Mr. Aspinwall thought the quote of \$24,785.00 seemed high. According to Mr. Aspinwall, he then solicited bids for the Irving Street water main project and the water main loops project, combined, from three other firms: Woodard and Curran, OnSite Engineering, and AP Associates. AP Associates’ proposal was immediately rejected, Mr. Aspinwall said, as they did not submit the required information. Woodard & Curran came in at \$185,400 and OnSite Engineering came in at \$65,100 for the combined projects. Due to the huge discrepancy, Mr. Aspinwall stated that he requested they split out their contracts. Those amounts were as follows:

	Water Main Loops	Irving St.
1. Woodard & Curran	\$72,400	\$113,000
2. OnSite Engineering	\$34,200	\$30,900

Mr. Aspinwall recommended that the Selectmen reject the engineering proposals relative to Irving Street and the water main loops contract.

Motion by Sel. Smith, seconded by Sel. Vecchi, to reject the combined engineering proposals for Irving Street and water main loops projects. The motion passed unanimously.

Mr. Aspinwall recommended authorization to enter into an agreement with GCG associates for engineering services for Irving Street.

Motion by Sel. Smith, seconded by Sel. Vecchi, to authorize the Town Administrator to enter into an agreement with GCG Associates for engineering services for the Irving Street water main project for \$24,785.00. The motion passed unanimously.

Mr. Aspinwall recommended authorization to negotiate and sign a contract with OnSite Engineering not to exceed \$34,200.00 for engineering services for the water main loops project.

Motion by Sel. Smith, seconded by Sel. Vecchi, to authorize the Town Administrator to enter into an agreement with OnSite Engineering for engineering services for the water main loops project for \$34,200.00. The motion passed unanimously.

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CONTRACT AWARD: PURCHASE OF DPW EQUIPMENT: Mr. Aspinwall requested approval for payment in the amount of \$50,349.10 for DPW equipment which was proposed and discussed at Town Meeting. Payments are to be made to Liberty Chevrolet and Tri-County Contractors Supply, Inc.

Motion by Sel. Smith, seconded by Sel. Vecchi, to authorize payment of the “Schedule of Department Bills Payable” for the Dept. of Public Works in the amount of \$50,349.10. The motion passed unanimously.

CRACK SEALING BIDS – REJECTION: Mr. Aspinwall explained that the crack sealing bids which were received came in at above the pre-qualification rate. They must be less than \$50,0000.00 and the low bid came in at \$50,445.00. Mr. Aspinwall recommended that proposals be rejected so the project can go back out to bid.

Motion by Sel. Smith, seconded by Sel. Vecchi, to reject the crack sealing bids. The motion passed unanimously.

CONTRACT AWARD: SCADA: The Board reviewed the SCADA Service Contract from Woodard & Curran, dated August 1, 2013. The total is \$15,325.00, to be billed quarterly.

Motion by Sel. Smith, seconded by Sel. Vecchi, to award the contract or FY14 To Woodard & Curran. The motion passed unanimously.

CONTRACT AWARD: SOLID WASTE REMOVAL: Mr. Aspinwall presented the three-year contract from Patriot Disposal Co., Inc. He recommended approval of the contract.

Motion by Sel. Smith, seconded by Sel. Vecchi, to award the contract for solid waste removal for three years to Patriot Disposal Co., Inc. for an annual cost of:
\$1,560.00 for Millis Town Hall/Community Center
\$1,320.00for Millis Police/Fire Station
\$1,140.00 for Millis Public Library
\$7,800.00 for Millis Middle/High School
\$8,736.00 for Clyde Brown Elementary School
The motion passed unanimously.

PAVING UPDATE: Mr. Aspinwall provided an update on the status of the paving for Pleasant Street. The Town entered into a contract with a new firm, he said. The work is not complete. Mr. Aspinwall contacted the vendor last week to let him know that all the work is to be completed prior to August 31, 2013. If this is not done, the next step is for Town Counsel to get involved Mr. Aspinwall stated. Fines and penalties will be levied.

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FALL TOWN MEETING WARRANT:

Motion by Sel. Smith, seconded by Sel. Vecchi, to open the warrant for the annual fall town meeting. Warrant to be closed at 12:00 noon on Sept. 20, 2013. The motion passed unanimously.

I/I PROGRAM/EASEMENT CLEARING IN MEDWAY: Mr. Aspinwall provided an update on the sewer infiltration end flow program. He stated that the area goes through a Medway swamp and the vegetation has grown up and it has to be cleared. He said that the Medway Conservation Commission wants a plan before any work is done in the vicinity.

FOREST ROAD PROJECT: QUANTITY BALANCING CHANGE ORDER

APPROVAL: Mr. Aspinwall stated that the final quantities from the work on Forest Road have come in and there is a need to approve a balancing change order to account for additional quantities used during the job. Mr. Aspinwall recommended approval of the change order.

Motion by Sel. Smith, seconded by Sel. Vecchi, to approve change order #2 in the amount of \$27,548.91 to CJP & Sons. The motion passed unanimously.

CLYDE BROWN CIRCLE TREE REMOVAL: Mr. Aspinwall stated that they would like to upgrade the plantings in the circle. They propose to remove the pine trees and overgrown evergreens and replace them with more appropriate landscaping. Mr. Aspinwall stated that one of the trees has fallen over and they impair the line of sight at the circle.

Motion by Sel. Smith, seconded by Sel. Vecchi, to authorize the DPW to remove the trees from the Clyde Brown Circle and re-landscape. The motion passed unanimously.

APPOINTMENT OF A FENCE VIEWER/DESIGNATION OF SPECIAL MUNICIPAL

EMPLOYEE: Mr. Aspinwall explained that the Town currently has one fence viewer; Mr. Michael Giampietro. The Town needs two fence viewers. If a resident contact the Town with a "fence issue," the viewers go out and then write a letter. The Town does not take any other action except for a letter signed by the two fence viewers, advising that the fence be re-located if so determined. That would complete the Town's interaction, Mr. Aspinwall said.

Motion by Sel. Smith, seconded by Sel. Vecchi, to appoint Mr. Charles Aspinwall as a fence viewer and designate him as a Special Municipal Employee until June 30, 2014. The motion passed unanimously.

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SIGNING OF A ONE-YEAR NOTE: Mr. Aspinwall presented the paperwork for approval of a one-year note for a municipal purpose loan. It includes the following projects: Water Mains – Pleasant St.; Flood Control Structure; Sewer System Improvements; Transfer Station.

Motion by Sel. Smith, seconded by Sel. Vecchi, to approve the re-authorization of a one-year note in the amount of \$76,898.13. The motion passed unanimously.

MINUTES:

Motion by Sel. Smith, seconded by Sel. Vecchi, to approve the regular session meeting minutes from 7/15/13. The motion passed unanimously.

Motion by Sel. Smith, seconded by Sel. Vecchi, to approve the executive session meeting minutes from 7/31/13. The motion passed unanimously.

EXECUTIVE SESSION: At 9:50 p.m.,

Motion by Sel. Vecchi to enter into executive session to discuss strategy with respect to collective bargaining or litigation 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 so declares (Fire, SEIU and Library Director). By Roll Call Vote: Vecchi – aye, Smith – aye.

Respectfully submitted,

Camille Standley