

**BOARD OF SELECTMEN
REGULAR SESSION MEETING MINUTES
Monday, May 22, 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 McCaffrey, Sel. Catherine MacInnes, Sel. Barnes, Operations Support Manager Karen Bouret, and Interim Town Administrator Michael Guzinski.

EXECUTIVE SESSION: 6:05 PM

Motion by Sel. McCaffrey 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.

(SEIU)

By Roll Call Vote: Sel. McCaffrey—aye, Sel. MacInnes—aye, Sel. Barnes—aye.

Return to Regular Session at 7:05 pm

ANNOUNCEMENTS AND ACKNOWLEDGEMENTS

Sel. McCaffrey said the next Board of Selectmen Five Town Meeting will be held 5/25/17. Sel. McCaffrey said he will propose that Millis host the next meeting following.

Sel. Barnes read the Memorial Day Proclamation for 2017.

Sel. McCaffrey made a motion to approve the Memorial Day Proclamation as written. Sel. MacInnes seconded the motion and it passed unanimously.

Sel. Barnes commended the Fire Department for the Open House that was held on Saturday as well as those who residents helped to paint at the Transfer Station.

Sel. McCaffrey announced that the Millis Public Library and the Friends of the Millis Public Library are holding the sixth annual Fun Fair and Maker's Fair on Monday, June 19th from 11:00am-2:00pm.

SCHEDULED BUSINESS

17-147 Increase Senior Building Maintenance Worker's Hours to Include 5 Hours at Fire Station

Michael Guzinski, Town Administrator, asked that the Board approve an increase in hours for the Senior Building Maintenance Worker from 30 to 35 hours per week to cover the newly renovated Fire Station. Mr. Guzinski noted that when this position was created it was with the intent to be 35 hours but since the fire station was not open until recently the hours were only 30 per week to cover Police and the Library.

Sel. MacInnes made a motion to approve the Town Administrator's recommendation to increase the Senior Building Maintenance Worker's hours to include five hours for the Fire Station making the total hours per week 35. The motion was seconded by Sel. Barnes and passed unanimously.

17-152 Sign Permit Approval – Sign Amalfi

Karen Bouret, Operations Support Manager, presented a sign permit request for a sandwich board sign at Salon Amalfi for approval. Sel. MacInnes asked for more information regarding whether the sign will be out every day or just for special events. Sel. Barnes recused herself from the discussion since she is a client of the salon. Ms. Bouret will get more details and the permit will be reviewed again at the next BOS meeting.

PUBLIC HEARINGS & SCHEDULED APPOINTMENTS

17-143 All Alcohol Rock 'n Coal

Sel. McCaffrey made a motion to open the hearing for the Retail Alcoholic Beverages License Application for Rock 'n Coal Millis LLC. The motion was seconded Sel. MacInnes. Motion passed unanimously.

Mr. Ted Cannon, counsel for the applicants, presented the application for an All Alcohol License with a brief background on the applicant's existing businesses and details on the new business to be located at Milliston Commons including hours of operation, potential traffic, etc. The Board asked informational questions. Ellen Rosenfeld, plaza owner, said she instituted no smoking at the plaza a number of years ago. The owner said they are hoping to open fall of 2017. Two residential abutters expressed concerns about traffic and noise as well as consumption of alcohol. Mr. Cannon and Ms. Rosenfeld disputed the concerns.

Sel. MacInnes made a motion to close the hearing for the Retail Alcoholic Beverages License Application for Rock 'n Coal Millis LLC. The motion was seconded Sel. Barnes. Motion passed unanimously.

Sel. MacInnes made a motion to approve the Retail Alcoholic Beverages License Application for Rock 'n Coal Millis LLC to be located at 36B Milliston Road and to be open 11:30am to 11:30pm Sunday through Thursday and closing at 12:00am on Friday and Saturday. The motion was seconded Sel. Barnes. Motion passed unanimously.

Sel. McCaffrey asked that the applicants meet with Police Chief Soffayer to discuss the hours etc. and are aware of concerns regarding abiding by the rules.

17-144 Stormwater Hearing Toll Bros

Sel. McCaffrey made a motion to open the Stormwater and Land Disturbance hearing for a permit application for the property of Toll Bros. at 7:45 pm. The motion was seconded by Sel. MacInnes and passed unanimously.

Austin Turner, Bohler engineering, spoke to the Board about the application and design. Phil Paradis of BETA engineering provided peer review comment and answered questions. Barbara Thissell, Board of Health Director, spoke to the requirements set forth by the Board of Health. Mr. Turner said the work related to this permit is all to take place on land in Millis. Jim McKay, Deputy DPW Director, also spoke about the plan that was presented and noted that this will be incorporated into the Town's Master Plan for stormwater management. Mr. Paradis said review and comment is ongoing with other boards addressing all of the technical items at this time. Mr. Paradis said the Board should not move forward to grant the permit at this time but will recommend approval once the items have been addressed, but noted none of the items are of serious concern. Mr. Turner said they are not opposed to a continuance

of the hearing. Ms. Barnes asked that information be provided on the Town's website to help residents understand the process and timing of the project.

Sel. MacInnes made a motion to continue the hearing for the Stormwater and Land Disturbance permit application for the property at Toll Bros. to June 19th at 7:15pm. The motion was seconded by Sel. Barnes and passed unanimously.

17-145 Utility Agreement

Sel. MacInnes, Board liaison to the Sewer Study Committee, spoke about the proposed utility agreement and noted it has been reviewed by Town Counsel. Mr. McKay spoke about the Town's sewer capacity availability and the timeline regarding offering sewer to the Toll Bros. project including details about the proposed sewer extension down Orchard Street. Mr. McKay noted that the sewer connection tie in fee will be set for a reduced rate of \$800.00 for up to 324 units on the property, but the water tie in fee will be the current Town rate. Mr. McKay said stubs will be provided for residences that the sewer line passes by and the only cost to be borne by the home owner would be a tie in fee. Additionally, the developer will be responsible for upgrading the existing pump station at Middlesex Street. Mr. McKay went on to provide an estimated fiscal impact analysis on the Town for water and sewer for the project. Ms. Thissell added her support for the project. A resident/abutter asked why the sewer line isn't going all the way to the Holliston line, and Mr. McKay said neither the sewer nor water lines will be extended that far, they will be looped at the second entrance to the property. Discussion ensued, but it was noted that the cost is prohibitive at this time.

Sel. MacInnes made a motion to approve the Utility Agreement and including exhibits, as written between the Town of Millis and Toll Bros., Inc. and to in turn memorialize the vote to approve a sewer extension previously made by the Board, seconded by Sel. McCaffrey. The motion passed unanimously.

17-146 Review and Approval of Water Main Extension Toll Bros

Jim McKay reviewed the water main details and noted the design was approved by GCG Associates, the Town's peer review. Mr. McKay said Orchard Street will be reclaimed from the stone arch bridge to the second entrance at the Toll Bros. development after the water line is installed.

Sel. MacInnes made a motion to approve the water main extension for Toll Bros., Inc. as detailed in the application, seconded by Sel. Barnes. The motion passed unanimously.

The applicant said they hope to have all permitting completed by end of summer and get a shovel in the ground by fall.

As a side note, Mr. McKay updated the Board on the Dover Road reclaiming project and noted the contractor is on if not ahead of schedule.

17-148 BOS Town Meeting Article Assignments & Board Recommendations

Sel. McCaffrey made a motion that the Board approves #1-6, seconded by Sel. MacInnes. The motion passed unanimously.

Sel. McCaffrey said the Board will hold on the vote for #7.

Sel. McCaffrey made a motion that the Board approves #8 & 9, seconded by Sel. MacInnes. The motion passed unanimously.

Sel. McCaffrey made a motion that the Board approves #10-12, seconded by Sel. MacInnes. The motion passed unanimously.

Sel. McCaffrey said the article was already approved previously by the Board.

Sel. McCaffrey made a motion that the Board approves #14, seconded by Sel. Barnes. The motion passed unanimously.

Sel. McCaffrey made a motion that the Board approves #15 and 16, seconded by Sel. MacInnes. The motion passed unanimously.

Sel. McCaffrey made a motion that the Board approves #17, seconded by Sel. Barnes. The motion passed unanimously.

Sel. McCaffrey made a motion that the Board approves #18, seconded by Sel. MacInnes. The motion passed unanimously.

Sel. McCaffrey made a motion that the Board approves #19, seconded by Sel. MacInnes. The motion passed unanimously.

Sel. McCaffrey made a motion that the Board approves #20, seconded by Sel. Barnes. The motion passed unanimously.

Sel. McCaffrey said in the past the BOS does not offer support or no support for School articles.

Sel. McCaffrey made a motion that the Board approves #27-29, seconded by Sel. Barnes. The motion passed unanimously.

Sel. McCaffrey made a motion that the Board approves #33 and 34, seconded by Sel. MacInnes. The motion passed unanimously.

Sel. McCaffrey made a motion that the Board approves #35, seconded by Sel. MacInnes. The motion passed unanimously.

Sel. McCaffrey said the Board is not taking a position on #36.

Sel. McCaffrey said the Board is not taking a position on #37.

The Board decided to designate a member of the Board or the Town Administrator to speak to each individual article if called upon at Town Meeting as follows:

1. Unpaid Bills – Sel. MacInnes
2. FY17 Additional Wages and Expenses – Sel. McCaffrey
3. Pump 3 Well Building Roof Repair – Sel. MacInnes
4. Pump 4 Well Building Roof Repair – Sel. MacInnes
5. AFSCME Council 93 Local 3901 DPW Contract Ratification – Sel. McCaffrey

6. Millis Dispatcher Association Contract Ratification – Sel. McCaffrey
7. FY18 Operating Budget – deferred
8. Sewer Enterprise Fund – Sel. MacInnes
9. Water Enterprise Fund – Sel. MacInnes
10. Amendments to Personnel Plan – Sel. McCaffrey
11. Independent Audit – Sel. McCaffrey
12. Actuarial Study – Sel. McCaffrey
13. Replacement Facility for Clyde F. Brown School – Sel. MacInnes
14. Purchase of ClearGov.com Software – Sel. Barnes
15. Sewer I & I Project – Sel. MacInnes
16. Replacement of Old Dover Road Water Main – Sel. MacInnes
17. MS4 Permit Regulatory Compliance – Sel. McCaffrey
18. Yukon Cargo Trailer for DPW – Sel. Barnes
19. Board of Health Appointing Authority – n/a
20. Community Preservation Fund – Sel. McCaffrey
21. Previously Approved School Bus Lease – n/a
22. Previously Approved Computer Lease – n/a
23. Medicare/Medicaid Reimbursement Services – n/a
24. Creation of School Bus Stabilization Fund- n/a
25. Approval of Year One of Three Year Lease/Purchase of New School Computers – n/a
26. Repairs to Clyde F. Brown School Roof - n/a
27. Bond Premiums – Town Administrator
28. Revolving Funds – Town Administrator
29. OPEB Funding – Town Administrator
30. K-12 Curriculum/Instructional Materials – n/a
31. Repairs/Upgrades to Bathrooms at MS/HS – n/a
32. Fund School Bus Stabilization Fund – n/a
33. Stabilization Fund – Sel. McCaffrey
34. Reserve Fund – Sel. McCaffrey
35. Board of Selectmen Report – Unfunded Capital Project Requests – Sel. McCaffrey
36. Citizen’s Petition: Amend Zoning Map – n/a
37. Citizen’s Petition: Massachusetts Safe Communities Act – Sel. Barnes

17-149 Citizens Engagement Solicitation

Sel. McCaffrey said this item is for a discussion regarding making a communication to residents as Town Meeting encouraging citizens to get involved in Town government by volunteering for micro projects. Sel. Barnes has proposed micro groups where people can get involved in various initiatives without becoming formal committees. Sel. Barnes is looking to have people contact Karen Bouret and when a number of people are interested in a particular topic, and she would put them in contact with each other. Sel. Barnes is hoping to help more people get involved. Sel. McCaffrey voiced concern about some of the group topics listed as overlapping existing committees and about the overall governance. Discussion ensued. The Board agreed that there is a need to solicit people in a different manner for existing boards and some smaller groups. Consensus of the Board is to present something at Town Meeting and to individually review the list of groups Ms. Barnes provided and send comments to the Town Administrator.

17-150 Review and Approval of Inter-Function Transfers

Mr. Guzinski presented four different inter-function transfers for the Board's approval, all of which have already been approved by the Finance Committee.

Sel. McCaffrey made a motion to approve inter-function transfer from Health Insurance to Legal Town Counsel in the amount of \$15,000.00. The motion was seconded by Sel. MacInnes and passed unanimously.

Sel. McCaffrey made a motion to approve inter-function transfer from Health Insurance to Election Wages in the amount of \$6,625.00. The motion was seconded by Sel. MacInnes and passed unanimously.

Sel. McCaffrey made a motion to approve inter-function transfer from Health Insurance to Sealer of Weights/Measures Expense line in the amount of \$230.00. The motion was seconded by Sel. MacInnes and passed unanimously.

Sel. McCaffrey made a motion to approve inter-function transfer from Health Insurance to the Finance Office Expenses Account in the amount of \$2,429.76. The motion was seconded by Sel. Barnes.

Discussion ensued about the need for help at the Finance office. Mr. Guzinski said the Finance Department has taken a much greater role in the budget process than with the past administration and thus has had a need for extra help in the office. Sel. Barnes and Sel. MacInnes voiced concerns. Mr. Guzinski said he considers it part of the extraordinary amount of change the Town administration has faced.

The motion passed unanimously.

17-151 FY18 Budget Update

Mr. Guzinski informed the Board that he attended the last Finance Committee meeting. The Finance Committee is holding their vote on the Fire Department Assistant request and will take up their vote once they see how much revenue will be available.

CONSENT ITEMS

Motion by Sel. McCaffrey, seconded by Sel. MacInnes to approve and accept the Regular Session minutes of 04/03/17. Sel. Barnes abstained since she was not present. The motion passed unanimously.

Motion by Sel. McCaffrey, seconded by Sel. MacInnes to approve and accept the Regular Session minutes of 04/19/17. Sel. Barnes abstained since she was not present. The motion passed unanimously.

ADJOURNMENT

Sel. Barnes made a motion to adjourn at 10:30pm seconded by Sel. MacInnes. The motion passed unanimously.

Respectfully submitted: Karen M. Bouret