

**BOARD OF SELECTMEN
REGULAR SESSION MEETING MINUTES
Monday, October 16, 2017
Veterans Memorial Building Room 229
900 Main Street, Millis, MA 02054**

CALL TO ORDER: Sel. McCaffrey called the meeting to order at 6:00 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.

EXECUTIVE SESSION 6:00 PM

Sel. McCaffrey announced that the Board would enter executive session for the following reason: To discuss strategy with respect to litigation if an open meeting may have a detrimental effect on the government's litigating position, and the chair does so declare. (Litigation – Fitzgerald v. Town, Norfolk Superior Court, C. A. No. 17-0768). The motion was seconded by

ANNOUNCEMENTS AND RETURN TO OPEN SESSION 7:10 PM

Pam Mustard, Millis Boosters member, announced two upcoming fundraiser events; a 5k Race as well as a Trivia Night. More information is available on the Millis Boosters website.

Sel. Barnes announced the upcoming Veterans events to honor Veterans' Day on 11/11/17. See the Town website for details.

Michael Guzinski, Town Administrator, announced that the Mass DEP awarded Millis \$5,600.00 under the Sustainable Materials Recovery Program. The DEP commended Millis on the commitment to advance recycling and waste in Massachusetts.

Sel. McCaffrey said the Library Director, Alex Lent, has taken a new job and we are sad to see him go but wish him the best in his new endeavor. Sel. McCaffrey said the new Library building has been put to good use under the guidance of Alex and his innovative ideas and commitment to programming for the public.

PUBLIC HEARINGS & SCHEDULED APPOINTMENTS

17-257 Appointment of Library Assistant

Alex Lent, Library Director, asked the Board to support the Town Administrator's appointment of Mary Carney-Philips as a Library Assistant from her existing role as On Call Library Assistant.

Sel. MacInnes made a motion to approve the Town Administrator's appointment of Mary Carney-Philips as Library Assistant for 10 hours per week. The motion was seconded by Sel. Barnes and passed unanimously.

17-258 Appointment of Part Time Dispatchers

Police Chief Chris Soffayer submitted three candidates for the position of Part Time Public Safety Dispatcher and said all are needed to properly staff and all come highly recommended. The Chief said all three have had satisfactory background checks and have already passed their physicals and drug screens. The Chief said there is a 911 Grant to pay for training.

Sel. Barnes made a motion that the Board supports the Town Administrator's appointment of John McLaughlin, Kevin Conley, and Paul Curtin as Part Time Public Safety Dispatchers effective immediately. The motion was seconded by Sel. MacInnes and passed unanimously.

17-259 Stormwater Utility Update

Jim McCaffrey, DPW Assistant Director, presented a flyer that was sent out to all taxpayers. He announced there will be a public information meeting this coming Thursday at 7:00pm that he encouraged all to attend and ask questions. Sel. McCaffrey said both Mr. McKay and Betsy Frederick, our consultant from Kleinfelder, filmed Millis after Dark program on stormwater management which will air this weekend.

17-260 Review/Approval of SOLECT Letters of Intent

Robert Weiss, Energy Manager, addressed the Board regarding the development of a solar Power Purchase Agreement (PPA) to help manage electricity costs and make a commitment to renewable energy. Mr. Weiss presented letters of intent with SOLECT Energy Development, LLC, for the Board to authorize the Town Administrator to sign with a not to exceed cost of \$1,500.00 for preliminary design. Mr. Guzinski said the fee is rarely collected and would typically be absorbed as part of the PPA agreement and absorbed by SOLECT. Mr. Guzinski said the buildings will be looked at by a civil engineer first and SOLECT has proper insurance coverage.

Sel. MacInnes made a motion to authorize the Town Administrator to sign and approve the letters of intent for the Town of Millis Solar Power Purchase Agreement at five town buildings to pursue the development of a solar electrical generation facility and to enter into a 20 year PPA at a price yet to be negotiated. The motion was seconded by Sel. Barnes and passed unanimously.

SCHEDULED BUSINESS

17-263 Award of Joint Salt Bid

Mr. McCaffrey said the prices have gone down over \$8.00 per ton this year for CC and Solar, but would also ask that the Board consider the treated salt at \$62.20.

Sel. Barnes made a motion to approve the joint purchase and award the bid for 2017-2018 Joint Purchase of Salt to Eastern Minerals in the amounts of CC \$45.20, Solar \$45.20, and Treated Salt at \$62.20 per ton as recommended by Mr. McCaffrey. The motion was seconded by Sel. MacInnes and passed unanimously.

17-262 Sewer Extension Toll Bros. – DEFERRED

Mr. McKay said this is still in the works. Approximately 115 homes along the new line would get free sewer stubs as part of that, and a new sewer station will be built. Mr. McKay said Toll is willing to come to the BOS to discuss tying in the twenty extra parcels past The Glen, towards Holliston, and feels confident something to be worked out with that. Mr. McKay said they are working on the new sewer station concerns of noise etc. from abutters. Sel. MacInnes suggested that the Board look at a requirement to tie in for those who will be getting the stubs for free. Mr. McKay and Sel. McCaffrey acknowledged that this should be addressed in the near future.

17-268 Approval of Short Term Debt Renewal

Mr. Guzinski presented a Bond Anticipation Note Renewal for approval.

Sel. MacInnes made a motion that the Board approves the Short Term Bond Anticipation Note Renewal in the amount of \$2,032,630 maturing on November 2nd, 2018 with an interest rate of 1.35% for renewal of the following three projects: Ambulance Purchase, DPW Street Sweeper Purchase, and Dover Street Water Main Project. The motion was seconded by Sel. Barnes and passed unanimously.

17-269 Approval of Water/Sewer Commitment

Mr. Guzinski presented the water/sewer commitment for September 2017 and said it represents funds that cannot be collected for various reasons.

Sel. MacInnes made a motion to approve the Water/Sewer Department Commitment to the Collector for September 2018 for a total of \$1,400.55. The motion was seconded by Sel. Barnes and passed unanimously.

17-265 Retail Marijuana Update

Sel. McCaffrey said there will be a warrant article on the agenda for the 11/6/17 town meeting to approve the one year moratorium which has been approved both by the Board of Selectmen and Planning Board. Sel. McCaffrey said the Town needs the extra time to study the issue of retail marijuana since the state control commission is still working on regulations at this point. Sel. McCaffrey said this will require a 2/3 vote at town meeting, and will be open for debate at town meeting.

17-261 Continuation of CFB Stormwater Hearing

Sel. McCaffrey made a motion to reopen the stormwater management and land disturbance hearing for the Clyde F. Brown project, seconded by Sel. MacInnes. The motion passed unanimously.

Jeff D'Amico of Compass Project Management addressed the Board and explained that there are overlapping permits in Millis in relation to stormwater and land disturbance. Mr. D'Amico said this has been a coordinated effort with the peer review, BETA, hired by the Town for all permitting review. Mr. D'Amico said most of BETA's comment letter issues have been resolved including the most recent letter sent to the Board of Health which was worked through at the BOH meeting preceding this one.

Aaron Gallagher, of Nitsch Engineering, said there has been work back and forth with BETA to resolve some of the issues and provide for best practices for stormwater management. Mr. Gallagher said the existing back field area where the retaining wall is has actually been improved in the plan. Mr. D'Amico said the abutter who came to the initial stormwater hearing is aware of the plans and did attend the planning board meeting as well.

Tom Donatelli, Construction Project Manager from Agostini Bacon, reviewed the changes for construction phasing including leaving the parking lot at the existing Clyde Brown as is to not affect traffic flow during initial construction. Additionally, they have provided for safe walkways for student drop off or pick up and made sure the number of parking spots will be adequate.

Mr. D'Amico said an O & M Plan has been submitted to the Town Administrator and Superintendent. Mr. Guzinski said the content and tasks included in the scope of the O & M look accurate, but he still wants more clarity as to who will actually perform some of the tasks between the Town and School. Mr. McKay said the cost estimate looks accurate, but voiced concerns about the DPW taking on all of the tasks without additional staffing or funding. Mr. McKay said this could fall under the stormwater management by the Town depending if the stormwater utility gets approved. Mr. Guzinski agreed with Mr. McKay and said no matter who takes on the tasks, additional funding will be required. Sel.

MacInnes asked for specifics on several items in the O & M and said she wants to make sure the Town is aware of what the DPW is being tasked with.

Melissa Recos of BETA reviewed the conditions listed in the letter to the Board of Selectmen from 10/12/17. Ms. Recos said the Board of Health has not yet closed their hearing yet, but look to on 11/7/17 and a Planning Board final hearing is yet to happen. She also said that the Board could approve the permit on the Board's behalf contingent on satisfying the recommended conditions and with approval of the other Boards the project is currently awaiting approval from.

Sel. McCaffrey made a motion to close the public hearing for Stormwater and Land Disturbance for the Clyde F. Brown project. The motion was seconded by Sel. MacInnes and passed unanimously,.

Sel. MacInnes made a motion to approve the Stormwater and Land Disturbance permit applications for the Clyde F. Brown Elementary School Project at 7 Park Road in Millis as described in the plans dated October 9, 2017 and including supplemental plans through October 12, 2017, and with the following recommended conditions:

- 1. Conditioned upon final approval by other Town Boards required to approve the project.**
- 2. Observation of subsoil prior to installation of all infiltration basins shall be performed by a designee of the Town.**
- 3. A copy of the final SWPPP shall be submitted to the Town for review and comment prior to construction.**
- 4. The signatures of the prospective owners shall be provided in the Long-Term Operations & Maintenance Plan prior to construction.**
- 5. The contractor shall coordinate with the Millis DPW when making proposed connections to the Town's existing drainage system.**
- 6. The contractor shall coordinate with the Millis DPW for approval on materials and shop drawings to be used for drainage system including piping, structures and infiltration systems and bio-retention basins.**

Seconded by Sel. Barnes, and passed unanimously.

SCHEDULED BUSINESS

17-264 Approval of 11/6/17 Town Meeting Warrant

Sel. MacInnes made a motion to reopen the 11/6/17 Town Meeting warrant. The motion was seconded by Sel. Barnes and passed unanimously.

Mr. Guzinski reviewed the town meeting warrant articles from the draft warrant dated 10/14/17.

Sel. McCaffrey asked that all articles submitted by various Boards that report to the Board of Selectmen be listed as submitted by the Board of Selectmen. Sel. McCaffrey said he doesn't question the need of a Fire Department Assistant and but suggested that article 7 be held until a spring town meeting for review when operating budget items are typically reviewed.

Sel. MacInnes made a motion to close the 11/6/17 Town Meeting warrant. The motion was seconded by Sel. Barnes and passed unanimously.

17-266 Board Goals and Objectives

Sel. McCaffrey presented a memo detailing potential FY18 BOS Goals for the Board to review for comment at the next BOS meeting.

17-267 – number missed on agenda numbering N/A

CONSENT ITEMS

Motion by Sel. McCaffrey, seconded by Sel. MacInnes to approve and accept the Regular Session minutes of 09/25/17. The motion passed unanimously.

ADJOURNMENT

Sel. Barnes made a motion to adjourn at 9:50 pm. The motion was seconded by Sel. MacInnes and passed unanimously.

Respectfully submitted: Karen M. Bouret