

**BOARD OF SELECTMEN
REGULAR SESSION MEETING MINUTES
Monday, September 14, 2015 7:00 PM
Veterans Memorial Bldg. Room 229
900 Main Street, Millis, MA 02054**

CALL TO ORDER: Sel. Smith called the meeting to order at 7:05 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

Mr. Aspinwall announced that Eversource will be doing tree maintenance around town which includes pruning to eliminate safety hazards to the public. Mr. Aspinwall told residents to call the Board of Selectmen's office if they have any questions or concerns about the work being performed.

Sel. Smith read a statement regarding the events on Forest Road on September 2, 2015. (See attached)

Sel. Neville said he attended the HessCo Elder Services program consortium. Sel. Neville thanked the members of HessCo and their work providing elders and the disabled services to help keep them in their homes as long as possible.

Sel. McCaffrey thanked the Department of Public Works for their work to rehabilitate the Clyde F. Brown field both on time and on budget.

PUBLIC HEARINGS/SCHEDULED APPOINTMENTS

15-266 Farm Street Sewer Extension Application

Mr. Dan Merrikin said he is applying for a sewer extension permit for the vacant lot at 73 Farm Street which will also run past 76 and 77 Farm Street. Mr. Merrikin said a stub will be provided for 77 Farm Street and the main will enable 76 Farm Street to connect in the future. Mr. Aspinwall said this is a fairly standard design and a private party will pay for the extension which will provide hookup capacity to the three lots in which one can be subdivided so possibly 5 connections.

Sel. Neville made a motion that the BOS approves the Farm Street sewer extension permit application as written and outlined in the Farm Street Plan and Profile Plan of Land in Millis, MA, dated 8/16/15. The motion was seconded by Sel. McCaffrey and passed unanimously.

15-267 School Building Committee Appointment

Sel. Smith said the School Building Committee requires five voting members but Permanent Building Committee member Patrick Sheehan does not have the time available for both. The School Committee recommended School Committee member Denise Gibbons as the fifth voting member.

Sel. Smith made a motion that the BOS appoints Denise Gibbons to the School Building Committee as a voting member. The motion was seconded by Sel. McCaffrey and passed unanimously.

15-268 Appointment of Department Assistant III – Payroll

Mr. Aspinwall said he and Finance Director Kathleen LaPlant interviewed several candidates for the position of Department Assistant III in Payroll and found Kara Geraci as the highest rated applicant. Ms.

LaPlant spoke to a few references and received favorable results. Mr. Aspinwall appointed Kara Geraci as a Department Assistant III for Payroll.

Sel. Neville made a motion that the BOS approves the Town Administrator's appointment of Kara Geraci as Department Assistant III, Payroll, subject to a favorable CORI and physical. The motion was seconded by Sel. McCaffrey and passed unanimously.

15-269 Appointment of Deputy Animal Control Officer

Mr. Aspinwall said the Deputy Animal Control officer position has been vacant off and on for years, and is pleased to appoint Erin Mallette in the role. Mr. Aspinwall said Ms. Brenda Hamelin, Millis/Medway Animal Control Officer, checked her references and all were positive.

Sel. Neville made a motion that the BOS approves the Town Administrator's appointment of Erin Mallette as Deputy Animal Control Officer, subject to a favorable CORI and physical. The motion was seconded by Sel. McCaffrey and passed unanimously.

Mr. Aspinwall said there is still an opening for another Deputy Animal Control Officer and encouraged any interested parties to apply.

15-270 Energy Committee Vehicle Efficiency Policy

Mr. Robert Weiss, Energy Manager, introduced Mr. Timothy Farrar from the Energy Committee to speak to Fuel Efficient Vehicle Policy they have developed. (See attached) Mr. Farrar said one of the Green Community status requirements is to develop a policy which includes the purchase of only fuel efficient vehicles where such vehicles are "commercially available and practicable". Sel. Smith asked that Mr. Weiss research school vans since it is not clear whether those vehicles will fall into the fuel efficient category.

Sel. Neville made a motion that the BOS approves the Fuel Efficient Vehicle Policy as written. The motion was seconded by Sel. McCaffrey and passed unanimously.

15-271 Refer Proposed Solar Bylaw Amendments Recommendation to Planning Board

Mr. Aspinwall said the Town adopted a Large-Scale Ground -Mounted Solar Zoning Bylaw at the Annual Town Meeting last spring but an amendment to said bylaw has been proposed. (See attached)

Sel. Neville made a motion that the BOS recommends the Amendments to the Proposed Large-Scale Ground-Mounted Solar Zoning Bylaw be referred to the Planning Board. The motion was seconded by Sel. McCaffrey and passed unanimously.

15-272 Open and Close Dates – November Town Meeting Warrant

Mr. Aspinwall recommended opening the Fall Town Meeting warrant at the meeting and closing the Friday prior to the next BOS meeting.

Sel. Neville made a motion to open the November Town Meeting warrant and to close it on September 25, 2015, at 12:00pm. The motion was seconded by Sel. McCaffrey and passed unanimously.

15-273 Proposed Warrant Articles

Mr. Aspinwall read the list of potential warrant articles for the November Town Meeting. (See attached)

Sel. McCaffrey said generally the November Town Meeting should be reserved for unexpected items and the rest should be saved until the Annual Town Meeting in the spring, and the BOS were in agreement. Mr. Aspinwall said the potential large cost of the hazardous materials clean up at the future Police Station site might dictate what should go on for capital items. Sel. Smith said the BOS will review a comprehensive list at the next BOS meeting on 9/28, and asked that Department Heads present any larger capital request items.

15-274 Housing Production Plan Discussion

Mr. Aspinwall read from a memo he wrote to the BOS on 8/25/15 regarding a Housing Production Plan (HPP). (See attached) Mr. Aspinwall said after reading reports from neighboring communities, there is a need for Millis to develop a HPP to help “influence and inform how, when, and where affordable housing is built in town.” Mr. Aspinwall said the Town would work with a consultant to develop a plan and the MAPC has grants that could assist in funding. Mr. Aspinwall suggested applying for a grant from the MAPC for this purpose. The BOS agreed that there is a need for a HPP and the need to determine how often we are subject to 40b projects.

Sel. Neville made a motion that the BOS approves the Town Administrator’s request to proceed towards developing a Housing Production Plan and to apply for District Local Technical Assistance grants through the MAPC

15-275 495/MetroWest Partnership Discussion

Mr. Aspinwall said he received a letter from the 495/MetroWest Partnership asking for financial support for their operations. Mr. Aspinwall said much of their accomplishments benefit larger communities but they are asking for the same \$500.00 stipend from each. Mr. Aspinwall said the Partnership advocates for the communities in such things as transportation infrastructure, economic development, water infrastructure and stormwater runoff, and other regional issues. Sel. Smith said he would be in favor of supporting the Partnership as a trial basis for a year and then assessing to see if some of the results yield anything specifically for Millis. The Board agreed.

15-276 Assign a Member of the BOS to the Police Union Negotiating Team

Mr. Aspinwall said the Police union has asked to begin the bargaining process for the contract to go into effect on July 1, 2016. Sel. McCaffrey volunteered to serve as the BOS representative.

Sel. Smith made a motion to appoint Sel. McCaffrey a member of the Board of Selectmen to serve on the negotiating team with the Police Union. The motion was seconded by Sel. Neville and passed unanimously.

15-277 Sewer Expansion Study

Mr. Aspinwall explained that the last two projects for sewer expansion in Millis didn’t come to fruition. Mr. Aspinwall said GCG Associates, Inc., presented a proposal for engineering services for developing at Areas 1-3. (See attached) Mr. Aspinwall said GCG would prepare schematic plans, prepare a construction cost estimates and determine betterment costs, and prepare a report based on feedback from the Town and residents. After some discussion, the BOS decided to hold off on the proposal and rather to see if residents come to the Town with interest. Sel. Smith asked the Town Administrator to put a notice on the website and include a notice to be mailed out in the next water bills.

15-278 Field Design – Cassidy Field and Oak Grove Farm

Mr. Aspinwall said that unless the Town expands or adds new athletic fields, the current fields will have no rest time and will remain in poor condition. Mr. Aspinwall referred to a possibility to enlist the National Guard to build new fields but they will need a plan to do that. Mr. Aspinwall asked the BOS if they want to open a dialog with the Oak Grove Farm Commission to look at that as a location option and also to possibly look at Cassidy Field. Mr. Aspinwall said he received a proposal from GCG Associates, Inc., for engineering services at OGF and Cassidy Fields which would be an actual design. (See attached) Sel. Smith said he'd like to see the 11 v. 11 soccer games moved off of the Millis High School football field, and would like to see a new 11 v. 11 possibly behind the Oak Grove Farmhouse. Mr. David Schofield, a resident and member of Millis Girls Softball, said he would support anything to help improve current field conditions.

Sel. Neville made a motion to approve the proposal for engineering services from GCG Associates, Inc., at Oak Grove and Cassidy fields not to exceed \$10,000.00. The motion was seconded by Sel. McCaffrey and passed unanimously.

Sel. Smith asked to have the OGF Commission attend the 10/19/15 BOS meeting.

15-279 Award of Tank Painting Bid – Farm Street Tank

Mr. Aspinwall said Amstar of Western New York was the low bidder for the tank painting project at Farm Street. Mr. Aspinwall said he contacted their references and recommends awarding the contract to them.

Sel. Neville made a motion to award Amstar of New York the Farm Street Tank Painting project in the amount of \$773,000.00. The motion was seconded by Sel. McCaffrey and passed unanimously.

15-280 Street Acceptances

Mr. Aspinwall reviewed the Public Street Layout and Acceptance Procedures for Town Ways per a memo from Kopelman and Paige dated January 5, 2000. (See attached) Mr. Aspinwall said there has been a petition to accept Evergreen Terrace, Beech Street, and Frontier Lane which are all part of the Southend Farm subdivision as public ways.

Sel. Neville made a motion that the BOS declares its acceptance of the petition and intention to lay out a town way for Evergreen Terrace, Beech Street, and Frontier Lane and to refer the petition to the Planning Board. The motion was seconded by Sel. McCaffrey and passed unanimously.

15-283 Algonquin Gas Access Northeast Project

Mr. Aspinwall said he received an email from Tammy McGill-Hoyt of Spectra Energy who is the Right-of-Way Supervisor for Millis for the Access Northeast Project, asking for survey permission for land along the study corridor. Mr. Aspinwall said 10 Myrtle Street is the only property with an easement that goes through what the project might affect. Mr. Aspinwall said he and Fire Chief Barrett went to a meeting on 8/26/15 and not much has changed in the project's scope since the initial proposal. Residents can contact the BOS office which can put them in touch with Spectra Energy with any questions they may have. Mr. Aspinwall said there is also information on the project on the Town website home page for anyone who is interested.

15-282 CORI Policy Review

Sel. Smith asked for this to be rescheduled to a future meeting

15-281 Projects Update

Mr. Aspinwall said he met with the Department Heads and Boards for a coordination meeting on 9/11/15 regarding current Town projects. Mr. Aspinwall reviewed the status of all ongoing building and development projects as discussed. (See attached)

15-284 Block Party Permit Application

Sel. Smith said a block party permit application was submitted but there was no event date on the application so it will be held until the 9/28 BOS meeting.

15-287 Discussion of Delegating Nonprofit Signs/Events

Sel. Smith said we've run into issues with timing for residents, nonprofits, and businesses looking for sign permit approvals or one day entertainment licenses when a BOS meeting falls too late to approve them. The BOS concurred that they aren't comfortable signing off on items such as a one day alcohol permit without presenting them at a board meeting, however sign permits might be permissible. Sel. Smith said this might be a question for Town Counsel.

15-285 Boggestowe Club Permit and License Applications

Sel. Smith made a motion to retroactively approve the Boggestowe Club's One Day Entertainment License and One Day Alcohol Permit for the 9/12 Benefit Fund Raiser that was held. The motion was seconded by Sel. McCaffrey and passed unanimously.

Sel. Smith made a motion to approve the Boggestowe Club's One Day Alcohol Permit Application for the 9/26 Family Reunion from 12-9:00pm. The motion was seconded by Sel. McCaffrey and passed unanimously.

Sel. Smith made a motion to approve the Boggestowe Club's One Day Alcohol Permit Application for the 10/3 Ham and Bean Supper from 12-9:00pm. The motion was seconded by Sel. McCaffrey and passed unanimously.

15-286 Car Wash Permit Application for MHS Junior Class

Sel. Smith made a motion to approve the Millis High School Junior Class' Car Wash Permit Application to be held on 9/19 from 9:00am-1:00pm with adult supervision at all times. The motion was seconded by Sel. Neville and passed unanimously.

15-288 Sign Permit Application Girl Scouts

Sel. Smith made a motion to retroactively approve a Sign Permit Application from the Girls Scouts for signs to be placed at Village Street and Main Street from 8/28-9/17/15. The motion was seconded by Sel. Neville and passed unanimously.

CONSENT ITEMS

Sel. Neville made a motion to approve the regular session meeting minutes of 8/3/15 and the executive session meeting minutes of 8/17/15 and 9/2/15 as written.

Sel. Smith said the next regular BOS meeting will be held on Monday, 9/28/15 at 7:00pm in Room 229 in the Veterans Memorial Building.

EXECUTIVE SESSION: 9:30 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.

(MOA between the Town and AFSCME Local 3901).

By Roll Call Vote: Sel. Smith—aye, Sel. Neville—aye, Sel. McCaffrey—aye.

ADJOURNMENT

Sel. Neville made a motion to adjourn at 9:50pm. The motion was seconded by Sel. Smith and passed unanimously.

ADJOURNMENT

Respectfully submitted:

Karen M. Bouret