

BOARD OF SELECTMEN
REGULAR SESSION MEETING MINUTES
February 10, 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, Clerk Christopher Smith, Town Administrator Charles Aspinwall, Susan Vara.

ANNOUNCEMENTS: Sel. Vecchi passed along sympathies to the family of Andrea Wagner at the loss of her father.

Sel. Vecchi also reminded the public that the election will be held on May 5, 2014 and there are multiple vacancies. The School Committee has two vacancies, and papers have been taken out for that Committee. The Planning Board, Library, Constable, and Selectmen all have terms that will expire and need to be filled. Sel. Vecchi reminded everyone that he will not seek re-election.

Mr. Aspinwall reported that the Swiftreach 911 Program is utilized to notify people of important information or announcements within the Town. If you are interested in signing up for this program, please go to the website www.millis.net and in the upper right-hand corner, you will find the sign-up area. Click on that, and follow the prompts to sign up. The Town did utilize this service three times within the past few weeks with approximately 200 “no answers”. A list of these calls has been generated and a letter will be sent to these residents to let them know this service is available and see if they would like to participate in it.

BUDGET PRESENTATIONS:

ANIMAL CONTROL:

Brenda Hamelin, the Millis/Medway Animal Control Officer of 18 years presented her budget. She indicated she is not looking for an increase on her expense budget. In the salary aspect of her presentation, she said the increase reflects the 2% increase and a step increase for her mid-year. Her staffing remains the same.

She also stated that she received calls from Medway 55% of the time and 45% of her calls were generated from Millis. The breakdown of the expense for each Town is \$45,483.26 for Medway and \$37,258.00 for Millis.

Another thing she mentioned was the wild animal call had the biggest increase this year, including many calls pertaining to fox with mange. She is still working with the Perfect Cat Shelter with any cats that are brought in. While working the the Perfect Cat Shelter, the Animal Control Officer has saved both Towns approximately \$11,760 in medical costs, since the shelter provides spaying/neutering along with other medical expenses.

Her vehicle has approximately 63,000 miles on it and is running well and is still in good condition.

Sel. Vecchi asked about State requirement changes. Ms. Hamelin stated that 85% of the new requirements have been achieved for record keeping, etc. The biggest change has been to the kennel

laws which require her to inspect each kennel which takes about one-half to three quarters of an hour to complete. She needs to be sure the animals are well-kept, vaccinated, in a healthy environment. She has created a form for these inspections and once she has completed the inspection, the dog owners need to bring this copy to the Town Clerk in order to properly license their dogs. She is continuing her education of the requirements from the State. Sel. Vecchi also had a question pertaining to the different types of kennels. Animal Control Officer Hamelin said that a personal kennel is up to 10 dogs and over 10 dogs puts them into a different category.

Ms. Hamelin also stated that she has again been appointed the Head membership secretary for the ACOM. She was re-elected and is heading special events and she is also the co-webmaster.

Sel. Smith asked if the budget gives her everything she needed for next year. Brenda replied that it does.

FIRE DEPARTMENT:

Chief Rick Barrett presented the Fire Department budget. He stated that the Fire Department has an increase of 7.5% in expenses for the following reasons:

1. Training. There have been some new State requirements for training that brought more expense to the department.
2. Ambulance computers. In order to accurately share patient information/reports with hospitals there have been computers installed, which need WiFi to work, so that has been added.
3. Supplies and expenses. Among some of the expenses are medical equipment which needs to be replaced in a cycle approximately every 5 years.
4. Uniforms and clothing. There has been an increase in uniforms/clothing since there are new firefighters on the force.
5. Vehicle and Equipment Repairs. Working on participating in a preventative maintenance plan to maintain such things as jaws of life, trucks, and other equipment. He would like to keep these up-to-date in order to prevent added expense when things deteriorate too much.
6. Salary. The salary has increased due to some contractual commitments, ten new call firefighters, and step increases.

In this budget there is a request for replacement of five sets of turnout gear. Eighteen sets of gear have been replaced with a State grant. There is also a request of radio/pagers.

The big request is to change the current BLS Service to ALS Service. The current Basic Life Support (BLS) service provides assessment, treat life-threatening situations, and plan for next course of action (ie: Life Flight).

The Town is currently using Events EMS—a private service, which is working well, but there are concerns they could leave at any time. They charge approximately \$30,000-\$50,000 for their service.

There are currently 28 communities in Norfolk County. Of the 28, only 4 communities, Medway, Millis, Medfield, and Dover do not have the ALS Service. In order to change over to ALS Service, firefighters would need to be trained as paramedics. In order to achieve this, Chief Barrett would like to send two firefighters at a time in paramedic school for training. That would cost approximately \$28,000-\$32,000 per year.

Sel. Vecchi asked if we have the equipment and tools in Town now needed to utilize the ALS Service.

Chief Barrett responded a \$25,000 cardiac monitor would be needed for the ambulance, but they do have a lot of the required equipment needed. He felt there may be minor upgrades.

Sel. Smith asked about the budget increase of 9% for salaries. Chief Barrett said there was a 2% contractual increase, on call wages went up quite a bit, rescue/fire wages stayed about the same, training/overtime went up a bit and shift coverage was up. Also included in this budget is a clerical request for the Police Administrative Assistant to work with the Fire Department for 5 hours per week.

Sel. Smith also commented that the ALS plan is not factored in to this budget. Chief Barrett said it was not. Currently, the Town pays Events EMS a flat rate.

Sel. Smith inquired about revenue if the Town switched over to the ALS Service. Chief Barrett stated that other departments doubled their revenue in three years. He understands the initial upfront costs seem overwhelming, but within 3-5 years the Town can generate revenue to pay for the complete ALS switch.

Sel. Vecchi asked if the Town does switch to the ALS service, would there be an increase in clerical costs. Chief Barrett said there wouldn't be, Comstar is in charge of billing.

Sel. Smith asked about regionalization of the ALS service and Chief Barrett stated that other departments are not interested in that proposition.

Town Administrator, Charles Aspinwall stated that a Selectman from Medfield will be attending the next Millis Board of Selectmen meeting to discuss regionalization.

FIRE DEPARTMENT QUARTERLY REPORT:

Chief Barrett states the Fire Department is in a good state. There have been a couple of on the job injuries. Fuel costs are up. The ladder truck is 100% outfitted with equipment. The Department is very happy and impressed with the new ladder truck. The Department has also hired 10 call firefighters, which are working well. The officer promotions have also finalized the need for Department structure.

RE-OPEN SUBWAY RESTAURANT:

Dhaval Patel submitted a common victualler license application to re-open the Subway restaurant at 1060 Main Street.

Motion by Sel. Smith, seconded by Sel. Vecchi to approve the common victualler license for Dhaval Patel dba Subway subject to a Building Inspector's inspection with all conditions met and a certificate of good standing from the Treasurer's office. The motion passed unanimously.

JOPA REALTY LEASE:

Mr. Aspinwall spoke with Town Counsel and has met with Jim McKay pertaining to this lease. In Section 4, paragraph 1, the operational hours should be 8:00 am – 10:00 pm. In Section 4, paragraph 3, where it states "Licensee shall promptly repair any damages.....at its sole cost and expense", "or customers" needs to be inserted at "licensee OR CUSTOMERS shall promptly repair any damages.....at its sole cost and expense".

Licensee shall remove snow from "u" shaped drive and parking area.

Licensee responsible for curbing road structure.

Licensee responsible for maintaining lighting—no increase in quantity.

Licensee responsible for sweeping the “u” shaped drive and parking area two times per year.

Licensee is responsible for general liability insurance.

B+ or better rating.

In paragraph 7 put the condition as now with final paving included. Mr. Aspinwall is still investigating how to bind this part of the agreement with a bond, covenant, or agreement.

Representatives from Jopa responded they have no objections at first glance.

There is a question as to in the future if the drive-thru is not needed for a future operation, that the building needs to be restored as if the drive-thru was never there.

Motion by Sel. Smith, seconded by Sel. Vecchi to approve Jopa Realty LLC a drive-thru at the Town owned parking lot. Section 4 add the operational hours are between 8:00 am-10:00 pm. Also in Section 4 at the end of the third paragraph, add “or customers” to read as follows: “licensee or customers shall promptly repair any damages.....at its sole cost and expense”. Add a paragraph that “licensee will remove snow from drive-thru and parking lot”. Add a paragraph that “licensee is responsible for infrastructure maintenance and lighting”. Add a paragraph that states “licensee is responsible for sweeping the drive-thru and parking area two times per year”. Also, under Section 7 “licensee is responsible for final pavement and change drive-thru if no longer needed after non-use of a consecutive 180 days” and to also direct Town Counsel while working on the Land Development Agreement to bind the restoration and final paving agreement. The motion passed unanimously.

BOARD OF HEALTH MEETING MINUTES:

Kathy Lannon of the Board of Health came to discuss posting the Board of Health draft minutes on the Town website within two weeks of their meeting. She is uncomfortable with posting draft minutes before they are approved by their board. Sel. Smith stated the Town is working to follow the open meeting laws, particularly pertaining to appointed boards in Town. He is recommending the Planning Board and the Board of Health, providing they have their own policy, be exempt from posting draft minutes.

There was further discussion of the procedure pertaining to the emergency notifications for departments should the need arise beyond typical office hours. The advice given is to call the Police Department with any immediate emergency, and the dispatcher on duty will have the list of contact people authorized to access the Swiftreach notification webpage and each department head will receive contact information of the authorized Swiftreach users.

Motion by Sel. Smith, seconded by Sel. Vecchi to modify existing directive for posting draft meeting minutes within two weeks of meeting to other elected boards, other than the Board of Selectmen. The motion carried unanimously.

ATHLETIC FIELDS FEASIBILITY STUDY PROGRESS REPORT:

There is a survey that has been put on the Town website www.millis.net relative to the Town Fields. The input from the Townspeople would be appreciated.

In January, 2014, CDM Smith has been hired to assist the Fields Advisory Committee, which consists of 5 members. One from the School Committee, one from Oak Grove Farm Commission, one from the Board of Selectmen and two at large members. CDM Smith has met with various field users in Town to see the needs and conflicts of each group. The inventory of the field has been sidelined due to snow, but they are working on other aspects of the project for the time being. The next meeting of the Fields Advisory Committee is Thursday, February 13th. CDM Smith will come to as many meetings as needed in order to facilitate the needs of the committee. Mr. Aspinwall is very happy with the performance of this company.

AUTHORIZATION TO SPEND IN EXCESS OF APPROPRIATION FOR SNOW AND ICE:

This winter to date, there have been six storms and twelve sanding operations with a current balance of \$65,488 over the budget today.

Motion by Sel. Smith, seconded by Sel. Vecchi to authorize Town Administrator to spend in excess for the remainder of FY14 for snow and ice removal. The motion passed unanimously.

Sel. Smith requested updated information for the rest of this snow and ice year. Mr. Aspinwall will keep the Selectmen updated.

Also, Mr. Aspinwall stated that he apologizes for any extra work for Townspeople when the second passing of plows occurs, but it is necessary for the Department of Public Works to keep the roads passable during the storm then widen the roadways with a second passing in order to keep public ways open for emergencies.

Sel. Smith also requests that residents do not park in the streets during the day, if possible, as well as in the night in order to keep our roadways cleared of snow and ice more efficiently.

CARWASH REQUEST:

R.J. Maturo, the varsity softball coach at Millis High School requested a permit to hold a carwash fundraiser on Saturday, May 17th with a rain date of Sunday, May 18th from 9:00 am – 5:00 pm at the Veterans Memorial Building parking lot.

Motion by Sel. Smith, seconded by Sel. Vecchi to approve a carwash fundraiser for the Millis High School softball on Saturday, May 17th with a rain date of Sunday, May 18th from 9:00 am – 5:00 pm at the Veterans Memorial Building parking lot. The motion passed unanimously.

FY15 REVENUE PROJECTIONS:

In January, the Governor announced the State’s budget and the State aid for the Towns is low this year—only a 2% increase for approximately \$118,000 in assistance. Local receipts effective change is \$50,216, Free Cash available is \$381,920, Other Available Funds are \$32,291 and Tax Levy is \$514,226 broken down as: 2.5% inc. \$414,226 and Growth \$100,000. There are major fixed expense increases as follows: Norfolk County Assessment \$155,676, Tri County \$56,900, Health Insurance 5% inc. \$224,784 and Snow & Ice Deficit \$65,500. Discussion ensued relative to ambulance receipts.

AGREEMENT FOR LSP CONSULTING SERVICES:

After an August, 2013 meeting with the MassDEP, additional data was collected to support the February 2013 Downgradient Property Status (DPS) submittal. The MassDEP found the data collected did not support the DPS so it is no longer valid. The proposal is that AMEC will continue the required work at a cost of \$29,000 to complete Task 1, 2, and 4, and to amend the existing contract for \$29,000 from the November appropriation at Town Meeting.

Motion by Sel. Smith, seconded by Sel. Vecchi to amend contract with AMEC in the amount of \$29,000. The motion passed unanimously.

VILLAGE ST. AND FOREST RD. SAFETY IMPROVEMENT ANALYSIS:

BSC Group was hired to look at the intersection of Village Street and Forest Road. They looked at data compiled of how many accidents within the latest 7 years, which shows on average there was one accident per year over the last 7 years. There have been 2 fatalities at the intersection over the last 9 years.

Existing conditions, potential improvements and BSC's recommendations were discussed which included signage on both Village Street (intersection ahead, and pedestrian crossing) and on Forest Road (stop ahead). It is strongly suggested that a flashing light (yellow on Village Street and red on Forest Road) be installed over the intersection.

Motion by Sel. Smith, seconded by Sel. Vecchi to authorize signage on Forest Road (2 stop ahead) and on Village Street (2 intersection ahead and one pedestrian crossing). The motion passed unanimously.

There was further discussion of the flashing light, which will be continued at a later date in order to have the engineer and any neighbors of the intersection present.

BID AWARD SNOW REMOVAL FROM ROOFS:

Rockwell Roofing, Inc. submitted a proposal to remove snow from various Town buildings with prices charged per hour.

Motion by Sel. Smith, seconded by Sel. Vecchi to award the contract for Roof Snow Removal to Rockwell Roofing, Inc. with the price per hour as follows:

Laborer \$70, Supervisor/Foreman \$70, Project Manager price per half day \$400, Safety Equipment price per half day \$2,000, Vehicles \$70. The motion passed unanimously.

APPROVAL OF MEETING MINUTES:

Motion by Sel. Smith, seconded by Sel. Vecchi to approve the January 29, 2014 and the January 30, 2014 meeting minutes. The motion passed unanimously.

EXECUTIVE SESSION: At 10:25 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. (Union Contracts: Police, Dispatchers; Police Chief's contract). By Roll Call Vote: Smith—aye, Vecchi—aye.

Respectfully Submitted:

Susan K. Vara