

**BOARD OF SELECTMEN
REGULAR SESSION MEETING MINUTES
Monday, April 3, 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 6:00 pm. The following persons were present: Sel. James Neville, Sel. James McCaffrey, Sel. Catherine MacInnes, Operations Support Manager Karen Bouret, and Town Administrator Michael Guzinski.

EXECUTIVE SESSION: 6:00 PM

Motion by Sel. Neville to conduct strategy sessions in preparation for negotiations with union or non-union personnel or to conduct collective bargaining sessions or contract negotiations with union or non-union personnel and the Chair does so declare.

(DPW Contract, Fire Chief Contract, Library Director Contract).

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 stated that the BOS is searching for a volunteer to serve as a member of the Tri-County Regional Vocational Technical School Committee. Anyone who is interested can contact Karen Bouret or the BOS.

Sel. MacInnes announced Millis Beautification Day being held Saturday, April 8, 2017 are looking for Millis residents to help out. Registration starts at 8:00 am and will run from 9:00 am-12 noon.

Sel. MacInnes informed the BOS of a meeting she attended March 28, 2017 with Senator Ross, Representative Linskey, Representative Dooley and Millis Police Chief, Christopher Soffayer to discuss the Senate Bill – 1452 exempting certain positions within the Police Department on the Civil Service Law.

PUBLIC HEARINGS AND SCHEDULED APPOINTMENTS

17-085 APPOINTMENT OF PART TIME DISPATCHER

No part time appointments at this time

17-086 APPOINTMENT OF FULL TIME DISPATCHER

Police Chief, Christopher Soffayer, asked the BOS to consider two (2) new Full Time Public Safety Dispatchers. The Town Administrator, Michael Guzinski asked the BOS to ratify the appointments of Matthew Sullivan and Zachary Forsythe for the positions.

Sel. McCaffrey motioned that the BOS ratify the Town Administrator’s appointment of Matthew Sullivan to serve as Full Time Public Safety Dispatcher. Sel. MacInnes seconded and it passed unanimously.

Sel. McCaffrey motioned that the BOS ratify the Town Administrator’s appointment of Zachary Forsythe to serve as Full Time Public Safety Dispatcher subject to Physical. Sel. MacInnes seconded and it passed unanimously.

Chief Soffayer updated the BOS with regards to Civil Service Law Bill. He noted that he will drafting a letter to send to the panel and he will pass it to the BOS when completed.

17-087 REVIEW AND APPROVAL SEWER EXTENSION EDEN STREET

Tom Roche (SSW Realty Trust) was present as well as Daniel Merrikin (GCG Engineering) to discuss and review with the BOS the proposed extension of a 2” low pressure force main down Eden Street to the Roche properties. This extension would provide stubs to lots 17, 20-22, 25, 26, 27 along the way. It was decided by the board that Town Counsel would review along with SSW Realty Trust council. Will be scheduled to review at a future BOS meeting.

SCHEDULED BUSINESS

17-088 RATIFICATION OF DPW CONTRACT

Sel. McCaffrey motioned to approve the Memorandum of Agreement between the Town of Millis and ASME Council 91, Local 3901 the Union representing the Millis DPW workers for a 3-year Contract commencing July 1, 2017 - June30, 2019. Provisions are wage increases of 2% year 1, 2.5% year 2 and 3% year 3. Sel. MacInnes seconded and it passed unanimously.

17-089 RATIFICATION OF FIRE CHIEF’S CONTRACT

Sel. McCaffrey motioned to approve the Memorandum of Agreement between the Town of Millis and Richard Y. Barrett, Fire Chief commencing July 1, 2017 – June 30, 2019. Sel. MacInnes seconded and it passed unanimously.

17-090 RATIFICATION OF LIBRARY DIRECTOR’S CONTRACT

Sel. McCaffrey motioned to approve the Memorandum of Agreement between the Town of Millis and Alexander R Lent, Library Director commencing February 23, 2017 – February 22, 2020. Provisions included are wage increase of 3% in 2017, 2% in 2017/18 and 2% in 2018/19. Sel. MacInnes seconded and it passed unanimously.

17-091 REVIEW AND APPROVAL OF CO#28 AGOSTINI – FIRE STATION

Wayne Klocko, Permanent Building Committee Chair, review with the BOS the Change Order#28 in the amount of \$15,267.00as listed below:

Change Order Request 137.1 Changes per Plumbing Inspector part 1	- \$5,761.00
Change Order Request 137.2 Changes per Plumbing Inspector part 2	- \$ 892.00
Change Order Request 173 Added steel frame	- \$3,268.00
Change Order Request 185 3-phase service for Cascade system	- \$1,363.00
Change Order Request 186 Added floor prep Gear Room	- \$3,218.00
Change Order Request 187 Piping to dishwasher	- \$ 765,00

Sel. McCaffrey motioned that the BOS approve Change Order #028 in the Contract Agostini/Bacon Construction for the Fire Station Renovation project in the amount of \$15,267.00. Sel. MacInnes seconded and it passed unanimously.

17-092 AMENDMENT TO TAPPE ARCHITECT’S CONTRACT FOR ESBC PROJECT – SITE DESIGN

The Building Committee voted to recommend the approval the Amendment to the Contract between the Town of Millis and Tappe Architects, Inc. The Amendment is a result of: In order for the school project to break ground prior to the winter of 2017-18, then the Design Team needs to get a jump start on the Design Development phase of April 3, 2017. The Town is proceeding with this start prior to the full project funding vote by utilizing available funding from the feasibility study.

Sel. McCaffrey motioned to authorize the Town Administrator's to execute ATTACHMENT F, CONTRACT FOR DESIGNER SERVICES, AMENDMENT NO. 3 in the additional amount of \$100,000 for the Design Development Phase. Sel. MacInnes seconded and it passed unanimously.

17-093 REVIEW OF ANNUAL TOWN MEETING WARRANT ARTICLES

DPW

DPW Deputy Director Jim McKay reviewed the following:

- Updated the BOS of the snow and ice budget
- Reviewed the revenue projection breakdowns
- Reviewed the 10 year survey for snow and ice costs
- Updated the BOS on new roads added within the Town for snow and ice
- Well building roof replacement quotation

Mr. McKay then reviewed the Form 7 Articles:

- Dover Road Water Main Extension
- Sewer Phase 4, removing Infiltration and Inflow from the Millis Sewer system
- Request for purchase & equipment, 2017 Yukon Cargo Trailer
- Request for purchase & equipment, 2017 Ford 450 Cab and Chassis Aerial Bucket Truck

Mr. McKay answered questions from the BOS with respect to the above. He also reviewed Form 3, Fiscal Year 2018 Requests.

FIRE DEPARTMENT

Fire Chief, Richard Barrett reviewed with the BOS the following Form 7 Requests:

- SCBA Pack/Bottle Replacement Request
- Request to hire a Department Assistant II
- Request to hire a Firefighter/Paramedic
- Fund the last 2 Paramedic Students

POLICE DEPARTMENT

Police Chief, Christopher Soffayer reviewed the following Form 7 Requests:

- Request to replace 2 Police Cruisers.

Form 8 Requests:

- Request to hire a full-time School Resource Officer (which is required by Massachusetts Law) which would be a cost of \$50,480 if the current Police Officer Bickford keeps his role within the Department.

Sel. Neville updated the BOS and resident with regards to discussions around the Warrant Items and proper wording relative to some of the lease purchases being used. He reached out to Town Council to get feedback relative to a correct process and if the Town is engaged in that process.

Currently there are leases in Warrant Items that reference both current year and prior years. According to Massachusetts General Law in prior years that was an acceptable practice. However, enacted this July the "Municipal Modernization Act" now stipulates that any new lease cannot be combined with a prior lease in the same Warrant Line Item.

Sel. Neville read aloud the letter from Town Council with respect to this issue.

Sel. McCaffrey asked that the BOS send a formal written description of this position to the Finance Committee. Sel. Neville stated that he will draft a document for the BOS to review and send to Finance Committee along with the statement/letter from Town Council.

CONSENT ITEMS

Sel. McCaffrey motioned that the BOS approve the minutes of January 30, 2017 as amended. Sel. MacInnes seconded and it passed unanimously. Sel. McCaffrey motioned that the BOS approve the minutes of February 27, 2017. Sel. MacInnes seconded and it passed unanimously. Sel. McCaffrey motioned that the BOS to approve the minutes of March 27, 2017. Sel. MacInnes seconded and it passed unanimously.

MISCELLANEOUS INFORMATION

Next Regular Session meetings are scheduled as follows:

Wednesday, April 19, 2017 @ 7:00pm

Monday, April 24, 2017 @ 7:00pm

Monday, May 8, 2017 @ 7:00pm

Town Administrator, Michael Guzinski updated the BOS of the Department heads who have submitted but not yet presented their budget materials and Forms 7 & 8.

Town Clerk, Council on Aging, Superintendent of Schools, Building Commissioner, Finance Director, Library Director, Recreation Department.

Sel. Neville requested that these Department Heads present their requests at the April 19, 2017 BOS meeting for review.

ADJOURNMENT

Sel. McCaffrey motioned for adjournment at 9:45 pm, seconded by Sel. MacInnes. The motion passed unanimously.

Respectfully submitted: Maureen Canesi