

**BOARD OF SELECTMEN
REGULAR SESSION MEETING MINUTES
Monday, January 22, 2018
Veterans Memorial Building Room 229
900 Main Street, Millis, MA 02054**

CALL TO ORDER: Sel. McCaffrey called the meeting to order at 6:30 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 personnel. The motion was seconded by Sel. MacInnes.

Sel. McCaffrey – aye Sel. MacInnes – aye Sel. Barnes – aye

ANNOUNCEMENTS

Sel. McCaffrey announced that an 80's Night event will be held at the AmVets hosted by the Millis Recreation Department on February 17, 2018 from 7:00pm-11:00pm.

Fire Chief Rick Barrett and Police Chief Chris Soffayer announced that they received a grant for the improvement of the Public Safety Radio system.

PUBLIC HEARINGS & SCHEDULED APPOINTMENTS

18-009 Appointment of Full Time Paramedic

Chief Barrett asked that the Town Administrator appoint Steve Tyner as a Firefighter/Paramedic with the Millis Fire Department. Mr. Tyner is currently an On Call Firefighter. Mr. Guzinski asked the Board to confirm his appointment.

Sel. MacInnes said the Board confirms the appointment of Steven Tyner as Full Time Firefighter Paramedic pending a successful physical. The motion was seconded by Sel. Barnes and passed unanimously.

18-010 Review of Abatement: Gelasco

Jim McKay reviewed the abatement application at 63 Acorn Street by Eli Gelasco. Treasurer/Collector Jennifer Scannell said an estimated bill was being sent quarterly for six quarters since the DPW was unable to get into the property despite attempts to contact the property owners, by email, phone, and email, to do an actual read. Ms. Scannell said the bill was estimated at the low side, but the bill now accurately reflects the amount of water used. Mr. Gelasco asked the Board to be charged at a lower rate and feels he is being charged at a higher rate despite the 90,000 gallons being used over seven quarters, thus prorating the amount so that a refund can be issued. Mr. McKay said the amount wouldn't be as great if the homeowner had responded to the Town's attempts to contact them.

The Board asked that an excel spreadsheet be provided to show the difference in billing if the usage was spread out over seven months.

18-011 Reorganization of Building Department

Building Commissioner Mike Giampietro addressed the Board about a reorganization of the Building Department due to the pending increase in services due to an anticipated surge in construction in the Town. Mr. Giampietro reviewed the list of pending and current projects in town and inspections etc. that will be required, summarizing by saying the Building Department needs to be ready and staffed appropriately to handle what will be a significant workload. Mr. Guzinski reviewed his proposal in increase the Department Assistant's hours, require Inspectors to be in the office 3 days per week and create an official Assistant Building Inspector position for 25 hours per week. Local developers wrote letters in support of the proposal. Mr. Giampietro also provided a chart comparing other local towns' methods of paying inspectors and asked that his inspectors be paid per inspection, not ½ permit fees as is currently done.

Mr. Guzinski agreed that there is a much more progressive system of payment to inspectors and he is in support of the proposal and thinks it's important to meet the needs of the community. A discussion ensued amongst the Board including the permitting process timing and methods, including input from local developers. Paul Jacobsen, Moderator and resident, voiced concern about resident's not just commercial business and encouraged the Board to look at the entire Building Department as a whole. Ellen Rosenfeld, Developer, voiced concerns and frustration with what she said is a Building Department that needs to be gentler, friendlier, and more accessible office. Dave Byrne, Wiring Inspector, voiced concerns about residential building and convenience for them. Sel. McCaffrey said this is just the first step and the proposal will be fully vetted going forward.

SCHEDULED APPOINTMENTS

18-014 Approval of Construction Testing & Inspection for CFB Project

Wayne Klocko presented a contract amendment for project management services for testing services for Compass Project Management which will be subcontracted through Briggs Engineering.

Sel. McCaffrey made a motion to approved contract amendment #3 with Compass Project Management, Inc. for testing services in an amount not to exceed \$66,000.00 for the Clyde Brown school project. The motion was seconded by Sel. Barnes and passed unanimously.

18-015 Approval of Builder's Risk for CFB Project

Mr. Klocko presented the Builder's Risk policy through Cabot Risk Strategies with Hanover Insurance Company for a total premium for the project of \$29,711.00.

Sel. McCaffrey made a motion to approve the award of the Builder's Risk policy to remit payment to Cabot Risk Strategies with the carrier Hanover Insurance Company for 7 Park Road, Millis for the Clyde Brown project from 1/02/18 for a 20 month term in an amount of \$29,711.00. The motion was seconded by Sel. MacInnes and passed unanimously, and passed unanimously.

18-012 Open Meeting Law

Town Counsel, Jay Talerman, discussed Open Meeting Law. (See PowerPoint Presentation, attached)

18-013 Approval of FY18 Stormwater Management Engineering Services/Kleinfelder

Jim McKay gave an update on the status of the stormwater management program. A list of town owned properties, billing procedures, a glossary of terms are all items that have been in the works and Mr. McKay said the group/departments will meet again shortly.

Mr. McKay presented a proposal from Kleinfelder for the remainder of the fiscal year. The proposal includes stormwater GIS inventory review and mapping training, FY19 budget recommendations, the NPDES MS4 Annual Report preparation, and preparation of notice of intent. The total fee for the proposal is \$29,970.00.

Sel. McCaffrey made a motion that the Board approves the contract with Kleinfelder for the four tasks/services listed for an amount not to exceed \$29,970.00. The motion was seconded by Sel. MacInnes and passed unanimously.

18-016 Retail Marijuana Committee Update

Sel. McCaffrey said the committee met for the first time recently and has a schedule to meet approximately every other week. The public is welcome to all meetings, and there will be an official public forum on 2/7/18.

18-017 Pet Donation Program

Sel. Barnes proposed setting up a receptacle donation box here at Town Hall where people who have pets that have passed or would like to donate unused items such as leashes, medicines, etc. and the Animal Control Officer could do periodic pickups in coordination with the Town Clerk's office.

Sel. McCaffrey made a motion that the Board authorizes on a pilot basis a program called Pet Provisions where acceptance of gifts for pets will occur at the Town Clerk's office and will be picked up by the Animal Control Officer for dissemination. The motion was seconded by Sel. MacInnes and passed unanimously.

18-018 Ratify Library Director's Contract

Sel. McCaffrey ratified the agreement dated January 8, 2018 between Library Director Kimberly Tolson and the Town of Millis. The motion was seconded by Sel. Barnes and passed unanimously.

18-019 BAN Renewal

Sel. McCaffrey made a motion to approve the Bond Anticipation Note for the projects known as the Front End Loader and Infiltration and Inflow Analysis of the Town's Sewer System in the amount of \$400,988.00 maturing on January 29, 2019 with an interest rate of 1.55%. The motion was seconded by Sel. Barnes and passed unanimously.

CONSENT ITEMS

All deferred to the 2/12/18 Board meeting

ADJOURNMENT

Sel. McCaffrey made a motion to adjourn at 10:45pm. The motion was seconded by Sel. Barnes and passed unanimously.

Respectfully submitted: Karen M. Bouret