

BOARD OF SELECTMEN
REGULAR SESSION MEETING MINUTES
September 9, 2013
Veterans Memorial Building, Room 229
900 Main Street, Millis, MA 02054

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

EAGLE SCOUT PROJECT: Richard Higgins spoke concerning his Eagle Scout Project which was building and installing two 6-foot benches at the Prospect Hill Cemetery. Mr. McKay thanked Richard for his project.

TAX TITLE FORECLOSURES: Mr. Aspinwall stated that it has been a number of years since this process has been undertaken. Treasurer/Collector Jeff Cannon explained how the tax title process works which typically starts with a list of 250 parcels and ends with approximately 8 left that won't pay the overdue taxes. He noted that efforts such as payment plans are set up in an effort to pay off the overdue taxes.

Jeff Eugino from K&P spoke concerning the details of the foreclosure process noting that it is a fairly expensive process. He noted that any amount owed less than \$19,000 is considered a low-value parcel. He stated that at the end of the process, an auction would take place in order to recoup some of the funds owed to the Town. Att. Eugino stated there are hard-luck, political cases that can be negotiated.

Mr. Aspinwall asked the Board's desire in moving forward. Sel. Wagner suggested that a policy first be developed.

SOUTH END FARM LLC: Mr. Dan Merrikin spoke concerning the stormwater management and land disturbance permits for #9 Evergreen Terrace (Lot 13A Southend Farm). He noted that there are 5 houses built and occupied in this development with others being in various stages of building. Town Engineer Barbara Thissell said that she spoke with Mr. Merrikin last week and that her only concern was that it be clearly explained who the property owner is. Mr. Merrikin stated that there are ample ways to police the property bounds.

Mr. Merrikin went on to review the standard language included in the draft decision. He recommended that the bounds shall be installed at the time that the erosion control is done and at the time that the foundation as-built is required. There was some discussion when A&R hearings would take place. Ms. Thissell stated that it might be wise to have a street number present during construction. The applicant agreed to identify both the street number as well as the parcel number to make identifying easier. Ms. Wagner suggested adding this suggestion as #17.

Motion by Sel. Smith, seconded by Sel. Wagner, to close the hearing (8:38 p.m.). The motion passed unanimously.

Motion by Sel. Wagner, seconded by Sel. Smith, after hearing an application for a stormwater and erosion control permit for Lot 13A Southend Farm subdivision, the Board has found that applications were submitted in accordance with the requirements of Article 1 Section 6 and Article 2 and makes the findings as detailed in the proposed decision dated September 6, 2013. The motion passed unanimously.

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Motion by Sel. Wagner, seconded by Sel. Smith, we grant a permit pursuant to the Town of Millis Stormwater Regulations Article 1 Land Disturbance and post-construction stormwater management regulations of the Town of Millis and also issue a land disturbance pursuant to the Town of Millis Stormwater Regulations Article 1-Land Disturbance and post-construction land disturbance regulations of the Town of Millis to Lot 13A Southend Farm Subdivision and those permits shall be subject to conditions numbered 1-17, paragraph 10 will be added that the bounds should be installed at the time of the erosion controls and shall be included on the foundation as-builts when submitted and by adding paragraph 17 where the owner shall cause the lot number and property address to be displayed during construction at the lot frontage on a draft decision dated September 6, 2013. The motion passed unanimously.

Mr. Merrikin noted that there is an O&M Plan in place for the entire division and will be reported to the Town on a yearly basis. He also acknowledged that numerous catch basin covers have been stolen but the hope is that with further development, this will detract thieves from stealing in well-lit areas.

BOGGESTOWE: Steven Teague came forward asking for the one-day entertainment license for Boggestock.

Motion by Sel. Smith, seconded by Sel. Wagner, to approve the one-day entertainment license for the Boggestowe Fish and Game Club for 9/14/13 for Boggestock to have a live band play from noon – 9 p.m. based on the following conditions: all parking be on their property, one police detail from the Millis PD, and that there will be no parking signs the intersection of Middlesex and Ridge Street to the Sherborne line.

RELOCATION OF THE DPW: Mr. Aspinwall stated that he anticipated the move would cost approximately \$7,000 and that the only impact on the building would be losing that meeting space that Planning/ZBA would move into (Room 101). Mr. McKay stated that he would move forward right away.

Motion by Sel. Smith, seconded by Sel. Wagner, to approve the move of the DPW to the Town Hall based on the discussion had tonight not to exceed \$8,000 unless the BOS is first notified. The motion passed unanimously.

SGT RECRUITMENT: Chief Edison stated that this year's budget does allow for one additional Sergeant. He reviewed what the typical recruitment process is through Civil Service. He noted that recruits would go through an assessment process but that this would be a much faster process. He noted that he still needs to solicit bids to hire the consultant to conduct the exam. He stated that this form of testing takes into account the candidates' overall performance rather than just a raw text score. He noted that this process would be open to all Patrolmen in the Town of Millis. Chief Edison stated that he would expect 6-8 candidates.

Motion by Sel. Smith, seconded by Sel. Wagner, to authorize the Chief of Police under the direction of the Town Administrator to seek proposals for the Sergeant promotional exam and proceed with the process as long as the expenses do not exceed more than \$10,000. The motion passed unanimously.

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LIBRARY ASSISTANT: Library Director Tricia Perry recommended Ms. Donna Brooks for the vacant Library Assistant position. Mr. Aspinwall explained the recruitment process and union-related issues. Mr. Aspinwall explained that there is nothing in the Union contract concerning moving an employee up grades when they are making a lateral move. Ms. Perry is proposing that even though the employee is already at the same grade, that she be moved up a couple of steps. Sel. Smith stated that there are more hours, but according to the policy in place, step increases are based on tenure. Mr. Aspinwall agreed stating that if the position needs to be modified in terms of the grade, this is not the way to address it.

Motion by Sel. Smith, seconded by Sel. Wagner, to appoint Donna Brooks to the Library Assistant position at Grade 2, 21 hour/week position at her current grade and step effective today. The motion passed unanimously.

MERIEL HARDIN MEMORIAL FUND: Lisa Hardin read a letter to the Selectmen concerning a fund named after her mother, asking that the Town account set up in her name have its fund transferred to the Library Gift Fund. She read a biography outlining her mother's contributions to the Town.

Motion by Sel. Smith, seconded by Sel. Wagner, to transfer the balance in the Meriel Hardin Memorial Gift Fund to the Library Gift Fund subject to written confirmation from Nicholas Hardin and Daniel Hardin and verification that when the fund was created there were no restrictions. The motion passed unanimously.

PURCHASES OVER \$10,000:

Motion by Sel. Smith, seconded by Sel. Wagner, to authorize the following expenditures from the Fire Department: Scott Air Packs - \$35,000 through the fire truck bond; Portable Radios/Pager Motorola/Vorhee's/Doucette's - \$14,311.80 as part of the budget; Holmatro Rescue Tool - \$27,729 as part of the fire truck bone; Turnout Gear - \$13,800 budget; and Misc Hand Tools/Nozzles/Hose - \$11,000 as part of the fire truck bond.

CONSTRUCTION MGT AT RISK: Mr. Aspinwall noted that the PBC agreed to move forward with the Construction Manager process for the building of the new Police Department and the renovation of the Fire Department.

Motion by Sel. Smith, seconded by Sel. Wagner, to approve the construction manager at risk process for the building of the new police department and the renovation of the fire station. The motion passed unanimously.

SANDWICH BOARD:

Motion by Sel. Smith, seconded by Sel. Wagner, to approve an application for a permit for one-cup Coffee for a sandwich board at 1140 Main Street, Rt. 109, Millis, MA, from 9 a.m. – 6

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p.m. subject to signing an indemnification agreement with the Town. The motion passed unanimously.

BANNER PERMIT REQUEST:

Motion by Sel. Smith, seconded by Sel. Wagner, to approve the hanging of a banner for the Charles River Chorale from Friday, November 29th through December 8, 2013, subject to coordination with the Millis Fire Department upon signing an indemnification agreement with the Town of Millis. The motion passed unanimously.

ONE-DAY ALCOHOL PERMIT:

Motion by Sel. Smith, seconded by Sel. Wagner, to approve a special one-day alcohol license for the Millis Lions Club and Laaree Riccadeli for Saturday, September 14 at the St. Thomas Large Hall for wine and malt beverages only from 5:30 p.m. – 9 p.m. for their fund raiser. The motion passed unanimously.

COMMITMENTS TO THE COLLECTOR:

Motion by Sel. Smith, seconded by Sel. Wagner, to commit to the collector the final water bills for the month of July and special commitments in the amount of \$629.73. The motion passed unanimously.

Motion by Sel. Smith, seconded by Sel. Wagner, to commit to the collector FY14 quarterly QB7013 the amount of \$495,098. The motion passed unanimously.

Motion by Sel. Smith, seconded by Sel. Wagner, to commit to the collector for Fiscal year 2013 month of April Final water/sewer Bills and special Commitments in the amount of \$1,581.00. The motion passed unanimously.

Motion by Sel. Smith, seconded by Sel. Wagner, to commit to the collector for the month of May final water and sewer bills in the amount of \$1,686.20. The motion passed unanimously.

Motion by Sel. Smith, seconded by Sel. Wagner, to commit to the Collector for the fiscal year 2013 final water and sewer bills in the amount of \$2,167.20. The motion passed unanimously.

PROJECT NOTIFICATION: Mr. Aspinwall reviewed the current project notification policy and noted that for short-term paving, notification is not provided: it is only provided for long-term projects. He asked the Board to consider items such as when notice would be sent out, who should be notified, and how they should be notified.

Mr. Smith suggested having a list serv which would place the burden on the resident. Sel. Wagner suggested sending out a post card to effected residents.

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AFFORDABLE UNIT SALE:

Motion by Sel. Smith, seconded by Sel. Wagner, to approve the agreement regarding the sale of the affordable unit at as provided. The motion passed unanimously.

DPW NSTAR WORK:

Motion by Sel. Smith, seconded by Sel. Wagner, to authorize the TA to enter into an agreement with NStar to complete work at the DPW facility and spend up to \$11,219.00. The motion passed unanimously.

CONTRACT AWARD:

Motion by Sel. Smith, seconded by Sel. Wagner, to award a contract for crack sealing to Sealcoating, Inc. of Braintree, MA, in the amount of \$43,680. The motion passed unanimously.

MINUTES:

Motion by Sel. Smith, seconded by Sel. Wagner, to approve the regular session meeting minutes from 8/26/13 as written. The motion passed unanimously.

EXECUTIVE SESSION: At 10:32 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 does so declare. By RCV: Vecchi – aye, Wagner – aye, Smith – aye.

Respectfully Submitted,

Jennifer G. Cederberg, Operations Director