

**BOARD OF SELECTMEN
REGULAR SESSION MEETING MINUTES
Monday, November 21, 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 6:00 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.

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.

(Police/Dispatch/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 7:00pm.

ANNOUNCEMENTS AND ACKNOWLEDGEMENTS:

Sel. Neville made the following announcements:

Congratulations to the Millis and Hopedale Football Team who are going to the Super Bowl which is being held December 3, 2016 @ 12:00pm, Worcester State University.

Thank you to the residents of Millis for attending the Annual Town Meeting. Meeting was well attended, (250) and the majority of items passed.

Thank you to the Town Clerks office for all their support and preparations for the National Elections. 5,500 registered voters, 1,848 early voting and 270 absentee votes.

Thank you to the American Legion Post #208 for hosting the Veterans Day Ceremonies. Thanks also to Jim McKay and Cynthia Harris for getting the memorials correct and in place on time.

Update on new Town Administrator search...Candidates have been reviewed by the Collins Center and met November 15th to narrow down the search to 3 or 4 candidates. Potential review again by the end of the year or beginning 2017.

The Millis Public Library was awarded a Heritage Trust Grant of \$15,000. This funding will provide the Library the means to preserve documents, books etc. for the Town.

Happy Thanksgiving.

Sel. Neville motioned to approve an early closing of the Town Hall on Wednesday, November 23. The motion was seconded by Sel. MacInnes and passed unanimously.

Commendation to Brenda Hamelin, Animal Control Officer, on receiving the ACOAM Golden Bone Award.

Sel. McCaffrey gave an update on the Community Compact Program. The Town of Millis has engaged a consulting firm to revise, revamp and improve the budget process. Two recommendations are:

1. That at some point in the process that the BOS convene with the Finance Committee, the School Committee and The Financial Management Committee to talk about the nature of the project, their inputs. This meeting will be scheduled soon.
2. That early in January the consultant will come and help facilitate discussion at Board level about focusing on the long term financial needs of the town as it begins to formulate recommendations for budget priorities for the coming fiscal year and years in the future.

Sel. MacInnes made an announcement that the Annual Resale and Jolly Holly Sale will be held on Saturday, December 3rd, 9:00am at the Church of Christ.

PUBLIC HEARINGS/SCHEDULED APPOINTMENTS

16-292 CLASS II LICENSE HEARING AND APPROVAL, MCGOWAN AUTO SALES

Sel. McCaffrey motioned to open the Public Hearing to discuss the Application and Approval for a Class II License Permit. Sel. MacInnes seconded the motion and it passed unanimously.

Sel. Neville stated that documents must be submitted by the Applicant. Board has received criteria requirements. Applicant must notify abutters via Certified Mail and Return Receipts be submitted to the BOS. Must also supply copy of \$25,000 Bond, Site Plan of property showing number of cars to be sold on lot. A check in the amount \$200. Plan must be in compliance with the Building Inspector. Questions and concerns were addressed. It was stated that the Applicant may have to go to the Planning Board to review parking on the Site Plan. McGowan Auto Sales, 376 Village Street.

Sel. McCaffrey motioned to close the hearing. The motion was seconded by Sel. MacInnes passed unanimously.

Sel. McCaffrey motioned that the BOS approve the Application. The motion was seconded by Sel. MacInnes passed unanimously.

16-293 CLASS II LICENSE HEARING AND APPROVAL MILLIS COLLISION/R & R AUTOMOTIVE

Sel. McCaffrey motioned to open the Public Hearing. The motion was seconded by Sel. MacInnes and passed unanimously.

Sel. Neville stated that the Applicant has met all conditions and all documents have been submitted. for R & R Automotive 1463 Main Street.

Sel. McCaffrey motioned to close the hearing. The motion was seconded by Sel. MacInnes and passed unanimously.

Sel. McCaffrey motioned to grant the Application/Approval for R & R Automotive to sell up to 4 vehicles. Subject to acceptance of the Zoning Board. The motion was seconded by Sel. MacInnes and passed unanimously.

MEETING WENT OUT OF ORDER

SCHEDULED BUSINESS

16-296 REQUEST FOR BUILDING PERMIT FEE WAIVER @ CLYDE BROWN SCHOOL

Request submitted by Nancy Gustafson, Superintendent.

Sel. McCaffrey motioned to grant the waiver of the \$400 Building Permit Fee for work relating to repair of the Clyde Brown School roof. Sel. MacInnes seconded and passed unanimously.

16-297 APPROVAL OF POLICE CHIEF CONTRACT

Deferred

16-298 CONTRACT APPROVAL FOR DPW VEHICLES

Sel. McCaffrey motioned to approve Contract with MHQ Vehicle Equipment for the purchase of a 2017 Ford Explorer (with additional Scanner and Flashlight) in the amount of \$ 30,882. Sel. MacInnes seconded and passed unanimously.

Sel. McCaffrey motioned to approve Contact with Liberty Chevrolet in Waltham, MA for the purchase of a 2017 Silverado Dump Truck and Fisher Plow Package in the amount of \$40,100.53 after a \$7,000 trade in. The motion was seconded by MacInnes and passed unanimously.

MEETING WENT OUT OF ORDER

PUBLIC HEARINGS/SCHEDULED APPOINTMENTS

16-294 EDEN STREET SEWER EXTENSION DISCUSSION

Dan Merrikin, representative for the Owner/Developer, Tom Roche, presented with Board the reason why he was there to discuss the potential Eden Street project. He stated that the Owner/Developer wants to extend the sewer line down Eden Street to their Lot/Property and in the process they would stub to every house along the way that doesn't already have Sewer hook-up (9-10 houses). He stated that they would put in a 2" low pressure sewer line down the existing gravel road and restore to its originally condition afterwards. The Owner/Developer wants to see if the BOS agrees in concept to the proposed extension so the Applicant can move forward and prepare a sewer extension plan and submit a formal request for sewer extension.

Jim McKay stated that GCG are reviewing the plans for the Bridge Street/Assisted Living Center Project to see if the Dover Street Pump Station can sustain their projects.

Mr. McKay thought maybe the 2 projects (Eden Street and the Assisted Living Center could be combined. In addition to this Sel. Neville stated that if the Board did approve on this then they would ask both Developers to work with them to determine if the Dover Street Pump Station would accommodate both projects and if they would need to upsize the station.

Mr. McKay stated that GCG is doing a peer review for the Eden Street project.

Sel. McCaffrey and Sel. MacInnes both stated that the Assisted Living Center Project was already approved and that they would only have to do their share in upgrading the system.

Mr. McKay stated that he would notify the Developer for the Assisted Living Center and update them on the current status of this Eden Street Project.

Sel. Neville stated that the Assisted Living Center Developers are scheduled for December 12th BOS meeting for permitting on their project.

Dan Merrikin stated that he and the Developer for the Eden Street Project would be in attendance at the December 12th meeting.

Interim Town Administrator, Suzanne Kennedy requested to see the report from GCG prior to the December 12th meeting so that the Board could review.

It was decided by the Board not to recommend or agree and to wait until the Contractor for the Assisted Living Project be notified of this potential project as it may affect them and to wait for their Dec 12th meeting with the Board for permit approvals. The BOS also asked the Applicant for a report on their project so that the Board can review and discuss at the next BOS meeting on December 12th.

MEETING WENT OUT OF ORDER

SCHEDULED BUSINESS

16-306 BOS REVIEW OF FTM ARTICLE 11 – SEWER EXTENSION & THE POTENTIAL FUTURE DIRECTION FOR EXPANSION CHARGE FOR SEWER COMMITTEE

Sel. Neville wanted to bring this topic to the meeting tonight. He stated that the Board is looking for direction as to what the Town should do at this point. Former Boards bought the sewer capacity from the Town of Franklin which augmented the future expansion of the Sewer System (which benefited the town). Monies have been spent on design engineering for projects that were not approved or voted down by residents.

Sel. Neville reminded the Board of the bylaw that states that abutters and residents must be notified of Sewer Projects. Many projects are voted down.

Operations Support Manager, Karen Bouret, noted that there were many residents who were not aware of Sewer Projects.

Sel. McCaffrey noted that there must be approval from 2/3 of the voters and agreed that there must be a better way to inform the public.

Sel. MacInnes asked for a review of the procedure of the Sewer Commission to the BOS on ways to inform the public more completely, i.e. phone calls, etc.?

Sel. MacInnes asked Mr. McKay for information as to how much the Residents are paying for unused sewer yearly to be brought up at the next BOS meeting.

Sel. Neville brought up the subject of the potential Toll Brothers project. Toll Brothers has approached the BOS relative to the expansion of sewer down Orchard Street and/or down Middlesex Street. They are doing a feasibility study and want to know if that would be applicable to their project. This expansion could possibly fit into the Town's right to sewer.

Sel. Neville suggested to put this issue on the Agenda to have a definitive discussion.

MEETING WENT OUT OF ORDER

PUBLIC HEARINGS/SCHEDULED APPOINTMENTS

16-295 TAX CLASSIFICATION HEARING

Sel. McCaffrey motioned to open the hearing to vote on the Tax Classification for the Fiscal Year 2017 be a single tax or split tax rate for the town. The motion was seconded by Sel. MacInnes and passed unanimously.

Paula Dumont, representing the Assessors office, presented the recommendation that the BOS adopt the Single Tax Rate for the Fiscal Year 2017.

Sel. McCaffrey motioned to close the hearing. The motion was seconded by Sel. MacInnes and passed unanimously.

Sel. McCaffrey motioned to adopt the single tax rate for Fiscal Year as recommended. The motion was seconded by Sel. MacInnes and passed unanimously.

Discussion with the BOS in regards to the LA5 signing. The projected DOR tax rate is \$18.50.

Sel. McCaffrey motioned that the BOS approve the LA5 document for the fiscal year 2017 submitted by the Town Finance Director. The motion was seconded by Sel. MacInnes and passed unanimously.

MEETING WENT OUT OF ORDER

SCHEDULED BUSINESS

16-299 DELAGATION/APPOINTMENT OF CHIEF PROCUREMENT OFFICER

Ms. Kennedy informed the Board that the Attorney General is requesting appointment of Chief Procurement Officer for the Town of Millis.

Sel. McCaffrey stated that The Town of Millis has a bylaw stating the Town Administrator is the Chief Procurement Officer and that that it is in compliance with the Attorney General's Office regulation.

Ms. Kennedy will relay this information to the Attorney General's Office and if needed will be addressed at future BOS Meeting.

16-300 EXTENSION OF INTERIM TOWN ADMINISTRATOR EMPLOYMENT AGREEMENT

BOS reviewed the approval and extension of the Interim Town Administrator, Suzanne Kennedy.

Sel. McCaffrey motioned to approve the extension of the contract for the Interim Town Administrator Suzanne Kennedy amended to January 1, 2017 – February 28, 2017. The motion was seconded by Sel. MacInnes and passed unanimously.

16-301 BOS MEETING SCHEDULE JANUARY AND FEBRUARY 2017

The Board set dates for the Winter meetings as follows:

12/6/16 @ 6:00pm, 12/12/16 @ 7:00pm, 1/9/17 @ 7:00pm, 1/30/17 @ 7:00pm, 2/6/17 @ 7:00pm, 2/27/17 @ 7:00pm, 3/13/17 @ 7:00pm and 3/27/17 @ 7:00pm. All to be held in Room 229 at the Veterans Memorial Building.

16-302 TUCKERDALE SURETY AGREEMENT BOND RELEASE

All conditions have been met.

Sel. McCaffrey motioned to approve the release of Tuckerdale LLC from the Surety Bond of \$7,500 and to notify Tuckerdale LLC and the Zoning Board of Appeals. The motion was seconded by Sel. MacInnes and pass unanimously.

16-303 VOTE OF SUPPORT FOR KENSINGTON PLACE WATER MAIN

Kensington Place, 43 Van Kleeck Road. The Town is in agreement with its consultant (GCG) and the plan submitted by GCG showing an easement that it is recommended be provided by the developer to the Town, since the water main will not be looped, so as to allow the potential of a through connection via the Town's adjacent property at a later date.

Sel. McCaffrey motioned to support the recommendation of the Deputy Director of Public Works Chief Operating Officer to accept the 500+/- feet water main connection as shown on the plans with a 20 feet wide Utility Easement to reserve the right for future looping as desired by the Millis DPW. The motion was seconded by Sel. MacInnes and passed unanimously.

16-304 WATER/SEWER COMMITMENTS (2)

Sel. McCaffrey motioned that the BOS approve the Water/Sewer Commitment for October, 2016 in the amount of \$1,661.08. The motion was seconded by Sel. MacInnes and pass unanimously.

Sel. Mc Caffrey motioned that the BOS approve the Water/Sewer Commitment for September, 2016 in the amount of \$1,607.17. The motion was seconded by Sel. MacInnes and passed unanimously.

16-305 BAN – CAUSEWAY CULVERT

Sel. McCaffrey motioned that the BOS do approve the short term borrowing renewal for the project Culvert Improvement at Causeway Street in the amount of \$36,000 at an interest rate of 1.25% with Eastern Bank. The motion was seconded by Sel. MacInnes and passed unanimously.

CONSENT ITEMS

There were no Consent Items to review.

ADJOURNMENT

Sel. McCaffrey motioned to adjourn at 9:20pm. The motion was seconded by Sel. Neville and passed unanimously.

Respectfully submitted: Maureen Canesi