

**BOARD OF SELECTMEN
REGULAR SESSION MEETING MINUTES
Monday, December 18, 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 to conduct strategy sessions in preparation for negotiations with union and non-union personnel. The motion was seconded by Sel. MacInnes. Sel. McCaffrey – aye Sel. MacInnes – aye Sel. Barnes – aye

ANNOUNCEMENTS

The Millis High School Varsity Football team and coaches attended the meeting and the Board congratulated them on their recent Super Bowl victory.

PUBLIC HEARINGS & SCHEDULED APPOINTMENTS

17-310 Police Department Appointments

Chief Soffayer announced that Sgt. William Dwyer will be retiring effective December 23, and then thanked him for his years of service to the town. Chief Soffayer asked the Board to appoint William J. Dwyer as the first Deputy Chief of the Millis Police Department.

Sel. McCaffrey made a motion to appoint William J. Dwyer as Deputy Chief. The motion was seconded by Sel. MacInnes and passed unanimously.

Sel. Barnes read a proclamation in which the Board declared Saturday, December 23, 2017 as William J. Dwyer day.

Sel. McCaffrey voted in favor of the proclamation and Sel. MacInnes seconded the vote. The motion passed unanimously.

Chief Soffayer asked that William Dwyer be appointed effective December 24th as a Special Reserve Police officer. Mr. Guzinski asked the Board to confirm the appointment.

Sel. McCaffrey made a motion to approve the Town Administrator’s appointment of William Dwyer as Special Reserve Officer. Sel. MacInnes seconded the motion and it passed unanimously.

17-311 Appointment of Public Health Director

Kathleen Lannon, Chair of the Board of Health, asked the Town Administrator to appoint John McVeigh as the Director of Public Health saying the Mr. McVeigh has a strong background in the field and would be a great asset to the Town. Mr. McVeigh introduced himself. Mr. Guzinski approved the recommendation by the Board of Health to appoint John McVeigh.

Sel. McCaffrey made a motion that the Board approves the appointment of John McVeigh as Public Health Director pending a successful CORI and physical. The motion was seconded by Sel. MacInnes and passed unanimously.

17-312 Eversource Hearing; Bridge Street Conduit

Christine Cosby from Eversource, said an underground conduit will be placed underground at Bridge Street for power to a residential development. Mr. McKay said a trench permit will need to be obtained from the Department of Public Works. Ms. Cosby explained to resident Carol Coakley that the wires will be pulled from an existing pole through a PVC pipe underground.

**Sel. McCaffrey made a motion that the Board grants the petition from NStar Electric Company D/B/A Eversource to construct and a location for, such a line of conduits and manholes with the necessary wires and cables therein under the following public way or ways:
Bridge Street – Southeasterly thence turning easterly a distance of about 112+/-feet at pole 74/3. Pole 74/3 is approximately 197+/-feet southeast of Dover Street.
And that the Town will notify abutters when digging is going to occur. The motion was seconded by Sel. MacInnes and passed unanimously.**

17-313 Appointment of Department Assistant at Town Clerk

Mr. Guzinski asked to Board to approve the appointment of Susan Vara as a Department Assistant II at the Town Clerk's office.

Sel. McCaffrey made a motion to approve the Town Administrator's appointment of Susan Vara as Department Assistant II for 20 hours per week at the Town Clerk's office. The motion was seconded by Sel. MacInnes and passed unanimously.

17-314 Approve Borrowing CFB Project

Jennifer Scannell presented the information about borrowing for the Clyde F. Brown school building project. Ms. Scannell said she will be back to present the second piece of the borrowing in early summer of next year.

Sel. Barnes made a motion as follows:

I, the Clerk of the Board of Selectmen of the Town of Millis, Massachusetts, certify that at a meeting of the board held December 18, 2017, of which meeting all members of the board were duly notified and at which a quorum was present, the following votes were unanimously passed, all of which appear upon the official record of the board in my custody:

Voted: that we hereby determine, in accordance with G.L. c. 70B, that the amount of the cost of the Clyde Brown Elementary School project authorized by a vote of the Town passed on November 6, 2017 (Article 30) not being paid by the school facilities grant is \$30,342,156 and we hereby approve of the issuance of notes and bonds in such amount under said G.L. c. 70B.

Further Voted: to approve the sale of \$13,000,000 3.00 percent General Obligation Bond Anticipation Notes (the "Notes") of the Town dated December 21, 2017, and payable December 21, 2018, to TD Securities (USA) LLC at par and accrued interest, if any, plus a premium of \$193,440.

Further Voted: that in connection with the marketing and sale of the Notes, the preparation and distribution of a Notice of Sale and Preliminary Official Statement dated December 11, 2017, and a final Official Statement dated December 14, 2017, each in such form as may be approved by the Town Treasurer, be and hereby are ratified, confirmed, approved and adopted.

Further Voted: that the Town Treasurer and the Board of Selectmen be, and hereby are, authorized to execute and deliver a significant events disclosure undertaking in compliance with SEC Rule 15c2-12 in such form as may be approved by bond counsel to the Town, which undertaking shall be incorporated by reference in the Notes for the benefit of the holders of the Notes from time to time.

Further Voted: that we authorize and direct the Treasurer to establish post issuance federal tax compliance procedures in such form as the Treasurer and bond counsel deem sufficient, or if such procedures are currently in place, to review and update said procedures, in order to monitor and maintain the tax-exempt status of the Notes and such other tax-exempt bonds and notes as may be issued by the Town from time to time.

Further Voted: that each member of the Board of Selectmen, the Town Clerk and the Town Treasurer be and hereby are, authorized to take any and all such actions, and execute and deliver such certificates, receipts or other documents as may be determined by them, or any of them, to be necessary or convenient to carry into effect the provisions of the foregoing votes.

I further certify that the votes were taken at a meeting open to the public, that no vote was taken by secret ballot, that a notice stating the place, date, time and agenda for the meeting (which agenda included the adoption of the above votes) was filed with the Town Clerk and a copy thereof posted in a manner conspicuously visible to the public at all hours in or on the municipal building that the office of the Town Clerk is located or, if applicable, in accordance with an alternative method of notice prescribed or approved by the Attorney General as set forth in 940 CMR 29.03(2)(b), at least 48 hours, not including Saturdays, Sundays and legal holidays, prior to the time of the meeting and remained so posted at the time of the meeting, that no deliberations or decision in connection with the sale of the Notes were taken in executive session, all in accordance with G.L. c.30A, §§18-25, as amended.

The motion was seconded by Sel. MacInnes and passed unanimously.

17-315 Vote to Certify the Useful Life of the Front End Loader

Ms. Scannell said the Board needs to vote on the useful life of the front end loader so that the borrowing doesn't extend past that useful life.

Sel. Barnes made a motion as follows:

I, the Clerk of the Board of Selectmen of the Town of Millis, Massachusetts, certify that at a meeting of the board held December 18, 2017, of which meeting all members of the board were duly notified and at which a quorum was present, the following votes were unanimously passed, all of which appear upon the official record of the board in my custody:

Voted: that the maximum useful life of the front end loader to be financed with the proceeds of the \$182,698.00 borrowing authorized by the vote of the Town passed November 6, 2017 (Article 8) is hereby determined pursuant to G. L. c.44, §7(1) to be 20 years.

I further certify that the votes were taken at a meeting open to the public, that no vote was taken by secret ballot, that a notice stating the place, date, time and agenda for the meeting (which agenda included the adoption of the above votes) was filed with the Town Clerk and a copy thereof posted in a manner conspicuously visible to the public at all hours in or on the municipal building that the office of the Town Clerk is located or, if applicable, in accordance with an alternative method of notice prescribed or approved by the Attorney General as set forth in 940 CMR 29.03(2)(b), at least 48 hours, not including Saturdays, Sundays and legal holidays, prior to the time of the meeting and remained so posted at the time of the meeting, that no deliberations or decision in connection with the sale of the Notes were taken in executive session, all in accordance with G.L. c.30A, §§18-25, as amended.

The motion was seconded by Sel. MacInnes and passed unanimously.

17-316 Approval of SGH Contract DPW Roof

Wayne Klocko, Chair of the Permanent Building Committee, reviewed the background of the project and said the scope has been changed over time. Mr. Klocko asked the Board to approve a contract dated 12/22/16 that was not approved back at the time. Mr. Klocko said the entire facility at 7 Water Street will not be updated, but a new elastomeric roof coating system will be put on the roof and there will be one bay available to work on vehicles with no actual offices. Mr. McKay added that the MEP scope will include a garage exhaust ventilation system.

Sel. McCaffrey made a motion to approve a contract with SGH for Public Works Garage Metal Roof Coating and Ventilation Repairs for an amount not to exceed \$65,.750.00. The motion was seconded by Sel. MacInnes and passed unanimously.

Sel. McCaffrey made a motion for the Board to approve the invoice from Simpson Gumpertz & Heger in the amount of \$15,420.00. The motion was seconded by sel. MacInnes and passed unanimously.

17-317 Approval of Sewer Connection – Toll Brothers

Mr. McKay said the new sewer service that has been proposed is a large project and will bring sewer service to 324 residences at the proposed Toll Brothers development at Glen Ellen. Mike Carter of GCG Associates said the reconstruction of Orchard Street inclusive of the new sewer line and the upgrade of the Middlesex Street Pump station is being finalized. Austin Turner of Bohler Engineering addressed the Board about both the water line noting that the pipe will be increased from a 6” main to 12” up Orchard Street. (See Water Line Extension Exhibit) Mr. McKay said both Mr. Turner and Mr. Carter have been to residents that surround the Middlesex station to discuss and work on fencing and noise reduction. Mr. Turner said the sewer line will start at the existing entrance of Glen Ellen and go past the stone arch bridge and connect in to the existing gravity fed system. Mr. Turner said stubs will be provided to residents along the path. The upgrade to the Middlesex station will increase the capacity at Area F and be an improvement to the existing noise level.

Sel. McCaffrey made a motion to approve the design of a sewer service extension relating to the Toll Bros.’ project and pursuant to the utility agreement dated May 26, 2017, between thee Town of Millis and Toll Bros., Inc., subject to all municipal permits and approvals required to complete the work required by said agreement. The motion was seconded by Sel. MacInnes and passed unanimously.

Shawn Nuckolls, Toll Brothers, said the legal process affecting the project is ongoing so he cannot give an actual start date for the project, but they are anxious to move forward.

SCHEDULED BUSINESS

17-318 Approval of Agreement for Engineering Services at Dover Road Water Main

Mr. McKay said the appropriations were given at the June Town Meeting, and this is the second part of the Dover Road Water Main Project.

Sel. McCaffrey made a motion that the Board approves proceeding with phase II of the Dover Road Water Main project and gives the Town Administrator authority to sign on behalf of the Town in an amount not to exceed \$66,320.00. The motion was seconded by Sel. MacInnes and passed unanimously.

17-319 Reconfirmation of Award of Joint Salt Bid

Mr. McKay said the original bid the Board approved was faulty and he presented a new bid.

Sel. MacInnes made a motion that the Board approves the award of joint purchase of salt bid award to Eastern Minerals for \$45.20 per ton for CC Salt, \$45.20 per ton for Solar Salt, and \$62.20 per ton for Treated Salt. The motion was seconded by Selectmen Barnes and passed unanimously.

17-320 Award of Engineering Services for I/I (Infiltration/Inflow) Analysis Plan

Mr. McKay asked the Board to approve the owner-engineer agreement for engineering services for the I/I Analysis Plan.

Sel. Barnes made a motion that the Board approves the Town Administrator to Owner-Engineer Agreement for Engineering Services for I/I Analysis Plan with GCG Associates in an amount not to exceed \$218,290.00 and authorizes the Town Administrator to sign on the Town’s behalf. The motion was seconded by Sel. MacInnes and passed unanimously.

17-321 2018 License Approvals

Sel. McCaffrey made a motion that the Board approves and issues the following licenses for calendar year 2018:

DBA	LICENSE TYPE
Lilac House Restaurant	Alcohol on Premises - Wine & Malt
Main Street Mobil	Alcohol Pkg Store - Wine and Malt
Fifth Avenue Liquors	All Alcohol -Package Store
Harkeys Wine & Spirits	All Alcohol -Package Store
Lumpy’s Liquors	All Alcohol -Package Store
AM Vets Post #495	All Alcohol -Veterans Club
Glen Ellen Country Club	All Alcohol-Restaurant
Napper Tandys	All Alcohol-Restaurant
Primavera Ristorante	All Alcohol-Restaurant

Victory Lane	All Alcohol-Restaurant
AM Vets Post #495	Automatic Amusement
Victory Lane	Automatic Amusement
Ryan Family Amusements	Automatic Amusement (37)
Ryan Family Amusements	Bowling Alley (22)
Bob's Auto Body	Class II
Export Auto of Millis	Class II
Foreign Car Repair	Class II
McGowan Auto Sales	Class II
Millis Car Care Center	Class II
Millis Collision	Class II
New England Auto Salvage	Class II
Farm Street Auto Sales	Class III
Millis Car Care Center	Class III
New England Auto Salvage	Class III
Used Auto Parts and Scrap by Appointment Only	Class III
W.T. Holmes Transportation Co., Inc.	Class III
Big Beef	Common Victualler
Black Cow Ice Cream	Common Victualler
Bob's Family Restaurant/CLOSED	Common Victualler
Budabings Inc.	Common Victualler
Dunkin Donuts	Common Victualler
Encompass Fitness	Common Victualler
Glen Ellen Country Club	Common Victualler
Isabella's	Common Victualler
Jalapa Mexican Grill	Common Victualler
King Street Café	Common Victualler
Kravings Grille and Ice Cream	Common Victualler
Lilac House Restaurant	Common Victualler
Louie's Pizzeria	Common Victualler
Marinho's Pizza	Common Victualler
McDonald's	Common Victualler
Millis House of Pizza	Common Victualler
Napper Tandys	Common Victualler
Primavera Ristorante	Common Victualler
Roche Brothers Supermarket	Common Victualler
Saigon Restaurant	Common Victualler
Subway of Millis/CLOSED	Common Victualler
Twist Bakery & Café	Common Victualler
Victory Lane	Common Victualler
AM Vets Post #495	Entertainment
Big Beef	Entertainment
Dunkin Donuts	Entertainment

Encompass Fitness	Entertainment
Glen Ellen Country Club	Entertainment
Kravings Grille and Ice Cream	Entertainment
Napper Tandys	Entertainment
Primavera Ristorante	Entertainment
Ryan Family Amusements	Entertainment
Victory Lane	Entertainment
Used Auto Parts and Scrap by Appointment Only	Junk & Materials
Bethany House	Junk Collector
AM Vets Post #495 Millis, MA, Inc.	Pool Table
Victory Lane	Pool Table
Fin, Fur & Feather Club	Skeet and Trap Shooting

The motion was seconded by Sel. MacInnes and passed unanimously.

Sel. McCaffrey made a motion that the following licenses be granted with the condition that both are in full compliance with Building and Fire Department inspection requirements set forth by the ABCC within 30 days:

Budabings Inc.	All Alcohol-Restaurant
Jalapa Mexican Grill	All Alcohol-Restaurant

The motion was seconded by Sel. MacInnes and passed unanimously.

17-322 Financial Consulting Contract

Sel. McCaffrey made a motion to give the Town Administrator the authority to approve the Financial Consulting contract between the Town and CliftonLarsonAllen to provide a scope of services relative to the Finance office’s deliverables in an amount not to exceed \$10,000.00. The motion was seconded by Sel. MacInnes and passed unanimously.

Sel. McCaffrey announced that during executive session the Board voted 2-1 not to renew the Finance Director’s contract.

ADJOURNMENT

Sel. McCaffrey made a motion to adjourn at 9:40pm. The motion was seconded by Sel. MacInnes and passed unanimously.

Respectfully submitted: Karen M. Bouret