

**BOARD OF SELECTMEN
REGULAR SESSION MEETING MINUTES
Monday, September 26, 2016 at 7:00 PM
Veterans Memorial Building Room 229
900 Main Street, Millis, MA 02054**

CALL TO ORDER: Sel. McCaffrey called the meeting to order at 7:05 pm. The following persons were present: Sel. James McCaffrey, Sel. Catherine MacInnes, Operations Support Manager Karen Bouret, and Interim Town Administrator Suzanne Kennedy.

ANNOUNCEMENTS AND ACKNOWLEDGEMENTS

Suzanne Kennedy said Himelfarb Street has been paved and the Town is anticipating line painting shortly weather permitting.

Ms. Kennedy said that the Police Chief Assessment center, an interview and extensive screening process, was performed on Saturday, September 24th. Ms. Kennedy said Badge Quest was hired to perform the assessment which is comprised of former police chiefs. From the center two candidates emerged and an offer of employment will be made to one after a comprehensive background check, medical exam, and a one day psychological testing procedure. Ms. Kennedy said pending any unforeseen developments a new chief should be in place by the end of October.

Sel. McCaffrey said the Fire Department has officially moved out of the existing station at 885 Main Street into on-site trailers pending renovation. Sel. McCaffrey said the renovation is due for completion in the spring of 2017.

Sel. McCaffrey stated that the final draft of the Town Administrator Profile document was approved at the September 22nd Board meeting. Sel. McCaffrey said the Board also appointed a seven member Screening Committee. Sel. McCaffrey said the next steps include advertising the position, the Collins Center reviewing all applications, the Screening Committee receiving the best ten to twelve to evaluate against the TA Profile, and the Screening Committee recommending three to four candidates to the Board of Selectmen.

PUBLIC HEARINGS/SCHEDULED APPOINTMENTS

16-257 Appointment of Senior Building Maintenance Worker

Ms. Kennedy said an additional Senior Building Maintenance Worker position for 35 hours per week was budgeted under Town Buildings. Ms. Kennedy said with the position entails maintenance and cleaning at the new Police Station, Library, and future renovated Fire Station. Since the Fire Department is currently housed in trailers, the five hours allotted for that building won't be needed until the spring. Ms. Kennedy appoints Michael Scott Barlow, current part-time Building Maintenance Worker, to the position of Senior Building Maintenance Worker. Ms. Kennedy said Mr. Barlow has been working for the Library and is a diligent and reliable employee. Ms. Kennedy said there was a favorable CORI result.

Sel. MacInnes made a motion that the Board approves the Town Administrator's appointment of Michael Scott Barlow to the position of Senior Building Maintenance worker for 30 hours per week pending a satisfactory physical result. The motion was seconded by Sel. McCaffrey and passed unanimously.

16-258 Warrant Article Review

Ms. Kennedy said there are currently twenty articles on the Fall Town Meeting warrant (See Attached), and there are seven with backup information to be reviewed tonight.

Paula Dumont, Assistant Assessor, and Larry Bouret, Chairman of the Board of Assessors reviewed Articles 9 and 10. Ms. Dumont explained that article 9 would change the income and asset amount qualifications used for senior citizen property tax exemptions for both singles and married couples. Mr. Bouret said the amounts are currently very low and the Board would like to request the amounts change from \$13,000 to \$17,000 for income and \$28,000 to \$40,000 for singles and \$15,000 to \$20,000 for income and \$30,000 to \$55,000 for married couples. Ms. Dumont explained that article 10 would allow the Board of Assessors to adopt clause 41 D which would allow the amounts “to be increased annually by an amount equal to the Consumer Price Index published by the United States Department of Labor” for that year. Sel. McCaffrey asked what the Town’s exposure is. Ms. Dumont said the Town gets reimbursed from the State for \$500 of the \$1000 exemption. She added that it’s difficult to know how many people qualify and will apply for the exemption, but last fiscal year there were only six exemptions granted.

Ms. Kennedy said Article 2, the repurchase of cemetery lots, consists of two families wanting to sell back lots they purchased that they no longer want to have. Ms. Kennedy said it is customary for the Town to buy back the lots at the original sale price.

Ms. Kennedy said Article 5 pertains to ongoing negotiations with the Police union. If the contract is ratified to include removal of the Town from civil service, Town meeting will need to approve it. Ms. Kennedy said the MOA is being finalized but generally Police employees hired after a certain date would not be part of civil service but those who are currently employed would remain in civil service.

Ms. Kennedy said Article 11 would allow the Town to establish a Commission on Disability. Ms. Kennedy said the Board voted to include this on the Fall Town Meeting warrant at a meeting in May 2016. Ms. Kennedy spoke with the Massachusetts Office of Disability and was informed that a five member commission is appropriate for a town Millis’ size. Ms. Kennedy said Article 12 will allow the Town to adopt provisions for collecting handicap parking fines.

Ms. Kennedy reviewed Article 13, unpaid bills. Ms. Kennedy said this is a common practice for bills that came in after the close of the previous fiscal year for work performed or goods ordered in that previous year. The current list of unpaid bills totals \$2,343.05.

16-259 Review/Approval of Energy Manager’s Contract

Ms. Kennedy presented an agreement for Energy Manager Services between Millis and Medway. Ms. Kennedy said the Medway Board of Selectmen approved the contract at their September 6 meeting. Ms. Kennedy said this is the third year of the service and it has been budgeted for. The contract reflects at 60%/40% split with the higher percentage to be covered by Millis since more of the Energy Manager’s efforts are spent in Millis especially now that it has the Green Community designation.

Sel. MacInnes made a motion that the Board approves the Intermunicipal Agreement for Energy Manager Services between the Town of Millis and the Town of Medway for the period 8/25/16-6/30/17 for a total of \$36,924.00 to be assessed and billed by the Town of Medway. The motion was seconded and passed unanimously.

16-260 Water/Sewer Commitment

Sel. McCaffrey made a motion that the Board approves the water/sewer department commitment to the collector for August 2016 for a total of \$3,267.69. The motion was seconded by Sel. MacInnes and passed unanimously.

16-261 Block Party Permit

Sel. MacInnes made a motion that the Board approves a block party permit for 5-7 Lexington Lane to be held on Saturday, October 22nd from 12:00-9:00pm following the Annual Halloween Parade led by the Millis Fire Department in pending coordination with Millis Police, Fire, and DPW. The motion was seconded by Sel. McCaffrey and passed unanimously.

16-262 Millis Recreation Annual Touch-A-Truck Fundraiser

Sel. MacInnes made a motion that the Board approves the Millis Recreation Department's permit request for the Annual Touch-A-Truck Event and Halloween Party to be held at the Veterans Memorial Building gym and parking lot from 1:00-3:00pm on Saturday, October 29th, pending coordination with Millis Police, Fire, and DPW. The motion was seconded by Sel. McCaffrey and passed unanimously.

CONSENT ITEMS

Motion by Sel. McCaffrey, seconded by Sel. MacInnes to approve and accept the Regular Session minutes, with a change of the word Search to Screening in paragraph three on page 2, of September 12th, 2016. The motion passed unanimously.

MISCELLANEOUS INFORMATION

The next Regular Session meetings will be held on 10/3, 10/24, and 11/7 in Room 229 beginning at 7:00pm

ADJOURNMENT

Sel. MacInnes made a motion to adjourn at 8:07pm, seconded by Sel. McCaffrey. The motion passed unanimously.

Respectfully submitted: Karen M. Bouret