

**BOARD OF SELECTMEN  
REGULAR SESSION MEETING MINUTES  
Monday, July 18, 2016 at 7:00 PM  
MS/HS Room 229  
900 Main Street, Millis, MA 02054**

**CALL TO ORDER:** Sel. Neville called the meeting to order at 7:08 pm. The following persons were present: Sel. James Neville, Sel. James McCaffrey, Sel. Catherine MacInnes, Operations Support Manager Karen Bouret, and Interim Town Administrator Suzanne Kennedy.

**ANNOUNCEMENTS AND ACKNOWLEDGEMENTS**

**Michael Perciaccante Retirement**

Deputy Director and Chief of Operations for the DPW spoke about General Foreman Michael Perciaccante's pending retirement. Mr. McKay said Mr. Perciaccante has worked for the DPW since June of 1974 providing service to the Town for 42 years including 42 long winters. Mr. McKay thanked Mr. Perciaccante Sel. MacInnes read a commendation from the Board as follows:

The Millis Board of Selectmen deems it a great privilege and honor to recognize and thank Michael Perciaccante for outstanding service in his position as General Foreman with the Town of Millis Department of Public Works.

Michael was appointed as a Light Equipment Operator on June 3, 1974. On November 28, 1979 he was promoted to a Heavy Equipment Operator/Laborer. On July 1, 2001 he was promoted to Highway Foreman. Finally, on July 1, 2009 Michael was promoted to General Foreman.

Michael has had forty-two productive years with the Department up through his retirement on July 29, 2016 while maintaining focus on raising his family and enjoying his role as husband, father and grandfather.

As a lifelong Millis resident Michael attended Millis Public Schools and helped ensure the town's road safety for three historical blizzards in Massachusetts: February 1978, April 1, 1997 and the relentless winter of 2015. Michael was often spotted in the street sweeper on Route 109.

We, the members of the Board of Selectmen, do hereby join all the citizens of the Town of Millis to extend our sincere appreciation for Michael's commitment to ensure the safety of the citizens of the Town of Millis.

**PUBLIC HEARINGS/SCHEDULED APPOINTMENTS**

**16-197 FY15 Audit Presentation**

Scott McIntyre, of Melanson Heath, presented an overview of the Town's Annual Financial Statements and Management Letter for the fiscal year ending June 30, 2015. Mr. McIntyre said the audit went very well and the books and records are in good working order. Mr. McIntyre pointed out that a line for pension liability has been added to under liabilities and net position which is new this year. Additionally, Mr. McIntyre referenced the Balance Sheet stating that key account balances remained virtually unchanged from FY14. Regarding the Financial Management letter, Mr. McIntyre reviewed recommendations including one to improve the accounting and reporting of compensated absences but stated that the Town had no significant deficiencies.

16-198 Investment Policy Approval

Jennifer Scannell, Treasurer/Collector, asked the Board to formerly adopt both the Town of Millis OPEB Trust Investment Policy Statement and the general Town of Millis Investment Policy Statement. Alex Bartholomew of Bartholomew & Company gave a brief synopsis of each policy. Mr. Bartholomew pointed out that Financial Management Team asked that the Diversified Portfolio “shall consider socially responsible investment strategies” whenever possible. Mr. Bartholomew said the Town will receive quarterly update reports and annual reviews including a comprehensive bound report at the end of the fiscal year.

**Sel. McCaffrey made a motion that the Board approves the OPEB Trust Investment Policy Statement as written by Bartholomew & Company to provide a clear understanding regarding the Town of Millis’ OPEB trust’s investment objectives, performance goals and risk tolerance. The motion was seconded by Sel. MacInnes and passed unanimously.**

**Sel. McCaffrey made a motion that the Board approves the Investment Policy Statement as written by Bartholomew & Company to provide a clear understanding regarding the Town of Millis’ Long Term Funds, General Fund objectives, goals, risk tolerance, and investment guidelines established for the investment of town funds. The motion was seconded by Sel. MacInnes and passed unanimously.**

16-206 Bonds

Ms. Scannell said that the Town sold \$15,311,936 General Obligation Bonds to permanently finance the Police/Fire Station project, the Quint Fire Truck, the Veteran’s Building Boiler and Restoration project, Water System Improvements, DPW Vehicles, Painting of the Water Tank, and work at the Sewer Pump Station and to refund the 2003 and 2006 outstanding bonds. Ms. Scannell stated that \$1,592,300 will be used to pay back the 2003 and 2006 bonds to get a better interest rate. Six bids were received with the winning bid from Janney Montgomery Scott LLC for an interest rate of 2.0097% which is lower than anticipated. Ms. Scannell said the Town will save \$20-25,000.00 annually over the next twelve years due to the reissuing. She also pointed out that through a team effort with the Finance/Treasurer/Assessor and Eastern Bank; the Town preserved the AA3 status which is a very competitive rating.

**Sel. McCaffrey made a motion that the Board app[roves the borrowing amount set forth in the Vote of the Board of Selectmen set forth by Bond Counsel and that the maximum useful life of the Quint fire truck for a borrowing amount of \$835,000.00 is determined to be 16 years. The motion was seconded by Sel. MacInnes and passed unanimously.**

16-199 Otis Abatement Hearing

Sel. Neville noted that the abatement applicant was not present. Ms. Scannell said the property in question, 62 Dover Road, showed a high read when running quarterly billing. Ms. Scannell said the property was for sale and her office alerted the realtor of the high read. The DPW subsequently went out to do a read and it was determined there was a leak which was then fixed by the trustee of the property. After a brief discussion the Board determined there was not adequate proof of a hardship or other information that would support granting abatement.

**Sel. McCaffrey made a motion that the Board denies the abatement request for 62 Dover Road. The motion was seconded by Sel. MacInnes and passed unanimously.**

16-201 Exchange Street and Himelfarb Street Paving and Sidewalk Construction Presentation

Mike Carter, of GCG Associates, presented design plans for the proposed sidewalks on Exchange Street and a new configuration of the intersection at Exchange, Union, and Van Kleeck based on the Storch Report that was done for the Town in 1978. Mr. Carter said the plan is to improve the flow of traffic in that area and make the area safer. Mr. McKay added that the DPW will repaint every crosswalk including adding a new crosswalk at the intersection. Residents voiced concerns about traffic backing up on Van Kleeck due to the stop sign placements suggested. Sel. McCaffrey suggested adding a Do Not Block Intersection sign to help prevent that. Residents also worried about speeding on Rte. 115 and Mr. McKay said a four way intersection sign could be added to warn drivers to reduce their speed.

**Sel. McCaffrey made a motion to approve an appropriation of \$92,064.00 for new sidewalk construction on Exchange Street and a new configuration of the intersection at Exchange Street, Union Street, and Van Kleeck Road. The motion was seconded by Sel. MacInnes and passed unanimously.**

Mr. McKay said Himelfarb Street will be reclaimed and paved and they will work to put the best pitch in possible for drainage purposes. Residents voiced concern over drainage currently and Mr. McKay said a crown will be added to help direct water from people's properties. No new sidewalk will be added.

16-202 Review and Approval of Scope of Services for Town Administrator Recruitment

Richard Kobayashi, Senior Associate at the Edward J. Collins, Jr. Center for Public Management at UMass Boston, reviewed the process of recruiting and hiring a new Town Administrator. Mr. Kobayashi said their main goal is providing the Town with a pool of well-qualified applicants. Mr. Kobayashi said they prepare a profile specific to Millis' needs and the Board of Selectmen chooses a five to seven member Screening Committee for which the Collins Center will provide a charge. The Screening Committee will identify preliminary interview candidates, then tentative finalists. The Collins Center will do a thorough reference and background check and the three fully vetted finalists will be presented to the Board to be interviewed and a selection made. Mr. Kobayashi anticipates a minimum of 120 days for the entire process. Mr. Kobayashi said the professional fee of \$12,600.00 includes a discount of 10% due to prior investigatory work performed by the Collins Center for other Millis projects. A conversation ensued about the current role of Town Administrator as both Town Administrator and DPW Director. Sel. MacInnes voiced concerns about leaving the position as is with the two roles tied into one. Discussion occurred about bylaw and or charter changes being required in order remove the DPW piece of the job and timing associated with that process. Mr. Kobayashi said it's important to take time create a clean profile so that the Town can best fill the role.

**Sel. McCaffrey made a motion that the Board approves a contract with the Collins Center for \$12,600.00 plus reimbursable expenses for Recruitment of a Town Administrator in accordance with the Scope of Services dated July 5, 2016 and to authorize the Interim Town Administrator to sign on behalf of the Board. The motion was seconded by Sel. MacInnes and passed unanimously.**

16-203 Review of Town Counsel Budget

Mark Reich, the Town's primary contact at K/P Law, from Town Counsel came in to speak about services the firm offers to the Town and to discuss concerns over legal costs in FY16. Mr. Reich said Millis is on a growth cycle so there has been a significant flow of services, especially for capital projects. Mr. Reich said although the overall legal expenditure for FY16 seemed high, when divided by project it shows how much the Town had going on. Mr. Reich said K/P has a broad variety of resources in house and actually saves the Town significant cost by preventing unnecessary litigation or supplying contract language. Mr.

Reich said think of the firm as a safety net for the Town. The Board questioned who has authority to call counsel. Mr. Reich said many towns use the Town Administrator as a gate keeper, like Millis, but there are boards like the Planning Board who have authority to call. Mr. Reich suggested having some type of protocol in place and asked that all emails and calls be funneled through him directly since he is the primary contact for Millis. Mr. Reich said the firm offers free training on topics like 'Conflict of Interest' and 'How to Conduct a Hearing' and the Board asked that the list be sent to Karen Bouret who would then forward it to the Board. Sel. Neville said the Board only appointed K/P as counsel for a six month period pending further review of their services. Sel. Neville asked that Mr. Reich be invited back for an October Board meeting to do a formal review.

#### 16-207 Review and Approval of Gym Equipment Quote

Police Sergeant Chris Soffayer spoke about a gym equipment quote for the new Police Station. Sgt. Soffayer said being able to provide a work out space is a great asset to the department to promote health and wellness. Sgt. Soffayer said having a gym open all hours is crucial with their work schedules. Sgt. Soffayer recommended going with a quote of \$28,061.97 from Gym Source.

**Sel. McCaffrey made a motion that the Board approves the purchase of gym equipment per the quote from Gym Source, LLC in the amount of \$28,061.97. The motion was seconded by Sel. MacInnes and passed unanimously.**

#### 16-208 Award Sewer System Rehabilitation Project Contract (I/I) with GCG Associates

Mr. McKay provided a sample letter which was sent to property owners who the Town has learned through the Infiltration and Inflow (I/I) program have a leak of groundwater into a sewer pipe on their property. Mr. McKay said the Town is looking for a right of entry approval from the property owners so they can enter the property and make the necessary repairs. Mr. McKay said this is at no cost to the homeowners, and that the Town is required to take action to help eliminate I/I due to the permit from the EPA. Mr. McKay said the construction work was bid out through GCG Associates and the lowest bidder is Ponch Excavation at \$94,242.00 and he is recommending the Board awards the bid.

**Sel. McCaffrey made a motion to award the Phase IV Sewer System Rehabilitation Project (I/I) construction to Ponch Excavation in the amount of \$94,242.00 and to authorize the Acting Town Administrator to sign and execute the contract. The motion was seconded by Sel. MacInnes and passed unanimously.**

#### 16-204 Review and Release of Synergy After-Action Report

Sel. Neville said the report from the September 2<sup>nd</sup>, 2015 Police incident has been released and read the first paragraph of the Executive Summary from the Synergy Solutions Town of Millis After-Action Report. Mr. Neville said the report is very detailed but specifies that Millis, although small, understood how to take action during an emergency. Sel. Neville said the report spells out specifics of the incident and provides actions for potential future emergencies. Sel. Neville commended the first responders both in Millis as well as surrounding communities who stepped in to help that day. Sel. MacInnes asked what will happen moving forward and recommended establishing a committee. Sel. Neville said he will reach out to both Chiefs to see what their thoughts are first, and asked that review of the report and after action steps be added as an agenda item at an upcoming meeting where both Chiefs and the Superintendent will be asked to attend. Sel. Neville asked Karen Bouret to post the report on the homepage of the Town website.

#### 16-205 Revised Regional Animal Control Agreement Approval

Ms. Kennedy explained that the wording in section 9 of the agreement was revised to reflect the term of July 1, 2016 to June 30, 2019. Ms. Kennedy asked that the Board approve the current version.

**Sel. McCaffrey made a motion to approve the change in contract as specified in section 9 in the Agreement for Animal Control Services Between The Town of Millis and The Town of Medway to read as follows:**

*The term of this agreement shall be from July 1, 2016 to June 30, 2019. The Towns shall meet annually to discuss the provisions of the agreement and make estimates of the assessment for future contract years. This agreement may be amended from time to time with written consent of both Towns.*

The motion was seconded by Sel. MacInnes and passed unanimously.

16-200 Water/Sewer Rate Hearing Continued – Confirmation

**Sel. McCaffrey made a motion to close the Water/Sewer Rate Hearing. The motion was seconded by Sel. MacInnes and passed unanimously.**

**Sel. McCaffrey made a motion to confirm the Water /Sewer Rates in accordance with the vote taken at the June 27, 2016 Board of Selectmen meeting. The motion was seconded by Sel. MacInnes and passed unanimously.**

16-210 Review and Approval of Licenses

**Sel. McCaffrey made a motion that the Board approves the One-Day Entertainment License Application from Thomas Howie for the Boggestowe Fish and Game Club for the Boggestock fundraiser on September 10, 2016 for six live bands from 11:00am-10:00pm. The motion was seconded by Sel. MacInnes and passed unanimously.**

**Sel. McCaffrey made a motion that the Board approves the One-Day Special Alcohol License Application from Thomas Howie for the Boggestowe Fish and Game Club for the Boggestock fundraiser on September 10, 2016 for six live bands from 11:00am-10:00pm. The motion was seconded by Sel. MacInnes and passed unanimously.**

**Sel. McCaffrey made a motion that the Board approves the One-Day Special Alcohol License Application from Thomas Howie for the Boggestowe Fish and Game Club for the Annual Clambake fundraiser on August 21, 2016 for six live bands from 12:00pm-9:00pm. The motion was seconded by Sel. MacInnes and passed unanimously.**

16-209 Schedule Dates for Upcoming BOS Meetings

The Board decided on the upcoming meeting on the following Mondays as follows:  
8/22/16, 9/12/16, 9/26/16, 10/3/16, 10/24/16 all in Room 229 at 7:00pm at the Veterans Memorial Building and 11/7/16 6:00-7:30pm at the Middle School/High School Library prior to Town Meeting.

16-211 Approval of Water/Sewer Commitments

**Sel. McCaffrey made a motion to approve the Water/Sewer Department Commitment to Collector for May 2016 in the amount of \$907.26. The motion was seconded by Sel. MacInnes and passed unanimously.**

Sel. McCaffrey made a motion to approve the Water/Sewer Department Commitment to Collector for June 2016 in the amount of \$2,210.10. The motion was seconded by Sel. MacInnes and passed unanimously.

**EXECUTIVE SESSION: 11:25 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.

(Finance Director's Contract).

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

Sel. Smith made a motion to adjourn at 11:40pm. The motion was seconded by Sel. McCaffrey and passed unanimously.

Respectfully submitted: Karen M. Bouret