

**BOARD OF SELECTMEN  
REGULAR SESSION MEETING MINUTES  
Monday, November 20, 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**

Sel. McCaffrey made a motion to enter executive session for the following reason:  
*To conduct strategy sessions in preparation for negotiations with non-union personnel.*  
Sel. McCaffrey, aye Sel. MacInnes, aye Sel. Barnes, aye

**ANNOUNCEMENTS**

Coach Steve Bailen and Olivia Zitoli thanked all for recognizing the team – state champions

Sel. Barnes announced that the Millis Varsity Football team will be playing in the Super Bowl on Saturday, 12/2/17 at Gillette Stadium.

Jim McKay read the names of the most recent additions to veterans’ monument in front of the Veterans Memorial Building.

Sel. McCaffrey announced that following the recent town meeting vote, both Fitzgerald cases against the Town regarding the Clyde F. Brown Elementary School are being brought for dismissal with prejudice.

**SCHEDULED BUSINESS**

17-289 Appointment of Assistant Town Clerk

Mr. Guzinski made a recommendation that the Board appoint Kathleen Smith as Assistant Town Clerk.

**Sel. McCaffrey made a motion to approve the appointment of Kathleen Smith as Assistant Town Clerk. The motion was seconded by Sel. MacInnes and passed unanimously.**

17-290 Appointment of Member of the Conservation Committee

**Sel. McCaffrey made a motion to appoint Charles Tangerini, Sr. as a member of the Conservation Commission through June 30, 2017 per the request of the Chair of the Conservation Commission, seconded by Sel. MacInnes. The motion passed unanimously.**

17-291 Water/Sewer Rate Hearing

**Sel. McCaffrey made a motion to open the water/sewer rate hearing. The motion was seconded by Sel. MacInnes and passed unanimously.**

Mr. McKay said the rate study has been done and the Town is just waiting on final review by the Finance Director before making a recommendation. Mr. Guzinski said he and Mr. McKay had a phone conversation with the consultant today, and he will bring a completed document and presentation to

the December 4<sup>th</sup> hearing. Mr. Guzinski said the information he brings will show how the costs will be allocated to the enterprise fund. Sel. Barnes asked to put documentation on the website in advance of the continuation of the hearing so that people are aware of the potential economic impact. Sel. MacInnes made a motion to continue the water/sewer rate hearing to 7:30pm to Monday, December 4, 2017 in Room 229 at the Veterans Memorial Building. The motion was seconded by Sel. Barnes and passed unanimously.

17-292 Approval of Sewer Extension – Toll Bros.

Per Jim McKay Toll Bros. is 99% ready but not quite yet. This will be brought back before the Board on either December 4 or 18.

17-293 Approval of Front End Loader Contract

Mr. McKay said he worked with town counsel to provide a contract for the actual purchase of the new front end loader that Town Meeting voted in favor of.

**Sel. McCaffrey made a motion to approve the contract between Schmidt Equipment, Inc. and the Town of Millis to purchase the 2018 Deere 624KII Front End Loader for the purchase price of \$182,000.00. The motion was seconded by Sel. Barnes and passed unanimously.**

17-294 Approval of the Catch Basin Cleaning Contract

**Sel. McCaffrey made a motion to authorize the Town Administrator to execute the contract with Truax Corporation in an amount not to exceed \$17,000.00. Seconded by Sel. MacInnes and passed unanimously.**

17-295 Appointment of Retail Marijuana Committee

Sel. McCaffrey said there have been five individuals who have offered to be put on the Retail Marijuana Committee. The Board said they will revisit this on December 4<sup>th</sup> and make a determination as to how many people will be on the board and see if there are any additional people interested in joining.

17-296 Formation of Stormwater Utility Committee

Sel. McCaffrey said there is work to be done to figure out upcoming stormwater fees and abatements. Sel. McCaffrey said there are committees for other Town enterprise funds and asked the Board to consider appointing a committee for this purpose. The Board agreed. Sel. McCaffrey said this will be addressed in the near future.

17-297 Approval of Permit for Lions 5k

**Sel. MacInnes made a motion to approve the Frosty 5K Road Race to be held by the Millis Lions Club on Sunday, December 3<sup>rd</sup> with registration beginning at 8:00 am at Milliston Commons with coordination of the Police, Fire, and DPW. The motion was seconded by Sel. Barnes and passed unanimously.**

17-298 Millis Garden Club Sign Permit

**Sel. MacInnes made a motion to approve the sign permit application by the Millis Garden Club to place annual fundraiser signs on town properties from November 18<sup>th</sup> for a period of two weeks. The motion was seconded by Sel. Barnes and passed unanimously.**

17-299 BAN Renewal

**Sel. Barnes made a motion that the Board approves the short term Bond Anticipation Note (BAN) for \$24,000.00 maturing on December 7<sup>th</sup>, 2018 with an interest rate at 1.50%, Certificate of Town Clerk and Certificate and Designation for the project known as Culvert Improvement at Causeway Street. The motion was seconded by Sel. MacInnes and passed unanimously.**

17-300 Water/Sewer Commitment

**Sel. McCaffrey made a motion that the Board approves the Water/Sewer Department Commitment to the Collector for October 2017 in an amount of \$1,423.45. The motion was seconded by Sel. Barnes and passed unanimously.**

**CONSENT ITEMS**

There were no motions to approve.

**ADJOURNMENT**

**Sel. MacInnes Made a motion to adjourn at 8:05pm. The motion was seconded by Sel. Barnes and passed unanimously.**

Respectfully submitted: Karen M. Bouret