

**BOARD OF SELECTMEN
REGULAR SESSION MEETING MINUTES
Monday, January 9, 2017 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 Interim Town Administrator Suzanne Kennedy.

ANNOUNCEMENTS AND ACKNOWLEDGEMENTS:

Sel. MacInnes read aloud the "Town of Millis School Choice Week Proclamation" (January 22-28, 2017)

PUBLIC HEARINGS/SCHEDULED APPOINTMENTS

17-001 FRED SOUZA RETIREMENT

Jim McKay, Deputy Director of the DPW, said Fred Souza was a diligent employee of the Millis DPW for over 34 years. The Millis BOS recognized and thanked Fred Souza HEO/Laborer with the DPW for outstanding service with the Town. Sel. MacInnes read an Appreciation letter aloud. Mr. Souza was also presented by Jim McKay with a replica of the Town's Ford Tractor

17-002 APPOINTMENT OF TEMPORARY BUILDING DEPARTMENT ASSISTANT & PERMANENT BUILDING DEPARTMENT ASSISTANT

Interim Town Administrator Suzanne Kennedy recommended the appointment of Kim Borst to fill the position of Temporary Building Assistant I, retroactively. Ms. Kennedy said the Board gave her the authority to appoint someone temporarily to the position at the last meeting.

Sel. McCaffrey motioned to approve the appointment of Kim Borst to the position of Temporary Building Assistant I. The motion was seconded by Sel. MacInnes and passed unanimously.

Ms. Kennedy also recommended the appointment of Jennifer Kiggen to the position of Permanent Building Assistant I. Ms. Kennedy said seven candidates were interviewed by the Building Commissioner, the Deputy Building Inspector, and her.

Sel. McCaffrey motioned to approve the appointment of Jennifer Kiggen to the position of Permanent Building Assistant I.

Sel. MacInnes did not approve the motion and asked the board to consider Susan Vara current town employee as a candidate.

Sel. Neville stated that the board would support the Town Administrator's recommendation and Sel. McCaffrey stated the it was the Town Administrator's responsibility to recommend the Candidate for the position.

Sel. Neville asked the BOS to vote on the approval of Ms. Kennedy's appointment of Jennifer Kiggen to the position of Permanent Building Assistant I. Both Sel. Neville and Sel. McCaffrey voted to approve, Sel. MacInnes opposed.

Sel. Neville made an announcement for town wide awareness about the following committee and board vacancies. The vacancies are: Cultural Council, Finance Committee, Housing Authority (2), Local Emergency Planning Committee, Recreation Committee (2), Board of Accessors, Disability Commission – NEW Group and Tri-County Regional Vocational HS Committee Representative.

17-003 APPOINTMENT OF DPW SEASONAL SNOW PLOW DRIVERS (2)

Ms. Kennedy recommended two former DPW employees, Fred Souza and Kenneth (Alex) McColl, for the positions.

Sel. McCaffrey motioned to approve the appointment of Fred Souza and Kenneth (Alex) McColl as part time temporary seasonal Snow Plow Drivers. The motion was seconded by Sel. MacInnes and passed unanimously.

17-004 STORMWATER/LAND DISTURBANCE PERMIT HEARING CONTINUANCE – ASSISTED LIVING DOVER ROAD

Sel. McCaffrey made a motion to re-open the hearing for the Dover Road Residences Stormwater Management and Land Disturbance Application. The motion was seconded by Sel. MacInnes and passed unanimously.

Sel. Neville made a recommendation to close the hearing.

Sel. McCaffrey motioned that the hearing be closed at 8:00pm. The motion was seconded by Sel. MacInnes and passed unanimously.

Sel. Neville motioned to approve the request for a Stormwater and Land Disturbance Permit for Barberry Homes Residences at Dover Road subject to addition of walkway paths and grading resolution with grading to be overseen by a Board of Health representative and/or BETA. The motion was seconded by MacInnes and passed unanimously.

Sel. MacInnes asked why there are peer reviews by individual departments instead of one peer review which covers all the questions. Mr. McKay said they have been looking at trying to streamline the process with BETA and will send a draft proposal.

17-005 SEWER EXTENSION PERMIT FOR ASSISTED LIVING DOVER ROAD

Sel. Neville reviewed the letter from GCG Associates, Inc. regarding the off-site water main and sewer main extension for the Dover Road Residences. Ms. Kennedy stated that the Pump Station must be upgraded for this project to go through. Recommendations from GCG Associates are that the Pump Station be rebuilt or replaced. There was much discussion on who should be responsible for the upgrades or replacement as well as the cost which was originally estimated at \$25,000.00 but after further review is estimated at \$271,000.00 by GCG. Sel. Neville stated that the BOS would wait for another Sewer Committee meeting and it would be discussed as to whether the developer would only be responsible for upgrades. The BOS agreed that the sewer extension is recommended but the Pump Station replacement issue must be determined (resolved) first. Sel. Neville stated the Sewer Committee made recommendations to move forward to investigate with a warrant item due to the fact that it would bring revenue into the sewer system which would be good for all sewer users. Sel. Neville stated that if GCG Associates reports back in a timely manner then another Sewer Committee meeting can be held prior to the next BOS meeting on January 30, 2017. Ms. Kennedy stated that it could be substantially less for the developer to build the station and that should also be reviewed. The BOS determined that this item be postponed and put back on the Agenda for the next BOS Meeting when more information is available.

17-006 APPROVAL OF THIRD AMENDMENT TO MOA – KENSINGTON PLACE

Sel. McCaffrey motioned to approve the Third Amendment to the Memorandum of Agreement (removal or Parcel A) between McDonough Building, Inc. and the Town of Millis. The motion was seconded by MacInnes and passed unanimously.

17-008 AWARD OF PROPERTY DATA VERIFICATION & RECERTIFICATION SERVICES CONTRACT

Interim Town Administrator Suzanne Kennedy recommended approving the Contract between Real Estate Research Consultants, Inc. and the Town of Millis which re-evaluates properties based on current market conditions. Ms. Kennedy said the contract was reviewed and approved by Town Counsel. Jerry Natale and Brian Pelletier of Real Estate Research Consultants were present. Mr. Pelletier said the properties have been revalued on a tri-annual basis but will now move to every five years.

Sel. McCaffrey motioned for the BOS to approve the Contract between Real Estate Research Consultants and the Town of Millis in the amount of \$51,100.00. The motion was seconded by Sel. MacInnes and passed unanimously.

17-007 DISCUSSION AND APPOINTMENT OF TOWN ADMINISTRATOR

Sel. Neville reviewed the process of recruiting a new Town Administrator. He said the final step was for the BOS to review the candidates the Selection Committee recommended. The BOS interviewed Michael Guzinski, Christopher Clark, and Christopher Sandini on January 4th. The Selectmen each gave their thoughts on what they are looking for in a Town administrator including growth for the Town, ability to work with the existing management team, and focus on goals set by the Board. Each Board member gave their choice of the best candidate of the three, and Michael Guzinski was the unanimous choice,

Sel. MacInnes made a motion that the Board of Selectmen appoints Michael Guzinski as Millis Town Administrator subject to a physical, confirmation of a background check by the Collins Center, and successful contract negotiation. The motion was seconded by Sel. McCaffrey and passed unanimously.

SCHEDULED BUSINESS

17-009 MHQ CONTRACT FOR ANIMAL CONTROL TRUCK

Ms. Kennedy recommended (and funds were approved by the Finance Committee) to purchase a new Animal Control Truck (2017 Ford F150, 4X4). The cost will be shared with the Town of Medway. Town of Millis is responsible for \$14,897 and Town of Medway \$14,897.

Sel. McCaffrey motioned that the BOS approve the purchase of the Animal Control Truck in the amount of \$14,897.00 to pay for Millis' portion of the vehicle. The motion was seconded by MacInnes and passed unanimously.

17-017 REVIEW APPROVAL OF AGOSTINI CHANGE ORDERS #'S 21 & 22 – FIRE RENOVATION PROJECT

Sel. McCaffrey motioned that the BOS approve Change Order #21 with Agostini Bacon in the amount of \$35,045 (which was the original price) to be subcontracted with Safety Signal. The motion was seconded by Sel. MacInnes and passed unanimously.

Sel. McCaffrey motioned that the BOS approve Change Order #22 with Agostini Bacon in the amount of \$18,873 for the Items as listed in the Change Order. The motion was seconded by Sel. MacInnes and passed unanimously.

17-108 REVIEW AND APPROVAL OF GYMSOURCE EQUIPMENT PROPOSAL – FIRE RENOVATION PROJECT

Pat Sheehan, member of the Permanent Building Committee, said the Fire Department will be purchasing gym equipment from the same vendor as the Police.

Sel. McCaffrey motioned for the BOS to approve the purchase of Fitness Equipment from GymSource in the amount of \$13,746.18 for the Fire Station Renovation. The motion was seconded by Sel. MacInnes and passed unanimously.

17-019 REVIEW AND APPROVAL OF MASSCOR FURNITURE PROPOSAL – FIRE RENOVATION PROJECT

Pat Sheehan said Fire Chief Barrett did some research and found great pricing with MassCor, which is a program where inmates learn life skills and produce goods for purchase. The Town has used MassCor for many projects including the BOS desk.

Sel. McCaffrey motioned for the BOS to approve the Contract with MassCor to purchase furniture and shelving in the amount of \$24,000. The motion was seconded by MacInnes and passed unanimously.

17-016 REQUEST TO INCREASE REVOLVING FUND EXPENDITURE - BOARD OF HEALTH - FOR MEDICAL SERVICES AND VACCINATIONS

Barbara Thissell with the Board of Health requested the expenditure increase, which would increase the cap for the revolving fund but not create an increase for taxpayers. Ms. Thissell said the Town is reimbursed for expenditures through Medicare and insurance.

Sel. McCaffrey motioned that the BOS authorize an increase in the expenditure allowance for the Board of Health Revolving Fund to \$8,500 for fiscal year 2017. The motion was seconded by Sel. MacInnes and passed unanimously.

17-010 CHANGE ORDER REVIEW/APPROVAL FOR RICCIARDI BROS. FOR WATER STREET PUMP STATION REPLACEMENT

Mr. McKay said work has been completed at the Water Street Pump Station. Change Orders #'s 1-4 for Ricciardi Bros. total \$16,335.18 and include a cost to provide Natural Gas service, LED lighting, enlarging a concrete pad, and installing safety nets within the pump station wetwell.

Sel. McCaffrey motioned to approve the Change Order 1-4 for Ricciardi Bros., Inc., for a total of \$16,335.18. The motion was seconded by Sel. MacInnes and passed unanimously.

17-011 CHANGE ORDER REVIEW/APPROVAL FOR P.J. KEATING FOR EXCHANGE STREET SIDEWALK REPAIR

Mr. McKay presented a change order for repairs to sidewalks and make sidewalks handicap accessible in the amount of \$32,444.87 for P. J. Keating.

Sel. McCaffrey motioned for the BOS to approve the change order in the amount of \$32,444.87. The motion was seconded by Sel. MacInnes and passed unanimously.

MEETING OUT OF ORDER

Sel. Neville made an Announcement/Update asking that the BOS recognize Kris Fogarty, Recreation Dept. Director, who was nominated for the Massachusetts Recreation and Parks Association Community Branch Professional of the year.

Sel. Neville stated the form needed to be sent in with signatures by January 13, 2017.

Sel. McCaffrey made a motion that the BOS will send a letter in support of Ms. Fogarty's candidacy for the Community Branch Professional of the Year Award. The motion was seconded by MacInnes and passed unanimously.

17-012 PROGRESS UPDATE ON THE SALE OF WATER - THREE DEVELOPMENTS

Sel. McCaffrey gave an update on the potential sale of water from Millis to Excelon. Sel. McCaffrey explained the following:

1. Calculation of demand charge is being prepared by consultant
Currently a "Demand Charge Model", which is a flat fee per month, is used
2. Kleinfelder is being asked to produce a cost estimate for water sold to Excelon. Preliminary reports have just been received regarding price mitigation strategies
3. The BOS is requested change of council to Mintz/Levin who has specific experience with the municipal sales of water from one town to a private business in another. A meeting with Council, Jim McKay and Suzanne Kennedy to scope of the assignment.

There is no motion from the BOS. This was just an update.

17-013 (2) ANIMAL CONTROL OFFICE DESIGNATIONS

Designations recommended by Ms. Kennedy for Full Time Animal Control Officer and Part Time Animal Control Officer Assistant. This is an annual appointment.

Sel. McCaffrey motioned to approve the appointment of Brenda Hamelin as Full Time Animal Control Officer through the Massachusetts Animal Fund for the Town of Millis. The motion was seconded by Sel. MacInnes and pass unanimously.

Sel. McCaffrey motioned to approve the appointment of Erin Malette as Part Time Animal Control Officer Assistant through the Massachusetts Animal Fund for the Town of Millis. The motion was seconded by Sel. MacInnes and pass unanimously.

17-014 REVIEW OF ANNUAL TOWN MEETING AND BUDGE CALENDAR FY 2018

Sel. Neville presented a proposed timeline relative to the Annual Spring Town Meeting which was completed by Ms. Kennedy and Operations Support Manager, Karen Bouret. Ms. Kennedy recommended that the process be started earlier (September) and creating a budget policy of a 5-year forecast. Ms. Kennedy said the timeline would allow an equal amount of time for the Finance Committee and the Board of Selectmen to review and approve Warrant and the Budget.

Ms. Kennedy also recommended a change to the Annual Town Meeting Warrant open to January 17th, not January 16th as this a holiday, and then close on February 13th. Ms. Kennedy also recommended that the Town Administrator submit to the Board of Selectman, for approval, the comprehensive operating and capital budgets.

The Board of Selectman will review the comprehensive operating and capital budgets February 13th – March 13th to submit to the Finance Committee. Sel. McCaffrey spoke about the calendar outline being a good idea and recommended that the Finance Committee be given the opportunity to review the proposed timeline so that they may have input. Potential discussion going forward will take place a next BOS meeting.

17-015 APPROVAL OF REMOVAL FROM CIVIL SERVICE

Sel. Neville said a letter has been crafted to try to expedite the Town's removal from civil service as voted at the November Town Meeting.

Sel. Neville motioned that the BOS approve and sign letters to Senator Ross, Representative Dooley and Representative Linsky asking for approval to remove the Millis Police Union from Civil Service. The motion was seconded by McCaffrey and pass unanimously.

17-020 WATER/SEWER DEPARTMENT COMMITMENT

Sel. McCaffrey made a motion to approve the Water/Sewer Department Commitment to the Collector for December 2016 in the amount of \$1,103.93. The motion was seconded by Sel. MacInnes and passed unanimously.

17-021 ONE DAY SPECIAL ALCOHOL PERMIT – ST. THOMAS THE APOSTLE CHURCH

Sel. McCaffrey motioned that the BOS grant St. Thomas the Apostle Church a one day Alcohol Permit for their Winter Fest Open House being held January 21, 2017 from 5:00pm-10:00pm. 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 10:30pm. The motion was seconded by Sel. Neville and passed unanimously.