

**BOARD OF SELECTMEN
REGULAR SESSION MEETING MINUTES
Monday, May 18, 2015 7:00 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 Christopher Smith, Vice-Chair James Neville, Clerk James McCaffrey, Operations Support Manager Karen Bouret, and Town Administrator Charles Aspinwall.

PUBLIC HEARINGS/SCHEDULED APPOINTMENTS

15-161 Appointment of Seasonal Temporary DPW Worker

Sel. Neville made a motion to appoint Patrick Murphy as a Seasonal Temporary DPW Worker at a rate of \$12.00 per hour subject to a satisfactory CORI and physical. The motion was seconded by Sel. McCaffrey and passed unanimously.

15-162 Appointment of Library Building Maintenance Worker

Sel. Neville made a motion to appoint Michael Barlow as a part-time Building Maintenance Worker at the Library at Grade 2 Step 1 subject to a satisfactory CORI and physical. The motion was seconded by Sel. McCaffrey and passed unanimously.

NEW BUSINESS

15-167 Millis Lions Club Request to Waive Building Permit Fee

Lauree Ricciardelli from the Millis Lions Club asked the Board to waive the permit cost to rebuild the back porch at the American Legion Hall which was severely damaged by the winter storms. Sel. McCaffrey noted that the Lions have chosen to supply the labor and financial assistance to rebuild the porch and thanked the Lions for their service to the Town.

Sel. Neville made a motion to waive the building permit fees associated with rebuilding the back porch at the American Legion Hall at 136 Curve Street. The motion was seconded by Sel. McCaffrey and passed unanimously.

15-168 Permission to Hang Banner – Recreation Summer Concert Series

Kris Fogarty, Recreation Director, said they will once again be holding a summer concert series at the bandstand, or the Veterans Memorial Building gym in the event of rain. Ms. Fogarty said Recreation received a \$3,000.00 sponsorship from the Middlesex Savings Bank. Ms. Fogarty said the concerts will be held on the following Thursdays beginning at 6:30pm:

7/9 Monty's Lobster – Progressive and Jazz Rock

7/16 Elaine Kessler – Kids Entertainment

7/23 Eleven – Rock Cover Band

7/30 EverFab – Beatles Music

Ms. Fogarty asked for permission to hang a banner across Rte. 109 advertising the concert series starting on June 29th.

Sel. Neville made a motion to grant permission to the Millis Recreation Department to hang a banner across Rte. 109 advertising the July summer concert series from 6/29-7/31/15 in coordination with the Millis Fire Department. The motion was seconded by Sel. McCaffrey and passed unanimously.

15-169 Permit Fee Waiver Town Wide Yard Sale - Recreation

Ms. Fogarty said the Recreation Department would like to sponsor a one day town-wide yard sale on August 22nd, with a rain date of August 23rd, where interested residents could pay a fee to Recreation and in return be placed on a map and be part of the advertising. The exact fees and some of the details have yet to be determined.

Sel. Neville made a motion to waive the Town's \$5.00 Yard Sale Permit fee on Saturday, August 22nd with a rain date of August 23rd, for the town wide yard sale to be sponsored by Recreation from 8am-2pm. The motion was seconded by Sel. McCaffrey and passed unanimously.

15-170 Carnival and Fireworks Display Permit/Fee Waiver Request/GoFundMe Fundraising

Ms. Fogarty referred to a letter she sent to the Selectmen, Fire Chief Barrett, Police Chief Keith Edison, and Assistant DPW Director Jim McKay requesting the following:

- Permission to hold the Annual Carnival at Town Park from 6/25-6/28, with set up starting on 6/22 after school is out, with Pinelli Amusement
- Permission for the Fireworks display on 6/27 at 9:30pm to be set off at Tangerini's Farm on Spring Street
- Permission to hang a banner advertising the events across Rte. 109 from 6/8-6/28/15
- Permission to set up a GoFundMe website page for donations to help defer the cost of the Fireworks

Ms. Fogarty said Tangerini's Farm has generously offered their land as a location to set up the fireworks and she has been working with both the Fire and Police Departments to prepare for this event. Ms. Fogarty said Atlas Pyro Vision Productions will be doing the show and have already surveyed the area to make sure it is safe. Ms. Fogarty said with the approval of the Town Administrator she has contacted Town Counsel regarding language for setting up a GoFundMe.com account to seek donations for the fireworks display, which can be quite costly. Sel. Smith asked that abutters be notified regarding the fireworks, and that no parking signs be placed on Spring Street that night to be respectful to nearby residents.

Sel. Neville made a motion to grant permission to the Millis Recreation Department to hang a banner across Rte. 109 advertising the Annual Carnival and Fireworks display from 6/08-6/28/15 in coordination with the Millis Fire Department. The motion was seconded by Sel. McCaffrey and passed unanimously.

Sel. Neville made a motion to approve a request by the Millis Recreation Department to have a fireworks display to be held on Saturday, 6/27/15 at 9:30pm at Tangerini's Farm in coordination with the Fire and Police departments and with written notification to abutters. The motion was seconded by Sel. McCaffrey and passed unanimously.

Sel. Neville made a motion to approve a request by the Millis Recreation Department to waive half of the plumbing and electrical fees associated with the Annual Carnival to be held from 6/25-6/28/15 at Town Park. The motion was seconded by Sel. McCaffrey and passed unanimously.

Sel. Neville made a motion to approve a request by the Millis Recreation Department to set up and manage a GoFundMe.org web page with the goal of a maximum of \$10,000.00 to read as follows:

The Millis Recreation Department is seeking donations for the fireworks display on June 27th at 9:30 pm. This event will coincide with the Annual Carnival at the Town Park from June 25th-28th. This is a wonderful community event, but it is very expensive. Donations made will help to offset the cost of the fireworks. The more funds collected, the better the show! Please be sure to include a note with any donation indicating that it is intended as a gift specifically for the support of the Town's fireworks display. That way, we can be sure your gift will be spent for this wonderful event!

The motion was seconded by Sel. McCaffrey and passed unanimously.

Sel. Neville made a motion to approve a request by the Millis Recreation Department to enter into an agreement between the Millis Recreation Department and Fanelli Amusement Company dated 5/3/15 as written for carnival event date 6/25-6/28/15. The motion was seconded by Sel. McCaffrey and passed unanimously.

Ms. Fogarty said the Recreation Department is seeking volunteers to sell tickets at the Carnival. Interested parties should contact her directly at kforgarty@millis.net.

OLD BUSINESS

15-163 Personnel Plan Changes

Mr. Aspinwall said there is a provision in the Personnel Plan that an employee can request a reclassification if they feel the job they hold isn't properly classified and he received such a hearing request from the current Assistant DPW Director. Mr. Aspinwall said the Town hired Sandy Stapczynski from Human Resources Services, Inc., to do an analysis of the Assistant DPW Director compensation between Millis, and comparable communities as well as a job description review. Ms. Stapczynski said the detailed analysis cleared showed the position should be reclassified to accurately reflect the responsibilities of the job including overseeing the Transfer Station, cemetery, parks, water, sewer, budget work, etc. Ms. Stapczynski said that although the title is Assistant Director, the position functions as Department Head and performs all day to day operational duties. Ms. Stapczynski provided a new job description with the title Deputy Director/Chief of Operations Department of Public Works. Per Mr. Aspinwall, the Fire Chief is no longer part of the Personnel Plan and should be removed from Schedule A while he recommends removing Assistant DPW Director from grade 15 and adding Deputy Director /Chief of Operations DPW at a grade 16. Mr. Aspinwall said this will be article 5 at Town Meeting.

Mr. Aspinwall said Town Counsel updated the Social Media Networking Policy, (see attached), which will also be part of Article 5. The policy was updated to reflect changes in social networking since it was originally written.

Sel. Neville made a motion to recommend approval of Article 5 on the 06/08/15 Annual Town Meeting warrant. The motion was seconded by Sel. McCaffrey and passed unanimously.

Sel. Neville made a motion to approve the job description and title change to Deputy Director/Chief of Operations Department of Public Works as written. The motion was seconded by Sel. McCaffrey and passed unanimously.

15-164 BOS Warrant Recommendations

Mr. Aspinwall said the amounts that were presented at the last BOS meeting for Articles 21 and 22 were included in articles 10 and 11, but 10 and 11 have since been reduced. (See Budget Attachment)

Sel. Neville made a motion to reconsider Article 10, the FY16 Water Enterprise Fund. The motion was seconded by Sel. McCaffrey and passed unanimously.

Sel. Neville made a motion to recommend approval of Article 10 by a reduction of \$34,000.00 for a total of \$1,197,434.14. The motion was seconded by Sel. McCaffrey and passed unanimously.

Sel. Neville made a motion to reconsider Article 11, the FY16 Sewer Enterprise Fund. The motion was seconded by Sel. McCaffrey and passed unanimously.

Sel. Neville made a motion to recommend approval of Article 10 by a reduction of \$26,220.00 for a total of \$1,326,346.33. The motion was seconded by Sel. McCaffrey and passed unanimously.

Sel. Smith asked Mr. Aspinwall to review the only the articles that were either put on hold or not reviewed at the last BOS meeting.

Article 15- Fire Department Advanced Life Support Training Initiative

Sel. Smith asked that this be kept on hold until the 6/1 BOS meeting.

Article 16 – Town Building Improvements

Mr. Aspinwall said the Treasurer’s window would cost about \$15,000.00 for design, and far more to actually be installed since it would be bullet proof glass require a microphone set up etc. The Selectmen questioned the need for a security window, but in light of a recent robbery in Town generally felt it would be better err on the side of caution. Sel. McCaffrey said if they are voting against recommending the voting machines he disagrees with recommending this article.

Sel. Neville made a motion to recommend approval of Article 16 for Town Building Improvements including the DPW roof investigation, Council on Aging flooring replacement, and design of a security window at the Treasurer’s Office. The motion was seconded by Sel. Smith. Sel. McCaffrey voted against the recommendation. The vote was 2:1.

Article 40 – Rescind Borrowing Authority

Mr. Aspinwall said borrowing was approved for two capital projects that have since been abandoned.

Sel. Neville made a motion to recommend approval of Article 40 Rescind Borrowing Authority. The motion was seconded by Sel. McCaffrey and passed unanimously.

Article 41 – Revolving Fund Authorization

Mr. Aspinwall said this article is to see if the Town will reauthorize, or authorize, revolving funds which give spending limits to those accounts.

Sel. Neville made a motion to recommend approval of Article 41 Revolving Fund Authorization. The motion was seconded by Sel. McCaffrey and passed unanimously.

Sel. Smith said Articles 43-45 are Zoning and Town Bylaw Amendments, and he would like to hold on those until the 6/1 BOS meeting.

15-165 Interfunction Transfers

Mr. Aspinwall said there are two Interfunction transfer requests. The first is to cover unforeseen overtime wages for the Building Maintenance worker for snow removal at Town Hall and the Library due to the significant number of winter storms. The second is to cover unforeseen supplies and expenses in the Selectmen's office budget.

Sel. Neville made a motion to approve an Interfunction transfer request in the amount of \$1,937.67 from account 0119352 570120 General Insurance to 0119851 510550 Town Building Wages Overtime. The motion was seconded by Sel. McCaffrey and passed unanimously.

Sel. Neville made a motion to approve an Interfunction transfer request in the amount of \$5,400.00 from account 0112951 510900 Sick Leave Buyback to 0112952 540400 Selectmen Supplies and Expenses. The motion was seconded by Sel. McCaffrey and passed unanimously.

15-166 Status of DPW Lift

Mr. Aspinwall said the results of the safety inspection of the DPW lift showed that repairs are needed. James McKay, Assistant Director of Public Works, received quotes for repairs and the total for necessary repairs is approximately \$18,006.00. Mr. Aspinwall said the quote for a brand new lift is approximately \$21,770.00. Since the budget cannot handle these costs currently, Mr. Aspinwall said Mr. McKay will continue to have discussions with the vendor to refine the numbers and a decision will be made in early July for FY16.

15-160 Signing of the 06/08/15 Town Meeting Warrant

Sel. Neville made a motion to approve and sign the 06/08/15 Annual Town Meeting Warrant as written. The motion was seconded by Sel. McCaffrey and passed unanimously.

NEW BUSINESS

15-171 COA Appointment

Sel. Neville said Maria Neville is interested in becoming a member of the Council on Aging Committee and is currently President of Hessco. Sel. Smith said Patty Kayo, Council on Aging Director, and Mr. Aspinwall have recommended Ms. Neville's appointment by the Board of Selectmen.

Sel. McCaffrey made a motion to approve the appointment of Maria Neville to the Council on Aging Committee effective immediately. The motion was seconded by Sel. Smith. Sel. Neville abstained.

15-172 Awards of MetroWest Regional Services Consortium Contracts

Mr. Aspinwall said there are several regional services contracts that he and Mr. McKay are recommending approval of.

Sel. McCaffrey made a motion to accept the Town Administrator's recommendation to award the MetroWest Regional Services Consortium Public Works Services contract for Roadway Management Services based on unit prices stated in the materials in Addendum #2. The motion was seconded by Sel. Neville and passed unanimously.

Sel. McCaffrey made a motion to accept the Town Administrator's recommendation to award the MetroWest Regional Services Consortium Public Works Services Contract for Microsurfacing based on unit prices stated in the materials in Addendum #2. The motion was seconded by Sel. Neville and passed unanimously.

Sel. McCaffrey made a motion to accept the Town Administrator's recommendation to award the MetroWest Regional Services Consortium Public Works Services Contract for Crack Sealing based on unit prices stated in the materials in Addendum #2. The motion was seconded by Sel. Neville and passed unanimously.

Mr. Aspinwall recommended rejecting the MetroWest Regional Services Consortium Public Works Services Contract for Pavement Markings since the Town has had issues with the vendor Hi-Way Safety Systems. Mr. Aspinwall said in both 2013 and 2014 Hi-Way Safety failed to complete work and performed poorly.

Sel. McCaffrey made a motion to accept the Town Administrator's recommendation to reject the MetroWest Regional Services Consortium Public Works Services Contract for Pavement Markings based on unit prices stated in the materials in Addendum #2. The motion was seconded by Sel. Neville and passed unanimously.

Sel. McCaffrey made a motion to accept the Town Administrator's recommendation to award the MetroWest Regional Services Consortium Public Works Services Contract for Guardrail based on unit prices stated in the materials in Addendum #2. The motion was seconded by Sel. Neville and passed unanimously.

Mr. Aspinwall recommended taking no action on the MetroWest Regional Services Consortium Public Works Services Contract for Street Sweeping since the Town owns a street sweeper but said it could be a fall back if there is a problem with the existing sweeper. The BOS agreed to take no action.

Sel. McCaffrey made a motion to accept the Town Administrator's recommendation to award the MetroWest Regional Services Consortium Public Works Services Contract for Catch Basin Cleaning based on unit prices stated in the materials in Addendum #2. The motion was seconded by Sel. Neville and passed unanimously.

Mr. Aspinwall recommended taking no action on the MetroWest Regional Services Consortium Public Works Services Contract for Debris Disposal since the Town does not require those services. The BOS agreed to take no action.

15-173 FY15 Water/Sewer Commitment QB0415

Sel. Neville made a motion to approve the FY15 QB0415 Water/Sewer Department Commitment to the Collector in the amount of \$443,900.75. The motion was seconded by Sel. McCaffrey and passed unanimously.

15-174 Bond Anticipation Note – Water Street Pump Station

Sel. Neville made a motion to approve Bond Anticipation Note for \$620,500.00 with an interest rate of .60% for the project known as the Sewer Pump Station at Water Street. The motion was seconded by Sel. McCaffrey and passed unanimously.

15-175 Car Wash Permit for MHS Sophomore Class

Sel. Neville made a motion to approve the Millis High School Sophomore Class' request for a car wash permit for 5/23/15 from 8:00am-12:00pm at the Veterans Memorial Building with the presence of adult supervision for the duration of the car wash. The motion was seconded by Sel. McCaffrey and passed unanimously.

15-176 Memorial Day Proclamation

Sel. Neville made a motion to adopt the Memorial Day Proclamation for 2015 as written. The motion was seconded by Sel. McCaffrey and passed unanimously.

Sel. Smith said he will read the proclamation at the ceremonies on Monday, May 25, 2015.

CONSENT ITEMS

Motion by Sel. Neville, seconded by Sel. McCaffrey, to approve the Regular Session minutes of May 11, 2015 as written.. The motion passed unanimously.

MISCELLANEOUS INFORMATION

The next Regular Session meeting will be held on June 1, 2015, at 7:00 pm in Room 229.

EXECUTIVE SESSION: 9:25 PM

Motion by Sel. Smith 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. (Fire, SEIU, Police Contracts). By Roll Call Vote: Smith—aye, Neville—aye, McCaffrey—aye.

ADJOURNMENT

Respectfully submitted:

Karen M. Bouret