

**BOARD OF SELECTMEN  
REGULAR SESSION MEETING MINUTES  
Monday, June 4, 2018  
Veterans Memorial Building Room 229  
900 Main Street, Millis, MA 02054**

**CALL TO ORDER:** Sel. MacInnes called the meeting to order at 6:00 pm. The following persons were present: Sel. James McCaffrey, Sel. Catherine MacInnes, Town Administrator Michael Guzinski, and Operations Support Manager Karen Bouret. Sel. Loring Barnes was not available to attend.

**Sel. MacInnes made a motion to enter executive session to conduct strategy sessions in preparation for negotiations with union personnel, (SEIU 888 Contract, Fire Union Contract), and to discuss strategy with respect to potential litigation if an open meeting may have a detrimental effect on the litigating position of the public body and the chair so declares. (Street Lighting Project) The motion was seconded by Sel. McCaffrey.**

**By Roll Call Vote: Sel. MacInnes aye, Sel. McCaffrey aye**

Return to open session at 7:00pm.

**ANNOUNCEMENTS**

Mr. Jim McKay, DPW, announced that Glen Ellen gifted the Town artwork, furniture, cooking utensils, and machinery that groomed the golf course when it closed. Mr. McKay asked that a thank you be sent from the Town for the generous donation. Mr. Guzinski said the Town also received a check in the amount of \$169,000.00 towards the purchase of an ambulance. Another two \$25,000 checks will be forthcoming with the first occupancy permits.

**PUBLIC HEARINGS & SCHEDULED APPOINTMENTS**

18-137 Public Hearing: Verizon Petition for Conduit

**Sel. MacInnes made a motion to open the hearing for the Verizon petition for conduit at Union Street. The motion was seconded by Sel. McCaffrey and passed unanimously.**

The Verizon representative said the purpose is to provide service for telecommunications to 411 Union Street. Mr. McKay said there are telephone poles in the middle of sidewalks here in Town on Exchange Street from Union Street to Island Road. Mr. McKay asked if there could be a contingency to move the poles as part of the approval of the conduit by the Board. The Verizon representative said she will follow up regarding the pole issue.

**Sel. McCaffrey made a motion to close the hearing, seconded by Sel. MacInnes. The motion passed unanimously.**

**Sel. McCaffrey made a motion that the Board of Selectmen of the Town of Millis, Massachusetts, notice having been given and a public hearing held, as provided by law:**

**That it is hereby ordered and permission be and hereby is granted to VERIZON NEW ENGLAND, INC. to lay and maintain underground conduits with the wires and cables to be placed therein, under the surface of the following public way or ways as requested in Petition of said Company dated the 6<sup>th</sup> day of November 2017.**

**UNION STREET:** Place one (1) four (4) inch conduit on Union Street beginning at existing Pole T.16, located on the northeasterly side of Union Street, and then running in the northeasterly side of Union Street.

**Reason:** Place conduit to provide for the distribution of intelligence and telecommunications.

Substantially as shown on plan marked - Verizon No. 1A2JJ0J, dated November 6, 2017, filed with said petition.

Also, that permission be and hereby is granted said VERIZON NEW ENGLAND INC. to lay and maintain underground conduits, manholes, cables and wires in the above or intersecting public ways for the purpose of making connection with such poles and buildings as it may desire for distributing purposes.

The foregoing permission is subject to the following conditions:

1. The conduits and manholes shall be such material and construction and all work done in such manner as to be satisfactory to such municipal officers as may be appointed to the supervision of the work.
2. In every underground main line conduit constructed by said Company hereunder, one duct not less than three inches in diameter shall be reserved and maintained free of charge for the use of the fire and police telephone and telegraph signal wires belonging to the Town and used by it exclusively for municipal purposes.
3. Said Company shall indemnify and save the Town harmless against all damages, costs and expense whatsoever to which it may be subjected in consequence of the acts or neglect of said Company, its agents or servants, or in any manner arising from the rights and privileges granted it by the Town.
4. Said Company shall comply with the requirements of existing ordinances and such as May hereafter be adopted governing the construction and maintenance of conduits and wires, so far as the same are not inconsistent with the laws of the Commonwealth.

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

18-138/139 Department Assistant Appointments

Ms. Jennifer Scannell, Treasurer/Collector, said she and Mary Frye, Assistant Treasurer/Collector, interviewed candidates for the Department Assistant II position in the Treasurer's office. Ms. Scannell said they recommend Susan Silva for the position. Susan Silva introduced herself to the Board. Mr. Guzinski recommends that the Board confirm

**Sel. McCaffrey said the Board approves the Town Administrator's appointment of Susan Silva to the position of Department Assistant II in the Treasurer/Collector's office subject to a credit check, CORI, and physical. The motion was seconded by Sel. MacInnes and passed unanimously.**

Mr. Guzinski said the Interim Finance Director and Assistant Town Accountant interviewed several candidates for the position of Department Assistant III, Payroll Administrator, and recommended Debra Broe. Mr. Guzinski asked to Board to ratify his appointment of Debra Broe as Payroll Administrator. Karen Bouret, Operations Support Manager, said her CORI came back without issue.

**Sel. McCaffrey said the Board approves the Town Administrator's appointment of Debra Broe to the position of Department Assistant III in the Finance Office subject to a physical. The motion was seconded by Sel. MacInnes and passed unanimously.**

18-140 Review Water/Sewer Adjustment Request

Robert Healy, son of resident Linda Beyer at 147 Plain Street Millis asked the Board for some assistance paying for a high water bill that occurred due to a hose that was inadvertently left on at the residence. Mr. Healy said his mother has had cancer and he was rinsing out a bucket an accidentally left it on. Ms. Scannell reviewed three possible options for the Board to vote on to assist the homeowner with payment. Sel. McCaffrey noted that the first two options include payment for sewer at lower tiers, and the third option removes the sewer charge since the water came from a hose and did not enter the sewer. Ms. Scannell suggested option three and added that as soon as the homeowner was notified he responded immediately to address the issue.

**Sel. McCaffrey made a motion that the Board, operating as Water Commissioners, to allow an abatement of \$1212.41 for a total bill of \$922.43 for 147 Plain Street due in June 2018. The motion was seconded by Sel. MacInnes and passed unanimously.**

18-141 Economic Development Priority Map – Metropolitan Area Planning Council (MAPC)

Steve Winter, MAPC, reviewed a packet of materials he presented to the Board. Mr. Winter pointed to areas on a new version of the economic development map of Millis the MAPC created where the Town wants to encourage development and areas where the Town wants to preserve. Mr. Winter said the MAPC has started mapping areas from the ground up by first allowing Towns to provide information about areas they wanted to develop. Mr. Winter said he asked the Town Administrator to review the updated map which better defines the actual parcels due to technology improvements. Mr. Guzinski said this was a mapping clean up exercise and will make it easier to apply for grants that could help us with development in the community. Mr. Winter said the Board could reach out to him, the MAPC, to move any boundaries. Mr. Winter said if the Town wants to reach out regarding options for assistance, they would use this map to show the area has been designated as a priority area. Mr. Guzinski suggested that the Board take time to review mapped areas and come back with any questions.

18-142 Approval of Proposal for DPW Site Conditions

Wayne Klocko, Chair of the Permanent Building Committee (PBC), presented a proposal to evaluate the existing environmental and geotechnical conditions at the Millis DPW garage site prior to completing the design of future repairs and building additions. Mr. Klocko said the proposed plan to improve the DPW building includes putting two additions on. Mr. Klocko said the proposal for site evaluation work in front of the Board reflects not to exceed numbers for time and materials. Mr. Klocko said the plan for renovations has changed from the initial proposal and the PBC feels this is a much more comprehensive solution. Mr. Klocko added that keeping the two additions separated from the building by 10'-0" prevents the need to sprinkler the entire building.

**Sel. McCaffrey made a motion to authorize the Town Administrator to sign an agreement with Simpson, Gumpertz & Heger, Inc. on behalf of the Town for civil site work at 7 Water Street as described in the agreement for a not to exceed maximum of \$42,905.00. The motion was seconded by Sel. MacInnes and passed unanimously.**

18-143 Appointment of Council on Aging Member

**Sel. McCaffrey made a motion to appoint Herbert Lannon to the Council on Aging until 6/30/18. The motion was seconded by Sel. MacInnes and passed unanimously.**

## **SCHEDULED BUSINESS**

### **18-145 2018 Water Ban**

Mr. McKay said the Town is required by the state to show an effort to conserve water due to state regulations. Mr. McKay said information on the Town's water ban was put in resident's mailboxes and sent as an insert in the last water bill mailing. Mr. McKay said there are fees associated with violations and encouraged residents to comply.

**Sel. McCaffrey made a motion to approve the mandatory watering ban for the Town from May 1, 2018 through September 30, 2018 with no outside watering allowed between the hours of 9:00am through 5:00pm. The motion was seconded by Sel. MacInnes and passed unanimously.**

### **18-146 Review and Approve Inter-function Transfers**

Mr. Guzinski reviewed two inter-function transfer requests and recommended approval of both by the Board, stating that the Finance Committee is also required to approve them. The Board voiced concerns about committees, boards and departments going into the deficit for salaries and asked for a clearer description of these requests moving forward. Sel. MacInnes asked that a more detailed description of the current two transfers be provided to the Board for information.

**Sel. McCaffrey made a motion to approve an inter-function transfer from conservation expense, wetlands protection fund, to conservation salary to cover a deficit in the salary account in the amount of \$1,106.00. The motion was seconded by Sel. MacInnes passed unanimously.**

**Sel. McCaffrey made a motion to approve an inter-function transfer from conservation expense to conservations salary in the amount of \$1,500.00 to cover a deficit in the salary account. The motion was seconded by Sel. MacInnes and passed unanimously.**

## **PUBLIC HEARINGS & SCHEDULED APPOINTMENTS**

### **18-144 BOS Recommendation for Retail Marijuana Committee's Charge**

Sel. McCaffrey, Board liaison to the Retail Marijuana Committee (RMC), said the Board needs to review what the RMC should focus on going forward now that Town Meeting is over and the article regarding zoning did not pass. Sel. McCaffrey noted that in addition to zoning and special permit regulations, he is asking that the Board ask the RMC to focus on bylaws to be put in place to address nuisance issues such as noise or smell and "good neighbor" regulations. Sel. McCaffrey said a broader focus/charge for the RMC should be decided when the entire Board is in attendance. Nicole Riley, Chair of the RMC, agreed with Sel. McCaffrey's suggestion of moving forward adding that having those types of regulations in place will help the Town have more control over nuisance issues. Joyce Boiardi, member of the RMC, also voice support of both Sel. McCaffrey and the RMC Chair.

**Sel. McCaffrey made a motion for the Retail Marijuana Committee to place its primary focus for the short term on nuisance issues such as noise, lighting and odor. The motion was seconded by Sel. MacInnes and passed unanimously.**

## **SCHEDULED BUSINESS**

### **18-147 BOS Letter of Support for 617 Therapeutic Health Care Center**

Mr. Guzinski said 617 Therapeutic Health Care Center has requested a letter of support from the Board to the Department of Public Health to operate a Registered Marijuana Dispensary, similar to a letter the Board provided to CommCan, be approved and mailed. Sel. McCaffrey said he is in favor since 617

Therapeutic has been very professional in their dealings with the Town to date. Sel. MacInnes also voiced her support.

**Sel. McCaffrey made a motion to direct the Chair to send a letter on behalf of 617 Therapeutic Health Care Center to the Department of Public Health to support their business operating in Millis as a Registered Marijuana Dispensary. The motion was seconded by Sel. MacInnes and passed unanimously.**

18-148 Procedural Discussion – DPW Director Appointment

Mr. Guzinski asked to Board for permission to post the position of DPW Director internally adding that he feels there is a very highly qualified candidate in house. He added that he anticipates an appointment will be ready to be made at the next Board meeting on June 25.

**Sel. McCaffrey made a motion that the Board approves posting the DPW Director position vacancy internally. The motion was seconded by Sel. MacInnes and passed unanimously.**

**Sel. McCaffrey made a motion to approve the DPW Director job description with a revision to change “two enterprise funds” to “three enterprise funds” on page two. The motion was seconded by Sel. MacInnes and passed unanimously.**

18-149 Formation of Charter Review Study Committee

Sel. MacInnes asked registered voters who are interested in volunteering as a member of the Charter Review Study Committee to contact Karen Bouret, Operations Support Manager, who will add the committee charter to the website. Sel. McCaffrey encouraged residents who are not currently on another Town or School committee to join.

18-150 Approval of Sign Permit – Flag Football

**Sel. MacInnes made a motion to approve the sign permit application from Millis Flag Football to place a few professionally made lawn signs at intersections around Town advertising registration from 6/5/18-6/19/18 with the condition that no signs be place near Town monuments. The motion was seconded by Sel. McCaffrey and passed unanimously.**

18-151 Water/Sewer Commitments

**Sel. MacInnes made a motion to approve the Water/Sewer Department Commitment to the Collector for April 2018 in the amount of \$1463.39. The motion was seconded by Sel. McCaffrey and passed unanimously.**

**Sel. MacInnes made a motion to approve the Water/Sewer Department Commitment to the Collector for QB0418 in the amount of \$524,556.38. The motion was seconded by Sel. McCaffrey and passed unanimously.**

**CONSENT ITEMS**

**Sel. MacInnes made a motion to approve minutes of 4/2 and 4/9 as amended and to delay approval of the 4/30/18 minutes until the 6/25/18 meeting. The motion was seconded by Sel. McCaffrey and passed unanimously.**

**ADJOURNMENT**

**Sel. McCaffrey made a motion to adjourn at 9:00 p.m. The motion was seconded by Sel. MacInnes and passed unanimously.**

Respectfully submitted: Karen M. Bouret