

**BOARD OF SELECTMEN
REGULAR SESSION MEETING MINUTES
Monday, January 11, 2016 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 7:03 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.

OPEN SESSION

Sel. Smith said no one signed in for Open Session, so he will move forward with the agenda. Sel. McCaffrey requested adding “reviewing the status of open session” as an agenda item in February to assess how the new agenda item is working out. Sel. Smith agreed and asked that the item be added as a topic of discussion on the 2/29/16 meeting.

ANNOUNCEMENTS

Mr. Aspinwall said Laurie Walker, Assistant Treasurer/Collector, has regretfully resigned. Mr. Aspinwall said Ms. Walker was a dedicated employee and is sad to lose her but wishes her all the best. The Assistant Treasurer/Collector, Department Assistant III position vacancy has been posted on the Town website. Mr. Aspinwall asked any interested parties to complete the application and submit a resume to attention Board of Selectmen.

Mr. Aspinwall said he received an email regarding the Algonquin Gas Access Northeast Project. Mr. Aspinwall said the purpose of the project is to provide additional supplies of natural gas, expand and improve pipeline transportation facilities and support the needs of regional power generators and natural gas customers due to the growing demand for natural gas. Mr. Aspinwall said there will be an open house on Thursday, January 21st from 5:30-7:30pm at the Hawthorn Suites at 835 Union Street in Franklin, MA where residents can stop in to get information or ask questions about the project.

Jim McKay, Deputy DPW Director, said the Farm Street Water Tank Painting project is almost complete. Mr. McKay said the contractor has done a great job refurbishing the tank and refilling of the tank was complete as of today. Mr. McKay thanked the residents for their patience and understanding throughout the project which was very noisy at times, and also thanked the contractor for their professionalism and hard work.

Mr. Aspinwall said Millis received a Certificate of Recognition from the MassDEP for “Generating Less than 1,200 Pounds of Trash per Household Served in 2014”. Mr. Aspinwall said it is a testament to how well the Town is doing recycling and thanked Mr. McKay and his team as well as the residents of the Town for their continued efforts.

Sel. Smith thanked Jason Kiggen, resident, for generously donating his business services through Quality Cleaning to clean the VMB gym floor and bleacher area. Mr. Kiggen already provided his services once, and the gym looked great. Sel. Smith said he plans to do it again in a few weeks.

Sel. Neville sadly reported that Joan Dikun, a longtime employee of the Millis Public Library, passed away recently. Sel. Neville said she will be sorely missed at the Library and offered his condolences to family and friends.

Mr. Aspinwall recognized Kris Fogarty, Recreation Director, for being nominated for the 2016 Massachusetts Recreation and Park Association's "Community Branch Professional of the Year Award". Mr. Aspinwall said Ms. Fogarty continually provides excellent service in her role as Recreation Director. The BOS congratulated Ms. Fogarty on her nomination.

Public Hearings & Scheduled Appointments

16-001 Export Auto of Millis License Violation Hearing

Sel. Neville made a motion to open the hearing for the Class II License violation for Export Auto at 7:20 pm. The motion was seconded by Sel. McCaffrey and passed unanimously.

Sel. Smith read the list of alleged violations which included storing more than the maximum of 20 cars on the property and the possibility of 5 unregistered vehicles being stored at the rear of 114 Union Street. Noel Hourihan, owner of Export Auto, said he had one extra car in front because it was on a charger but has since removed it. Mr. Hourihan said the cars at 114 Union are not his. Mike Giampietro, Building Commissioner, said he re-inspected the property at 6:30pm today and there are now only 20 cars. Mr. Giampietro said he will do research to see who owns the unregistered vehicles at 114 Union Street. Fire Chief Rick Barrett said he will work with Mike to track down the owner. The BOS decided that in light of the new findings, they are recommending that Mr. Hourihan identifies his vehicles with a sign or sticker moving forward. The BOS also would like a another inspection of the property in 6 months to make sure Export Auto is still in compliance with the restrictions on the auto license.

Sel. Neville made a motion to close the hearing at 7:30pm. The motion was seconded by Sel. McCaffrey and passed unanimously.

Sel. Smith made a motion that a violation occurred at Export Auto on 12/14/15. The motion was seconded by Sel. McCaffrey.

Sel. Smith made a motion to send a reminder letter to Export Auto regarding the restrictions specified on the Automobile Dealer Class II License and that another inspection will occur in 6 months to check for compliance with said restrictions and for all vehicles on the property to be identified by a sign or placard on the windshield. The motion was seconded by Sel. McCaffrey and passed unanimously.

Mr. Giampietro said the Sportsmen's Lounge still has violations which include a padlock on the door, upstairs egress issues, and emergency lighting that needs to be repaired. Mr. Giampietro said he and Chief Barrett will continue to monitor progress to fix these issues and will appear to discuss the status at the hearing for Sportsmen's scheduled for the 1/25/16 BOS meeting.

16-002 New Library Trustee - Jennifer Farrar

Sel. Smith introduced Jennifer Farrar as the new interim library trustee. Ms. Farrar said she has lived in Millis since 1997, has three children and has been a long time member of the Friends of the Library. Ms. Farrar said she also volunteers on the Playground Committee and is happy to serve as a trustee. Ms. Farrar invited the public to participate in Millis Reads and to contact the Library for more information on the current book choice. Sel. Smith thanked Ms. Farrar.

Scheduled Business

16-003 Agostini Change Order Approval Police Station Project

Wayne Klocko, Chairman of the Permanent Building Committee, presented and reviewed Change Order

004 from Agostini/Bacon Construction. Mr. Klocko noted that adding 4 piers at the car port for \$3,814.00 is preparing the building in hopes of adding the construction of the car port back into the project scope after it was originally removed for cost savings. Mr. Klocko said it made more sense financially to put the piers in at this time. Mr. Klocko said the \$11,536.00 credit is due to removing the emergency shower and additional water heater from the project since it has been deemed unnecessary. The layer of GeoGrid under the floor slab for \$7,367.00 is an added level of protection should any additional settling due to the level of organic material found at the site. Mr. Klocko said change order costs go against the project contingency.

Sel. Neville made a motion to approve Change Order 004 from Agostini/Bacon Construction in the amount of \$3,275.00. The motion was seconded by Sel. McCaffrey and passed unanimously.

16-004 Police/Fire Project Architect Status Update

Mr. Klocko said that since the start of the project the architect, CDR Maguire, has lost all four of the original team. Mr. Klocko said the PBC has put them on notice and sent them a timeline to abide by. Mr. Klocko said they have gotten Town counsel involved to advise as the PBC as to how to handle this situation in the best way possible to protect the Town's interests.

16-005 Key Policy Approval

Mr. Aspinwall said changes were recommended by the BOS at a recent meeting and Karen Bouret incorporated the changes and updated the Key Policy. Sel. McCaffrey said he agrees that the changes were made and the policy looks acceptable.

Sel. Neville made a motion to approve the Key Policy for the Veterans Memorial Building as written. The motion was seconded by Sel. McCaffrey and passed unanimously.

16-006 West Street/Dover Road Bridge Repair

Mr. Aspinwall said the bridge at West Street/Dover Road was found structurally deficient by Mass DOT after an inspection report from NBIS. Mr. Aspinwall said water is leaking on a beam and there is deterioration. Mr. Aspinwall presented four possible options for girder repair (See Memo Attached) that have been proposed by Medfield engineers. Millis will be responsible for half of the funding for the repair. After a discussion with Medfield officials, Mr. Aspinwall recommends a minimum of option 2 girder repairs with joint repair estimated at \$150,000 but possibly more extensive repairs listed in options 3 or 4 if funds allow. The BOS discussed options knowing that funding will need to come from Chapter 90 money which would cut into road repairs or perhaps from state funding. Sel. Smith recommended having a joint meeting with Millis, Medfield, Senator Ross and Representative Dooley to see if there is any state funding available. Mr. Aspinwall will try and set something up to make a joint plan with state funds for FY17.

16-007 Millis Youth Baseball Parade Permit Approval

Sel. Smith presented a permit request from Millis Youth Baseball for their annual opening day parade.

Sel. Smith made a motion to approve Millis Youth Baseball's permit request for their annual parade to take place on Saturday 4/23/16 beginning behind Clyde F. Brown School and proceeding down Rte. 109 East to Rte. 115 South to McCabe Avenue and finishing at the baseball field at Park Street, subject to time coordination with Millis Police and Fire. The motion was seconded by Sel. Neville and passed unanimously.

16-008 Comcast Renewal Process

Mr. Aspinwall said Comcast has notified the Town via letter that “the renewal period for our agreement under Section 626 is now open and we request the start of renewal proceedings pursuant to the Section 626(a) (1).” Per Mr. Aspinwall, previous boards have delegated this to the Cable Commission with assistance from Town counsel. The BOS agreed to move forward with this process as has been done in the past.

Sel. Neville made a motion that the BOS delegates negotiation of the renewal license with Comcast to the Cable Commission and to authorize the commission to use Town counsel’s services during the process and to have the payment for Town counsel to come from the negotiation money. The motion was seconded by Sel. McCaffrey and passed unanimously.

16-009 Green Communities Certification of Application

Robert Weiss, Energy Manager, said the Town was awarded Green Community Status. Sel. Smith, on behalf of the BOS, congratulated Mr. Weiss and the entire Energy Committee for all of their hard work getting this approved and said there will be a formal announcement soon.

Mr. Weiss asked the BOS to sign and complete the Certification of Application for the Green Communities Grant application for the \$151,325.00 grant. Mr. Weiss explained that there are currently 10 potential projects that will help reduce energy in the Town, which the grant funding would be used for. The biggest project both in scope and initial cost is the town-wide LED street light retrofit.

Sel. Smith made a motion to approve the Certification of Application and authorize the chairman of the BOS to sign. The motion was seconded by Sel. McCaffrey and passed unanimously.

16-010 Award of Traffic Signal/Ornamental Light Repair Bid

Mr. Aspinwall said he has a meeting with company with the lowest bid to discuss a few items before the bid can be awarded. This item will be put back on the 1/25/16 agenda.

16-011 Finance & Operations Management Presentation

Mr. Aspinwall presented a PowerPoint of a year-end review report on the financial and operational condition of the Town as of 1/11/16. (See Attached) Mr. Aspinwall discussed financial stability from the standpoint of outside agencies, independent audits, and data comparison with comparable towns. Mr. Aspinwall then reviewed where the Town’s revenue streams originate and how the amounts have trended over the last few years. Mr. Aspinwall discussed Free Cash, trends in taxation, major budget drivers and anticipated future revenue. Mr. Aspinwall said there are future capital needs including road and sidewalk repairs, new fields, and technology. Mr. Aspinwall concluded by saying despite all of the information and trends, there are still many unknowns that play into future planning. The BOS thanked Mr. Aspinwall for his detailed and informative presentation and said they consider this as a living document that can be updated annually to continually assess the Town’s financial status.

16-012 Open 5/9/16 Town Meeting Warrant

Sel. Neville made a motion to open the 5/9/16 Annual Town Meeting warrant effective immediately and to close said warrant on Monday 2/22/16 at 7:00pm. The motion was seconded by Sel. McCaffrey and passed unanimously.

16-013 Town Administrator's Annual Review

Mr. Aspinwall said the BOS is responsible for doing an annual performance review for his position both individually and as a group. Sel. Smith said the BOS should meet individually with Mr. Aspinwall by 1/29/16 and send their notes to Sel. Smith to write up the group review by 2/12/16. The BOS will provide the review at the 2/22/16 BOS meeting.

16-014 Town Administrator's Vacation Carryover Request

Mr. Aspinwall said he has 64 vacation hours remaining that he is asking to carryover on his anniversary, 1/7/16.

Sel. Smith made a motion to approve the Town Administrator's request to carryover 64 hours of vacation time on his anniversary date of 1/7/16. The motion was seconded by Sel. Neville and passed unanimously.

16-015 Woodside Montessori Permit Applications for 5K

Sel. Smith made a motion to approve the sign permit application submitted by Woodside Montessori for the 3rd Annual Woodside Montessori Academy Parent Guild Storybook Sprint 5K Fundraiser to be held on 5/14/16 with lawn sign to be placed at the locations listed on the application from 3/6/16-5/16/16 with the exception of placing a sign in front of the Library, and for a banner over Rte. 109 for two weeks beginning on 4/30/16 subject to coordination with the Fire Department. The motion was seconded by Sel. Neville and passed unanimously.

Sel. Smith made a motion to approve the permit application submitted by Woodside Montessori for the 3rd Annual Woodside Montessori Academy Parent Guild Storybook Sprint 5K Fundraiser to be held on 5/14/16 and to have access to the VMB from 7:30am-1:30pm subject to coordination with the Operations Support Manager and the Police and Fire Departments. The motion was seconded by Sel. Neville and passed unanimously.

16-016 Veterans Memorial Quotes

Mr. Aspinwall said the Town received quotes for the Barre Granite War Memorial, the lowest of which was \$23,995.00 from A. Monti Granite. Mr. Aspinwall recommends awarding A. Monti Granite the contract.

Sel. Neville made a motion to award the contract for the Barre Granite War Memorial for the VMB to A. Monti Granite Co., Inc. in the amount of \$23,995.00. The motion was seconded by Sel. McCaffrey and passed unanimously.

Sel. Smith reminded Mr. Aspinwall to not lose sight of the repair of the existing monument where some of the names were misspelled.

16-017 Water/Sewer Department Commitment December 2016

Sel. Smith made a motion to approve the Water/Sewer Department Commitment to Collector for fiscal year 2016 for December 2015 for a total of \$1,141.23. The motion was seconded by Sel. Neville and passed unanimously.

Sel. Smith said there is no New Business to discuss.

Consent Items

Sel. Neville made a motion to approve the regular session minutes of 12/14/15 as written. The motion was seconded by Sel. McCaffrey and passed unanimously.

Sel. Smith said the next BOS meeting will be on 1/13/16 at 6:00pm with only one procedural agenda item to be final acceptance of the roads at South End Farm. Sel. Smith said the next regular BOS meeting will be held 1/25/16 at 7:00pm in Room 229.

EXECUTIVE SESSION: 9:45 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.

(84 Orchard Street, SEIU Contract, Police Union Contract, Dispatch Union Contract)

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

Motion to emerge from Executive Session at 10:50pm by Sel. Smith.

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

Sel. Neville made a motion to adjourn at 10:52pm, seconded by Sel. McCaffrey. The motion passed unanimously.

Submitted by: Karen M. Bouret