

BOARD OF SELECTMEN  
REGULAR SESSION MEETING MINUTES  
January 27, 2014  
Veterans Memorial Building, Room 229  
900 Main Street, Millis, MA 02054

**CALL TO ORDER:** Sel. Vecchi called the meeting to order at 7:30 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 that Mr. David Baker's current term on the School Committee will be up and he is not seeking re-election. He wants people to know that there will be an election in May and if you are interested in being on the School Committee, you need to get papers from the Town Clerk's office in order to run. Mr. Aspinwall also wanted to thank Dave Baker for his many years of service not only on the School Committee, but also various other committees he has been involved with.

**APPOINTMENT OF A DPW HEO/LABORER:**

Subject to the Board of Selectmen approval, Mr. Aspinwall recommends the appointment of William MacInnes to the position of DPW HEO/Laborer.

**Motion by Sel. Wagner, seconded by Sel. Smith to approve the Town Administrator's appointment of William MacInnes to the DPW HEO/Laborer subject to a satisfactory physical, drug screen, CORI, obtaining a hoisting license, obtaining a Grade One distribution and treatment license, obtaining a Class B CDL License, satisfactory driving record, and participating in "on call duty" once qualified. The motion passed unanimously.**

**EXTRA WORK ON BIRCH ROAD:**

Mr. Aspinwall spoke of the chlorine content loop project at well 3. This well will need to be shut down for a period of time and there are valves in that area that are not working properly. He is seeking approval of a change order to this project to include replacing the valves at the time of the shut-down with the cost of work approximately at \$10,000.

**Motion by Sel. Wagner, seconded by Sel. Smith to approve a change order to the chlorine loop project of \$15,995.61 for Haluch contractor. The motion passed unanimously.**

**NOTICE OF UPCOMING TOWN ADMINISTRATOR'S REVIEW:**

The Town Administrator's review is scheduled for the next Selectmen's meeting. First, Mr. Aspinwall will meet with each Selectman then there will be a joint review at the next meeting.

**REQUEST TO CARRY OVER VACATION TIME: TOWN ADMINISTRATOR:**

Mr. Aspinwall requested carrying-over 62.5 hours of unused vacation time. Non-union workers can carry-over 80 hours of vacation time.

**Motion by Sel. Wagner, seconded by Sel. Smith to approve the request to carry-over 62.5 hours of vacation time for the Town Administrator. The motion passed unanimously.**

**APPOINTMENT OF FIRE TRAINING CAPTAIN:**

Chief Barrett, subject to the Board of Selectmen's approval, recommends the appointment of a Fire Training Captain to Andrew Hladick.

**Motion by Sel. Wagner, seconded by Sel. Smith approves the Town Administrator's appointment of Andrew Hladick as Fire Training Captain. The motion passed unanimously.**

**DISCUSSION OF BUDGETARY PRIORITIES:**

Mr. Aspinwall is beginning to review budgets with the different department heads. He would like to know what the Board of Selectmen's priorities are. He stated that local revenue this year is lower than last year and the governor is offering less in local aid than hoped for, so addressing issues such as restoring positions at the Council on Aging, Library, and Department of Public Works seems to not be appropriate this year. Sel. Smith states he would like to see continuing with filling restored positions before creating new positions.

**POLICE DEPARTMENT QUARTERLY REPORT:**

Chief Edison stated the department generally has approximately 10,000 annual call volume. The department is trending toward this again for the second quarter of this year. The typical response time is one minute one second which is very good.

He also states crime that is down in town is breaking and entering, domestic calls and disturbance calls. Accidents and vandalism are up. There is an ongoing problem with substance abuse consisting of prescription drugs, marijuana, and heroin.

The department is working with the DEA Task Force which has contributed \$220,000 to the town. Chief Edison is hoping to use this money to purchase radios, pagers, ballistic shields and new software for a records management system.

There is a new officer who will be attending the academy beginning on March 31<sup>st</sup>.

**POLICE DEPARTMENT FY15 BUDGET PRESENTATION:**

Dispatch budget for salaries went from \$220,702 in FY14 to \$219,821 which is down approximately \$1,000 due to the hiring of two new dispatchers who are starting at a lower pay rate. The expense area of this budget went from \$5,300 in FY14 to \$7,550 in FY15. The majority of this increase is due to repairing the current server—those costs went from \$250 to \$2,500.

Police Department budget salaries went from \$1,473,317 in FY14 to \$1,481,387 in FY15 due to step increases. The expense area of the budget is down from \$9,500 in FY14 to \$5,500 in FY15. The capital request for FY15 is to replace three vehicles for approximately \$104,000.

**JOPA REALTY/LICENSE:**

Mr. Aspinwall discusses Mr. Kazis' need for easements from the Town in order to create a drive-thru and parking for a future tenant. Mr. Kazis would need to access his property through Town property in order to accommodate this plan. Steve O'Connell from Andrews Survey & Engineering represents Mr. Kazis and discussed that Town meeting would have to approve this easement and modification of this property needed. For the moment, he would like to seek a license to get underway with the work until Town meeting. There was discussion pertaining to the license restrictions, parking requirements, and traffic studies. This will be revisited at the February 10<sup>th</sup> meeting.

**DISCUSSION OF POLICE/FIRE OWNERS PROJECT MANAGER:**

The Permanent Building Committee has had many meetings with six different firms that were interviewed. They are in the process of negotiating with the top firm. The maximum budget set was \$350,000, but the lowest OPM budget is \$500,000. The negotiations are discussions of the Town hiring a qualified person to be the manager, costing \$223,000 for 18 months of service, which would save the town money, but that employee would be eligible for benefits through the town. Mr. Aspinwall said he would discuss this further with Mr. Klocko.

**FORMATION OF AND APPOINTMENTS TO THE FIELDS ADVISORY COMMITTEE:**

There was discussion of the formation of the committee pertaining to how many members, from which other committees and what citizens should be on it. To date, Steve MacInnes from Oak Grove Farm Commission, Sean Doherty from the School Committee, Andrea Wagner from the Board of Selectmen are on it, they are looking to fill the two "at large" positions.

**Motion by Sel. Smith, seconded by Sel. Wagner to appoint Jim McKay and Richard Nichols to the Fields Advisory Committee. The motion passed unanimously.**

**TOWN MEETING WARRANT:**

Currently, the Town Meeting Warrant closes on February 21, 2014. There has been discussion that changing the date to March 7, 2014 would be a better date to close the warrant.

**Motion by Sel. Wagner, seconded by Sel. Smith to extend the closing date of the Town Meeting Warrant to March 7<sup>th</sup>, 2014 at 12:00 p.m. The motion passed unanimously.**

**APPOINTMENT OF AN ENERGY ADVISORY COMMITTEE:**

In order to work with Medway for an energy grant, Millis needs to appoint an Energy Advisory Committee. Mr. Aspinwall recommends appointing Craig Gibbons, Tom Farrar, Tom O'Connell, Kathleen Streck, James Lederer and Dave Byrne to the Energy Advisory Committee. There is one more person interested in participating so he is recommending that this committee comprise of seven people.

**Motion by Sel. Wagner, seconded by Sel. Smith to appoint Craig Gibbons, Tom Farrar, Tom O'Connell, Kathleen Streck, James Lederer, and Dave Byrne to the newly formed seven member Energy Advisory Committee. The motion passed unanimously.**

**DISCUSSION OF ENERGY GRANT:**

A joint application with Medway will be sent to the Department of Energy Resources for a grant to hire an Energy Manager with a total cost of approximately \$90,000. The grant would help cover the salary, mileage, educational materials among other expenses. Millis and Medway would divide the costs equally in order to get us going on saving energy, therefore saving money for both towns. The hired person would work directly with Mr. Aspinwall.

**Motion by Sel. Wagner, seconded by Sel. Smith to authorize the application for energy manager grant. The motion passed unanimously.**

**REVIEW AND VOTE ON SEIU CONTRACT AMENDMENT:**

Inadvertently, the reimbursement of \$500 for the Senior Building Maintenance Worker's uniform, including clothing and workboots, was left out of the agreement with the SEIU union.

**Motion by Sel. Wagner, seconded by Sel. Smith of a memorandum of agreement between Union 888 effective July 1<sup>st</sup> to amend Article 23 to allow the Senior Building Maintenance Worker a \$500 annual reimbursement with acceptable receipt for clothing. The motion passed unanimously.**

**SIGNING OF FINAL WATER BILLS AND SPECIAL COMMITMENTS TO THE COLLECTOR:**

**Motion by Sel. Wagner, seconded by Sel. Smith to commit to collector for December, 2013 the amount of \$219.24 for final water bills and special commitments. The motion passed unanimously.**

**Motion by Sel. Wagner, seconded by Sel. Smith to commit to collector for November, 2013 the amount of \$1,605.25 for final water and sewer commitments and for the second quarterly October, 2013 the amount of \$607,713.97 for all water and sewer commitments. The motion passed unanimously.**

**APPLICATION FOR ADJUSTMENT: 101 DOVER ROAD:**

The request for adjustment for 101 Dover Road is to adjust the outstanding balance which is broken down as follows: \$14.16 water, \$33.70 capital assessment, and \$44.67 in interest.

**Motion by Sel. Wagner, seconded by Sel. Smith to adjust the outstanding balance for FY05 for 101 Dover Road of \$47.86 in principal and \$44.67 in interest. The motion passed unanimously.**

**VOTE ON LIST OF HISTORICAL COMMISSION MEMBERS AND TERM LIMITS:**

Over the years, members have left the commission without tending a resignation letter leaving the Commission list of members inaccurate. In an effort to update and correct it is requested to re-appoint the commission.

**Motion made by Sel. Wagner, seconded by Sel. Smith to re-appoint the following members with their term expiring on June 30, 2016; Nathan Maltinsky, Joanne Gannon, Mark Prufer, and Margaret Wilkes. To re-appoint the following members with their term expiring on June 30, 2015; Jacqueline Graci, Mark Slayton, Fred Waskiewicz and to re-appoint the following associate members with their term expiring on June 30, 2014; Charles Vecchi, Scott Fuzzy, and Christina Friskey. The motion passed unanimously.**

**CONSENT ITEMS:**

Approval of January 6, 2014 meeting minutes.

**Motion made by Sel. Wagner, seconded by Sel. Smith to accept January 6, 2014 meeting minutes as written. The motion passed unanimously.**

**EXECUTIVE SESSION:**

**Motion by Sel. Vecchi to enter in to 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. (Union Contracts: Police, Dispatchers; Police Chief's contract). By Roll Call Vote: Wagner—aye, Smith—aye, Vecchi—aye.**

Respectfully Submitted:

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Susan K. Vara