

**BOARD OF SELECTMEN  
REGULAR SESSION MEETING MINUTES  
Monday, June 6, 2016 at 6:00 PM  
Veterans Memorial Building Room 229  
900 Main Street, Millis, MA 02054**

**CALL TO ORDER:** Sel. Neville called the meeting to order at 7:00 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.

**RETURN TO REGULAR SESSION:** Sel. Neville called the regular session to order at 7:00pm.

**16-157 RESIGNATION OF TOWN ADMINISTRATOR**

Sel. Neville read Town Administrator, Charles Aspinwall's resignation of his position and thanked him for his services with the Town.

**ANNOUNCEMENTS AND ACKNOWLEDGEMENTS:**

Sel. Neville congratulated the Millis High School Graduates (96 students). He also commended the Legion for hosting the event due to rain.

Sel. MacInnes read the Memorial Day Proclamation.

Sel. Neville made an announcement that there is an open member position available for the Tri-County School Committee. Anyone who is interested can contact the BOS or the School Committee for more information to run for the position.

**SCHEDULED BUSINESS**

**16-145 MUNICIPAL RESOURCES, INC. – TA RECRUITMENT PROCESS**

Town Administrator, Charles Aspinwall introduced MRI as service that would help to provide the Town of Millis with the process of hiring a new Town Administrator. Alan Gould, MRI, presented that they would provide this service from beginning to end. Mr. Gould took questions from the BOS.

**16-147 APPLICATION FOR ABATEMENT – FLAHERTY**

Applicant, Dennis Flaherty is asking the BOS for abatement for two Water/Sewer Bills. Mr. Flaherty stated that a toilet in his apartment building which he owns was leaking for months without his knowledge. Mr. Flaherty is seeking an adjustment to his bills and also stated that he was never notified that his account was flagged for the significant higher usage of water. The BOS told Mr. Flaherty that most abatement is granted for extreme hardships and that they could not see that in this case. It was decided by the BOS to do some more bill analysis to determine if they would/could abate these bills. Sel. Neville advised that they move this hearing until the June 27, 2016 BOS Meeting.

**16-149 THE COLLINS CENTER – TA RECRUITMENT PROCESS**

Richard Kobayshi, Collins Center representative presented to the BOS what services they could provide to the Town of Millis to assist in the recruitment of a Town Administrator.

Mr. Kobayshi took questions from the BOS and submitted a profile of the process on how they implement this service.

The BOS anticipates a decision on selecting a company to hire for this service by the June 27, 2016 BOS meeting.

16-154 MINUTEMAN LIBRARY CONTRACT APPROVAL

**Sel. McCaffrey motioned to approve the Agreement between the Minuteman Library Network and the Millis Public Library in the amount of \$26,553.76 for FY2017 for service with the automated network system. Sel. MacInnes seconded and it passed unanimously.**

16-152 MEDICAL MARIUANA DISPENSARY LOCATION APPROVAL

Property Owner, Ellen Rosenfeld presented a proposal to the BOS to move the location of the Dispensary to Map 21, Parcels 49 & 52 in the Town of Millis and asked that the Town Administrator submit a letter to the Department of Public Health in regards to this proposal.

**Sel. McCaffrey moved to direct that the Town Administrator forward the letter of support to the Department of Public Health to move the Dispensary to Map 21, Parcels 49 & 52. The motioned was seconded by Sel. MacInnes and it passed unanimously.**

16-151 APPOINTMENT OF PLANNING BOARD REPRESENTATIVE ON COMMUNITY PRESERVATION COMMITTEE

Nate Maltinsky, Chairman of the Community Preservation Committee opened the discussion in regards to replacing Ms. Catherine MacInnes, Representative for the Community Preservation Committee. Mr. Maltinsky recommended that the BOS appoint Jim McKay as the new Planning Board Representative for the Community Preservation Committee.

**Sel. McCaffrey motioned to appoint Jim McKay as Planning Board Representative on the Community Preservation Committee. Sel. MacInnes seconded and it passed unanimously.**

16-150 APPOINTMENT OF CULTURAL COUNCIL MEMBER

Based on the recommendation by the Cultural Council Sel. Neville asked that there be a motion relative to appointing Dove Quinlan to the Cultural Council.

**Sel. McCaffrey motioned that the BOS appoint Dove Quinlan as a new member of the Millis Cultural Council. Sel. MacInnes seconded and it passed unanimously.**

16-155 POLICE CONSTRUCTION UPDATE AND CHANGE ORDER

It was noted that this was not a Change Order. Wayne Klocko approached the BOS and is asking for Approval of the Contract between the Town of Millis and Donnegan Systems Inc. who service supplies equipment for document and storage.

**Sel. McCaffrey motioned that the BOS approve the Contract with Donnegan Systems, Inc., subject to review by the Town Council, for the purchase of items as listed for a total amount of \$80,526.00. Sel. MacInnes seconded and it passed unanimously.**

16-153 APPOINTMENT OF SWAP REPRESENTATIVE

Town Administrator, Charles Aspinwall asked that the BOS approve and appoint Nicole Riley to replace his position as voting member for SWAP (Southwest Advisory Planning) Committee until a new Town Administrator is hired.

**Sel. McCaffrey motioned that the BOS appoint Nicole Riley as the designated Millis Representative for the SWAP Committee. Sel. MacInnes seconded the motion and it passed unanimously.**

#### 16-156 SEIU CONTRACT RATIFICATION

Sel. Neville said the SEIU contract was voted and approved by the BOS in executive session but the vote must be ratified in open session.

**Sel. McCaffrey motioned that the BOS approve the Memorandum of Agreement between The Town of Millis and SEIU Local 888 dated May 24, 2016 for a 3 year contract of 7/1/15 – 6/30/18. Contract term 3 years with Wage Increases to be retroactive. Sel. MacInnes seconded and it passed unanimously.**

#### 16-158 RECRUITMENT OF INTERIM TOWN ADMINISTRATOR – ADVERTISING WAIVER

Sel. Neville recommended that the BOS do approve the Advertising Waiver due to time constraints in hiring a permanent Town Administrator.

**Sel. McCaffrey motioned that the BOS waive the advertising requirement for the position of Interim Town Administrator and asked that there be internal and website posting. Sel. MacInnes seconded the motion and it passed unanimously.**

#### 16-159 SCHEDULE FOR ADDITIONAL BOS MEETING RE: INTERIM TA

The BOS have scheduled a meeting to take place Wednesday, June 8, 2016 @ 7:00. The meeting has been posted on the Town Hall Board and website. It will also be televised.

#### 16-148 APPLICATION FOR ABATEMENT – MIANO

Sel. Neville noted that the applicant Mr. Edward Miano was not present at this meeting nor the previous meeting with regards to his Application for Abatement for water usage at 49-51 Island Road in the amount of \$779.78.

**Sel. McCaffrey motioned that the BOS deny the Application for Abatement in the amount of \$779.78 with regards to 49-51 Island Road, owner Edward Miano due to the lack of hardship shown. Sel. MacInnes seconded the motion and it passed unanimously.**

#### 16-160 IT AND COMMUNICATIONS COMMITTEE

Sel. Neville, who is a member of the IT and Communications Committee, presented to the BOS a draft of the committee responsibilities for review. There are concerns in regards to a portion of the draft that state "The IS, IT & TC Committee will review the planning for the utilization of these technologies by all departments. No funds will be utilized (legal interpretation required) for the purchase and/or upgrade of the products, software and facilities associated with these technologies without the prior approval of this committee".

Sel. Neville agreed with the Board and stated that this could hinder the normal operations of the Town. Mr. Aspinwall asked for the opportunity to send the draft to department heads with regards to that section in the draft.

Sel. Neville noted to the BOS that he would remove this portion of the draft and resubmit an edited version for review at the next BOS meeting.

#### 16-161 ESTABLISH AND SEEK VOLUNTEERS FOR HPP COMMITTEE

Town Administrator, Charles Aspinwall informed the BOS that there was a kick off meeting with a group that he invited to work on the Housing Production Plan. The group had decided that a committee be formed to work with MAPC.

Mr. Aspinwall will draft a description of what the purpose of the Committee is and post on the Town's website for a call of volunteers. Sel. McCaffrey had concerns about a committee of volunteers without a point person could unravel. He suggested that maybe the Town Administrator be such person. Mr. Aspinwall stated that he will also reach out to the Building Commissioner, Mike Giampietro, and ask for his expertise in reviewing the potential volunteers for the Committee and also ask if he would be interested in a membership on the Committee.

#### 16-162 DISCUSSION AND ANALYSIS OF OPEN SESSION

Sel. Neville opened the discussion about the current open session guidelines made by the previous Chairman. Specifically pertaining to the first 15 minutes of a BOS meeting, Sel. Neville stated that it was requested that the BOS review the guidelines that were set forth and asked if the BOS had any comments/concerns. Sel. McCaffrey made a couple observations in terms of making the guidelines as simple and streamlined as possible so that it might make it more effective in terms of soliciting input from Millis residents in open session. Sel. McCaffrey suggested maybe a sign-up sheet be made available to the residents of Millis so the Chairman could review and determine which issues/concerns be put on the BOS meeting agenda. Sel. Neville also stated they he would edit the current document down and resubmit at the next BOS meeting.

#### 16-163 ACCESS NORTHEAST PIPELINE Q1 LOOP MEETING SUMMARY

Mr. Aspinwall wanted to bring the BOS up to date in regards to the project of a 30" gas main be installed at the south end of town. He stated that the supporting towns of this project had very different viewpoints and opinions. Sel. Neville asked if there were any comments from the BOS or should they put this item on the next agenda so that the residents of Millis are given the opportunity to hear discussions with regards to this project and how it affects the Town and town residents. Mr. Aspinwall stated that he would reach out to the Board of Health and Conservation Commission and seek comment from them and to see if they would be available for the next meeting, June 27<sup>th</sup>, for discussion.

#### 16-164 APPROVAL OF VMB DOOR PROPOSAL

**Sel. McCaffrey moved that the BOS approve a contract with NE School Services in the amount of \$44,874.00 for the replacement/refurbishment of the VMB Doors. Sel. MacInnes seconded and it passed unanimously.**

#### 16-165 INTER-FUNCTION TRANSFER APPROVALS

Town Administrator, Charles Aspinwall recommended that the BOS authorize the year end transfers.

**Sel. McCaffrey moved to approve the following inter-function transfers:**

- 1. \$150.00 From Employee Benefits-Health Insurance to Assessors-Mileage**
- 2. \$2,828.77 From Employee Benefits-Health Insurance to Selectmen/Town Administrator Wages**
- 3. \$551.00 From Employee Benefits-Health Insurance to Zoning Board of Appeal-Advertising**
- 4. \$2,300.00 From Employee Benefits-Health Insurance to Finance Committee-Printing**
- 5. \$900.00 From Assessors Overtime to Assessors Map Updating**
- 6. \$13,917.68 From the General Insurance Account to Legal Expense**
- 7. \$7,025.00 From Public Official Liability to Legal Expense**

All items above were seconded by Sel. MacInnes and passed unanimously.

16-166 CYSTIC FIBROSIS CYCLE FOR LIFE EVENT PERMIT

Sel. McCaffrey motioned that the BOS approve the permit for the Cystic Fibrosis Cycle for Life Event October 1, 2016 Permit pending coordination with the Millis Police Department. Sel. MacInnes seconded and it was passed unanimously.

16-167 DEBT ANTICIPATION NOTE AMBULANCE

Sel. McCaffrey motioned to approve the short-term Bond Anticipation Note of \$30,000 maturing on August 1, 2016 with an interest rate at 1.25% with Eastern Bank for the Ambulance. Sel. MacInnes seconded the motion and it passed unanimously.

UNFORESEEN BY CHAIR

168 KRAVINGS GRILL AND ICE CREAM COMMON VICTUALLER LICENSE AND ENTERTAINMENT PERMIT

Sel. McCaffrey motioned to grant a Common Victualler License to John Kazis for Kravings Grill and Ice Cream at 979 Main Street in Millis, MA. Sel. MacInnes seconded the motion and it passed unanimously.

Sel. McCaffrey motioned to grant an Entertainment License for operation of a TV at Kravings Grill and Ice Cream, 979 Main Street, Millis, MA. Sel. MacInnes seconded and it passed unanimously.

16-169 DPW SEASONAL WORKER

Mr. Aspinwall recommended that the BOS appoint Charles B. Fagan aka Brian as a seasonal DPW worker.

Sel. McCaffrey motioned to approve the appointment of Charles B. Fagan as a seasonal DPW worker subject to a Cori, Physical and Drug Screen. Sel. MacInnes seconded and it passed unanimously.

CONSENT ITEMS

Motion by Sel. McCaffrey, seconded by Sel. MacInnes to approve and accept the Regular Session minutes of 5/16/2016. The motion passed unanimously.

EXECUTIVE SESSION: 10:45 PM

Motion by Sel. Neville to enter into 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.

(DPW, Police Chief, Police/Dispatch, School Traffic Officers, Finance Director, and Fire Chief contracts, Callahan v. ZBA, Medical Marijuana Host Community Agreement).

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

Sel. McCaffrey made a motion to exit executive session at 11:27pm. The motion was seconded by Sel. MacInnes.

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

**ADJOURNMENT 11:30 pm**

**Sel. McCaffrey made a motion to adjourn, seconded by Sel. Neville. The motion passed unanimously.**

Respectfully submitted: Maureen Canesi