

**BOARD OF SELECTMEN
REGULAR SESSION MEETING MINUTES
Monday, September 12, 2016 at 7:00 PM
Veterans Memorial Building Room 229
900 Main Street, Millis, MA 02054**

CALL TO ORDER: Sel. Neville called the meeting to order at 7:05 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

Sel. Neville reminded residents that road improvements at the Exchange Street intersection and sidewalks on Rte. 115 are ongoing.

Karen Bouret announced that the Board of Health will be holding their Health Fair and Adult Flu Clinic on Saturday, October 22nd from 10:00am to 1:00pm at the Veterans Memorial Building. Additionally the Family Flu Clinic for residents age 8 and above will be held Saturday, November 19th, from 10:00am to 1:00pm. Ms. Bouret said the flu mist was not recommended by Massachusetts Department of Public Health this year and children under age 8 should be taken to their pediatrician for a vaccination.

Sel. Neville noted that the Town water ban is still ongoing through September 30th and to please try and conserve water during the current drought conditions.

Mike Giampietro, Building Commissioner, announced that Gary Pelletier, Assistant Building Inspector, completed the process to become certified as a Local Inspector as required by Massachusetts General Law Chapter 143 Section s3 and amended by Chapter 168. Mr. Giampietro said Gary's next and final state certification would be as Inspector of Buildings/Building Commissioner. Mr. Giampietro said Gary has provided much needed assistance in the Building Department and congratulated him on his achievement. The Board thanked and congratulated Mr. Pelletier as well.

PUBLIC HEARINGS/SCHEDULED APPOINTMENTS

16-239 Appointment of David Rachmaciej as General Forman

Suzanne Kennedy recommended deferring this agenda item. Ms. Kennedy said she would like a memorandum of understanding approved by the DPW Union regarding the salary prior to recommending an appointment.

16-240 Appointment of Nicole Riley as MAPC Representative

Ms. Kennedy said she is recommending that the Board appoint Nicole Riley, Planning Board member, as representative to the MetroWest Area Planning Council (MAPC). Ms. Kennedy said typically the Town Administrator takes on the role but since she is only the Interim Town Administrator, a Planning Board member is good option until a new Town Administrator is in place.

Sel. McCaffrey made a motion that the Board appoints Nicole Riley as the representative from Millis on the MAPC until such time as the Board designates a successor. The motion was seconded by Sel. MacInnes and passed unanimously.

SCHEDULED BUSINESS

16-244 Interim Town Administrator Contract Extension

Sel. Neville said Ms. Kennedy's contract term as Interim Town Administrator was approved from June 27, 2016 to September 30, 2016. Sel. Neville said since the Town is still working on recruiting a permanent Town Administrator the Board will need to vote to extend Ms. Kennedy's contract.

Sel. McCaffrey made a motion to approve an extension of Suzanne K. Kennedy's Employment Agreement with the Town of Millis from October 1, 2016 to December 31, 2016. The motion was seconded by Sel. MacInnes and passed unanimously.

Loring Barnes, a Town resident, said she sent a letter to the Board regarding her interest in being appointed to the Town Administrator Screening Committee but no one has responded to her. Ms. Barnes said she sent the letter via email as well as hand-delivered it to the BOS office. Sel. Neville said he spoke to Ms. Barnes at a Library meeting and indicated that he had received the letter. Sel. Neville said the format and composition of the Selection Committee is on the Board's agenda for Monday, September 19th.

Kaplan Hasanoglou, a Town Resident, asked when the Town Administrator Recruitment profile will be publicly reviewed. Sel. McCaffrey made note that the profile will have job requirements and competencies listed but is not a job description. Sel. Neville said review of the final draft of the profile will also be on the agenda for Monday, September 19th.

PUBLIC HEARINGS/SCHEDULED APPOINTMENTS

16-241 South End Farm Stormwater Hearing

Sel. McCaffrey made a motion to open the Stormwater Management Permit and Land Disturbance Permit hearing for Lot 38 Beech Street in the Southend Farm Subdivision. The motion was seconded by Sel. Mac Innes and passed unanimously.

Dan Merrikin, of Merrikin Engineering, presented the Decision for #42 Beech Street (Lot 38) Southend Farm Subdivision Stormwater and Erosion Control Permit. Mr. Merrikin said a master stormwater permit was approved for the development project but each home comes forward individually as they are built. Mr. Merrikin said Southend Farm is a residential subdivision of single-family homes. Mr. Merrikin said the Building Commissioner has sent a letter saying the application is complete and further noted that the Board of Health approved the septic system design.

Sel. McCaffrey made a motion to close the Stormwater Management Permit and Land Disturbance Permit hearing for Lot 38 Beech Street in the Southend Farm Subdivision. The motion was seconded by Sel. Mac Innes and passed unanimously.

Sel. McCaffrey made a motion to grant a Stormwater Management Permit and Land Disturbance Permit to 42 Beech Street in the Southend Farm Subdivision based on the findings presented in the decision and subject to the sixteen conditions listed therein. The motion was seconded by Sel. MacInnes and passed unanimously.

16-242 Appointment of Carlo Molinari as Associate Planning Board Member

Sel. Neville read a letter dated September 7, 2016 from Robert Cantoreggi Chair of the Planning Board recommending that Carlo Molinari be appointed as Associate Planning Board member. Carlo Molinari

told the Board he expressed interest in the position because he'd like to give back to the Town and feels this would be a great fit due to his experience.

Sel. McCaffrey made a motion to appoint Carlo Molinari as Associate Member to the Planning Board. The motion was seconded by Sel. MacInnes and passed unanimously.

16-243 Budget Enhancement Project

Ms. Kennedy said the Town is looking to execute a contract with Paradigm Associates for budget enhancement. Ms. Kennedy said it is anticipated to be a 3-5 year project. Ms. Kennedy said this is part of the Community Compact the Town is now enrolled in and Sel. McCaffrey has been spearheading the project.

Sel. McCaffrey said the Town is looking to redesign the budget process to create a more orderly process that will lead to a comprehensive budget document. Sel. McCaffrey said the budget document will be available to Town employees as well as Boards, Committees, and citizens of Millis. Through the Community Compact grant from the Commonwealth the Town has engaged a third party, Paradigm, to guide us through the process.

Kaplan Hasanoglu commented on the town meeting warrant and mentioned that he'd like to see a more clear explanation of the annual budget. Sel. McCaffrey said the budget currently goes through many steps from departmental requests to the Town Administrator to presentations at open meetings for the Board of Selectmen as well as the Finance Committee. Sel. McCaffrey said the budget process has always been an open process but the goal of this project is to create a document that will be clear and complete for all to use. Loring Barnes voiced concerns regarding the Town Administrator's salary and where it is funded from. Sel. MacInnes asked the Chair to provide a breakdown of the Town Administrator's salary including what portion comes from the enterprise fund and a list of all DPW employees including the hours worked per day and what fund they are paid from. Sel. Neville said he will direct the Finance Director to provide a document showing the requested information once free cash has been certified.

Sel. McCaffrey made a motion that the Board authorizes the Town Administrator to enter into a contract with Community Paradigm Associates, LLC in the amount of \$17,500.00 for the Budget Enhancement Project. The motion was seconded by Sel. MacInnes and passed unanimously.

16-245 Review of SeeClickFix Services

Sel. Neville said the Town has been contracting SeeClickFix as a downloadable app where residents can enter issues such as potholes or street signs that are in need of repair etc. Karen Bouret said the Town is about to enter year three, which will cost \$4500.00, of the service but residents are not using it. The Board agreed that paying for a service that isn't used isn't a wise way to use taxpayer's money.

Sel. McCaffrey made a motion that the Board terminates the SeeClickFix services to the Town effective immediately. The motion was seconded by Sel. MacInnes and passed unanimously.

16-246 Town Administrator Office Dedication Ceremony Discussion

Sel. Neville said a plaque has been ordered to dedicate the Town Administrator's office as the Charles J. Aspinwall Town Administrator's office. Sel. Neville showed the plaque and asked the Board how they would like to handle the actual dedication. Sel. Neville suggested including it on an upcoming Board meeting agenda and inviting former Board members to attend. Sel. MacInnes said she disagrees and

does not think it should happen at a public meeting. Sel. MacInnes said she does not feel that has been protocol for other Town employees. Sel. McCaffrey said the Board decides what happens when someone leaves or retires, and noted that Mr. Aspinwall served the Town for 25 years as the first ever Town Administrator.

Sel. McCaffrey made a motion to invite Charles Aspinwall to a regularly scheduled Board meeting to dedicate the plaque in his honor. The motion was seconded by Sel. Neville. Sel. MacInnes vote no. The motion passed 2 to 1.

16-247 Review and Approval to Amend Badge Quest Contract to Provide for Background Investigations of Candidates

Ms. Kennedy said the original Badge Quest Contract did not include background investigations for candidates. Ms. Kennedy said after the Synergy After Action Report was reviewed, she feels it is imperative to do a thorough background check including a medical exam and psychological evaluation. Ms. Kennedy said Badge Quest will amend the contract in the amount of \$4050.00 per candidate to provide these services.

Sel. McCaffrey made a motion to authorize the Town Administrator to approve an amendment to the contract with Badge Quest for enhanced medical and psychological evaluations and a comprehensive background check not to exceed \$4050.00 per candidate. The motion was seconded by Sel. MacInnes and passed unanimously.

16-248 Car Wash Permit Application Girls Cross Country

Sel. McCaffrey made a motion to approve the Car Wash Permit Application for the Millis Girls Cross Country Team to be held at the Veterans Memorial Building on Saturday, October 1st from 10:00am-1:00pm. The motion was seconded by Sel. MacInnes and passed unanimously.

16-249 Sign/Banner Permit Application Approval – CFB 5K Run

Sel. McCaffrey made a motion to approve the Sign/Banner Permit Application for the Clyde F. Brown Home and School Association for lawn signs at locations listed on the permit as well as a banner to be hung across Rte. 109 in coordination with the Millis Fire Department from 9/13/16-9/25/16. The motion was seconded by Sel. MacInnes.

16-250 One-Day Special Alcohol License – St. Thomas

Sel. McCaffrey made a motion to approve a One-Day Special Alcohol License for wine and malt St. Thomas Parish for the Parish picnic to be held on October 1st from 5:00-8:00pm at the church on Exchange Street. The motion was seconded by Sel. MacInnes and passed unanimously.

16-251 Close Town Meeting Warrant

Sel. Neville said a citizen's petition was submitted as follows:

To see if the Town will vote to appropriate and raise by taxation, by transfer of available funds, or by transfer from the Stabilization Fund or by borrowing under the provisions of M. G. L. Chapter 44, or any other enabling authority the sum of \$12,000.00 to fund improvements to the existing door at the elevator entrance and the two doors accessing the entrance to the ground level of the Veterans Memorial Building, for the purpose of making them more accessible to individuals with limited abilities.

Sel. Neville said the article request was spearheaded by Mary Russo, a resident. Sel. Neville said he advised Mary that typically capital requests are submitted in the spring but she felt strongly about submitting the request now. Ms. Russo said she got 150 signatures supporting the request and met with

Rep. Linsky to get proper wording for the petition. Ms. Russo went on to say adding buttons to make the doors automatic would help COA visitors as well as anyone visiting the building. Ms. Russo said she currently has two quotes both under \$12,000.00. Sel. Neville said since this is a citizens' petition the article has been placed on the warrant.

Sel. Neville said he received an email over the weekend from Jim McKay, Deputy DPW Director, requesting an article be added for replacement of the water main at Dean Street due to its deplorable condition.

Sel. McCaffrey made a motion to, after adding an article for Replacement of the Dean Street Water Main; close the Town Meeting Warrant for 11/7/16. The motion was seconded by Sel. MacInnes and passed unanimously.

CONSENT ITEMS

Motion by Sel. McCaffrey, seconded by Sel. Neville to approve and accept the Regular Session minutes of 08/22/16 as written. The motion passed unanimously.

Motion by Sel. McCaffrey, seconded by Sel. Neville to approve and accept the Regular Session minutes of 08/29/16 with a change in paragraph to in wording as noted. The motion passed unanimously.

MISCELLANEOUS INFORMATION

The next Regular Session meeting will be held on 09/19/16

ADJOURNMENT

Sel. McCaffrey made a motion to adjourn at 9:15pm. The motion was seconded by Sel. MacInnes and passed unanimously.

Respectfully submitted: Karen M. Bouret