

**BOARD OF SELECTMEN
REGULAR SESSION MEETING MINUTES
April 14, 2014
Veterans Memorial Building, Room 229
900 Main Street
Millis, MA 02054**

CALL TO ORDER: Sel. Vecchi, Chair, called the meeting to order at 7:34 pm. The following persons were present: Chairman Charles Vecchi, Clerk Christopher Smith, Town Administrator Charles Aspinwall, Susan Vara. Vice Chair, Andrea Wagner arrived at 7:35 pm.

ANNOUNCEMENTS

On April 26 between the areas of 10:00 am and 2:00 pm, the Millis Police Department will be having a drug take back day. You can bring your old prescription medications to the Police Department and they will be properly disposed of as the Police Department is a registered DEA collection point.

Sel. Vecchi also thanked the participants of Millis beautification day.

BUDGET PRESENTATIONS

Accounting

Kathy LaPlant presented the accounting and data processing budgets. She started with the accounting budget which included union raises for FY15 requests include \$97,923.06 for the Department Head salary, \$95,149.60 for clerical salaries, overtime of \$500, and longevity of \$3,600. She stated the Finance Director position is level funded in this budget since it has not been negotiated yet. She is not requesting any additional staff or hours. Expenses are level funded at \$4,188.

Data Processing

The data processing budget consists of \$15,168.96 in salaries and expenditures for maintenance of hardware of \$4,020, maintenance for software of \$85,890, consulting services of \$2,000, supplies and expenses of \$4,000, meetings of \$2,200, equipment repairs and supplies of \$1,000 for a total data processing expense of \$99,110. The total budget request for FY15 is \$114,278.96.

Assessors

Paula Dumont presented the Assessors FY15 budget. The request for FY15 salaries is \$113,048, which includes the 2% contractual increase. Expenses are map updating \$1,800, Printing \$1,000, Supplies & Expenses \$1,200, Postage \$200, Advertising \$100, Dues & Subscriptions \$160, Meetings \$1,200, Administrative Expense \$936, Mileage Reimbursement \$500, for a total request of \$7,096.

Collector/Treasurer

Charles Aspinwall presented the Collector/Treasurer budget. He stated that the Collector/Treasurer is responsible for safeguarding all funds collected for the Town, to issue all Town debt that is approved by Town Meeting, and to pay the bills and payroll to the Town. This office also acts as a liaison between the Town and its' employees group insurance. Another aspect of this department is the Collector is responsible for taking in the funds for taxation, water bills, sewer bills, excise tax and other miscellaneous charges.

During FY15, the implementation of online credit card payments will be completed, installing a drop box so payments can be securely submitted on off hours, and possibly adding a security window at the counter are among some of the projects this department will pursue.

This department is not requesting increases in hours or positions and the 2% increase for contractual obligations and \$450 in longevity are included in the \$182,248 request for salaries for FY15.

For expenses, there is a slight increase in the "meetings" line item in order to attend training which is required. The total request in the expense item is \$27,955 which includes services note certification, printing, supplies & expenses, postage, advertising, dues & subscriptions, meetings, equipment, and tax title.

There was discussion regarding the potential online payment. Kathy LaPlant stated that there is no additional cost to the Town in order to utilize this since they are working with Unibank, the bank that the Town currently does business with. There is a program the bank has that the Town would use. The thought process is to give this a try for approximately one year to see how it all works out.

Another aspect of the Treasurer/Collector's budget was a request for reclassification of the Assistant Treasurer/Collector's position. Mr. Aspinwall has reviewed the request with the Treasurer/Collector and a decision will be formalized by the end of this week.

SNOW AND ICE UPDATE

The current deficit is \$158,637.14 which is a combination of salaries and expenses. The salt & sand expense is \$120,547.37, total contractor expenses are \$99,040.65, vehicle supply/repair, etc. expenses are \$35,523.65, and total salaries of \$66,493.47. Budgeted salaries were \$39,967.00 and budgeted expenses were \$123,001.00, but year to date the salaries are \$66,493.47 and year to date expenses are \$255,111.67.

OPEN AND CLOSE WARRANT

Motion by Sel. Wagner, seconded by Sel. Smith to open the warrant. The motion passed unanimously.

Article 3. Discussion ensued about the existing Article 3 in the warrant to prevent amendment on the Town meeting floor to include the Planning Board changes that were made at their public hearing. These changes can be viewed at the Town Clerk's office and is on the Town website at www.millis.net.

Article 4. Discussion ensued pertaining to substance abuse treatment center siting. They would be located in the I-P and I-P-2 districts.

Article 5. Discussion pertaining to changing the zoning map and zoning by-laws regarding rezoning the center of Town. The Ann & Hope parcel from industrial to commercial (C-V-2), to rezone the GAF property to residential (R-V-C), to rezone the Herman Shoe parcel from industrial to commercial (C-V-2), and at the corner of Adams Street and Main Street where Bay State Realty and the travel agency is to commercial (C-V-2).

Article 6. Discussion of zoning by-law that would allow drive-thru windows in the mixed use district.

Motion by Sel. Wagner, seconded by Sel. Smith that the current Annual Town Meeting Warrant for 2014 the following articles be deleted from the original version and replaced with the same numbers as on this current version. Articles 3, 4, 5, and 6. The motion passed unanimously.

Article 28. Discussion ensued pertaining to the State Department of Transportation is offering a Winter Rapid Recovery Road Program Grant, which is a \$41,000 allocated through the Chapter 90 formula, which would give the Town the ability to address paving, potholes, guardrails, signage or street traffic lines. Mr. McKay and Mr. Aspinwall discussed putting out a bid to address potholes near the Maura Building. A bid will be put together and presented to the Board of Selectmen, then would apply to the Mass. Transportation Department by June 30, 2014 outlaying what the program is. Work would need to be done by September 30, and the payments would need to be made by October 30. Mr. Aspinwall is requesting from the Board that they delete the existing Article 28 and replace it with this new one.

Motion by Sel. Wagner, seconded by Sel. Smith to delete the current Article 28 and replace it with the new Article 28 which references the Winter Rapid Recovery Road Program. The motion passed unanimously.

Article 32. This article was originally written for sewer repairs of infiltration and inflow (II). Within the last three weeks there have been three sewer main breaks in Town. Mr. Aspinwall is requesting of the Board that this article be rewritten to allow repairs and replacement of the Union Street/Curve Street forced main. There appears to be a problem with the pipe when it was cast and there may be an issue with acidic soils.

Motion by Sel. Wagner, seconded by Sel. Smith to delete Article number 32 as presently written and replace with the Article 32 by adding the phrase but not limited to infiltration and inflow repairs to or replacement of the Union Street/Curve Street forced main. The motion passed unanimously.

Article 50. To add Article 50 to the warrant. The current Article 51 was to request by borrowing a sum of money for the Veterans Memorial Building masonry project. It was suggested that the Community Preservation Act funds were applied for and the Community Preservation Committee will fund the entire project of \$450,000. Mr. Aspinwall is requesting to re-word the Article to include funding by borrowing under the CPC. The language would stay as it is, but after Memorial Building Restoration project, or by borrowing under the provisions of Mass. General Law of Chapter 44 or any other enabling authority.

MINUTES APPROVAL:

Motion by Sel. Wagner, seconded by Sel. Smith to approve the Regular Session meeting minutes from December 16, 2013 and of April 7, 2014 and also to approve the Executive Session meeting minutes of April 7, 2014. The motion passed unanimously.

FIELDS ADVISORY COMMITTEE REPRESENTATION

Since the appointee of the Oak Grove Farm Commission resigned from the Fields Advisory Committee due to a conflict of interest, there is one vacancy available. It has been requested of Oak Grove Farm Commission to appoint another member from their commission, but to date there is no one interested in being appointed. Therefore, two members of the community have expressed interest in being on the Committee. One is Mr. David Baker, who sent an email expressing his interest and the other it Mr. Steve Cassidy, who expressed his interest verbally. Discussion surrounded each person's experience and knowledge to best round out the current Fields Advisory Committee.

Motion by Sel. Wagner, seconded by Sel. Smith to appoint David Baker as an At Large member to the Fields Committee. The motion passed unanimously.

Back to discussing Article 50. Mr. Aspinwall discussed wording from the Dewey Property Article in order to properly work the proposed Article 50 for the Spring, 2014 Warrant for Town Meeting.

Motion by Sel. Wagner, seconded by Sel. Smith to insert an Article 50 as follows: to see if the Town will vote to appropriate a sum of money from the Community Preservation Historic Resource Reserve Fund and/or the Community Preservation Fund Budgeted Reserve and/or the Undesignated Fund, or by borrowing under the provisions of M.G.L. Chapter 44 or any other enabling authority, a sum of money for the design and implementation of the Memorial Building Masonry Restoration Project, or act in any manner relating thereto. The motion passed unanimously.

Article 52. Chairman MacInnes presented to the Finance Committee a request to increase expenditures for this year only.

Motion by Sel. Wagner, seconded by Sel. Smith to amend Article 52 (A) which is the Oak Grove Farm Revolving Fund by increasing the amount of expenditures to a number not to exceed \$35,000. The motion passed unanimously.

SEWER EXTENSION EXPANSION DISCUSSION

Article 33 discusses what appears to be the entire sewer extension project. Sel. Smith feels that after the meeting at the Millis Middle/High School that at least the base section should be done. It seems that generally speaking, the residents of this area are in favor of sewer extension. It has been suggested to leave the wording as it is and be open to a possible amendment on the floor of Town Meeting.

Article 25. Advanced Life Support Department Equipment. Since there is no one trained for using this equipment, and won't be for three years, Sel. Smith would like to peruse this further over the summer to further review the numbers for the budget, and what is the best way to handle this. Discussion ensued.

Motion by Sel. Smith, seconded by Sel. Wagner to remove Article 25 from the warrant. The motion passed unanimously.

CLOSE WARRANT

Motion by Sel. Wagner, seconded by Sel. Smith to close the warrant. The motion passed unanimously.

RECOMMENDATIONS FOR WARRANT ARTICLES AND/OR BUDGET PRIORITIES

Discussion began with Mr. Aspinwall stating that an error was made on his spreadsheet overstating debt. This error made \$200,000 to go back to the school budget, capital improvements such as local road funds of \$50,000, \$72,000 for school curriculum materials and \$32,000 for preliminary fields design. The expenditure summary was also discussed. Due to changes in DOR regulations for CPA funding \$29,639 is now available, and ambulance rates have changed so there is more money on hand since more revenue was generated than earlier projected. Recommendations have been made for the

additional unexpected funds in various areas. Further discussion ensued regarding the OPEB fund, the stabilization fund, and unemployment.

The sum of \$53,338 is available for distribution and the Selectmen discussed whether it should be used in the stabilization fund to help off-set the snow and ice deficit, or if it should be placed in the OPEB fund since there has not been a contribution for two years. Further discussion ensued.

Article 2. Unpaid Bills

Motion by Sel. Wagner, seconded by Sel. Smith to recommend Article 2 in the amount of \$3,570. The motion passed unanimously.

Article 3. Zoning (consists of 4)

Motion by Sel. Wagner, seconded by Sel. Smith to recommend Articles 4, Substance Abuse Treatment Center, Article 3, Downtown Zoning, Article 5 Amend the Zoning Map and Article 6 the Millis Center Economic Opportunity Center. The motion passed unanimously.

Article 7. JOPA Lease, Parking Lot

Motion by Sel. Wagner, seconded by Sel. Smith to recommend Article 7 which is the parking lot lease to JOPA Realty. The motion passed unanimously.

Article 8. Current Year Additional Expenses

Motion by Sel. Smith, seconded by Sel. Vecchi to approve at Town Meeting Article 8 for additional wages or expenses not sufficiently funded under Article 5 Operating Budget of the May, 2013 Annual Town Meeting in the amount of \$110,000 for the current year additional expenses. The motion carried by Sel. Smith and Sel. Vecchi. Sel. Wagner left the room.

Article 9. Amendments to Personnel Plan

This will be discussed at next Board of Selectmen's meeting.

Article 10. Reclassification Request

This will be discussed at the next Board of Selectmen's meeting.

Article 11. Non-union Wage Increases

Motion by Sel. Smith, seconded by Sel. Vecchi to recommend at Town Meeting to approve Article 11 for non-union wage increases in the amount not to exceed \$20,000. The motion carried by Sel. Smith and Sel. Vecchi. Sel. Wagner left the room.

Article 12. Police Contract Settlement

Motion by Sel. Smith, seconded by Sel. Vecchi to recommend at Town Meeting to approve Article 12, police contract settlements in the amount of \$103,155. The motion passed unanimously.

Article 13. Dispatch Contract Settlement

Motion by Sel. Wagner, seconded by Sel. Smith to support Article 13 for the dispatch contract settlement in the amount of \$13,269. The motion passed unanimously.

Article 14. Budget

Motion by Sel. Wagner, seconded by Sel. Smith to recommend a budget for 2015 Fiscal Year in the amount of \$25,134,384.56. The motion carried unanimously.

Article 15. Water Enterprise Fund

Motion by Sel. Wagner, seconded by Sel. Smith recommend the water enterprise fund in the amount of \$930,854.89. The motion passed unanimously.

Article 16. Sewer Enterprise Fund

Motion by Sel. Wagner, seconded by Sel. Smith to recommend sewer enterprise fund budget in the amount of \$996,881.29. The motion passed unanimously.

Article 17. Add to Stabilization Fund

Motion by Sel. Wagner, seconded by Sel. Smith to recommend dismissal of Article 17. The motion passed unanimously.

Article 18. Unfunded Health Insurance Liability

Motion by Sel. Wagner, seconded by Sel. Smith to recommend dismissal of Article 18. The motion passed unanimously.

Article 20. Other Post Employment Benefit Liability

Motion by Sel. Wagner, seconded by Sel. Smith to recommend dismissal of Article 20. The motion passed unanimously.

Article 19. Audit

Motion by Sel. Wagner, seconded by Sel. Smith to recommend support as we do every year of Article 19 in the amount of \$35,000. The motion passed unanimously.

Article 21. Unemployment

Motion by Sel. Wagner, seconded by Sel. Smith to recommend funding of Article 21, which is the unemployment fund in the amount of \$40,000. The motion passed unanimously.

Article 22. Property Valuation

Motion by Sel. Wagner, seconded by Sel. Smith to recommend dismissal of Article 22, property valuation. The motion passed unanimously.

Article 23. Field Improvements

Will be discussed at a later meeting.

Article 24. Fire Department Equipment Turnout Gear, Pagers and Radios

Motion by Sel. Wagner, seconded by Sel. Smith to recommend Article 24 in the amount of \$28,112 for fire department equipment. The motion passed unanimously.

Article 26. Police Vehicles and Equipment

Motion by Sel. Wagner, seconded by Sel. Smith to approve Article 26 for police vehicles and equipment in the amount of \$36,575. The motion passed unanimously.

Article 27. Energy Manager Grant Match

Motion by Sel. Wagner, seconded by Sel. Smith to recommend Article 27 in the amount of \$20,142. The motion passed unanimously.

Article 28. Chapter 90/WRRRP Highway Improvements

Motion by Sel. Wagner, seconded by Sel. Smith to authorize the Town Administrator to read the contract then enter into it if he so sees fit in the amount of \$41,318. The motion passed unanimously.

Motion by Sel. Wagner, seconded by Sel. Smith to approve Article 28 for chapter 90 highway improvements in the amount of \$316,773. The motion passed unanimously.

Article 29. Local Road Improvements

Motion by Sel. Wagner, seconded by Sel. Smith to recommend Article 29 local road improvements in the amount of \$50,000. The motion passed unanimously.

Article 30. Supplemental Snow and Ice Appropriation

Article 31. Rosenfeld Road Drain Project

Motion by Sel. Wagner, seconded by Sel. Smith to recommend dismissal of Article 30, supplemental snow and ice appropriation for FY15 and recommend dismissal of Article 31, Rosenfeld Road Drain Project. The motion passed unanimously.

Article 32. Infiltration Inflow Improvements

Motion by Sel. Wagner, seconded by Sel. Smith to recommend Article 32 sewer infiltration inflow improvements in the amount of \$56,549. The motion passed unanimously.

Article 33. Village Street Area Sewer Extension

Will take care of at a later date.

Article 34. Water St. Sewer Pump Station Rehab Design

Motion by Sel. Wagner, seconded by Sel. Smith to recommend Article 34 which is a Water St. sewer pump station design in the amount of \$34,070. The motion passed unanimously.

Article 35. Backhoe Replacement

Motion by Sel. Wagner, seconded by Sel. Smith to recommend Article 35 which is for DPW equipment in the amount of \$26,687. The motion passed unanimously.

Article 36. Unidirectional Hydrant Flushing Plan

Motion by Sel. Wagner, seconded by Sel. Smith to recommend Article 36 in the amount of \$20,000 for unidirectional flushing. The motion passed unanimously.

Article 35. Amendment to Motion

Motion by Sel. Wagner, seconded by Sel. Smith to amend the motion in Article 35 to be in the full amount of \$80,061 which would be divided \$26,687 to water, same amount to sewer and same amount to DPW budget. The motion passed unanimously.

Article 45. Board of Health Appointing Authority

Motion by Sel. Wagner, seconded by Sel. Smith to recommend Article 45 the Board of Health Appointing Authority. The motion passed unanimously.

Article 46. Acorn Street Easement

Motion by Sel. Wagner, seconded by Sel. Smith to recommend Acorn St. easement Article 46. The motion passed unanimously.

Articles 47, 48, 49, 50 CPC Budget & Reservations

Motion by Sel. Wagner, seconded by Sel. Smith to recommend Article 47 in the amount of \$199,831 for CPC fund, Article 48 in the amount of \$12,500 for project Ellice School, Article 49 in the amount of \$97,000 for the Niagra Hall project, and Article 50 which is borrowing for the Memorial Building Masonry project in the amount of \$450,000. The motion passed unanimously.

Article 51.

At Town Meeting recommendation.

Article 52. Revolving Funds

Motion by Sel. Wagner, seconded by Sel. Smith to recommend funding of the revolving funds in Article 52. The motion passed unanimously.

Motion by Sel. Wagner, seconded by Sel. Smith to sign the warrant. The motion passed unanimously.

BIKE RIDE

Three Squares NE is requesting permission to hold a bike ride through Millis on September 21, 2014.

Motion by Sel. Wagner, seconded by Sel. Smith to allow the bike ride on Sunday, September 21, 2014 from approximately 8:00 am - noon subject to coordination with Police Department. The motion passed unanimously.

EXECUTIVE SESSION: 10:33 PM

Sel. Vecchi polled the Board 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 Chief's contract; Finance Director's contract) By Roll Call Vote: Smith—aye, Wagner—aye, Vecchi—aye.

Respectfully Submitted:

Susan K. Vara