

**BOARD OF SELECTMEN
REGULAR SESSION MEETING MINUTES
Monday, May 16, 2016 at 6:00 PM
MS/HS Room 229
900 Main Street, Millis, MA 02054**

CALL TO ORDER: Sel. Neville called the meeting to order at 6:00 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.

EXECUTIVE SESSION: 6:05 PM

Motion by Sel. Neville 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.

(Contract EE's EOY Pay, Police/Dispatch/SEIU/DPW Contracts).

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

RETURN TO REGULAR SESSION: Sel. Neville called the regular session to order at 7:35 pm.

ANNOUNCEMENTS AND ACKNOWLEDGEMENTS

Sel. Neville read a memo he had prepared. Sel. Neville said Mr. Aspinwall has been offered a position as Town Administrator for the town of Canton and has accepted pending final contract negotiations. Sel. Neville said the Board will be engaging professional services to assist in the appointment of a replacement. Sel. Neville introduced the Board, he as Chair, Sel. McCaffrey as Vice Chair, and Sel. MacInnes as Clerk and welcomed Sel. MacInnes as a newly elected Board member. Sel. Neville thanked Chris Smith, former Chair, for his many years of community and public service and wished him the best in whatever future endeavors he is involved in.

PUBLIC HEARINGS/SCHEDULED APPOINTMENTS

16-126 DPW Seasonal Worker Appointments

Jim McKay, Deputy Director of the DPW, said he has asked the Town Administrator to appoint two summer workers for the DPW. Mr. McKay said both applicants, Tyler Simpson and Zachary Main, worked in the same capacity last summer but chose to resign at the end of the summer in order to withdraw mandatory OBRA funds. Mr. Aspinwall said he recommends that he appoints Tyler Simpson and Zachary Main as DPW seasonal workers for the summer of 2016 subject to a CORI, physical and drug screen.

Sel. McCaffrey made a motion that the Board approves the Town Administrator's appointment of Tyler Simpson and Zachary Main as DPW summer seasonal workers pending satisfactory physical, drug screen, and CORI results. The motion was seconded by Sel. MacInnes and passed unanimously.

SCHEDULED BUSINESS

16-118 BOS Committee Assignments

Sel. Neville explained that since Chris Smith is no longer an active Board member it needs to be decided who will act as the Selectmen representative on any committees Mr. Smith was on.

Sel. McCaffrey offered to replace Mr. Smith on the Financial Management Team since he is also working on the Community Compact regarding budgeting etc.

Sel. Neville made a motion to appoint Sel. McCaffrey to the Financial Management Team to replace Sel. Smith. The motion was seconded by Sel. MacInnes and passed unanimously.

Sel. McCaffrey made a motion to appoint Sel. Neville to the Regional Sharing Committee to replace Sel. Smith. The motion was seconded by Sel. MacInnes and passed unanimously.

Sel. Neville made a motion to appoint Sel. MacInnes to both the Permanent Building Committee and Elementary School Building Committee as the BOS representative to replace Sel. Smith. The motion was seconded by Sel. McCaffrey and passed unanimously.

Sel. Neville made a motion to appoint Sel. MacInnes to the Master Plan Implementation Committee to replace Sel. McCaffrey. The motion was seconded by Sel. McCaffrey and passed unanimously.

Sel. Neville said there is need for qualified interested residents to join Town committees and boards and listed the existing committees and boards. Sel. Neville said to contact Karen Bouret at the BOS office if anyone is interested in volunteering. Ms. Bouret added that the Talent Bank Form is available on the website under Employment Opportunities.

16-119 BOS Summer Meeting Schedule

The Board set dates for their summer meeting schedule as follows:

5/23/16, 6/6/16, 6/27/16, 7/18/16, 8/1/16 all beginning at 7:00pm in Room 229 at the Veterans Memorial Building.

16-120 Confirmation Vote Outside Watering Ban

Sel. Neville said the Board authorized the 2016 regulations for outside watering for all residences and businesses as follows:

Effective May 1, 2016 through September 30, 2016 mandatory no outside watering is allowed between the hours of 9:00 a.m. through 5:00 p.m. Penalties for violation of the policy are \$50.00 for the first offense and \$100.00 for the second and each subsequent offense. Please check the Millis website for updates at www.millis.net.

16-121 Approval of Interfunction Transfers

Mr. Aspinwall asked that these be postponed until the next BOS meeting.

16-122 Application for Adjustment/Abatement Miano

Sel. Neville asked that this be moved to the next BOS meeting to give the applicant the opportunity to speak on his behalf.

16-123 Bond Anticipation Note Approval – Sewer Pump Station

Sel. McCaffrey made a motion to approve the Short Term Bond Anticipation Note for \$620,500.00 maturing on August 1, 2016 with an interest rate at .75% for the Sewer Pump Station – Water Street project. The motion was seconded by Sel. MacInnes and passed unanimously.

16-124 Car Wash Permit Application-Swim Team

Sel. McCaffrey made a motion to approve the Car Wash Permit Application by the Friends of the Millis Swim Team to be held June 18, 2016 at the Veterans Memorial Building from 9:00am-1:00pm on the condition that an adult be present for the duration and all trash is removed after the event. The motion was seconded by Sel. MacInnes and passed unanimously.

16-125 Car Wash Permit Application – Relay for Life/American Cancer Society

Sel. McCaffrey made a motion to approve the Car Wash Permit Application by Rebecca and Valerie Black to raise funds for Relay for Life on May 28, 2016 at the Veterans Memorial Building from 9:00am-2:00pm on the condition that an adult be present for the duration and all trash is removed after the event. The motion was seconded by Sel. MacInnes and passed unanimously.

NEW BUSINESS

Sel. MacInnes said in light of Mr. Aspinwall's pending resignation, she would like to see what is in place for succession planning for department heads. Sel. MacInnes suggested having department heads come in to speak about their particular jobs and roles in the Town. Sel. Neville said this already occurs during budget presentations. The Board did agree that some public outreach to try and promote a better understanding of how various departments run and interact could be beneficial.

OLD BUSINESS

Sel. McCaffrey said the Board had agreed to discuss how Open Session was going after it was added to the agenda a few months ago but have not yet done that. Sel. McCaffrey said he feels the current Open Session guidelines are a bit restrictive and it hasn't been utilized. Sel. Neville asked that it be discussed at the next Board meeting as an agenda item.

CONSENT ITEMS

Motion by Sel. Neville, seconded by Sel. McCaffrey to approve and accept the Regular Session minutes of April 11, 2016 as amended by Sel. McCaffrey and the Executive Session minutes of April 11, 2016 as written. Sel. MacInnes abstained because she wasn't present. The motion passed.

MISCELLANEOUS INFORMATION

ADJOURNMENT

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

Respectfully submitted: Karen M. Bouret