

**BOARD OF SELECTMEN
REGULAR SESSION MEETING MINUTES
Monday, November 30, 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 7:06 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 announced that he would like to commend Alex Lent, Library Director, and Jim McKay, Deputy DPW Director and Chief of Operations, for the completion of the Supervisory Leadership Development Program sponsored by the Massachusetts Municipal Personnel Association.

Sel. Neville announced that there will be a Holiday Parade and tree lighting to be held on Saturday, December 5th at the Veterans Memorial Building. The event is sponsored by the Millis Firefighters in conjunction with the Millis Recreation Department starting at 5:30pm. The parade will end at the VMB where Santa will be in the gym for photos. Ms. Bouret said for more details please see the Town website.

Sel. McCaffrey announced that the BOS received a letter from the Planning Board saying that they have had discussions about the Police Station project and would be amenable to making changes to the design to save money. Sel. McCaffrey thanked the Planning Board for their input but said ultimately the BOS is accountable for monitoring the project. Sel. McCaffrey said the BOS has been working closely with the Permanent Building Committee to make sure the project is built as efficiently and cost effectively as possible.

PUBLIC HEARINGS/SCHEDULED APPOINTMENTS

15-363 Tax Levy Classification Hearing

Sel. Neville made a motion to open the Tax Classification hearing at 7:10pm. The motion was seconded by Sel. McCaffrey and passed unanimously.

Sel. McCaffrey read the legal notice that ran in the Milford Daily News on Tuesday, 11/10/15, as follows:

“The Millis Board of Selectmen has called a public hearing in Room 229 at the Veterans Memorial Building, 900 Main Street, Millis, MA on November 30, 2015 at 7:05 p.m. on the question of adoption of percentages of local tax levy to be borne by each class of real property – residential, open space, commercial and industrial and personal property – for fiscal year 2016.

The Selectmen may use a minimum residential factor as determined by the Commissioner of Revenue as set forth in Massachusetts General Laws, Chapter 40, Section 56. The residential factor governs the percentage of the tax levy to be borne by the residential property owners. The law provides that commercial, industrial and personal property shall not exceed 150% of the full value percentage share of the total tax burden. The Board also has the option of determining that a uniform tax rate shall be established for all classes as has been the procedure in the past. At this hearing, the Board of Assessors will provide all information and data relevant to making such a determination and the fiscal effect of available alternatives.

Persons wishing to express an opinion regarding this matter will be heard at the meeting on November 30, 2015 or may submit their opinions in writing to the Selectmen at the Veterans Memorial Building at any time before the conclusion of the hearing. The hearing will be an open forum on the discussion of local property tax policy.”

Paula Dumont, Assistant Assessor, spoke about the reasons for the hearing. Ms. Dumont said Millis has historically had a single tax rate and since businesses are beginning to grow in the Town a single tax rate would still be ideal. Ms. Dumont said the proposed tax rate is \$17.44, based on sales data which feeds into the valuation. Ms. Dumont said in addition to setting the tax rate, the Board of Selectmen is responsible for approving the LA-5 Recap sheet so that it can be sent to the Department of Revenue (DOR). Kathleen LaPlant, Finance Director, said she will submit the recap sheet to the DOR tonight and the tax rate should be set by Wednesday. The new rate will be reflected on the December tax bill for the first quarter of next year. Sel. Smith did a rough calculation based on the average family home value of \$357,000.00 and said the tax increase will be about \$44.00 per quarter per family.

Sel. Neville made a motion to close the Tax Classification hearing. The motion was seconded by Sel. McCaffrey and passed unanimously.

Sel. Neville made a motion that the BOS approves a selected Residential Factor of 1.000000 with no discount granted to Open Space, no residential exemption to be adopted, and no small commercial exemption adopted. The motion was seconded by Sel. McCaffrey and passed unanimously.

Sel. Neville made a motion to approve the LA-5 signed by the Town Clerk on 11/19/15 with the excess capacity calculated at \$325.49 as written. The motion was seconded by Sel. McCaffrey and passed unanimously.

15-364 Cultural Council Member Appointment

Sel. Smith made a motion to appoint Arlene Lagos to the Cultural Council effective 11/30/15. The motion was seconded by Sel. Neville and passed unanimously.

NEW BUSINESS

15-365 Police Laptops for Cruisers

Police Chief Keith Edison said he is looking to purchase new tablets for the Police cruisers. Chief Edison said the existing laptops are outdated and new computers’ speed and technology will improve the ability to respond more efficiently to the community. Chief Edison said after some research, the best option looks to be Smart Buy Elitebooks which will work with the current systems as well as be forward compatible with the technology that will exist at the new Police station. Chief Edison said there will be little to no training on this new equipment and it has gotten good reviews from the Ashland Police who are currently using it. The Selectmen asked where the funding would come from and the Chief said it will come from asset forfeiture which is revenue acquired by participating in the DEA program.

Sel. Neville made a motion that the BOS approves the purchase of nine Smart Buy Elitebooks from Hub Technical Services, LLC for a total of \$14,330.11 as specified in the quote dated 11/20/15. The motion was seconded by Sel. McCaffrey and passed unanimously.

15-366 Key Policy Approval

Mr. Aspinwall presented an updated version of the key policy per the changes requested at a prior BOS meeting. Sel. McCaffrey said he would like the language clarified further to specifically state who will assign the keys. Karen Bouret will update the language and submit a revised version at an upcoming BOS meeting.

15-367 Water/Sewer Bill Relief Hersey

Mr. Aspinwall said he received a letter from Joseph Hersey, a 91 year old long time resident of the Town. Mr. Hersey's letter states that he received a Water/Sewer Bill for a total of \$3,328.81 for usage due to a valve leakage in his toilet that he was unaware of until he received the bill. Mr. Hersey says he understands that the water was used, but is asking for financial relief because he is on a fixed income and significant financial burdens from his wife's recent admission to a rehab facility. The BOS asked to see previous bills to compare the amounts so they can make a determination of what if any relief they will approve. Mr. Aspinwall will gather the information and this item will be revisited at the next BOS meeting.

15-368 Application for Abatement 11 Cedar Street

Mr. Aspinwall said 11 Cedar Street was set up with sewer initially but the property actually has septic so abatement has been requested. The records have been updated in billing.

Sel. Neville made a motion to apply abatement of \$1,188.17 to sewer fees for 11 Cedar Street due to improper billing. The motion was seconded by Sel. McCaffrey and passed unanimously.

15-369 Confirm Change Order #2 Farm Street Tank Project

Sel. Smith said a change order was approved for the Farm Street Tank Project at the 11/16 BOS meeting but it was an unforeseen agenda item.

Sel. Neville made a motion to confirm the approval of Change Order # 2 for AMSTAR of Western New York, Inc. for the Farm Street Tank Project in the amount of \$14,611.62. The motion was seconded by Sel. McCaffrey and passed unanimously.

15-370 Confirm Sign Permit Approval Millis Garden Club

Sel. Smith said a Sign Permit Application was approved at the 11/16 BOS meeting but it was an unforeseen agenda item.

Sel. Neville made a motion to approve the Sign Permit Application from the Millis Garden Club for the Greens Event as specified on the application. The motion was seconded by Sel. McCaffrey and passed unanimously.

15-371 Awards of Electrical Bills Contract Years 2 and 3

Mr. Aspinwall said the BOS awarded year one of the contract for annual electronic equipment/instrumentation/electrical repair and maintenance to Walco Service Company and he recommends awarding year two.

Sel. Neville made a motion to approve year two of the annual electronic equipment/instrumentation/electrical repair and maintenance contract from Walco Service Company, Inc. based on an estimated 350 hours at \$82.00 per hour. The motion was seconded by Sel. McCaffrey and passed unanimously.

15-372 Approval of Fields Design Contract

Mr. Aspinwall recommended that the BOS approve the agreement for engineering services for Oak Grove Farm and Cassidy Fields with GCG Associates. Mr. Aspinwall said funding was approved at the November Town meeting.

Sel. Neville made a motion to approve the Town Administrator's recommendation to enter into a contract with GCG Associates, Inc. for surveying and engineering services at Oak Grove Farm and Cassidy Fields for a total of \$15,180.00. The motion was seconded by Sel. McCaffrey and passed unanimously.

15-373 Approval of I/I Design Contract

Mr. Aspinwall recommended that the BOS approve the agreement for engineering services and infiltration and inflow (I/I) repairs from GCG Associates. Mr. Aspinwall said this is the second to last phase of I/I work to satisfy the district, EPA, and DEP requirements. Mr. Aspinwall said this funding was also approved at the November Town Meeting.

Sel. Neville made a motion to approve the Town Administrator's recommendation to enter into a contract with GCG Associates, Inc. for all engineering and administration services related to the removal of I/I in the sewer system for a total of \$18,480.00. The motion was seconded by Sel. McCaffrey and passed unanimously.

15-374 Form 43 Approval Glen Ellen Management

Karen Bouret, Operations Support Manager, said the ABCC has Glen Ellen Company, LLC d/b/a Glen Ellen Country Club listed on their license renewal form but it should be Glen Ellen Management, LLC. Ms. Bouret asked the BOS to approve a Form 43 reflecting the name change to be sent to the ABCC.

Sel. Neville made a motion to approve the Form 43 for the ABCC changing the name of Glen Ellen Company, LLC d/b/a Glen Ellen Country Club to Glen Ellen Management, LLC d/b/a Glen Ellen Country Club. The motion was seconded by Sel. McCaffrey and passed unanimously.

15-375 Bond Anticipation Notes

Sel. Neville made a motion to approve the short term Bond Anticipation Note in the amount of \$485,717.00 maturing on August 1, 2016 with an interest rate of .75% for Water System Improvements, Library, and the DPW vehicle. The motion was seconded by Sel. McCaffrey and passed unanimously.

Sel. Neville made a motion to approve the short term Bond Anticipation Note in the amount of \$48,000.00 maturing on December 9, 2016 with an interest rate of 1.00% for Culvert Improvement-Causeway Street. The motion was seconded by Sel. McCaffrey and passed unanimously.

15-376 Banner Request Charles River Chorale

This item was cancelled; the banner will not be ready to hang.

15-377 Water/Sewer Commitment QB 2

Sel. Neville made a motion to approve the Water/Sewer Department Commitment to Collector for QB1116 in the amount of \$733,025.01. The motion was seconded by Sel. McCaffrey and passed unanimously.

CONSENT ITEMS

Sel. McCaffrey asked that in the Announcements section of the 11/16/15 minutes be updated to add that Mr. Ford was also a member of the Board of Selectmen.

Motion by Sel. Neville, seconded by Sel. McCaffrey to approve and accept the Regular Session minutes of 11/2/15 as written and 11/16/15 as amended. The motion passed unanimously.

MISCELLANEOUS INFORMATION

Sel. Smith announced that today was the deadline for applying for the Interim Library Trustee position and only one application was submitted. Sel. Smith asked Karen Bouret to contact the current Chair of the Trustees and set up the appointment for the 12/14/15 meeting.

The next Regular Session meeting will be held on December 14, 2015 at 7:00pm in Room 229.

EXECUTIVE SESSION: 8:15 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. (SEIU Contract, Police Contract, 84 Orchard Street).

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

ADJOURNMENT 9:25 PM

Respectfully submitted:

Karen M. Bouret