

**BOARD OF SELECTMEN  
REGULAR SESSION MEETING MINUTES  
Monday, June 26, 2017  
Veterans Memorial Building Room 229  
900 Main Street, Millis, MA 02054**

**CALL TO ORDER:** Sel. Neville called the meeting to order at 7:05 pm. The following persons were present: Sel. James McCaffrey, Sel. Catherine MacInnes, Sel. Loring Barnes, Town Administrator Michael Guzinski, and Operations Support Manager Karen Bouret.

**ANNOUNCEMENTS**

Sel. McCaffrey announced that the Carnival is coming to Town.

**PUBLIC HEARINGS & SCHEDULED APPOINTMENTS**

**17-160 Appointment of Matrons**

Chief Soffayer asked that four individuals be appointed as on-call matrons to the Millis Police Department, Tracy Leavitt, Susan Vara, Elizabeth McClark, and Ashley MacDougall. Chief Soffayer said the role of matron is to watch over female prisoners. Mike Guzinski recommended the four be appointed to the position of On-Call Police Matron.

**Sel. MacInnes made a motion to approve the Town Administrator's appointment of Tracy Leavitt and Sue Vara as Police Matrons. The motion was seconded by Sel. Barnes and passed unanimously.**

**Sel. MacInnes made a motion to approve the Town Administrator's appointment of Elizabeth McClark and Ashley MacDougall as Police Matrons, subject to successful physical and CORI. The motion was seconded by Sel. Barnes and passed unanimously.**

Chief Soffayer said the removal from civil service bill has made it to the Governor's desk and approval is expected within the next week.

**17-161 Stormwater Management Hearing Toll Bros.**

**Sel. MacInnes made a motion to reopen the Stormwater Management Hearing for Toll Bros. The motion was seconded by Sel. Barnes. The motion passed unanimously.**

**Sel. McCaffrey made a motion to continue the hearing for Stormwater Management for Toll Bros. to July 10<sup>th</sup>, 2017 at 7:10 pm. The motion was seconded by Sel. MacInnes and passed unanimously.**

Sel. McCaffrey noted that the sewer extension permit for Toll Bros. will also be addressed as an agenda item on July 10.

**SCHEDULED BUSINESS**

**17-171 Establishment of Public Records Policy**

Mr. Guzinski explained the need for a Public Records/Access Officer Policy to be adopted per the recently enacted Public Records Law. The law requires that the policy be adopted by July 1, 2017. Mr. Guzinski explained that any document produced by a public official including emails, forms, contracts, tape recordings etc. are considered public documents with a few limited exceptions where materials are considered confidential. Mr. Guzinski said he has presented the Board with a draft policy.

**Sel. MacInnes made a motion to approve the Public Records Compliance policy and to name the Town Clerk as a Super Records Access Officer and Town Administrator as a Public Records Access Officer. The motion was seconded by Sel. Barnes and passed unanimously.**

17-162 Stormwater Workshop Update

Mr. Guzinski updated the Board on the second stormwater workshop hosted by Kleinfelder that took place last week. Mr. Guzinski said options were discussed regarding payment of this unfunded mandate, including the Town's consideration of a stormwater enterprise fund. Mr. Guzinski said the Board will need to make some decisions of how this substantial project will be funded in the very near future and moving forward.

James McKay, Deputy DPW Director, said the EPA is extending the MS4 deadline to allow time for planning for the financial burden towns are facing. Mr. McKay reminded the Board that the Town still needs to comply with the existing permit requirements. Mr. McKay said a big piece of the initiative includes public education.

Sel. McCaffrey recapped saying it's time for action as to how the Town will move forward to finance this. A discussion ensued regarding options for funding and next steps.

**Sel. McCaffrey made a motion that the Board is tasking the Deputy DPW Director, Town Administrator, and Finance Director with developing a plan for funding for the stormwater mandate. The motion was seconded by Sel. MacInnes and passed unanimously.**

17-166 Acceptance of Gift from Barberry Homes

Fire Chief Barrett said Barberry Homes has given \$25,000.00 towards the purchase of a cardiac monitor which will help as the Town moves to ALS.

**Sel. McCaffrey made a motion that the Town of Millis gratefully accepts the gift of \$25,000.00 towards the purchase of a 12 lead Cardiac Monitor/Defibrillator for the Millis Fire/Rescue Department. The motion was seconded by Sel. MacInnes and passed unanimously.**

17-163 Reorganization of BOS Board & Committee Representatives

The Board had a discussion surrounding Board liaison appointments and decided which member would serve as the representative on each Board. Sel. Barnes suggested adding a Capital Planning Committee, Bylaw Review Committee and Charter Review Committee. Sel. McCaffrey suggested putting together a charge for each of the three for the next July meeting.

**Sel. McCaffrey made a motion to appoint Loring Barnes as BOS liaison to the Master Plan Implementation Committee, Local Emergency Planning Committee, and Regionalization Sharing Committee. Seconded by Sel. MacInnes and passed unanimously.**

**Sel. McCaffrey made a motion to appoint Catherine MacInnes as BOS liaison to the Permanent Building Committee, Elementary School Building Committee, Sewer Study Committee, Cemetery Review Committee, and as the Norfolk County Advisory Board Designee. Seconded by Sel. Barnes and passed unanimously.**

**Sel. MacInnes made a motion to appoint James McCaffrey as BOS liaison to the Community Preservation Committee, Drinking Water Committee, Financial Management Team, and Cable TV Advisory Committee. The motion was seconded by Sel. Barnes and passed unanimously.**

17-163 Annual Appointment of Board and Committees

Mr. Guzinski recommended appointing K/P Law as Town Counsel for a period of six months but to develop an RFP for legal counsel in the fall.

**Sel. McCaffrey made a motion to reappointment K/P Law for a period of six months. No second. The motion failed.**

A discussion ensued. Mr. Guzinski noted a memo he wrote to the Board said with all of the change that has gone on including a new Town Administrator and new member of the Board he advised that the Board continue with K/P for at least six months to ensure for a smooth transition if a new firm is hired. Sel. MacInnes said this has been a long standing request and wants to see action sooner than six months. Sel. Barnes agreed.

**Sel. MacInnes made a motion to reappoint K/P until September 1, 2017 while the Town Administrator prepares a formal RFP; the motion was seconded by Sel. Barnes.**

**The motion passed 2 to 1. Sel. MacInnes and Sel. Barnes voted in favor, Sel. McCaffrey voted against.**

Sel. McCaffrey made a motion to appoint the following:

<b>COMMITTEE</b>	<b>LAST NAME</b>	<b>FIRST NAME</b>	<b>EXP</b>
Agricultural Commission	Hubbard	Diane	2018
Agricultural Commission	Tangerini	Charles	2018
Agricultural Commission	Tangerini	Laura	2018
Animal Inspector	Hamelin	Brenda	2018
Animal Inspector - Assistant	Mallette	Erin	2018
Board of Assessors	Cameron	Brenda	2020
Assistant Assessor	Dumont	Paula	2018
Cable TV Advisory Committee	Forman	Leonard	2018
Cable TV Advisory Committee	Koch	Carter	2018
Cable TV Advisory Committee	Normandin	Raymond	2018
Cable TV Advisory Committee (School Comm. Rep.)	Catalano	Steven	2018
Cable TV Advisory (Ex-Officio)	Yusna	Madeline	2018
Cemetery Review Committee	Collins	Marsha	2018
Cemetery Review Committee	Doyle	John	2018
Cemetery Review Committee	McKay	James	2018
Cemetery Review Committee	Mushnick	Jeffery	2018
Cemetery Review Committee	Vecchi	Charles	2018

Community Preservation Committee	Northgraves	John	2020
Community Preservation Committee - ex officio	Schultze	Craig	2018
Conservation Commission	Gavin	Christine	2020
Conservation Commission	Krinsky	Cara	2020
Council on Aging	Brown	William	2020
Council on Aging	Walter	Lisette	2020
Cultural Council	Garzon	Jodie	2020
Cultural Council	Kelly	Michele	2020
Drinking Water Committee	DeSouza	Bryan	2018
Drinking Water Committee	Guzinski	Michael	2018
Drinking Water Committee	Lannon	Kathleen	2018
Drinking Water Committee	McKay	James	2018
Drinking Water Committee	Schultze	Craig	2018
Drinking Water Committee	Thissell	Barbara	2018
Emergency Management Agency Director	Byrne	David	2018
Emergency Management Agency/Communication	Doe	David	2018
Emergency Management Agency/Communication	Yeager	Robert	2018
Employee Insurance Advisory Committee	Anderson	Jacqueline	2018
Employee Insurance Advisory Committee	Bishop	Charles	2018
Energy Committee	Barry	Jonathan	2018
Energy Committee	Farrar	Timothy	2018
Energy Committee	Gibbons	Craig	2018
Energy Committee	O'Connell	Tom	2018
Energy Committee	Streck	Kathleen	2018
Energy Committee (Ex-Officio)	Guzinski	Michael	2018
Ethics Commission Liason	Bouret	Karen	2018
Fence Viewer	Giampietro	Michael	2018
Fence Viewer	Guzinski	Michael	2018
Finance Director/Town Accountant	LaPlant	Kathleen	2018
Financial Management Team	Guzinski	Michael	2018
Financial Management Team	LaPlant	Kathleen	2018
Financial Management Team	Scannell	Jennifer	2018
Financial Management Team	Schultze	Craig	2018

Financial Management Team	Soule	Jennifer	2018
Historical Commission - Associate	Friskey	Christina	2018
Historical Commission - Associate	Fuzy	Scott	2018
Historical Commission - Associate	Vecchi	Charles	2018
Insurance Advisory Committee	Gove	Christopher	2018
Insurance Advisory Committee	Schofield	David	2018
Insurance Advisory Committee	Kane	Timothy	2018
Insurance Advisory Committee	Klocko	Wayne	2018
Insurance Advisory Committee - Ex Officio	Bouret	Karen	2018
Local Emergency Planning Committee	Barrett	Richard	2018
Local Emergency Planning Committee	Byrne	David	2018
Local Emergency Planning Committee	D'Angelo	Karen	2018
Local Emergency Planning Committee	Engler	John	2018
Local Emergency Planning Committee	Guzinski	Michael	2018
Local Emergency Planning Committee	Howley	Vincent	2018
Local Emergency Planning Committee	Jacobsen	Paul	2018
Local Emergency Planning Committee	Lannon	Kathleen	2018
Local Emergency Planning Committee	McKay	James	2018
Local Emergency Planning Committee	Soffayer	Christopher	2018
Local Emergency Planning Committee	Thissell	Barbara	2018
Master Plan Implementation Committee	Giampietro	Michael	2018
Master Plan Implementation Committee	Guzinski	Michael	2018
Master Plan Implementation Committee	Hilton	Bonnie	2018
Master Plan Implementation Committee	Schultze	Craig	2018
Master Plan Implementation Committee	Yered	George	2018
MBTA Advisory Board Designee	Guzinski	Michael	2018
Metropolitan Area Planning Council Representative	Guzinski	Michael	2018
Parking Clerk	Bouret	Karen	2018
Permanent Building Committee	Schultze	Craig	2020
Permanent Building Committee	Sheehan	Patrick	2020
Planning Board - Associate	Molinari	Carlo	2018
Playground Committee	Farrar	Jennifer	2018
Playground Committee	McKay	James	2018
Playground Committee	Rheaume-Mustard	Pamela	2018
Public Employees Committee	Anderson	Jacqueline	2018

Public Employees Committee	Bishop	Charles	2018
Public Employees Committee	Lappen	Susan	2018
Public Employees Committee	Pitman	Robin	2018
Public Employees Committee	Shearns	John	2018
Public Employees Committee	Sims	Paul	2018
Public Weighers	Bianco	Kenneth	2018
Public Weighers	Collins	Michael	2018
Public Weighers	Gilleney	Donald	2018
Public Weighers	Lapierre	Paul	2018
Public Weighers	Lariviere	Jason	2018
Public Weighers	Murphy	Arthur	2018
Public Weighers	Pukanasis	Michael	2018
Public Weighers	Rorrie	Scott	2018
Public Weighers	Rossi	Francis	2018
Public Weighers	Tresca	John	2018
Public Weighers	Tresca	Robert	2018
Public Weighers	Tresca	Steven	2018
Recreation Committee	Banks	Michael	2018
Recreation Committee	Cassidy	Steven	2018
Recreation Committee	Juhl	Deborah	2018
Recreation Committee	Rheume-Mustard	Pamela	2018
Recreation Committee	Vara	Susan	2018
Recreation Committee - ex-officio	Fogarty	Kristen	2018
Regional Transportation Advisory Council	Chisholm	Edward	2018
Registrars of Voters	Conroy	Mark	2018
Registrars of Voters	Hardin	Lisa Jane	2018
Registrars of Voters	Murphy	Rita	2018
Registrars of Voters	Wood	Leland	2018
Right to Know Coordinator	Thissell	Barbara	2018
Safety Committee	Barrett	Richard	2018
Safety Committee	Bouret	Karen	2018
Safety Committee	Lent	Alex	2018
Safety Committee	Engler	John	2018
Safety Committee	McKay	James	2018
Safety Committee	Soffayer	Christopher	2018
Safety Committee	Thissell	Barbara	2018

Sealer of Weights & Measures	Allshouse	James	2018
Sewer Study Committee	Bocchino	Joseph	2018
Sewer Study Committee	Cantoreggi	Robert	2018
Sewer Study Committee	Chisholm	Edward	2018
Sewer Study Committee	Guzinski	Michael	2018
Sewer Study Committee	McKay	James	2018
Sewer Study Committee	Thissell	Barbara	2018
Southwest Area Planning Council (SWAP)	Guzinski	Michael	2018
Southwest Area Planning Council (SWAP)	Riley	Nicole	2018
Surveyor of Wood and Lumber	Giampietro	Michael	2018
Town Counsel	K/P Law		Until 9/1/17
Tree Warden	Cantoreggi	Robert	2018
Tree Warden - Deputy	Vatour	Richard	2018
Veterans' Services Director	Harris	Cynthia	2018
Zoning Board of Appeals	Koufopoulos	Peter	2019
Zoning Board of Appeals	Skendarian	Donald	2020
Zoning Board of Appeals - Associate	Coppola	Skip	2018

**All seconded by Sel. MacInnes and passed unanimously.**

**Sel. MacInnes made a motion as follows:**

<b>Council on Aging</b>	<b>McCaffrey</b>	<b>Christine</b>	<b>2020</b>
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**Seconded by Sel. Barnes. Sel. McCaffrey abstained.**

**Sel. MacInnes made a motion to appoint the following voting members of the School Building Committee as follows:**

School Building Committee	Jurmain	Diane	until completion
School Building Committee	Klocko	Wayne	until completion
School Building Committee	Schultze	Craig	until completion
School Building Committee	Wine	Jonathan	until completion
School Building Committee	Gibbons	Denise	until completion

**Seconded by Sel. Barnes, passed unanimously.**

**Sel. McCaffrey made a motion to appoint ex officio members of the School Building Committee as follows:**

School Building Committee - ex officio	Roche	Kerri	until completion
School Building Committee - ex officio	Engler	John	until completion
School Building Committee - ex officio	Gustafson	Nancy	until completion
School Building Committee - ex officio	Guzinski	Michael	until completion
School Building Committee - ex officio	MacInnes	Catherine	until completion
School Building Committee - ex officio	Phelps	Jason	until completion
School Building Committee - ex officio	Soule	Jennifer	until completion
School Building Committee - ex officio	Nichols	Richard	until completion

**Seconded for discussion by Sel. Barnes.**

Sel. Barnes asked that seniors and recreation be represented as ex-officios. Sel. McCaffrey recommended that the composition be reviewed and ex-officios be appointed at the next meeting.

**The motion was rescinded.**

**Sel. McCaffrey made a motion to hold off on appointing the ex-officio members of the School Building Committee until the July 10 meeting. The motion was seconded by Sel. MacInnes and passed unanimously.**

17-165 Proposed Community Aggregation Plan

Mr. Robert Weiss asked the Board to place the Proposed Community Aggregation plan on the Town website for a period of two weeks for comment by citizens and to schedule a public hearing on Monday July 24th at the next BOS meeting.

**Sel. MacInnes made a motion to place the announcement of the Proposed Community Aggregation Plan on the Town’s website for a period of two weeks and to hold a public hearing at the July 24<sup>th</sup> Board of Selectmen’s meeting. The motion was seconded by Sel. Barnes and passed unanimously.**

17-169 Marijuana Moratorium

Sel. McCaffrey reviewed options including adoption of a moratorium, a bylaw prohibition or a proposed restrictive zone. Sel. McCaffrey said the Board will be meeting with the Planning Board on July 11<sup>th</sup> to discuss their recommendation. A discussion ensued. Ellen Rosenfeld, resident and business owner, spoke regarding both medical and non-medical regulations stating that applications for non-medical will be available July 1, 2018 which gives the Town a year to make decisions. Sel. McCaffrey said if a moratorium is voted in November the Town could gain another six months past the July 1 date.

**Sel. McCaffrey made a motion that the Board instructs the Town Administrator to work with Town Counsel on language to present to the Planning Board on a moratorium, bylaw prohibition, or proposed restrictive zone to be presented to the Board at their July 10<sup>th</sup> meeting. The motion was seconded by Sel. MacInnes and passed unanimously.**



17-174 Kensington Place Regulatory Agreement

Mr. Tom Roche, developer and manager of Kensington Place, said this is the final piece of the LIP project (otherwise known as a friendly 40B project) that is awaiting approval. Mr. Guzinski concurred that this has been under negotiation and development for quite some time. Discussion ensued regarding marketing for the project.

**Sel. McCaffrey made a motion to approve the Regulatory Agreement and Declaration of Restrictive Covenants for Kensington Place as presented and to authorize the Chair of the Board to sign on their behalf. The motion was seconded by Sel. MacInnes and passed unanimously.**

Items 17-167 and 17-170 were deferred to the BOS meeting to be held 7/10

17-172 Water/Sewer Rate Discussion

Sel. McCaffrey asked that this item be added to the agenda and would like a more comprehensive breakdown than has been presented in the past. Sel. McCaffrey said if the Board will be setting rates, the Deputy Director and Town Administrator need to present the Board with a clear allocation regarding costs for water/sewer users. Mr. Guzinski said he, the Deputy, and Fin Dir met with Tighe and Bond to review how to discuss the rate structure etc. and are hoping to have a hearing on 7/24 with info to review prior. Mr. McCaffrey said it's time for a rate study and it will be paid from the FY18 budget.

17-173 Note Approval for Ambulance

**Sel. McCaffrey made a motion to approve the short term Bond Anticipation Note renewal for the purchase of the ambulance for \$15,000.00 maturing on July 6<sup>th</sup>, 2018 with an interest rate of 1.5%. The motion was seconded by Sel. MacInnes and passed unanimously.**

17-175 deferred to the BOS meeting to be held 7/10

17-177 Review/Approval of Contract to Pave Fire Station Parking Lot

Mr. Wayne Klocko, Chair of the PBC, asked for approval of the contract for paving the Fire Station Parking Lot.

**Sel. McCaffrey made a motion to approve the contract with DP & Sons Excavation in the amount of \$32,592.50 for paving of the Fire Station parking lot. The motion was seconded by Sel. MacInnes and passed unanimously.**

Sel. McCaffrey announced that the Board would enter executive session at 9:55pm.

Executive Session

**Sel. McCaffrey made a motion to enter 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. (CDR Maguire)**

**Sel. McCaffrey aye, Sel. MacInnes, aye, Sel. Barnes aye**

Return to open session from executive session at 10:35pm

#### 17-176 Contract Amendments

Wayne Klocko presented two contract amendments for services for the Clyde F. Brown project, one for Tappe Architects and one for Compass Project Management. The Board asked for a detailed summary of expenditures and a schedule to be reviewed periodically as the project progresses. Mr. Klocko said the ESBC will need to be transparent throughout, there will be lots of documentation and they will be asked to report to the BOS as much as deemed necessary by the Board.

**Sel. McCaffrey made a motion to approve project management services as written in contract amendment #2 between the Town of Millis and Compass Project Management, Inc. for services for the Clyde F. Brown Elementary School Project in the amount of \$1,496,001.00 for a total of \$1,711,333.00. The motion was seconded by Sel. MacInnes and passed unanimously.**

**Sel. McCaffrey made a motion to approve designer service as detailed in Attachment F, Amendment 4, between the Town of Millis and Tappe Architects, Inc. for a total fee after amendment of \$4,228,358.00. The motion was seconded by Sel. MacInnes and passed unanimously.**

Sel. McCaffrey announced that the Board would once again enter executive session at 10:55pm, returning to open session only to formally adjourn.

#### Executive Session

**Sel. McCaffrey made a motion to enter 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. (Fitzgerald)**

**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)**

**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 Union)**

**Sel. McCaffrey aye, Sel. MacInnes, aye, Sel. Barnes aye**

#### ADJOURNMENT

**Sel. McCaffrey made a motion to adjourn 11:50pm. The motion was seconded by Sel. MacInnes and passed unanimously.**

Respectfully submitted: Karen M. Bouret