

**BOARD OF SELECTMEN  
REGULAR SESSION MEETING MINUTES  
Wednesday April 19, 2017 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 7:00 pm. The following persons were present: Sel. James Neville, Sel. James McCaffrey, Sel. Catherine MacInnes and Town Administrator Michael Guzinski.

**ANNOUNCEMENTS AND ACKNOWLEDGEMENTS:**

Sel. Neville thanked the Garden Club and the Lion's Club for helping clean up areas throughout the Town.

**SCHEDULED BUSINESS**

17-096 Consideration and Approval of Debt Exclusion Ballot Question for Construction of New Clyde Brown Elementary School Project for May 1, 2017 Annual Town Election.

**Sel. McCaffrey motioned to ratify, approve and confirm the placement of the following Debt Exclusion Ballot Question with respect to the Clyde Brown Elementary School Project on the Ballot for the May 1, 2017 Annual Town Election:**

**"Shall the Town of Millis be allowed to exempt from the provisions of Proposition 2 ½, so-called, the amounts required to pay for the bonds issued in order to design, construct, furnish and equip a replacement school facility for the existing Clyde Brown Elementary School and associated site work?"**

**Sel. MacInnes seconded and it passed unanimously.**

17-097 Meet with Department Heads to Review Annual Town Meeting Articles and FY18 Budget  
Department heads from the Council on Aging, Library, Finance Committee, Clerk and School Committee were present to review their budget requests.

**Council on Aging Director** - Patty Kayo presented to the BOS Form 7 and Form 8.

Form 7 request is for purchase of a new Handicap Equipped Van. They currently have \$15,590 in donations and will be looking for approximately \$45,000-\$55,000 to purchase a new van.

Form 8 request is for an increase of \$28,338.08 (25%) in payroll for hours needed to keep the Senior Center open until 4:30 Monday-Thursdays.

**Library Director** - Alex Lent requested an increase of \$5,400 in payroll to add more open hours of the Library. 10am-8pm on Thursdays, 10am-3pm on Saturdays and 10am-8pm on Mondays.

**Finance Committee Director** - Kathy LaPlant presented and requested the approval of hiring a Department Assistant II (15 hours/week) to do the Accounts Payable for the school and town hall and also to increase the current Assistant Town Accountant payroll (1,045 hours/year). Ms. LaPlante also talked about upgrading to Munis (Financial Software) and purchasing a purchase order system.

**School Committee Representative** - Denise Gibbons presented to the BOS the Warrants and capital needs for the School Department. Ms. Gibbons reviewed the Warrant List as follows:

1. Repairs for the Clyde Brown Elementary School i.e. Roof repairs
2. Instructional Resources
3. Back Up Data Storage
4. Repair & upgrade the Middle School bathrooms
5. Repairs for the Auditorium

Ms. Gibbons also review Form 8 items that the school administrative team has reviewed with School Committee.

**Town Clerk** - Lisa Hardin requested that the Town Clerks position and hours be changed to an appointed position with full time hours.

Michael Guzinski, Town Administrator reviewed with the BOS his preliminary recommendations for budget. His recommendations to fund the level service budget and items in the FY18 review were as follows:

UNPAID BILLS	\$ 7,665.00
CURRENT YEAR ADDITIONAL EXPENSES	370,745.20
ANNUAL AUDIT	35,500.00
ACTUARIAL STUDY	7,500.00
STORMWATER MANAGEMENT	240,024.10
SCHOOL BUS LEASE	67,038.33
SCHOOL COMPUTER LEASE	46,397.99
CLEAR GOV	5,625.00
MEDICAIDE REIMBURSEMENT	5,000.00
SCHOOL RESOURCE OFFICER	21,480.00
FIRE FIGHTER/PARAMEDIC	29,730.50
FIRE DEPT. ASSISTANT II	20,274.00

**\*\*REMOVE \$25,000 FROM THE PROPOSED \$250,000 SNOW & ICE BUDGET\*\***

**Sel. McCaffrey motioned that the BOS support the Town Administrator's preliminary recommendations. Sel. Neville seconded and it passed unanimously.**

**Sel. McCaffrey motioned to approve the level service budget with the exception to remove \$25,000 from the proposed \$250,000 snow and ice line item. Sel. MacInnes seconded and it passed unanimously.**

#### **CONSENT ITEMS**

There were no consent items.

#### **ADJOURNMENT**

**Sel. McCaffrey motioned for adjournment at 11:30 pm and it passed unanimously.**

Respectfully submitted: Maureen Canesi