

BOARD OF SELECTMEN
REGULAR SESSION MEETING MINUTES
January 6, 2014
Veterans Memorial Building, Room 229
900 Main Street, Millis, MA 02054

CALL TO ORDER: Sel. Vecchi called the meeting to order at 7:33 p.m. The following persons were present: Chairman Charles Vecchi, Vice Chairman Andrea Wagner, Clerk Christopher Smith, Town Administrator Charles Aspinwall, Operations Director Jennifer Cederberg.

ANNOUNCEMENTS: Sel. Vecchi announced the special election for Precinct 1 to replace Dan Winslow. He also announced that he would not be running for Selectman in May.

Town Clerk Lisa Hardin gave details on the special election taking place on 1/7/14. She noted that this election is just for Precinct 1 and described where this geographical location is.

WATER MAIN LOOP PROJECT: Mr. Aspinwall noted that the water loop has been online but caused a disturbance in the sediment which affected local business who use water from Wells 1 and 2. He noted that the DPW is looking for places where the systems can be flushed as they move into Phases 2 and 3 of the project.

OPEN ATM WARRANT:

Motion by Sel. Wagner, seconded by Sel. Smith, to open the spring Annual Town Meeting warrant and we establish a closing date of 2/21/14 at noon. The motion passed unanimously.

TRAFFIC STUDY REVIEW: Mr. Aspinwall recalled that approximately a year ago, a Town employee was struck at the intersection of Main Street, Auburn Road and Spring Street. He noted that the Town approached the County of Norfolk and asked for them to conduct a traffic study in this area and further requested that a study of the intersection of Village Street and Forest Road.

Mr. Aspinwall reviewed the content of the final report for the Main/Auburn/Spring street area. He stated that the data being recommended is devised using a computer program. He went on to review the attachments to the written report submitted by Norfolk County. Traffic counts and maps were included in these handouts as well as peak hour activity. He stated the current capacity levels as well as what the levels would be if the intersections were signalized.

Mr. Aspinwall reviewed what structural changes would need to take place if a traffic signal were to be installed in the Main/Auburn/Spring Street area. He stated that the Town took base action following the employee accident including installing additional signage to indicate that this is a crossing area for pedestrians and school children. He stated that there could be a flashing traffic signal installed at each corner of Auburn Road and Spring Street or the intersection could be fully signalized requiring some changes in curbing. He noted where the proposed turning lanes would be located.

Mr. Aspinwall asked the Board to consider the recommendations which would be estimated to cost in the range of \$250,000 to fully signalize the area. Sel. Smith asked if the future Police Station and development of Centennial Place were taken into consideration as part of this study. Mr. Aspinwall stated that they were. He further noted that he is not looking for a vote on this issue tonight.

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Sel. Vecchi stated that there is a lot of information to digest. He informed the Board that he participated in a meeting with the County Engineer when the final recommendations were discussed and that the study is extremely complicated. He stated that it would be wise to have the Engineer present when this topic is further discussed. Mr. Aspinwall further recommended that further discussions include invitation of abutters, school members, etc. to participate. Mr. Smith recommended moving forward so that a potential warrant article could be discussed. He stated that the two intersections being discussed are only going to get worse and something is going to happen if the issues are not addressed.

This item will further be discussed at the next BOS meeting.

Mr. Aspinwall stated that another firm is studying the Village Street and Forest Road intersection but that the final report is not complete. Sel. Vecchi stated that this topic could open Pandora's Box and bring many requests forward.

FIELDS CONSULTANT: Mr. Aspinwall reviewed the process that was undertaken to evaluate responses to the RFP advertising for a consultant to study the Town fields. He noted that there were two submissions and described the rating rationale. He pointed out that the proposals were first reviewed and then the price proposals are open. He noted that CDM Smith's price came in at \$29,500 and that his recommendation is to award the contract to them. The team of CDM Smith were introduced and spoke about their approach to the project as well as their qualifications. They reviewed the scope of the project and how consensus is built with the intent to be prepared for the May Annual Town Meeting. Each member of the team specializes in certain areas such as turf footing, land use, landscape architecture, and the recreational needs of a community. They noted that their approach is to keep in mind that the fields are for everybody and that all of the stakeholders will be included in any discussions. The ultimate report will look at potential as well as existing sites to develop the ultimate master plan.

CDM Smith suggested having three different steps of public communications including needs, identifying a vision, and consensus building/feasibility analysis and prioritizing projects. They noted again that major property holders and stakeholders will be included in the entire process and that they are happy to work with a small town where face-to-face meetings can frequently take place. They acknowledged the work of the Town Fields Committee and Mr. Aspinwall in developing the RFP. They spoke concerning assessing the facilities/fields so appropriate recommendations are made moving forward. It was noted that there is a short time-frame before May Town Meeting. He reviewed the schedule included in the handout in terms of field review, public meetings, and the presentation of a final report. Mr. Smith asked the team when they anticipate having a final report. The goal is to have it ready about a month before Town Meeting (mid-April). Mr. Smith asked if there is language in the contract concerning adhering to a fixed schedule. Mr. Aspinwall stated that the team is mindful of their time constraints.

Motion by Sel. Wagner, seconded by Sel. Smith, that we do award a contract in the amount of \$29,500 to CDM Smith for the Millis athletic fields consultant contract. The motion passed unanimously.

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FIELDS ADVISORY COMMITTEE: Sel. Vecchi noted that an advisory committee needs to be appointed to work alongside CDM Smith. Mr. Aspinwall stated that he has had discussions with the Chairman concerning the size and composition of the committee to be appointed. He recommended that the committee, because of the tight timeframe, be limited to 5 members including someone from the School Committee, a member of the Oak Grove Farm Commission as well as a member of the Board of Selectmen. He further recommended the appointment of two at-large members. He requested that Ms. Cederberg and himself be appointed as ex-officio members on the newly formed committee. He stated that there has been a lot of interest in this issue and that people can continue to be involved in this process. Mr. Aspinwall recommended that Mr. McKay from the DPW be appointed to one of the at-large positions as he brings much experience to the process from previous projects, Planning Board perspective as well as knowledge from participation on the Town Fields Committee.

Sel. Vecchi asked for a BOS volunteer to participate on the newly formed committee. He noted that he would take himself out of the discussion as his Chairman duties keep him busy and he will no longer be on the Board after May. Sel. Wagner stated that the composition of the committee makes sense. She asked what the appointment process would be from the committees who will be represented on the new committee. Sel. Vecchi stated that they would allow committees/boards to designate their own members. Sel. Smith noted that this process would take time and CDM Smith stated that over the next few weeks, they would plan on meeting with the major stakeholders (baseball, recreation, schools, etc.). CDM Smith stated that the beginning is the most crucial part of the project.

Mr. Robert Cantoreggi commented that it is important that the Board move forward in a timely manner. He further stated that there is a lot of emotion involved in this particular topic and that the BOS should take a very firm role in this process and that outside groups with interest in the future of the fields are interested in being involved and should be included in the discussions.

Mr. Aspinwall recommended setting a timeframe for committees/boards to provide the names of their representatives and that tonight, a committee could be established outlining what the composition of this committee would be. Sel. Wagner voiced concern over waiting until the next BOS meeting to appoint committee members. She asked what the charge of the committee would be. Mr. Aspinwall stated that the positions he is recommending be appointed to the committee are people who have a vested interest in the land and its use. Mr. Aspinwall stated that Mr. Scott Moles from the Board of Health has been involved in terms of the soil testing which further illustrates that many individuals will be involved. The BOS discussed leaving it up to the individual committees to decide who they would like to represent them in these discussions.

Town Clerk Lisa Hardin spoke as a citizen and stated that her feeling is that for voting purposes, individuals from the committees/boards Mr. Aspinwall suggested be appointed to the committee instead of a designee, but allow those members to bring others along for the discussion. She asked that CDM make the process as transparent as possible as this is a very emotional issue for the Town.

Sel. Wagner asked for clarification on the process of recruiting for the remaining at-large committee member and that she was in agreement with the recommendation of appointing Mr. McKay from the

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DPW. Mr. Aspinwall stated that this meeting may generate some public interest in being appointed and if someone comes forward, they can be appointed at the next BOS meeting on 1/27. Sel. Vecchi stated that there would be open meetings held and that interested parties would be welcome to participate and that they don't have to be appointed members in order to voice their opinions.

Town Clerk Lisa Hardin recommended that Mr. McKay and Recreation Director Kris Fogarty be appointed as the at-large members of the committee. She noted that they have vast experience and a vested interest in this process and both participated on the Town Fields Committee. Mr. Cantoreggi stated that he agrees with the recommendation of Mr. Aspinwall to keep the committee to 5 people and that Ms. Fogarty is the best person to represent the children in Town.

Mr. Smith recommended that the remaining position be another member of the School Committee so that the interest of the schools is properly represented. Sel. Vecchi stated that the appointment of Mr. McKay makes sense. Mr. Aspinwall recommended his original appointments which would leave one at-large member. Sel. Wagner voiced concern about only having one open position for the public to fill. Mr. Aspinwall described the process to recruit for the remaining at-large position including accepting letters of interest and picking the most qualified person.

Motion by Sel. Wagner, seconded by Sel. Smith, that we do establish a Fields Committee to work with the Consultants, CDM Smith, and that the committee shall consist of five members: one individual from the BOS, one individual from the School Committee and one member of the Oak Grove Farm Commission, and that there be two at-large positions with interested parties to submit a letter of interest to the BOS and that Mr. Aspinwall and Ms. Cederberg be appointed as ex-officio members. The motion passed unanimously.

WEBSITE REQUEST: Sel. Vecchi reviewed the history of the closing of St. Paul's and the request to put a link to the new parish on the Town website. Mr. Aspinwall stated that the new website does not contain a section for places of interest but that this was included on the former website. Mr. Smith volunteered to assemble the initial list to be posted. This issue will be tabled for further discussion

CHLORINE CONTACT LOOP CONTRACT:

Motion by Sel. Wagner, seconded by Sel. Smith, that the Board does vote to authorize the borrowing from Eastern Bank of \$278,000 for the Chlorine Contact Loop Contract at an interest rate of 0.75% maturing on January 8, 2015. The motion passed unanimously.

ADJOURN: At 9:10 p.m.,

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

Respectfully Submitted,

Jennifer G. Cederberg, Operations Director