

**BOARD OF SELECTMEN  
REGULAR SESSION MEETING MINUTES  
Monday, October 19, 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 7:00 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 AND ACKNOWLEDGEMENTS**

Mr. Aspinwall provided an update regarding the water leak on Pleasant Street on Wednesday, 10/14. Mr. Aspinwall said the Farm Street water tank had been shut down for painting but turned back on during the leak so the water may be rusty because the system was stirred up. Mr. Aspinwall advised anyone who experiences rusty water to run their outside spigot for about 30 minutes and said things should be back to normal within the week.

Mr. Aspinwall said regarding the current roadwork on Middlesex Street and Exchange Street, Middlesex will be paved on Tuesday of this week and Exchange will be paved on Wednesday.

**PUBLIC HEARINGS/SCHEDULED APPOINTMENTS**

**15-324 Police/Fire Stations Project Update**

Mr. Pat Sheehan, Permanent Building Committee Member, gave an update on the current status of the Police and Fire Stations project. Mr. Sheehan said MA DEP approval was sought for the plan to remediate the site after hazardous materials were found, and they have received approval from the MA DEP Asbestos branch. Mr. Sheehan said the team is currently looking at two possible options for clean-up. The first is to remove the contaminated soils as needed and bring in clean fill to replace it. Mr. Sheehan said the other option is to perform exploration of the soils at the back portion of the Library lot to see if there is clean material that could be removed and used as fill. Sel. McCaffrey voiced concerns about exploring the Library property but possibly getting incomplete results since the test pits that were done at the future Police site didn't show everything. Mr. Sheehan said they are researching options right now and if they can use the Library soil as fill they could save over \$100,000.00 but it's still being researched. Mr. Sheehan said he or Wayne Klocko, PBC Chair, will come back to the BOS meeting on 10/26 with another update.

**15-325 Construction Change Order/CCD Police Station Site**

Brian Main, Project Manager, presented Construction Change Directive #007 from Agostini for work to include additional test pits to assess "the presence of Asbestos Containing Materials (ACM) in proposed construction areas" along with other anticipated work dealing with the clean-up of contaminated soils at the future Police Station site.

**Sel. Neville made a motion to approve Construction Change Directive #007 dated 10/15/15 from Agostini/Bacon Construction as written for time and materials with slips signed daily by the clerk of the works. The motion was seconded by Sel. McCaffrey and passed unanimously.**

Mr. Main reviewed a drawing of proposed truck traffic through the Centennial Place site for trucks that will be removing contaminated soils. Mr. Main said he anticipates one trip per day early in the morning before businesses have opened. Mr. Aspinwall said that Mr. Kazis of JOPA mentioned paving the back

area in the next week which would impact the proposed truck traffic pattern. Sel. Smith asked Mr. Main to invite Mr. Kazis to meet, and Mr. Main said he will ask both he and Charlie to attend the Wednesday morning project meeting at the site.

#### 15-326 Fields Discussion – Oak Grove Farm Commissioners

Mr. Aspinwall said the Town did a review of Cassidy and Oak Grove fields last spring with the National Guard who could be enlisted to provide free labor and equipment to add athletic fields and the Town would cover the cost of materials and fuel. The information was brought to the BOS who thought this could be a good approach to expand the number of fields in Town which would provide more playing areas as well as allow other fields to be closed to be rehabilitated. Mr. Aspinwall said GCG Associates, Inc. was enlisted to present a proposal for surveying and engineering services for field layouts at Oak Grove and Cassidy for a total fee of \$10,680.00. Steve MacInnes, Oak Grove Farm (OGF) Commissioner, said a study was already done in 2013 which calls for one 8 vs. 8 soccer field with two 6 vs. 6 within. Sel. Smith said that the need for more fields for the schools to play on, not just recreation programs, would call for an 11 vs. 11 field. A discussion between the OGF commissioners and the BOS ensued over what is actually needed and/or wanted at Oak Grove. The OGF commissioners voiced concerns over parking, the need to possibly bring in lighting, affecting the wetlands, and changing the look and feel of the property. Mr. Aspinwall said the 2013 plan Mr. MacInnes is referring to was a start but GCG would provide a far greater scope of work including soil testing and drainage concerns etc. Mr. MacInnes stated that the OGF commissioners would agree to the 2013 plan but aren't entertaining and 11 vs. 11 field. Sel. Smith thanked the commissioners for their time and said the discussion was a start but clearly more discussion will need to happen moving forward. The funding for the GCG proposal is an article on the 11/2 Town Meeting Warrant.

#### 15-327 Public Hearing – Street Acceptances at South End Farm

**Sel. Neville made a motion to open the hearing for the Street Acceptances at South End Farm. The motion was seconded by Sel. McCaffrey and passed unanimously.**

Mr. Aspinwall said at a previous BOS meeting, the board voted to recommend the layout of streets at South End Farm and the matter was referred to the Planning Board who have the hearing on their agenda for tomorrow night, 10/20. Mr. Aspinwall said the BOS cannot vote until the Planning Board refers the matter back to the BOS at that time. Mr. Aspinwall said after an evaluation of the property by BETA Group, Inc., there is a punchlist of items that need to be addressed including relocating shutoff valves from private properties into the roads in the event that Town had a water emergency, and areas of puddling or ponding. Ellen Rosenfeld, development owner, assured the BOS that all punchlist items will be addressed prior to the vote at the November Town Meeting. Sel. Smith said a meeting will be posted for Thursday, 10/22/15, to continue the hearing after the Planning Board refers the matter back.

**Sel. Smith made a motion to continue the Street Acceptances at South End Farm hearing to Thursday, 10/22/15, at 7:00pm in Room 229 at the Veterans Memorial Building. The motion was seconded by Sel. Neville and passed unanimously.**

#### 15-328 Adoption of Energy Reduction Plan/Approval of Green Communities Program

Mr. Robert Weiss, Energy Manager, presented an Energy Reduction Plan (ERP) which "outlines proposed energy efficiency measures to reduce costs and environmental impacts of municipal energy use in the Town of Millis in accordance with the Massachusetts Green Communities Grant Program criteria". Mr. Weiss explained that the Town can get technical assistance and grants from the state and the ERP provides a roadmap to guide the Town over the next 5 years. Mr. Aspinwall said the Town wants to

reduce energy use by 15-20% which would in turn save on operating budget funds, provide access to grant funds, and be good for the environment. Mr. Weiss said the school will have the greatest impact in energy reduction. (See spreadsheet) Mr. Aspinwall said the plan is a work in progress and is currently showing a 12.7% reduction but there is another month to find another 2-2.5% in order to apply for the Green Community status. Sel. McCaffrey raised questions and concerns regarding the possible return on investment for the Town. Craig Gibbons, Energy Committee Chair, said the Town is making a commitment to reduce consumption of energy by 20%. Mr. Gibbons said projects that are initially very costly can be replaced with more effective projects and reduced through grant application since the plan is very fluid.

**Sel. Neville made a motion to adopt the Energy Reduction Plan as written for Criterion 3 of the Green Communities Application for Designation. The motion was seconded by Sel. McCaffrey and passed unanimously.**

15-329 Appointment of DPW HEO/Laborer

Mr. Aspinwall said he is recommending the appointment of Shawn McDonald as full time Heavy Equipment Operator (HEO)/Laborer with the DPW. Mr. Aspinwall said was the most qualified candidate and all three of his references were positive. Mr. Aspinwall said Mr. McDonald will need a physical with drug screen and will need to obtain his D1/T1 licenses within one year of appointment.

**Sel. Neville made a motion to approve the Town Administrator's recommendation to appoint Shawn McDonald as full time HEO/Laborer subject to a physical and drug screen and subject to obtaining a D1 water distribution license and T1 water treatment license within one year of appointment. The motion was seconded by Sel. McCaffrey and passed unanimously.**

15-330 Appointment of Part Time and Full Time Dispatchers

Chief Edison said interviews were conducted and after a background and reference checks he is recommending the hire of two full time dispatchers and three part time dispatchers on behalf of the hiring committee. Mr. Aspinwall said he appoints Gerard Jones, Brian O'Dowd, and Matthew Sullivan as part time dispatchers and John Godino and Paul Kearns as full time dispatchers subject to a CORI check through the BOS office.

**Sel. Neville made a motion that the BOS approves the Town Administrator's recommendation to appoint Gerard Jones, Brian O'Dowd, and Matthew Sullivan as part time Millis Police and Fire Public Safety Dispatchers, and John Godino and Paul Kearns as full time Millis Police and Fire Public Safety Dispatchers subject to a favorable CORI result. The motion was seconded by Sel. McCaffrey and passed unanimously.**

15-331 Appointment of Recreation Committee Member

Sel. Smith said there is a vacancy on the Recreation Committee and Stephen Cassidy, a resident of Millis who has been very involved in youth sports programs has voiced his interest.

**Sel. Smith made a motion to appoint Stephen Cassidy to the Recreation Committee effective immediately. The motion was seconded by Sel. Neville and passed unanimously.**

**NEW BUSINESS**

15-332 Warrant Article Review – DPW Truck/Equipment and Human Resources Audit

Jim McKay, Deputy Director of the DPW, spoke to November Town Meeting warrant article # 25 said the 1994 Mack Truck's estimate came back listing serious problems amounting to almost \$30,000.00 in repairs. Mr. McKay told the BOS he is recommending that the truck be replaced and has gotten a quote for \$187,895.00 for a 10 wheel dump truck. The price is less an underbody plow and less the trade in cost of \$15,000.00. Mr. Aspinwall agreed that the best option is to replace the truck and not invest any further in repairs.

Mr. Aspinwall said he contacted the Edward J. Collins, Jr. Center for Public Management for a quote to provide services to perform a Human Resources audit for the Town per November Town Meeting article # 31. Mr. Aspinwall said the cost including fees and expenses would be \$6,000.00. Sel. McCaffrey asked that the BOS be included in the interviews of Town department heads so that their opinion can be included in the study.

#### 15-333 BOS Article Recommendations

**Sel. Smith made a motion that the BOS recommends that Town Meeting approve November Town Meeting Article 1 in the amount of \$12,316.00. The motion was seconded by Sel. Neville and passed unanimously.**

**Sel. Neville made a motion that the BOS recommends that Town Meeting approve the November Town Meeting Article 2. The motion was seconded by Sel. McCaffrey and passed unanimously.**

**Sel. Neville made a motion that the BOS recommends that Town Meeting approve the November Town Meeting Article 3. The motion was seconded by Sel. McCaffrey and passed unanimously.**

**Sel. Neville made a motion that the BOS recommends that Town Meeting approve the November Town Meeting Article 4. The motion was seconded by Sel. McCaffrey and passed unanimously.**

**Sel. Neville made a motion that the BOS recommends that Town Meeting approve the November Town Meeting Article 5 in the amount of \$1,183,000.00. The motion was seconded by Sel. McCaffrey and passed unanimously.**

Mr. Aspinwall said there is \$147,761.00 of growth available. Sel. McCaffrey asked if there was any way to offset cost from "missed" information from the initial test pits at the Police site. Mr. Aspinwall said Brian Main has provided Town Counsel with a lot of information and it is possible there will be information found that could mitigate the cost.

**Sel. Neville made a motion that the BOS recommends that Town Meeting approve the November Town Meeting Article 6 in the amount of \$67,717.00. The motion was seconded by Sel. McCaffrey and passed unanimously.**

Mr. Aspinwall said he is hoping free cash will be certified by week's end so article 6 could possibly be funded which would close out the project.

**Sel. Neville made a motion that the BOS recommends that Town Meeting approve the November Town Meeting Article 7 in the amount of \$400.00. The motion was seconded by Sel. McCaffrey and passed unanimously.**

Mr. Aspinwall said regarding article 8, the Ross Avenue Water Main Easements, the Stoneybrook property has granted an easement but the Town is waiting on deed language from Rosenfeld. The BOS will hold off and make a recommendation on 10/26.

Sel. Smith said the BOS hasn't voted on the street acceptances yet, per earlier in the meeting, and the BOS will hold off making a recommendation on articles 9, 10, and 11 until 10/26.

Sel. Smith said article 12 is going to the Planning Board this week for review and the BOS will wait until 10/26 to make a recommendation.

Sel. Smith said article 13 is going before the School Committee tomorrow, and the BOS will wait until 10/26 to make a recommendation.

**Sel. Smith made a motion that the BOS recommends that Town Meeting approve the November Town Meeting Article 14. The motion was seconded by Sel. McCaffrey and passed unanimously.**

**Sel. Neville made a motion that the BOS recommends that Town Meeting approve the November Town Meeting Article 15. The motion was seconded by Sel. McCaffrey and passed unanimously.**

Sel. Smith said the remaining article recommendations will all happen at the 10/26 BOS meeting.

#### 15-334 Joint Purchase of Salt

Mr. Aspinwall said the Joint Salt Purchase bid for snow and ice control for the 2015-16 season is ready for approval.

**Sel. Neville made a motion to approve awarding the Joint Purchase of Salt to Easter Minerals for a bid price of \$65.80 CC, per ton, delivered. The motion was seconded by Sel. McCaffrey and passed unanimously.**

#### 15-335 Regulation Review 207 CMR

Mr. Aspinwall said he received an email stating that the "Massachusetts Department of Telecommunications...made draft changes to its cable regulations pursuant to Executive Order 562 to Reduce Unnecessary Regulatory Burden". Mr. Aspinwall said Bill August of Epstein & August, has asked for comment on two specific changes. The first is "reducing cable operator complaint reporting from quarterly to annually" and the second is "removal of requirements for local newspaper notice of town solicitation of initial license applications". Sel. Neville, who was formerly chair of the cable commission, voiced concerns about both changes. After some discussion, it was decided that Sel. Neville will contact Bill August directly this week to discuss these proposed changes and report back to the board.

#### 15-336 Water/Sewer Department Commitment to the Collector

**Sel. Smith made a motion to approve the Fiscal Year 2016 commitment for September 2015 in the amount of \$1,856.68. The motion was seconded by Sel. Neville and passed unanimously.**

#### **CONSENT ITEMS**

**Motion by Sel. Neville, seconded by Sel. McCaffrey to approve and accept the Regular Session minutes of 9/28/15. The motion passed unanimously.**

**Motion by Sel. McCaffrey, seconded by Sel. Smith to approve and accept the Regular and Executive Session minutes of 10/5/15. Sel. Neville abstained since he was not present at the meetings.**

Sel. Smith announced that there will be a BOS meeting on Thursday, 10/22/15 at 7:00pm to continue to the street acceptance hearing and the next regular session meeting will be held on Monday, 10/26/15 at 7:00pm in Room 229.

**ADJOURNMENT**

**Sel. Neville made a motion to adjourn at 9:58 pm. The motion was seconded by Sel. McCaffrey and passed unanimously.**

Respectfully submitted:

Karen M. Bouret