

**BOARD OF SELECTMEN  
REGULAR SESSION MEETING MINUTES  
Monday, April 30, 2018  
Veterans Memorial Building Room 229  
900 Main Street, Millis, MA 02054**

**CALL TO ORDER:** Sel. MacInnes called the meeting to order at 7:00 pm. The following persons were present: Sel. Catherine MacInnes, Sel. Loring Barnes, Town Administrator Michael Guzinski, and Operations Support Manager Karen Bouret. Sel. McCaffrey was not in attendance.

**ANNOUNCEMENTS**

Sel. MacInnes announced that the Norfolk County Registry of Deeds will hold office hours on Thursday, May 31<sup>st</sup> at the Veterans Memorial Building.

Sel. MacInnes announced that Representative David Linsky secured \$50,000 for a new Millis Council on Aging van. This will allow money to be freed up elsewhere.

Sel. Barnes and James McKay, Assistant DPW Director, thanked everyone for helping on Millis Beautification Day including the Young Marines and many residents.

**PUBLIC HEARINGS & SCHEDULED APPOINTMENTS**

**18-121 Discuss Proposed Relocation of Batting Cages**

Jason Kiggen and Adam Hill of Millis Youth Baseball spoke about a proposal to construct new batting cages at a new location. Mr. Kiggen explained that the Baseball Board takes care of many of the baseball and softball fields and does fundraising to work on upkeep and new projects. Mr. Kiggen showed photos of flooding at the current batting cages as well as the poor condition of the fencing and netting. Mr. Kiggen showed the proposed new location and said it would be about 200'-0" from the residents on McCabe Avenue and PCA Landscaping has offered to donate arborvitaes to screen the cages. He added that the new location would keep the kids further away from the street which is a safety issue.

Mr. McKay said the land this is proposed to be built on is Town land since the School/Town land swap occurred due to the new Clyde Brown location and said the land is under the purview of the Selectmen. Resident Steve Smith, an abutter from McCabe, voiced concerns about the new location due to noise and vehicles driving on the field and suggested fencing to help if safety is a main concern. Discussion ensued about drainage issues. After some consideration the Board decided to look at a final proposal at their meeting on May 14.

**18-122 Approval of Municipal Vulnerability Plan Letter of Support**

Robert Weiss addressed the Board regarding a Municipal Vulnerability Preparedness (MVP) grant program from state funding of projects to help Millis prevent damage by severe climate change weather events.

**Sel. Barnes made a motion that the Board approves a letter to be signed by the Chair in support of the MVP. The motion was seconded by Sel. MacInnes and passed unanimously.**

18-123 Discuss Plumbing Inspector's Fees for Clyde F. Brown

Mr. Guzinski said the number of fixtures at the new Clyde F. Brown was initially incorrect and has now been recalculated. Mr. Guzinski referenced the numbers and details outlined in an email dated April 25th from the Building Commissioner.

**Sel. Barnes made a motion that the Board revises and adopts the new plumbing and gas payment schedule for the Clyde F. Brown project as stipulated by the Town Administrator and Building Commissioner. A total of \$5375.00, in which half was waived by the Board, for the plumbing permit plus \$350.00 for the gas permit, in which half was waived by the Board, for a total of \$2862.50 to be allocated for payment to the Plumbing Inspector in three equal payments. The allocated amounts shall be paid down per inspection in the same way the Electrical/Wiring Inspector is being paid for the project. The motion was seconded by Sel. MacInnes and passed unanimously.**

18-124 Award DPW Contracts

Mr. McKay asked the Board to approve two contract extensions from the Metropolitan Area Planning Council (MAPC). Mr. McKay explained that the Town received letters from the Senior Procurement Specialist at the MAPC that the Consortium has decided to extend both the Crack Sealing services and Pavement Markings services through December 31, 2018, upon authorization from the Town.

**Sel. Barnes made a motion that the Board authorizes the Town Administrator approve two contract extensions through December 31, 2018 as follows:**

- **Item #5 Crack-Sealing, Inc., for crack sealing not to exceed \$100,000.00**
- **Item #6 Markings, Inc., for pavement markings not to exceed \$30,000.00**

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

Mr. McKay asked the Board to approve two new contracts from the MAPC for catch basin cleaning and delivered earth materials also through December 31, 2018.

**Sel. Barnes made a motion that the Board authorizes the Town Administrator approve two contracts through December 31, 2018 as follows:**

- **Item #9 Truax Corporation, for catch basin cleaning not to exceed \$52,300.00**
- **Item #10F Lorusso Corporation, for earth materials delivered not to exceed \$8670.00**

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

18-125 Update on Paving Bid

Mr. McKay said the FY19 Annual Street Paving Bid came in lower than expected overall with Lorusso Corporation as the low bidder. Mr. McKay reviewed his memo on paving recommendations and stated that since the bids came in less than expected there is an unexpected \$263,617.00 balance. Mr. McKay said unfortunately some of the funds may need to go towards bridge repair on Dover Road, but it is uncertain since Medfield, Millis, and the State are all involved in funding that project. The Board asked Mr. McKay to come to the first meeting in June to review possible additional paving related projects for FY19.

18-126 Update on Regency at Glen Ellen Project

Mr. Guzinski said Toll Bros. will officially be purchasing the property tomorrow and have offered furniture, a piece of playground equipment, lawn equipment etc. that have been left behind to be taken and used by the Town. Mr. McKay said a kickoff meeting was held at Town Hall on Wednesday, April 25<sup>th</sup>. Mr. McKay said Toll Bros. has an aggressive construction timeline and anticipate applying for

occupancy permits starting in August of 2019. Full minutes from the pre-construction meeting are available through the Planning Board.

### **SCHEDULED BUSINESS**

#### **18-127 Authorize Finance Director Job Advertisement**

Mr. Guzinski said the Town has been working with the School to reconfigure a Finance Director position and is recommending that the job be advertised in the \$120,000.00 range and said this is a financial leadership position and very important position for the Town. Mr. Guzinski is hoping to have a strong candidate to offer the job to by the end of June with a start date in September.

**Sel. Barnes made a motion for the Town Administrator to advertise for a Finance Director as specified. The motion was seconded by Sel. MacInnes and passed unanimously.**

#### **18-128 Town Website Discussion**

Sel. Barnes said she's been having discussions with Virtual Towns & Schools (VT-S), the Town's current website hosting company, to find a way to upgrade the current website in an effort to be more efficient, user friendly, and informative. Ms. Barnes reviewed a proposal from VT-S to convert to a Responsive, Drupal-based CMS with no additional cost. (see attached) Sel. Barnes wants to present Millis to the outside towns and businesses that this is a great and vital town to live and do business in. Mr. Guzinski said he'd forward the proposal to the IT committee for review and further discussion on the issue can continue at a future Board meeting.

#### **18-129 Speaking Assignments for Town Meeting Warrant Articles**

1. Unpaid Bills/ Sel. MacInnes
2. FY18 Additional Wages and Expenses/Sel. MacInnes
3. SEIU 888 & Firefighters Local 4704 Contract Ratification/Sel. McCaffrey
4. FY19 Operating Budget/Sel. McCaffrey
5. Sewer Enterprise Fund/Sel. MacInnes
6. Water Enterprise Fund/Sel. MacInnes
7. Stormwater Enterprise Fund/Sel. MacInnes
8. Amendments to Personnel Plan/Sel. Barnes
9. Independent Audit /Sel. McCaffrey
10. Board of Health Appointing Authority/Sel. Barnes
11. Revolving Funds/Sel. Barnes
12. Capital Items/Sel. McCaffrey
13. Community Preservation Fund/Sel. MacInnes
14. CPC Digitization of Hindy Rosenfeld Collection/Sel. MacInnes
15. CPC Currier & Ives Reprints Framing Project/Sel. MacInnes
16. Revaluation FY19/Sel. Barnes
17. Previously Approved School Bus Lease - School
18. Previously Approved Computer Lease - School
19. Medicare/Medicaid Reimbursement Services - School
20. OPEB Funding/Sel. Barnes
21. Stabilization Fund/Sel. McCaffrey
22. Capital Planning Committee Bylaw/Sel. McCaffrey
23. DPW Director Bylaw/Sel. MacInnes
24. Finance Director Bylaw/Sel. Barnes
25. Release of Drainage Easement at Acorn Street/Sel. MacInnes

26. Retail Marijuana (1) Special Permit/Zoning/Sel. McCaffrey
27. Retail Marijuana (2) Limitation/Sel. McCaffrey
28. Retail Marijuana (3) 3% Sales Tax/Sel. McCaffrey
29. Site Evaluation & Preliminary Design of Walnut St. Pump Station/Sel. MacInnes
30. Board of Selectmen Report – Unfunded Capital Project Requests/Sel. McCaffrey
31. Citizen’s Petition: Town Clerk Stipend Increase/Full Time Elected Official

18-130 Schedule BOS Meeting Dates for Spring

The Board decided to meet as follows:

Monday, May 14 at 6:00pm at the MS/HS Library directly prior to Town Meeting at 7:30pm

Monday, June 4 at 7:00pm in Room 229 at the Veterans Memorial Building

Monday, June 25 at 7:00pm in Room 229 at the Veterans Memorial Building

**ADJOURNMENT**

**Sel. Barnes made a motion to adjourn at 9:10pm. The motion was seconded by Sel. MacInnes and passed unanimously.**

Respectfully submitted: Karen M. Bouret