

**BOARD OF SELECTMEN
REGULAR SESSION MEETING MINUTES
Monday, May 23, 2016 at 7:00 PM
Veterans Memorial Building Room 229
900 Main Street, Millis, MA 02054**

CALL TO ORDER: Sel. Neville called the meeting to order at 7:00 pm. The following persons were present: Sel. James Neville, Sel. James McCaffrey, Sel. Catherine MacInnes, Operations Support Manager Karen Bouret, and Town Administrator Charles Aspinwall.

Lisa Hardin, Town Clerk and Millis Town resident presented to the BOS the following:

1. That the BOS consider reinvigorating the youth commission which is in the general by-laws. She suggested that the gym in the Veterans Memorial Building be utilized for after school activities.
2. She would like to put up signs prior to the State Primary on September 8th reminding town residents of the upcoming voting primary
3. She informed the BOS that she created a display in the Veterans Memorial building with pictures and names from the Veterans Monuments in Town.

Sel. Neville announced that the BOS re-visit the conditions of Open Session giving residents an opportunity to address the BOS with issues/concerns abiding by the open meeting laws. Sel. McCaffrey stated that open session be available to resident at the beginning of each BOS meeting. Sel. Neville recommended that the BOS review the guidelines and discuss at the next BOS meeting.

ANNOUNCEMENTS AND ACKNOWLEDGEMENTS

State Mitigation Funds for Clyde F. Brown
Green Communities Grant Check
Community Compact Grant Award – Budget project

PUBLIC HEARINGS/SCHEDULED APPOINTMENTS

16-128 APPOINTMENT OF TWO ENERGY COMMITTEE MEMBERS

Craig Gibbons, member of the Energy Committee recommended that the BOS appoint two new members to the Energy Committee.

Sel. McCaffrey made a motion that the BOS appoint Jon Barry and Carlo Molinari as members of the Millis Energy Committee for a term expiring June 30, 2017. Sel. MacInnes seconded the motion and it passed unanimously.

16-129 PLAYGROUND COMMITTEE – APPOINTMENT OF ADVISORY MEMBER

Jennifer Farrar of 7 Rolling Meadow Drive approached the BOS and asked that they appoint Jim McKay as a non-voting member of the Playground Committee.

Sel. McCaffrey made a motion that the BOS appoint Jim McKay as an advisory member of the Playground Committee for a term expiring June 30, 2017. Sel. MacInnes seconded the motion and it passed unanimously.

Sel. Neville informed the BOS that there are still vacancies for town committees and that residents can apply and fill out the Talent Bank Form which is available on line at millis.org under employment opportunities.

16-144 APPOINTMENT OF HEO/LABORER DPW

DPW Deputy Director, Jim McKay, asked that the Town Administrator appoint Ryan Wagner as HEO/Laborer for the DPW.

Mr. Aspinwall, at the recommendation of Mr. Kay, appointed Ryan Wagner as HEO/Laborer for the Millis DPW.

Sel. McCaffrey made a motion that the BOS approve the appointment of Ryan Wagner as HEO/Laborer, with a start date of June 14, 2017, subject to a Cori, physical with drug screen and also obtaining a Class B CDL within 6 months of his employment. Sel. MacInnes seconded the motion and it passed unanimously.

Mr. McKay made a few announcements to the BOS.

- snow machine repairs have been completed
- he will be reviewing the contract for the new street sweeper purchase with the Town Administrator
- the consumer confidence report, which is due July 1st and is available on line at millis.net under frequently asked questions; he also researched the cost of buying and mailing out information cards to residents and businesses in town
- the DPW will start grinding the road starting June 1st on Village Street

16-131 RTE. 109/EXCHANGE STREET PEDESTRIAN CROSSING

Town Administrator, Charles Aspinwall informed the BOS about the problems with Exchange Street and Main Street pedestrian crossing. Police Sgt. Dwyer reviewed with the BOS exactly what is happening at that intersection when pedestrians are trying to cross. Mr. Aspinwall had Bill Scully, Director of Transportation Planning & Complete Streets Program Practice Leader from Green International Affiliates, Inc. Mr. Scully reported to Mr. Aspinwall some of his preliminary thoughts on actions to take at this location. The BOS, along with the Mr. Aspinwall and Sgt. Dwyer, discussed other options to solve the problem and what the costs might be. The BOS asked Mr. Aspinwall to get quotes for changes to the intersection as discussed. Loring Barnes, Millis resident, suggested that the crosswalk be re-painted.

16-132 BASF PROPERTY DOVER ROAD

The town was offered the parcel of land (7.65 acres) owned by BASF and located on Dover as a gift. The Town Administrator, Charles Aspinwall researched and requested a proposal from Sovereign Consulting, Inc. The Proposal listed the cost (\$25,200) for services to assess soil and groundwater conditions relative to the intent to redevelop the Site into a youth sports field. Discussion about paying for these services without knowing the outcome would not be beneficial to the Town. Also, a resident who lives across from this site, noted concerns about health illnesses, specifically cancer, within the area surrounding property.

Sel. McCaffrey made a motion that the BOS decline the offer from BASF to receive as a gift the property located at 140 Dover Road and relative to that the Town would no longer require and consulting services as outlined in the Proposal from Sovereign Consulting, Inc. Sel. MacInnes seconded the motion and it passed unanimously.

16-133 POLICE/FIRE PROJECT

Permanent Building Chairman, Wayne Klocko, identified the status of two main issues for the project. The first issue regarding the buying out of the phone systems. Diane Jurmain reviewed with the BOS the Police and Fire Department Telephone Cost Comparison Sheet. The sheet outlined the descriptions and cost from each vendor. She informed the BOS that DSCI, LLC (hosted system, cloud based) was approved by the IT Committee as the best alternative. Mrs. Jurmain addressed questions from the Mr. Aspinwall and the BOS relative to the bids.

Sel. McCaffrey made a motion that the BOS approve the recommendation from the Permanent Building Committee to enter into a 3-year contract with DSCI, LLC in the amount of \$30,715 (subject to town counsel review of the Contract terms) to provide the telephone systems for the Police and Fire Departments.

Mr. Klocko then reviewed the items listed on Change Order #007 with Agostini/Bacon Construction. The BOS asked questions and asked for clarification on specific items in the Change Order.

Sel. McCaffrey made a motion to approve Change Order #007 on the Contract with Agostini/Bacon Construction for the Police and Fire Departments in the following amounts:

CURBING & PAVEMENT MARKINGS	\$ 1,238.00
ADDITIONAL PREMIUM TIME WORK	\$ 9,589.00
MISC. MASONRY CHANGES	\$ 1,728.00
SECURITY, SURVEILLANCE AND WIRING	\$125,337.00
TRAINING ROOM TIERED FLOORS (NOT TO EXCEED)	\$ 13,000.00
RELOCATE UTILITY WIRES (NOT TO EXCEED)	\$ 15,000.00
EVERSOUCE WORK ORDER	\$ 9,140.00

For a total amount of \$175,032.00

Sel. McCaffrey motioned that the BOS approve Change Order 007 in the amount of \$175,032.00. Sel. Neville seconded the motion and it passed as a 2 to 1 one vote.

16-137 SIGN/BANNER PERMIT-RECREATION SUMMER CONCERT SERIES/CARNIVAL

Sel. McCaffrey made a motion to the BOS to grant the request to hold the annual town carnival with Fanelli Amusements July 14th – 17th and waive 50% of the plumbing and electrical fees. Sel. MacInnes seconded and it passed unanimously.

Sel. McCaffrey made a motion to grant a Sign/Banner Permit to Millis Recreation Department for the annual carnival July 10th for one week hanging over Rte. 109. Sel. MacInnes seconded and it pass unanimously.

Sel. McCaffrey approve a sign/banner permit to promote the Summer Concert starting June 22nd through Aug 11th with coordination with the Fire Department and it passed unanimously.

16-134 FY17 PAVING PROGRAM – STREETS & SIDEWALKS

Town Administrator, Charles Aspinwall informed the BOS that Bids will come in June 9th. He is asking for direction on which streets and sidewalks to concentrate on.

GCG Associates are designing the sidewalk project on Exchange Street along with roadway work.

GCG Associates are also working on a Section of Curve Street to Union: Phase I Reclamation of road and paving \$182,000 and Phase II cold plane surface \$136,400.

Mr. Aspinwall also mentioned other road options at Himelfarb and Village Street.

Sel. Neville recommended addressing the road surface projects. Sel. MacInnes disagreed. She noted that sidewalks are in bad shape and that residents had been told that new ones would be installed.

16-135 AWARD OF SEWER EXTENSION STUDY CONTRACT – AREAS VILLAGE STREET & WALNUT STREET

Sel. McCaffrey made a motion to approve the Contract with GCG Associates in the amount of \$20,100 to provide engineering service to evaluate option for providing sewer service to three areas in town as noted in their Proposal letter dated March 30, 2016. Areas being BII-Village and Main, F-Walnut and F1-Bullard and Middlesex. Sel. MacInnes seconded the motion and it pass unanimously.

16-136 DISCUSSION ON ESTABLISHING A COMMISSION ON DISABILITY

Mr. Aspinwall received a letter from the Massachusetts Office on Disability informing him that the Town of Millis does not have a duly established Commission on Disability. The mission of a Commission on Disability is to promote the inclusion and integration of persons with disabilities in the activities, services and employment opportunities. Mr. Aspinwall outlined the 3-step process for establishing a Municipal Commission on Disability and accepting handicapped parking fines. Step 1-Adopt MGL 40, 8J creates the Commission on Disability, Step 2-Adopt MGL 40, 22G allows collection of fines and Step 3-appoint members.

16-138 SET DATE FOR WATER/SEWER HEARING

The BOS set the date for June 27, 2016.

16-139 APPLICATION FOR ABATEMENT – DMYTRYCK

Sel. McCaffrey motioned that the BOS approve the adjustment on the water bill for John Dmytryck at 120 Farm Street in the \$458.06; leaving the balance due of \$79.26. Sel. MacInnes seconded and it passed unanimously.

16-140 WATER/SEWER COMMITMENT APPROVAL

Sel. McCaffrey motioned that the BOS approve the FY2016 Water/Sewer Commitment for April 2016 in the amount \$907.26. Sel. MacInnes seconded and it passed unanimously.

Sel. McCaffrey motioned that the BOS approve the FY2016 Quarterly Bill0416 Water/Sewer Commitment to the Collector in the amount of \$527,740.71. Sel. MacInnes seconded and it passed unanimously.

16-141 DOVER ROAD ENGINEERING DESIGN CONTRACT AWARD

Town Administrator, Charles Aspinwall recommended that the BOS authorize a Contract with GCG Associates in the amount of \$86,240 for Phase I of the design project which includes design, bidding, construction administration and observations for the Water Main Project.

Mr. Aspinwall did mention that Phase II would be evaluated after completion of Phase I and approval at Town Meeting.

Sel. McCaffrey made a motion that the BOS approve the Contract with GCG Associates in the amount of \$86,240 to provide engineering services including design, permitting and construction services for the Dover Road Water Main Project Phase I; Old Dover Road to the Medfield town line and Village Street replacement of 6" main to 10" main. Sel. MacInnes seconded the motion and it passed unanimously.

16-142 D'ANGELIS WATER TREATMENT FACILITY REPAIRS DESIGN CONTRACT AWARD

Mr. Aspinwall recommended that the BOS approve the Contract/Agreement with AP Associates. Sel. McCaffrey made a motion that the BOS approve the Contract/Agreement dated March 22, 2016 with AP Associates for Professional Engineering Services at Wells 1 and 2 including the Design, Bidding, Construction Administration and Post Construction in the amount of \$25,700. Sel. MacInnes seconded and it passed unanimously.

16-143 STATUS OF WATER SALE DISCUSSION/REVIEW

Sel. McCaffrey updated the BOS with regards to the sale of water to the Town of Medway. He noted that it has been reviewed by Kleinfelder. It was decided by the BOS that there should be an open forum for discussion around the 18th of August.

CONSENT ITEMS

Motion by Sel. MacInnes, seconded by Sel. Neville to approve and accept the Regular Session minutes of 9/22/16 as amended by Sel. MacInnes, and the Executive Session of 9/22/16 as written. The motion passed unanimously.

ADJOURNMENT

Sel. MacInnes motioned to adjourn at 8:30pm. The motion was seconded by Sel. Neville and passed unanimously.

Respectfully submitted: Maureen Canesi