

**BOARD OF SELECTMEN  
REGULAR SESSION MEETING MINUTES  
Monday, June 1, 2015 7:30 PM  
Veterans Memorial Bldg. Room 229  
900 Main Street, Millis, MA 02054**

**CALL TO ORDER:** Sel. Smith 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.

**ANNOUNCEMENTS**

Sel. Smith said the last Selectmen's meeting was not televised since it was added to the existing schedule in order to abide by time constraints for signing the Annual Town Meeting warrant. Sel. Smith said Kris Fogarty, Recreation Director, attended the last Selectmen's meeting and spoke about some upcoming events. The Town Fireworks will be held on June 27<sup>th</sup>, and a GoFundMe website page has been set up for donations to help defray the cost. Sel. Smith said the fireworks are expensive, and the more that is collected the better the show will be. The Town Carnival will be held from June 25-28<sup>th</sup> at Town Park. There will also be a Town wide yard sale in August. Details regarding these events can be found on the Town website under Recreation or by calling the Recreation Department Office at 508-376-7050.

Sel. Smith said the Annual Town Meeting will be held on Monday, June 8, at 7:30pm at the Millis Middle/High School Auditorium and encouraged all to attend.

Sel. Smith announced that two of the interns from Millis Community Media are seniors and will be heading to college in the fall. Sel. Smith said the BOS would like to recognize their hard work and dedication by giving them each a written recognition. Sel. Smith read each as follows:

*Be it hereby known to all that: The Millis Board of Selectmen offers its sincerest congratulations to Jackson Vara in recognition of years of service as an intern for Millis Community Media; covering local meetings and events since 2014. The entire board extends its very best wishes and expresses the hope for future good fortune and continued success in all endeavors.*

*Be it hereby known to all that: The Millis Board of Selectmen offers its sincerest congratulations to Brian Reilly in recognition of years of service as an intern for Millis Community Media; covering local meetings and events since 2011. The entire board extends its very best wishes and expresses the hope for future good fortune and continued success in all endeavors.*

**PUBLIC HEARINGS/SCHEDULED APPOINTMENTS**

**15-177 FY16 Transfer Station Rates Hearing**

Mr. Aspinwall said the hearing was scheduled because the Town reviews the Transfer Station rates annually. Mr. Aspinwall stated that a new contract was negotiated with Wheelabrator Technologies for a lower tipping rate in the upcoming year, so no increase in the regular rates has been recommended. There are two recommended changes though. (See Regulations) First, an additional sticker has been increased from \$5.00 to \$8.00 since the second sticker has not been increased since the inception of the Transfer Station and this will bring it closer to current rates. Second, a disposal fee of \$21.00 per item has been added for bulky rigid plastic items like toy cars. Mr. Aspinwall said they would also like to open the Transfer Station on Friday July 3<sup>rd</sup> and close on Saturday July 4<sup>th</sup> for the holiday.

Sel. Neville noted that Pick-n-Pull has gone out of business but is listed as a disposal location for tires etc. and Mr. Aspinwall said it will be updated to reflect the new business being used. Sel. Smith said he doesn't feel the increase to the second sticker is necessary, but the other Board members said they aren't opposed since it's never been raised before.

**Sel. Neville made a motion that the Board of Selectmen do approve the revised Millis Transfer Station Regulations including and increase to \$8.00 for additional permits for vehicles at the same residence, a \$21.00 disposal fee per item considered a Bulky Rigid Plastic Item, and opening the Transfer Station on Friday, July 3, 2015 but closing on Saturday, July 4, 2015 in honor of Independence Day. The motion was seconded by Sel. McCaffrey and passed unanimously.**

15-178 Fire/Police Station Project Guaranteed Maximum Price

Sel. Smith asked that this item be put on the 6/8 agenda since the Permanent Building Committee is not yet ready with a recommendation.

15-179 Appointment of Two Members to Cultural Council

**Sel. Neville made a motion that the Board of Selectmen appoints Patrick Neville and Stephanie Copice as members of the Millis Cultural Council effective immediately. The motion was seconded by Sel. McCaffrey and passed unanimously.**

Sel. McCaffrey added that Jodie Garzón, Chair of the Cultural Council, recommended both Patrick and Stephanie and said they have both participated in meetings already and are eager to join.

15-180 Appointment of DPW Temporary Seasonal Worker

Mr. Aspinwall recommended that Zachary Main be appointed as a Temporary Seasonal Worker for the DPW for the summer to do mowing and general landscaping duties, trash removal, and some cemetery work.

**Sel. Neville made a motion to approve the Town Administrator's appointment of Zachary Main as a Temporary Seasonal Worker for the DPW at a rate of \$12.00 per hour, with satisfactory CORI and physical results. The motion was seconded by Sel. McCaffrey and passed unanimously.**

15-181 Appointment of Cemetery Review Committee Member

**Sel. Neville made a motion that the Board of Selectmen appoints Jeffrey Mushnick as a member of the Cemetery Review Committee effective immediately. The motion was seconded by Sel. McCaffrey and passed unanimously.**

**NEW BUSINESS**

15-190 Unforeseen

Mr. Aspinwall said the current Department Assistant I in the Recreation Department has requested a leave of absence and will be out effective immediately. He recommends Deborah Juhl as a temporary Department Assistant I as a replacement for the current employee until she returns from leave.

**Sel. Neville made a motion to approve the Town Administrator's appointment of Deborah Juhl to the temporary position of Department Assistant I at the Recreation Department at grade 4 step 1, subject to favorable CORI and physical results. The motion was seconded by Sel. McCaffrey and passed unanimously.**

15-182 Inter-function Transfers

Mr. Aspinwall presented a group of inter-function transfer requests from various departments. Per Mr. Aspinwall, "The Town Administrator may, with the approval of the Board of Selectmen, authorize transfers between unnumbered sub-items of the annual budget" with approval of the Selectmen per the General Bylaws.

**Sel. Neville made a motion that the Board of Selectmen authorizes the Town Administrator to approve an inter-function transfer request in the amount of \$818.42 from 0129251-510560 Animal Control Night Coverage to 0123551-510580 Building Wages from Fees to cover additional inspection fees that were incurred. The motion was seconded by Sel. McCaffrey and passed unanimously.**

**Sel. Neville made a motion that the Board of Selectmen authorizes the Town Administrator to approve an inter-function transfer request in the amount of \$10,535.96 from 0123551-510500 Dispatch Wages to 0124151-510580 Building Wages from Fees to cover additional inspection fees that were incurred. The motion was seconded by Sel. McCaffrey and passed unanimously.**

**Sel. Neville made a motion that the Board of Selectmen authorizes the Town Administrator to approve an inter-function transfer request in the amount of \$958.36 from 6000052-520180 Sewer Engineering to 6000051-510500 Sewer Wages to cover additional wages due to a new hire with a higher license rate than what was budgeted for. The motion was seconded by Sel. McCaffrey and passed unanimously.**

**Sel. Neville made a motion that the Board of Selectmen authorizes the Town Administrator to approve an inter-function transfer request in the amount of \$705.83 from 0112951-510220 Selectmen Department Head to 0116151-510350 Town Clerk Overtime to cover additional wages for vacation coverage. The motion was seconded by Sel. McCaffrey and passed unanimously.**

Sel. Smith asked Mr. Aspinwall to notify the Town Clerk that vacation coverage should be planned for when the budget is submitted going forward.

**Sel. Neville made a motion that the Board of Selectmen authorizes the Town Administrator to approve an inter-function transfer request in the amount of \$2,217.21 from 0112951-510220 Selectmen Department Head to 0116251-510500 Election Wages to cover additional wages for the Special Town Meeting. The motion was seconded by Sel. McCaffrey and passed unanimously.**

**Sel. Neville made a motion that the Board of Selectmen authorizes the Town Administrator to approve an inter-function transfer request in the amount of \$1,373.54 from 0117651-510300 ZBA Salaries Clerical to 0116252-40100 Election Printing to cover additional costs for the Special Town Meeting ballots. The motion was seconded by Sel. McCaffrey and passed unanimously.**

**Sel. Neville made a motion that the Board of Selectmen authorizes the Town Administrator to approve an inter-function transfer request in the amount of \$887.39 from 0113551-510300 Finance Office Clerical to 0113552-540400 Finance Office Supplies and Expenses to cover a replacement printer and other unforeseen expenses. The motion was seconded by Sel. McCaffrey and passed unanimously.**

**Sel. Neville made a motion that the Board of Selectmen authorizes the Town Administrator to approve an inter-function transfer request in the amount of \$124.47 from 0114151-510350 Assessors**

**Overtime to 0113552-540400 Finance Office Supplies and Expenses to cover a replacement printer and other unforeseen expenses. The motion was seconded by Sel. McCaffrey and passed unanimously.**

**Sel. Neville made a motion that the Board of Selectmen authorizes the Town Administrator to approve an inter-function transfer request in the amount of \$1,240.00 from 0117152-540400 Conservation Commission Expenses to 0117151-510300 Conservation Commission Salaries Clerical to cover a deficit due to a high volume of meetings. The motion was seconded by Sel. McCaffrey and passed unanimously.**

**Sel. Neville made a motion that the Board of Selectmen authorizes the Town Administrator to approve an inter-function transfer request in the amount of \$340.00 from 0117152-540100 Planning Board Expenses Printing to 0117551-510300 Planning Board Salaries Clerical to cover a deficit due to a high volume of meetings. The motion was seconded by Sel. McCaffrey and passed unanimously.**

#### 15-183 FY16 Budget Review

Mr. Aspinwall reviewed the FY16 Appropriation Schedule submitted by the Finance Director. (See Attached) Mr. Aspinwall said the reports he created balance to the Appropriation Schedule. A discussion ensued regarding what should be listed as free cash and what should be included in the annual operating budget. Mr. Aspinwall suggested that the Board meets with the School and Finance Committee to review procedures going forward.

#### **OLD BUSINESS**

##### 15-184 Ratify Firefighters Contract

Mr. Aspinwall said that at the last Executive Session the Firefighters contract was discussed and an agreement has been reached. Mr. Aspinwall reviewed the Memorandum of Agreement (See Attached) and noted that by the end of the agreement the firefighters' salaries will be brought in line with comparable communities.

**Sel. Smith made a motion to confirm the vote of May 18<sup>th</sup>, 2015, to ratify The Professional Firefighters of Millis', Local 4704, contract with a new Memorandum of Agreement dated May 12<sup>th</sup>, 2015, as written. The motion was seconded by Sel. Neville and passed unanimously.**

##### 15-185 Detail Account for Recreation

Mr. Aspinwall said he asked the Recreation Director to submit a spreadsheet showing account balances from FY10 through today so the Board could see the trending numbers. Mr. Aspinwall said currently only \$20,000.00 of the Recreation Director's salary is paid through taxation and the rest is paid through program revenue. Mr. Aspinwall said private programs like basketball have caused enrollment to decrease in Town recreation programs, therefore causing a decrease in overall revenue. Mr. Aspinwall credited the Recreation Director working diligently to provide new programming but is concerned about funding. Sel. Smith asked to have the Recreation Director come to the July Selectmen's meeting to show the final numbers for FY15.

##### 15-186 Energy Manager Intermunicipal Agreement Medway/Millis

Mr. Aspinwall reviewed the new agreement for the Energy Manager. Mr. Aspinwall said the incumbent is no longer taking health insurance so costs have decreased (See Data)

**Sel. Neville made a motion that the Board of Selectmen approves the Agreement for Energy Manager Services between the Town of Millis and the Town of Medway and to be assessed \$19,596.50 for the year. The motion was seconded by Sel. McCaffrey and passed unanimously.**

**CONSENT ITEMS**

**Motion by Sel. Neville, seconded by Sel. Smith to approve and accept the Executive Session minutes of April 27, 2015. Sel. McCaffrey abstained since he was not present at the Executive Session.**

**Motion by Sel. Neville, seconded by Sel. Smith to approve and accept the Executive Session minutes of May 4, 2015. Sel. McCaffrey abstained since he was not present at the Executive Session.**

**Motion by Sel. Neville, seconded by Sel. McCaffrey to approve and accept the Regular Session minutes of May 18, 2015. The motion passed unanimously.**

**OLD BUSINESS**

**15-187 Awards of MetroWest Regional Services Consortium Contracts**

Mr. Aspinwall presented Public Works Services Agreements from the MetroWest Regional Services Consortium which he recommended for approval.

**Sel. Neville made a motion to accept the Town Administrator's recommendation to approve the MetroWest Regional Services Consortium Public Works Services Contract for Earth Materials (Delivered) from Lorusso Corporation based on unit prices stated in the materials in Addendum #2. The motion was seconded by Sel. McCaffrey and passed unanimously.**

**Sel. Neville made a motion to accept the Town Administrator's recommendation to approve the MetroWest Regional Services Consortium Public Works Services Contract for Earth Materials (F.O.B.) from Lorusso Corporation based on unit prices stated in the materials in Addendum #2. The motion was seconded by Sel. McCaffrey and passed unanimously.**

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

**15-188 Proposed JOPA Dumpster Enclosure Location/License**

Mr. Aspinwall said Town officials from the DPW and representatives from Eversource met with John Kazis, owner of JOPA Realty regarding the transformer location for the new building. The initial proposed location for the transformer was unacceptable so Brian Main, the Town's Project Manager, drew up plans with a new location but it displaces the current dumpster which would then be located on Town land. (See Drawing) Mr. Aspinwall asked the Board to approve the change so that it can be brought to the Planning Board for final approval.

**Sel. Neville to accept the Town Administrator's recommendation to allow JOPA Realty to enter into a license agreement with the Town for placement of a dumpster as shown on the drawing dated 5/28/15 and to include reasonable care and maintenance similar to the area maintained at the Library dumpster. The motion was seconded by Sel. McCaffrey and passed unanimously.**

Mr. Aspinwall said he will write up the licensing agreement as specified.

15-189 FY16 Chapter 90 Road Recommendations

Mr. Aspinwall reviewed a memo he wrote to the Board dated May 29, 2015, regarding Chapter 90 Recommendations. Mr. Aspinwall noted that the roads being considered for repair with the funds include “Exchange Street from Union to Island, Himmelfarb Street, Middlesex Street from Ridge Street to the town line, and Dover Road”. Mr. Aspinwall said the culvert under Village Street at Acorn Street may also be replaced. Additionally, Mr. Aspinwall said he is recommending that a heavy duty skid steer loader with attachment be purchased with the remaining funds so roads can be properly patched in the future. The idea is to use this preventative maintenance to keep roads from further deterioration.

**MISCELLANEOUS INFORMATION**

The next Regular Session meeting will be held on June 8, 2015 prior to Town Meeting at the MS/HS Library beginning at 6:30pm.

**EXECUTIVE SESSION: 8:45 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. (Police). By Roll Call Vote: Sel. Smith—aye, Sel. Neville—aye, Sel. McCaffrey—aye.**

**ADJOURNMENT**

Respectfully submitted:

Karen M. Bouret