

**BOARD OF SELECTMEN
REGULAR SESSION MEETING MINUTES
Monday, July 9, 2018, 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. James McCaffrey, Sel. Catherine MacInnes, Town Administrator Michael Guzinski, and Operations Support Manager Karen Bouret. Sel. Barnes was unable to attend.

ANNOUNCEMENTS

Sel. MacInnes announced that Congressman Joseph Kennedy will be holding office hours for the public on Sunday, July 15th from 1:00-2:00pm on at the Fire Station at 885 Main Street. All are welcome to attend.

DPW Director Jim McKay informed the Board that the Summer/Fall Road DPW project schedule is posted on the website and both the Police and Fire Facebook pages for residents to see where possible road closings will happen.

PUBLIC HEARINGS & SCHEDULED APPOINTMENTS

18-164 Appoint Seasonal DPW Laborers

DPW Director asked the Town Administrator to appoint Alexander Rollins and Kyle Lopez for summer employment for the DPW. Town Administrator Michael Guzinski asked the Board to ratify his appointment of both individuals.

Sel. McCaffrey made a motion to ratify the Town Administrator's appointment of Alexander Rollins and Kyle Lopez as Seasonal Summer Laborers through August pending successful CORI, drug screen, and physical results. The motion was seconded by Sel. MacInnes and passed unanimously.

18-165 MAPC Hazard Mitigation Plan Presentation

Darci Schofield, from the Metropolitan Area Planning Council, gave a PowerPoint presentation on hazard mitigation planning. This was the second public presentation for Millis. (See Attached) Ms. Schofield said the plan is complete and it is ready to be posted on the website with a two week time frame for public comment. The next step is sending the plan to MEMA and then FEMA for approval. Ms. Schofield said once FEMA approves it she will bring the plan back to the Board to adopt the plan which will go into effect for five years. Sel. McCaffrey asked that any capital projects that the plan identifies should be sent to the Capital Planning Committee for review as well.

18-168 Clifton Larson Allen Spending Increase Authorization

Mr. Guzinski asked the Board to approve an additional \$30,000 in spending for financial management services to be provided by Clifton Larson Allen.

Sel. McCaffrey made a motion to authorize spending of an additional \$30,000.00 for financial management services to be provided by Clifton Larson Allen. The motion was seconded by Sel. MacInnes and passed unanimously.

18-173 Appointment of Acting Town Administrator

Sel. McCaffrey made a motion to appoint Fire Chief Rick Barrett as Acting Town Administrator from July 18, 2018 – August 12, 2018 and to grant him all powers of the office with the exception of the power to terminate employees and hire permanent employees during this time period. The motion was seconded by Sel. MacInnes and passed unanimously.

18-175 BOS Summer/Fall Meeting Date Schedule

Sel. MacInnes decided to have an informational meeting about the Transfer Station on July 30 with the DPW Director hosting.

The next regular meeting of the Board will be held August 13, September 10, and September 24.

18-166 FY18 Audit Presentation Melanson Heath

Scott McIntyre of Melanson Heath reviewed the FY18 management letter and financial statement with the Board.

18-169 Approve FY18 Year End Transfers

Hannah York, Interim Finance Director, reviewed the year end transfers for FY18. Fire Chief Rick Barrett reviewed his overtime and shift coverage expenditures and a discussion ensued about how to budget for unknown expenses such as overtime lines. Ms. York then explained that the document before the Board is a high level overview vs. showing funds being transferred from one line to another. Ms. York explained that a legal deficit like snow and ice is ok, but you cannot have illegal deficits. The Town has to move money from line items to other line items within the budget that was voted at Town Meeting.

Sel. McCaffrey made a motion that the Board approves the Inter-function transfers both for the source of funds and use of funds as provided in the document presented by the Interim Finance Director on July 9, 2018. The motion was seconded by Sel. MacInnes and passed unanimously.

Sel. McCaffrey made a motion that the Board approves the reserve fund transfer as presented by the Finance Director in the document dated July 9, 2018. The motion was seconded by Sel. MacInnes and passed unanimously,

18-170 Finance Department Assessment

Ms. York presented an assessment of the Finance Department structure and made recommendations for the department going forward. Ms. York suggested more integration of School and Town Finance departments and being able to cross train employees by implementing MUNIS at the school. Sel. McCaffrey asked Ms. York to give the same presentation at an upcoming School Committee meeting.

18-171 Discuss Joining Massachusetts Multi-District Opioid Litigation

Mr. Guzinski recommended that the Board vote in favor of joining the litigation and added there is no cost to the Town to join this suit. Fire Chief Barrett spoke about the increase in heroin related overdoses and deaths in Town and the high cost of Narcan. Police Chief Soffayer added that being able to get money to offset the costs of Narcan as well as provide more education to the public would be favorable.

Sel. McCaffrey made a motion to direct the Town Administrator to proceed with joining in the Massachusetts Multi-District Opioid Litigation on behalf of the Town of Millis. The motion was seconded by Sel. MacInnes and passed unanimously.

18-172 Police Chief Contracts

Mr. Guzinski spoke about the Chief and said he is doing a great job in the two years since taking the role. The Chief also talked about the department and some of the accomplishments including retaining his work force.

Sel. McCaffrey made a motion to approve the employment agreement between the Town of Millis and Police Chief Christopher Soffayer effective July 1, 2019 through June 30, 2022. The motion was seconded by Sel. MacInnes and passed unanimously.

18-174 Discuss Town Clerk Position: Elected vs. Appointed

Sel. MacInnes started a discussion about potentially changing the Town Clerk position to an appointed position by saying the process would include a Charter change and explained that this would need to be approved at Town Meeting and then be put to a vote. Sel. McCaffrey noted that much of the discussions that have happened to date have revolved around compensation but agreed with Sel. MacInnes that a review of the position to be elected vs. appointed is appropriate. Sel. MacInnes asked the Town Administrator to do a review of other Towns and how the Town Clerk position is structured in other Towns. Lisa Hardin, Town Clerk, said she has done a study and will pass along the information to the Town Administrator. Sel. McCaffrey said he sees two issues with the position, one is funding of the position and secondly would an appointed position or elected position best suit the Town. Ms. Hardin said she is in favor of keeping the position elected and not taking the responsibility away from the voters. Sel. MacInnes said there will be future meetings to do a thorough review of what is the solution to how the Town Clerk's position will be handled.

ADJOURNMENT

Sel. McCaffrey Made a motion to adjourn at 10:30. The motion was seconded by Sel. And passed unanimously.

Respectfully submitted: Karen M. Bouret