

**BOARD OF SELECTMEN
REGULAR SESSION MEETING MINUTES
Monday, December 1, 2014 7:30 PM
Veterans Memorial Bldg. Room 229
900 Main Street, Millis, MA 02054**

CALL TO ORDER: Sel. Wagner called the meeting to order at 7:30 pm. The following persons were present: Chair Andrea Wagner, Vice-Chair Christopher Smith, Clerk James Neville, Operations Support Manager Karen Bouret, and Town Administrator Charles Aspinwall.

ANNOUNCEMENTS

Mr. Aspinwall announced that there is an open position on the Board of Assessors. Mr. Aspinwall reviewed the duties of the position and noted that the Board is appointed. Applicants were encouraged to submit a letter of interest to The Board of Selectmen's office.

PUBLIC HEARINGS/SCHEDULED APPOINTMENTS

14-332 Interim Library Director Appointment

Mr. Aspinwall said after discussion with the Library Trustees and researching a few options, he recommends appointing Maria Neville as Interim Library Director while the search for a permanent director is underway. Mr. Aspinwall explained that Maria is currently a Trustee and familiar with the staff and library operations. He said that due to Maria's part time work at the school, she will need to be appointed as a special municipal employee.

Sel. Smith made a motion to approve the Town Administrator's appointment of Maria Neville effective 12/1/14 as Interim Library Director as a Special Municipal Employee at a rate of \$25.00 per hour for 20 hours a week subject to a satisfactory CORI result. The motion was seconded by Sel. Wagner. Sel. Neville recused himself. The motion passed.

14-333 Extension for Digging – Elbert Jordan

Sel. Wagner asked if Mr. Jordan was present to discuss his request for an extension for digging but he was not. Sel. Wagner said the issue will be addressed if and when Mr. Jordan comes in.

14-334 Millis Reads Banner at Main Street

Jennifer Farrar, a representative from Millis Reads, asked if a banner could be hung across Main Street promoting the Millis Reads program. Ms. Farrar said she already approached Chief Rick Barrett of the Millis Fire Department who agreed to hang it pending the Selectmen's approval. Sel. Wagner explained that banners are usually hung for approximately two weeks but Sel. Smith said three weeks is possible.

Sel. Smith made a motion to approve Millis Reads request to hang a banner across Main Street to promote their program from 1/24/15-2/14/15 subject to coordination with the Millis Fire Department. The motion was seconded by Sel. Neville and passed unanimously.

OLD BUSINESS

14-335 CM at Risk Construction Contract Approval - Agostini

Mr. Aspinwall explained that the OPM for the Police and Fire project and the PBC are requesting the BOS to authorize the total construction services amount for the contract with Agostini. Mr. Aspinwall said

the PBC originally authorized pre-construction services only in the amount of \$65,200.00 at their 11/17/14 meeting. Mr. Aspinwall said the PBC will still need to come back to the BOS with a guaranteed maximum price once the project schedule, 12 months or 18 months, is determined but the total construction management fee for the project was negotiated at \$126,000.00.

Sel. Smith made a motion to authorize the Town Administrator to sign on behalf of the Town to enter into a contract with Agostini Construction for construction services on the Police and Fire project for either scenario A, an 18 month plan totaling \$986,130.00, or scenario B, a 12 month plan totaling \$855,971.00, including the already approved \$65,200.00. The motion was seconded by Sel. Neville and passed unanimously.

NEW BUSINESS

14-336 Niagara Hose Tower Project Bid Award

Mr. Aspinwall said two bids were submitted for the Niagara Hose Tower project on 11/21/14. Mr. Aspinwall recommended that D & B Construction be awarded the contract.

Sel. Smith made a motion to authorize the Town Administrator to award the Niagara Hose Tower project, and to enter a contract with, D& B Construction of Millis in the amount of \$24,995.00. The motion was seconded by Sel. Neville and passed unanimously.

14-337 Discussion of Town Holiday Hours

Mr. Aspinwall said that historically, the BOS closes the Town Hall, Library, and DPW at 12:30pm on Christmas Eve.

Sel. Smith made a motion to close Town Hall, the Library, and the DPW transfer station at 12:30pm on Wednesday, December 24, 2014. The motion was seconded by Sel. Neville and passed unanimously.

14-338 Bond Anticipation Note – Culvert Improvements at Causeway

Mr. Aspinwall said the Town is halfway through paying for the project but the note has been renewed at an interest rate of .65%.

Sel. Smith made a motion to authorize the Treasurer/Collector to execute a bond anticipation note for the Culvert Improvements at Causeway at an interest rate of .65%. The motion was seconded by Sel. Neville and passed unanimously.

CONSENT ITEMS

Motion by Sel. Smith, seconded by Sel. Neville to approve and accept the Regular Session minutes of 11/17/14 with an amendment to item 14-318 to read \$65,200.00. The motion passed unanimously.

UNFORESEEN

Mr. Aspinwall said there was an unforeseen item at the time the agenda was published. There was a discrepancy in the formula on the QB1015 commitment which didn't affect the total dollar amount but did affect the distribution.

Sel. Smith made a motion to approve the revised QB1015 where the water amount is \$262,318.39, the sewer amount is \$256,890.97, and the capital is \$73,304.40 for a total of \$592,513.76. The motion was seconded by Sel. Neville and passed unanimously.

MISCELLANEOUS INFORMATION

The next Regular Session meeting will be held on December 3, 2014, at 7:30pm for the tax rate classification hearing.

EXECUTIVE SESSION: 8:15PM

Motion by Sel. Wagner 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. (Domestic Violence Leave Policy). By Roll Call Vote: Smith—aye, Neville—aye, Wagner—aye.

MOTION TO ADJOURN 8:50pm

Sel. Smith made a motion to adjourn, seconded by Sel. Neville. The motion passed unanimously.

Respectfully submitted:

Karen M. Bouret