

**BOARD OF SELECTMEN
REGULAR SESSION MEETING MINUTES
Monday, March 14, 2016 at 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

Sel. Smith congratulated the Millis High School Girls Varsity Basketball team on their impressive semifinal championship. Sel. Smith said they are on to fight for the state title in Springfield on Saturday.

Karen Bouret thanked the Central Division Community Work Crew for cleaning up and painting Room 229. Ms. Bouret said the crew did a great job and they are hoping to schedule them to repaint many other community rooms and offices in the near future.

Jim McKay, Deputy DPW Director, thanked residents for their patience during the process of getting all the wells back on line. Mr. McKay said many people experienced extended periods of rusty or brown water but now they system is clear again. Mr. McKay said starting Monday, 4/4, hydrant flushing will occur throughout town. Mr. McKay again asked for residents' patience with discolored water when this occurs in their area.

Mr. McKay announced that the Transfer Station will be open for one week free of charge for residents to dispose of brush. The week will be decided and notification will be made.

SCHEDULED BUSINESS

16-065 MGSL Savers Event Permit Request

Erin LeBlanc spoke on behalf of Millis Girls Softball and requested the use of the Veterans Memorial Building parking lot to stage a drop off area for donations for their Savers event fundraiser on 5/14/16. Ms. LeBlanc donations will be picked up and transported by Savers.

Sel. Neville made a motion that the Board approves the permit request from Millis Girls Softball for their fundraiser with Savers for use of the Veterans Memorial Building parking lot on Saturday May 14, 2016, from 10:00am-2:00pm with the condition that no children will be left unattended during the event. The motion was seconded by Sel. McCaffrey and passed unanimously.

16-064 Ride for Food Permit Request

Sel. Smith made a motion that the Board approves the permit request from Three Squares New England for their Ride for Food on Sunday 9/25/16 travelling through Millis between 8:00am and 10:00am on Route 115 and to continue on the route specified contingent upon coordination with the Millis Police Department. The motion was seconded by Sel. Neville and passed unanimously.

PUBLIC HEARINGS/SCHEDULED APPOINTMENTS

16-050 Tractor Supply Hearing Continued

Sel. Neville made a motion to reopen the stormwater permit hearing for Tractor Supply Company at 7:15pm. The motion was seconded by Sel. McCaffrey and passed unanimously.

Mr. Aspinwall read an email he received from Michael Dryden, Project Manager at Bohler Engineering. (See Attached) Mr. Aspinwall said Bohler has been working with the Conservation Commission to reach a resolution on the area boundaries for the Floodplain and Annual High Water line and have reached an agreement. Mr. Dryden said they are incorporating the changes into revised plans but they are not yet complete. Mr. Dryden requested that the hearing be continued to March 28th if possible.

Sel. Neville made a motion to continue the stormwater permit hearing for Tractor Supply Company until 7:15pm on Monday, March 28, 2016. The motion was seconded by Sel. McCaffrey and passed unanimously.

SCHEDULED BUSINESS

16-051 Town Administrator's Annual Review

Sel. Smith said the Millis Home Rule Charter and General Bylaws outline the Town Administrator's responsibilities and the Board reviewed and considered these in their annual review and assessment. Sel. Smith read key points from the Board's review. (See Attached) The main topics covered were as follows:

1. General Assistance/Support to the Board of Selectmen
2. Financial Management and Administration
3. Personnel Administration /Collective Bargaining
4. Public Works Management and Administration

Sel. Smith said that Mr. Aspinwall had a successful year despite some challenges that were beyond "normal operations", and regularly exceeds performance expectations. Sel. Smith said Mr. Aspinwall has served the town for 25 years and the Town continues to benefit from his wealth of experience, knowledge, and dedication. The other Board members echoed Sel. Smith's statements saying his attention to detail and work ethic are to be commended. Sel. Smith said an assessment should always have areas to work on and improve one of the items is that the Board would like to work with Mr. Aspinwall to develop fewer and more specific goals for the upcoming year. Mr. Aspinwall thanked the Board and said the support of department heads and an overall cohesive staff have allowed him to do his job efficiently.

Sel. Smith made a motion that the Board accepts the Town Administrator's 2015 Annual Review as provided. The motion was seconded by Sel. Neville and passed unanimously.

16-052 Town Administrator's Goals Discussion

Sel. McCaffrey spoke about goal setting for the Town Administrator, referring to a memo he wrote dated February 18, 2016. Sel. McCaffrey suggested that the Board agree to one or two goals under the four main topics listed in the Board's review which should be "developed jointly" between the Board and Mr. Aspinwall. Mr. McCaffrey offered that the goals should be "specific, measurable, realistic, written, time-limited, positive, and action-oriented". The Board agreed that setting goals in this way is a proactive approach and would like to spend 15 minutes at the next two upcoming Board meetings to discuss and set goals.

16-053 Library Budget

Alex Lent, Library Director, presented the FY17 budget requests for the Library. (See Attached) Mr. Lent said the Library had a great year in FY16 stating such statistics as an increase in use of meeting spaces over 300% since FY15, a 200% increase in E-Library resource use, and a 10% increase in attendance for adult programs. Mr. Lent the library is seeking to increase service hours from 45 to 51 hours a week, including evening hours on Thursdays, to provide for the increasing demand and community needs. Mr.

Lent said this would require an increase in staff hours of 12 hours. Mr. Lent also requested the addition of a technology coordinator for 10 hours per week to help manage the library systems. The Board generally supported the increase in hours but Sel. Smith said he'd like to look at technology on a broader scale for the Town.

16-053 FY17 Budget Presentation Building

Mr. Giampietro, Building Commissioner, presented his FY17 budget requests. Mr. Giampietro said building department permit requests have increased over the past three years from 643 in 2013 to 863 in 2015, which reflects a 53% increase in building department permits and 35% increase in overall permits. Mr. Giampietro said this has created a significant increase in the department's work load. He is requesting an additional 24 hours/week for the department assistant to support the department so that a professional level of service and timely issue of permits can occur. Mr. Giampietro said is expected that building will continue to be robust in the coming years and it is critical that they have proper staffing levels. The Board agreed that that building has increased over the past few years and understand the request for more staffing hours.

16-060 Sportsmen's Lounge Alcohol License Revocation Discussion

Mr. Aspinwall said the Sportsmen's Lounge All Alcohol License was suspended due to safety concerns back on January 26, 2016. Thus far, they have been unresponsive to the letter that was sent suspending it. Mr. Aspinwall said town counsel has advised that typically there is a 6-month waiting period to revoke a license but since it appears the business has closed the Board can proceed with the revocation. The Board asked to have a hearing scheduled for the March 28th meeting.

16-067 Boston Marathon "Night Out" Event Permit Request

Sel. Smith said a permit request for a "Kids Night Out" at the Veterans Memorial Building Gym was submitted by Elizabeth Gatz. Ms. Gatz said she is running the Boston Marathon on behalf of Boston Children's Hospital and is requesting the gym for a fundraising event on 4/9/16 for a drop off event where parents can leave their children to play and do crafts while they have a few hours to themselves.

Sel. Smith made a motion that that the Board approves the permit request for a "Kids Night Out" from 6:00-9:00pm at the Veterans Memorial Gym on Saturday, April 9, 2016 subject to successful CORIs from all volunteers and paying for 4 hours of overtime for the Building Maintenance Supervisor. The motion was seconded by Sel. Neville and passed unanimously.

16-056 Open/Close Warrant CFB Building and Environmental Wages and Expenses

Sel. Neville made a motion to open the spring Annual Town Meeting Warrant at 8:40pm. The motion was seconded by Sel. McCaffrey and pass unanimously.

Sel. Smith made a motion to add an article to the spring Annual Town Meeting Warrant for Clyde F. Brown Elementary School environmental wages and expenses estimated at \$154,360.00. The motion was seconded by Sel. Neville and passed unanimously.

Sel. Smith said the recent environmental concerns and subsequent testing was an unforeseen circumstance. Jen Soule, School Committee representative, said \$55,000.00 has already been expended and the estimate is for projected additional costs for FY16. Ms. Soule said they have applied to the state for funding for extraordinary circumstances. Additionally, Ms. Soule said the school may be asking for

an override for the FY17 budget. Sel. McCaffrey said there needs to be a strong, clearly stated compelling reason to add an override.

Sel. Neville made a motion to close the spring Annual Town Meeting Warrant. The motion was seconded by Sel. McCaffrey and pass unanimously.

16-057 Town Meeting Article Review

Sel. Smith said School Committee Chair Marc Conroy already spoke to Chris about a potential operational override and would like to have a BOS meeting that the School Committee should attend on Monday, 3/21, at 7:30pm to discuss the subject. Ms. Soule said it has been a financially challenging couple of years and the school has spent in to their reserves in lieu of going to taxpayers.

Sel. Smith read through the list of 72 proposed articles. (See Attached) Mr. Aspinwall said Legal can be removed from Article 3, General Insurance will have enough remaining to cover it but Building Wages and Fees will need to be added. Mr. Aspinwall said Articles 9-12 are all dependent upon potential union settlements. Sel. Smith said the articles will be reviewed again next meeting.

16-058 Proposed Amendment to Zoning Bylaw – Signage

Robert Cantoreggi, Planning Board Chair, presented a proposed amendment to the zoning bylaws regarding free-standing signs located on Route 109 Main Street between Adams Street and Hammond Lane. Mr. Cantoreggi said the Planning Board would like to standardize new signs going forward to make the Main Street look better down town. The bylaw change would state that new or replacement signs at the location specified are to be illuminated only with a white light by indirect method, not internally lit. Mr. Cantoreggi reiterated that the bylaw would not force business owners to change their existing signs, but would apply only to new or replacement signs.

Sel. Neville made a motion that the Board refers the proposed Zoning Bylaw Amendment Article: Section VII. Signs, F. Illumination, back to the Planning Board. The motion was seconded by Sel. McCaffrey and passed unanimously.

16-059 Kensington Place Modification of MOA

Mr. Aspinwall said an adverse possession claim was filed against the property owner of Kensington Place. The owner is asking the Board to revise the current LIP Program Agreement to include language which would extend the 200 day deadline to void said agreement from the ZBA's commencement of a public hearing if the initiation of litigation known as "Miccile, et al. v. McDonough Building, Inc.," occurs. (See Attached)

Sel. Neville made a motion that the Board approves the proposed revised version of paragraph 10 of the Lip Agreement extending the 200 day deadline to void the agreement by a period of 365 days from today's date or 200 days from the date litigation is finally terminated, whichever occurs sooner. The motion was seconded by Sel. McCaffrey and passed unanimously.

16-061 Current Year Budget Issues

Mr. Aspinwall said there have been two reserve fund transfers for this fiscal year. The first is for Building Wages from Fees. Mr. Aspinwall said the actual construction activity this year has exceeded budgeted amounts so \$34,550.00 has been transferred from the reserve fund to cover inspectors' wages through April of 2016. Mr. Aspinwall said the Recreation Department Supplies and Expenses line is also

in deficit due to enrollment dropping and other expenses. A transfer of \$9,367.91 from the reserve fund has been made to cover the current expenditure.

16-062 Award of Gasoline Diesel Contract FY17

Mr. Aspinwall asked the Board to authorize pricing for gasoline and diesel based on pricing from Norfolk County Purchasing (See Attached). Mr. Aspinwall said this time of year tends to be more advantageous for getting good prices compared to waiting until the summer, but it's difficult to predict. The Board agreed that the prices listed seem very fair and would rather sign on then wait and have them increase.

Sel. Smith made a motion to authorize the purchase of Ultra Low Sulfur Diesel (ULSD) at the price of \$1.9317 per gallon and 87 Octane at \$1.9215 per gallon for one year starting October 2016-September 2017 from the Norfolk County Purchasing Coop. The motion was seconded by Sel. Neville and passed unanimously.

16-063 Community Branding and Wayfinding

Karen Bouret, Operations Support Manager, attended a MAPC workshop on Community Branding and Wayfinding presented by urban designer Mark Favermann. She explained the concept of community branding saying the idea is to find an identity for your community and what it represents and then connecting that throughout the town through wayfinders (signage) etc. The goal is to find create a culture that attracts businesses. Ms. Bouret said the concept is one that perhaps can be considered during future master planning.

16-066 KENO to Go Permission

Mr. Aspinwall said the Town received a letter that Lumpy's Liquors has been sent an application and agreement to sell the KENO to Go product. The letter states that if the Board objects to selling KENO to Go they need to notify the Massachusetts State Lottery Commission in writing. The Board was amenable if there won't be a monitor in the store which would cause people to loiter.

16-055 Hersey Water/Sewer Bill Relief

Mr. Aspinwall said Joseph and Elizabeth Hersey of 169 Village Street were granted an abatement on their water and sewer bill from read date 10/09/15 due to an undetected leak from their toilet and the nature of their financial situation. Mr. Aspinwall said the leak was fixed on November 17, 2015, but some of the excess water charges accrued at the beginning of this quarter, with read date 01/09/16. The Hersey's are once again looking for abatement.

Sel. Smith made a motion that the Board approves an abatement request for water and sewer for the difference between billing at the higher and the lower consumption rates for a total of \$763.21 for Joseph and Elizabeth Hersey of 169 Village Street. The motion was seconded by Sel. Neville and passed unanimously

16-068 Scrap Metal Drive Permit Request

Per Karen Bouret this is no longer needed. The Scrap Metal Drive has been moved to the Millis High School parking lot.

Motion by Sel. Neville, seconded by Sel. McCaffrey to approve and accept the Regular Session minutes of 02/22/16 with a change as noted by Sel. McCaffrey to the Community Compact wording. The motion passed unanimously.

Motion by Sel. Neville, seconded by Sel. McCaffrey to approve and accept the Executive Session minutes of 2/22/16 and 1/11/16 as written. The motion passed unanimously.

MISCELLANEOUS INFORMATION

Sel. Smith said the next Regular Session meeting will be held on March 21, 2016, with the only agenda item to be discussion of potential budget overrides.

EXECUTIVE SESSION: 10:15 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, Police, & Dispatch Contracts; Van Tine Litigation).

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

ADJOURNMENT

Motion to adjourn at 10:45 pm by Sel. Smith, seconded by Sel. Neville.

Respectfully submitted: Karen M. Bouret