

**BOARD OF SELECTMEN  
REGULAR SESSION MEETING MINUTES  
Monday, April 11, 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 7:01 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 recognized all of the volunteers who came out to help on Millis Beautification Day on April 9<sup>th</sup>. Sel. Smith said the Millis Garden Club with the Millis Lions organized the event which was a big success.

Sel. McCaffrey read the Certificate of Appreciation for Dr. Nicholas Phillips, III, who acted as the Town physician for twenty-five years. Karen D'Angelo, Town Nurse, also thanked Dr. Phillips. The Board extended their appreciation and wished Dr. Phillips all the best in his retirement and future endeavors.

**CONSENT ITEMS**

**Sel. Neville made a motion that the Board approves the regular session minutes of 3/14/16 and 4/4/16 as written, and of 3/21/16 with the word "million" added after "raise the 5.15". The motion was seconded by Sel. McCaffrey and passed unanimously.**

**Sel. Neville made a motion that the Board approves the executive session minutes of 3/14/16. The motion was seconded by Sel. McCaffrey.**

**PUBLIC HEARINGS/SCHEDULED APPOINTMENTS**

16-050 Stormwater Permit Hearing Tractor Supply - Continued

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

Michael Dryden of Bohler Engineering said they have received Zoning Board approval for the stormwater permit and Conservation Commission's order of conditions, are going before the Planning Board on Tuesday of this week, and the Board of Health (BOH) shortly thereafter. Mr. Dryden said after meeting with the BOH the first time they needed to make minor changes to the retention basin. Mr. Aspinwall said GCG Associates sent a letter on 4/8 stating that all of the original comments regarding compliance have been resolved. Mr. Aspinwall said he recommends that the Board do grant a stormwater permit to Tractor Supply in light of this.

**Sel. Neville made a motion to close the hearing for Tractor Supply Company. The motion was seconded by Sel. McCaffrey and passed unanimously.**

**Sel. Neville made a motion that the Board finds that the applicant has addressed all comments from the Town's peer review, GCG Associates. The motion was seconded by Sel. McCaffrey.**

**Sel. Neville made a motion that the Board grants a stormwater and land disturbance permit to New England Retail Supply Holdings and Acquisitions for the project, also known as Tractor Supply, located on Assessor's map 2, lots 4 & 6. The motion was seconded by Sel. McCaffrey and passed unanimously.**

16-074 Dugout Project –Varsity Field/Girls Softball League

Dave Schofield, Millis Girls Softball League (MGSL), presented a PowerPoint presentation for a dugout project proposal for the Girls' Varsity field at Memorial Field. (See Attached) Mr. Schofield said the League has initiated the project to build new dugouts to "make the field safer and more efficient" for everyone. The presentation detailed the project scope, timeline, budget, proposal evaluation criteria and approval. Mr. Schofield said renovating the dugouts could also allow the Town to host tournaments and bring in revenue. Mr. Schofield said he is asking the Town for a total of \$14,104.00 from fund 2859 Town Playground to proceed with the project.

**Sel. Smith made a motion to approve the MGSL's request for \$14,104.00 from fund 2859 for dugout and field improvements at the Varsity softball field conditional to the Town Administrator's request for prevailing wage rates for fence installation. The motion was seconded by Sel. McCaffrey and passed unanimously.**

**Sel. Smith made a motion that the Board waives the Building Permit fee and ½ of the Electrical Permit fee for this project. The motion was seconded by Sel. McCaffrey and passed unanimously.**

16-075 495 Partnership Discussion

Paul Matthews, Executive Director of the 495/MetroWest Partnership, provided information regarding what the Partnership is all about and how it can potentially help the Town. Mr. Matthews said Millis is one of 34 other communities who are served by the Partnership which was created as a "public-private economic development initiative focused on securing highly-needed policy decisions and infrastructure investments for the regional community." Mr. Matthews said the Partnership advocates on behalf of the region's needs on everything from transportation issues, to sustainable energy, to water resources. Mr. Aspinwall asked if Millis, with a location some distance from the 495 corridor, will see much benefit from the \$500 annual stipend. Mr. Matthews said he recognizes that Millis is smaller but it still has commonalities with the larger communities on 495 and there are many services the Town could benefit from including information on the pending MS4 permit changes. The Board agreed that it is worth being a part of the Partnership and noted that the Town needs to make use of the services.

16-068 FY17 Budget Presentation – Board of Health (BOH)

Barbara Thissell, Director of the Board of Health, presented the BOH's FY17 budget requests. Ms. Thissell said the mission of the department is to assess local and global health trends, develop policy conducive to healthy living, and provide assurances and follow up that the implemented policy is working. Ms. Thissell said the budget has been generally level funded. She is asking for one capital request to fund a Household Hazardous Waste Collection Day which was quoted at \$15,000.00. Ms. Thissell said the current method of disposal is expensive and limited. A few residents spoke in favor of the proposed Hazardous Waste Day. Mr. Aspinwall said it has been added as an article for Town Meeting in May.

16-069 FY17 Budget Presentation – Town Clerk

Lisa Hardin, Town Clerk, presented the Town Clerk's FY17 budget requests. Ms. Hardin said the work of the Town Clerk's office, Elections and Registrars is all done out of the Clerk's office. Ms. Hardin said the office is very busy with foot traffic and she is asking for an additional 10 hour position to help since there is often only one person in the office. Ms. Hardin also asked for an additional line item for the Annual

Town Report since the line was removed from the BOS budget and she feels it is important to still have printed copies available to the public. Ms. Hardin said many seniors still don't have access to on-line documents and many people look to get information from the town report, which is also required by town bylaws. The Selectmen discussed adding a line back to the BOS budget for a printed report but said cutting down the number of copies makes sense.

16-076 Appointment of Department Assistant II Water/Sewer Clerk

Jennifer Scannell, Treasurer/Collector, said she and Jim McKay, Deputy DPW Director, interviewed candidates for the position of Water/Sewer Clerk. Two candidates were brought back for second interviews with the Town Administrator and Finance Director. Ms. Scannell said the unanimous decision was to recommend Elizabeth Baczkowski for the position based on her experience, qualifications, and favorable references. Mr. Aspinwall appointed Elizabeth Baczkowski to the position of Department Assistant II, Water/Sewer Clerk for 28 hours per week.

**Sel. Neville made a motion that the Board hereby appoints Elizabeth Baczkowski to the position of Department Assistant II, Water/Sewer Clerk for 28 hours per week contingent upon a physical and satisfactory CORI result. The motion was seconded by Sel. McCaffrey and passed unanimously.**

16-077 Community Energy Aggregation/Authorization to Purchase Street Lights/Approval of Green Communities Designation Contract

Robert Weiss, Energy Manager, spoke about the Community Electrical Aggregation (CEA) article on the upcoming Annual Town Meeting warrant. Mr. Weiss explained that residential electric rates have increased and are likely to continue to increase until new natural gas pipelines are complete in a few years. The CEA allows the town to join other towns to create one group to negotiate rates from suppliers yet still continue to receive one bill from Eversource. Mr. Weiss said 24 other towns have now signed up with the CEA. The Board voiced a few concerns about getting locked into a rate but Mr. Weiss said there is an opt-out option and even if this is approved at town meeting, the Board would still need to award a bid just like any other utility.

Mr. Weiss said in the fall of 2015 Town Meeting approved article 17 for the funding to purchase street lights that are currently owned by Eversource. Mr. Weiss asked the Board to authorize the purchase.

**Sel. Smith made a motion to authorize the purchase of municipal streetlight equipment from Eversource in an amount not to exceed \$11,134.00. The motion was seconded by Sel. Neville and passed unanimously.**

Mr. Weiss asked the Board to allow the Town Administrator to sign the Commonwealth of Massachusetts Scope of Grant Award Agreement between the DOER and Millis, for energy conservation measures in municipal facilities. Mr. Weiss the measures funded include LED streetlight conversion, installation of anti-idling devices, and improvements to well operations among others.

**Sel. Neville said the Board grants the Town Administrator authority to approve the contract for the Grant Award Agreement between DOER and the Town of Millis for a Green Communities designation grant of \$151,325.00. The motion was seconded by Sel. McCaffrey and passed unanimously.**

**SCHEDULED BUSINESS**

#### 16-071 FY17 Budget Review

Mr. Aspinwall reviewed the FY17 Budget Highlights (see attached). Mr. Aspinwall listed the highlights noting that he endeavored to preserve services, address road conditions, and address unexpected budget contingencies among other things. Overall, Millis FY17 budget increases total \$2,012,750.54. Mr. Aspinwall said the majority of the Town's debt is from the Library and Police Station projects, but also includes water, sewer, and CPA debt. The CFB school project will increase the debt further.

Mr. Aspinwall recommends that the Town purchase a second ambulance as requested by Fire. Mr. Aspinwall said the projected revenue amounts are substantial and the ambulance can be housed in the renovated Fire station.

Mr. Aspinwall recommends the purchase of a street sweeper instead of contracting out due to the flexibility and potential new requirements from the MS4 permit requiring more than once a year sweeping. Mr. Aspinwall recommends removing Article 26, Contracted Sweeping, from the Annual Town Meeting warrant.

**Sel. Smith made a motion to open the May Annual Town Meeting warrant. The motion was seconded by Sel. McCaffrey and passed unanimously.**

**Sel. Smith made a motion to remove Article 26 from the May Annual Town Meeting warrant. The motion was seconded by Sel. McCaffrey and passed unanimously.**

**Sel. Smith made a motion to close the May Annual Town Meeting warrant. The motion was seconded by Sel. McCaffrey and passed unanimously.**

#### 16-072 Annual Town Meeting Article Review

Mr. Aspinwall made some recommendations on various Annual Town Meeting articles.

- VMB Carpet – Per Mr. Aspinwall it is anticipated that there will be enough funds to cover the new hall carpet in FY16 but he is recommending leaving the article on in case funding falls short.
- Bucket Truck - Mr. Aspinwall does not recommend supporting the purchase of a bucket truck for Fire due to financial restraints
- DPW Garage Roof – Mr. Aspinwall said this should be looked at on 4/25/16 when more information is available
- Contract Settlements (3) – Mr. Aspinwall advised leaving these articles on but advised that they may not be settled in time
- Stormwater Management Improvements – Mr. Aspinwall advised waiting until 4/25/16 when more information is available

#### 16-081 Proposed Well Cleaning & Repair Project

Mr. Aspinwall reviewed cost estimates from AP Associates for professional engineering services for cleaning Wells 1 and 2 and repairs at the George DeAngelis Water Treatment Facility. Mr. Aspinwall said Article 28 on the town meeting warrant addresses funding for the project and he recommends that the Board support the article.

#### 16-078 May 9th ATM Warrant Approval

**Sel. Smith made a motion that the Board approves the May 9<sup>th</sup>, 2016 Annual Town Meeting warrant with Article 26, Contracted Street Sweeping, removed and to sign said warrant this evening. The motion was seconded by Sel. Neville and passed unanimously.**

16-079 Authorization to Spend in Excess of Snow & Ice Budget

**Sel. Smith made a motion that the Board authorizes spending in excess of the Snow & Ice Budget for FY16. The motion was seconded by Sel. Neville and passed unanimously.**

Mr. Aspinwall said the Finance Committee also approved the spending at their meeting last Wednesday.

16-080 Application for Water/Sewer Adjustment/Abatement Flaherty

Sel. Smith asked for to postpone this until the 4/25/16 Board meeting.

16-082 Mosquito control Budget Notification/Compliance Policy

Mr. Aspinwall said the State Reclamation and Mosquito Control Board is looking for support for the preliminary mosquito control budget. Mr. Aspinwall said the Mosquito Control Board is required by law to certify the amounts to be deducted from local aid and is requiring that each municipality send support or no support for the budget and their estimated proportionate share. Mr. Aspinwall said the assessment for the 25 towns in the district is calculated with a formula using land area and equalized valuation.

**Sel. Neville made a motion that the Board supports Mosquito Control Funding for 2017 as provided and grants the Chair permission to sign in support of the Town. The motion was seconded by Sel. McCaffrey and passed unanimously.**

16-083 Award of Gasoline Contract 2017 & 2018

Per Mr. Aspinwall, the Town has the ability to lock in to gasoline pricing from October 2017-September 2018. Norfolk County Purchasing has provided a six month or one year option.

**Sel. Smith made a motion that the Board recommends entering into a contract for Ultra Low Sulfur Diesel at \$2.0756 per gallon and 87 Octane at \$2.0227 per gallon from October 2017 through September 2018 with Norfolk County Purchasing. The motion was seconded by Sel. Neville and passed unanimously.**

16-084 One –Day Alcohol License Request – Lions

**Sel. Smith made a motion that the Board approves the One-Day Special Alcohol License for the Millis Lions Club for a Brewfest Event to be held at St. Thomas Large Hall on 5/14/16 from 5:00pm-10:00pm for wine and malt only. The motion was seconded by Sel. McCaffrey and passed unanimously.**

16-085 Car Wash Permit Application – MHS Junior Class

**Sel. Smith made a motion that the Board approves the Car Wash Permit Application by the Millis High School junior class with the event to be held at the VMB on Saturday, April 30, 2016 from 9:00am-1:00pm contingent upon adult supervision at all times and proper clean up afterwards. The motion was seconded by Sel. McCaffrey and passed unanimously.**

16-086 Car Wash Permit Application – MHS Sophomore Class

**Sel. Smith made a motion that the Board approves the Car Wash Permit Application by the Millis High School sophomore class with the event to be held at the VMB on Saturday, June 4, 2016 from 9:00am-**

**1:00pm contingent upon adult supervision at all times and proper clean up afterwards. The motion was seconded by Sel. McCaffrey and passed unanimously.**

16-087 Sign Permit Application Wu Xing Kung Fu

The Board discussed whether or not to allow sandwich board signage in front of businesses. Mr. Aspinwall suggested limiting the time boards can be out for business hours only and to be concurrent with street opening and closing dates.

**Sel. Smith made a motion that the Board approves the sign permit application from Wu Xing Kung Fu at 903 Main Street for a sandwich board to be placed out during business hours only and to be stored indoors otherwise from 4/12/16-11/15/16 and that the Board has the right to request the removal of said sign at any time. The motion was seconded by Sel. Neville and passed unanimously.**

16-088 Interfunction Transfers

Sel. Smith asked for to postpone this until the 4/25/16 Board meeting.

Sel. Smith said the next Board meeting will be held on Monday, April 25<sup>th</sup> at 7:00pm in Room 229.

**EXECUTIVE SESSION: 10:30 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.**

**( Discussion with Contract EE's Regarding EOY pay, Police, Dispatch and SEIU Contracts).**

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

**Sel. Smith made a motion to adjourn at 11:20pm. The motion was seconded by Sel. McCaffrey and passed unanimously.**

Respectfully submitted: Karen M. Bouret