

**BOARD OF SELECTMEN
REGULAR SESSION MEETING MINUTES
Monday, September 19, 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 7:05 pm. The following persons were present: Sel. James Neville, Sel. James McCaffrey, Sel. Catherine MacInnes, Operations Support Manager Karen Bouret, and Interim Town Administrator Suzanne Kennedy.

ANNOUNCEMENTS AND ACKNOWLEDGEMENTS

Sel. Neville made an announcement that the Police moved into the new station located at 1003 Main Street effective last Thursday, September 15th. Sel. Neville said the E911 system was up and running and the station was fully operational on Friday morning.

Sel. Neville said P. J. Keating will be paving Himelfarb Street, the Union Street/Exchange Street intersection, and the Police Station exterior parking lot next Monday, September 26th and Tuesday, September 27th weather permitting.

Sel. Neville announced that the Millis DPW is seeking private plow contractors for snow removal this winter. Interested parties should contact Deputy DPW Director James McKay at 508.376.5424 or jmckay@millis.net for details.

Sel. Neville announced that Senator Richard Ross will be holding office hours at the Veterans Memorial Building on Tuesday, October 4th from 10:00-11:00am in Room 229 for any residents who would like to speak with him.

Sel. Neville said the Sewer Study Committee will be meeting at 7:00pm on Wednesday, September 21 in the Veterans Memorial Building in Room 206 to discuss the potential build out of sewer extensions.

16-252 Waive Building Permit Fee Associated with the VMB Door Installation

Sel. McCaffrey said replacement doors have been ordered with CPC funding for the two sets of doors located at the front of the Veterans Memorial Building (VMB) facing Rte. 109 to complete the recent renovations to the building. Sel. McCaffrey said when the current doors were put in during the last building renovation they were not made to look historically accurate. Doors have been ordered that will look very similar to the doors that were originally installed when the building was built. Additionally, two replacement single doors have been ordered for Emergency Management and the Finance Committee/Permanent Building Committee which will also be installed.

Sel. McCaffrey made a motion that the Board waives the entire building permit fee for the installation of the doors at the Veterans Memorial Building. The motion was seconded by Sel. MacInnes and passed unanimously.

16-253 Notice of Award Dover Road Water Main Project

Suzanne Kennedy said the Town worked with GCG Associates to solicit bids for the replacement of a water main at Dover Road. Ms. Kennedy said CJP and Sons Construction is the low bidder for the base bid but the two alternates came in higher than expected. Ms. Kennedy recommended awarding the bid to CJP and Sons for the base and the alternates can be added if there are sufficient funds available.

Sel. McCaffrey made a motion to award C. J. P. & Sons Construction Company, Inc., the bid for the Dover Road Water Main Replacement Project for construction related to the base bid in the amount of \$1,282,861.00. The motion was seconded by Sel. MacInnes and passed unanimously.

16-254 Review of and Public Discussion of Community Profile Prepared by the Collins Center in Connection with the Town Administrator Recruitment

Sel. Neville presented the job outline written by the Collins Center for recruitment of a Town Administrator. Sel. Neville said this is the first time the Board has convened to review the profile as a group, but each individual member, as well as Town department heads, have all given input to the Collins Center regarding the document. Sel. Neville then read the introduction in its entirety, and read the paragraph headings one by one asking for any comments from the Board. The only change mentioned came under 'Organizational Design and Governance'. Sel. McCaffrey asked that the sentence starting with "the current Board of Selectmen views that the accretion..." and the sentences following in that paragraph be italicized or bolded to highlight the importance. The Board all agreed to ask for this change.

Sel. Neville asked for comments from the audience. Loring Barnes, resident, made several suggestions for changes in the document. Comments included recommending adding more specific population growth information, changing the word "incumbent" to "predecessor", moving up some of the paragraphs closer to the beginning of the document, and referencing the Master Plan. Additionally, Ms. Barnes asked if the Town Administrator's role will include removing the responsibilities of DPW Director. Sel. Neville said that would include a charter review and change which is a time consuming process and the majority of the Board does not want to decouple the roles prior to hiring. The Board has included "disaggregating some of the responsibilities now in the Town Administrator's portfolio" as a charge for the new Town Administrator.

Sel. McCaffrey asked for the paragraph titled Economic Development be moved up to the third paragraph of that section and the paragraph titled Communication be moved up to the fourth spot. Additionally, the Board agreed that adding more specificity regarding population projections was a good suggestion. Sel. MacInnes said she feels a reference to facilitating the Master Plan be included as well.

Sel. Neville said he will work with Ms. Kennedy to incorporate the changes suggested and have a revised Profile ready for review and approval at the next Board meeting on Thursday, September 22nd.

16-255 Town Administrator Recruitment Screening Committee Discussion, Charge, and Appointment

Sel. Neville reviewed the Millis Town Administrator Screening Committee Appointment and Charge as provided by the Collins Center, reading all six provisions. Sel. Neville said the Collins Center has recommended that the number of members be limited to between five and seven to make scheduling meetings easier. Sel. Neville reminded the Board that the Screening Committee meetings will be held as Executive Sessions in order to honor applicants' confidentiality. Sel. McCaffrey asked that provision number four be broken down into two separate items to read as:

4. In evaluating all candidates, the Screening Committee will utilize the Profile approved by the Board of Selectmen as the standard for a successful candidate.
5. In carrying out its work, the Screening Committee will rely on the professional services of the Collins Center staff.

Sel. Neville made a motion to approve the Screening Committee Appointment and Charge as written with the changes recommended for separating item four into two items as noted. The motion was seconded by Sel. McCaffrey and passed unanimously.

The Board members each recommended a few candidates to be on the Screening Committee. Sel. Neville recommended Joseph Miller a longtime resident and former Millis Assessor, and Peter Harkey a longtime resident and local business owner. Sel. McCaffrey recommended representatives from various Boards in Town including Peter Jurmain, Jennifer Soule, Nicole Riley, Andrea Wagner, and Jodie Garzón. Sel. MacInnes recommended resident Loring Barnes, former Millis Schools Facilities Manager and current Millis Wiring Inspector Dave Byrne, and resident Michael O'Shaughnessy. Ms. MacInnes expressed a concern about a possible conflict of interest placing a Planning Board member on the committee. Sel. Neville said the years of experience of Board members, including former BOS member Andrea Wagner, could be a benefit. Sel. Neville said since this is the first time hearing suggestions for members the Board should do a bit more research on their candidates and provide additional background information for the other members to review. Sel. Neville asked that this be added as an agenda item for the next Board meeting on Thursday, September 22nd.

Ms. Kennedy said that in addition to revisiting the Screening Committee candidates, she requests adding an agenda item to discuss various articles for Fall Town Meeting.

ADJOURNMENT

Sel. McCaffrey made a motion to adjourn at 8:45pm. The motion was seconded by Sel. MacInnes and passed unanimously.

Respectfully submitted: Karen M. Bouret