

**BOARD OF SELECTMEN
REGULAR SESSION MEETING MINUTES
Monday, August 13, 2018
Veterans Memorial Building Room 229
900 Main Street, Millis, MA 02054**

CALL TO ORDER: Sel. MacInnes called the meeting to order at 6:05 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.

EXECUTIVE SESSION

Sel. MacInnes made a motion to enter executive session to discuss the discipline or dismissal of, or complaints or charges brought against, a public officer, employee, staff member or individual. The motion was seconded by Sel. McCaffrey. Sel. MacInnes – yes, Sel. McCaffrey - yes

Open session resumed at 7:00 pm.

ANNOUNCEMENTS

Police Chief Soffayer reviewed an evidence audit which was recently performed. Chief Soffayer said Officer Thompson and Officer Kearns built the records system on the computer and the result was a perfect audit. The Chief also recognized the work of Sgt. Shearns on the project.

PUBLIC HEARINGS & SCHEDULED APPOINTMENTS

18-176

Board of Health Chair Kathleen Lannon asked the Board to confirm the Town Administrator's appointment of Robin McLaughlin for the position of Public Health Nurse.

Sel. McCaffrey made a motion to ratify the Town Administrator's appointment of Robin McLaughlin, RN for the job of Public Health Nurse pending a satisfactory physical result. The motion was seconded by Sel. MacInnes and passed unanimously.

18-177

Fire Chief Barrett asked the Board to confirm the Town Administrator's appointment of Brian Polimeno to the new EMS/ALS Coordinator position. Mr. Polimeno is already a full-time employee with Fire Department.

Sel. McCaffrey made a motion to ratify the Town Administrator's appointment of Brian Polimeno for the job of EMS/ALS Coordinator pending a satisfactory physical result. The motion was seconded by Sel. MacInnes and passed unanimously.

Fire Chief Barrett asked the Board to confirm the Town Administrator's appointment of Joseph Sullivan as a full time Firefighter/Paramedic. Mr. Sullivan is currently an on call firefighter with the Town.

Sel. McCaffrey made a motion to ratify the Town Administrator's appointment of Joseph Sullivan for the job of full time Firefighter/Paramedic pending a satisfactory physical result. The motion was seconded by Sel. MacInnes and passed unanimously.

18-178

Sel. MacInnes said the Planning Board has asked the Board of Selectmen to recommend that they hold a public hearing on two proposed amendments/articles at their September, 11, 2018 meeting. Sel. McCaffrey said the Retail Marijuana Committee is meeting and working diligently.

Sel. McCaffrey made a motion to approve that the two proposed zoning bylaw amendments from the May 2018 Annual Town Meeting be added as warrant articles for the Fall town meeting and for the Planning Board to hold a public hearing on said articles at their September 11, 2018 meeting. The motion was seconded by Sel. MacInnes and passed unanimously.

18-179

Sel. MacInnes made a motion to open the stormwater and land disturbance permit hearing for Acorn Place at 7:25pm, a proposed senior residential community, to be located on Acorn Street. The motion was seconded by Sel. McCaffrey and passed unanimously.

Dan Merrikin of Merrikin Engineering spoke about the project saying that 51% of the site would be preserved which creates buffers to neighbors abutting the project. Mr. Merrikin said the stormwater report and site design have been provided to the Town as part of the Town and the DEP's regulations. The project includes twenty-two, two-unit condominium residences, four single unit residences and a clubhouse building deeded for residents 55 and over (senior residential). Mr. Merrikin said there will be a condominium association, which will own everything except for the studs inside the buildings, and if adjacent homes want to have the ability to feed into the gravity system perhaps that will be a separate association but it can be discussed. Mr. Merrikin said this is will be an entirely private development with a private "driveway" not a road going in.

Melissa Recos, from BETA Engineering, said her firm is doing the review on behalf of the Town for the Board of Health, Planning Board, and Board of Selectmen. She said they are looking for some clarification on a few documents and additional information on some of the soils, sewer calculations and traffic flow but no big red flags were found. She agreed with Mr. Merrikin that a continuance should be allowed for completion/clarification of these issues.

An abutter to the project voiced concerns about water runoff to his yard. Mr. Merrikin said the plans are for a 100 year storm to prevent any issues. Ms. Recos suggested that when a stormwater update occurs the regulations should be updated to reflect more recent storm data.

Sel. McCaffrey made a motion to continue the hearing to September 10, 2018 at 7:05pm. The motion was seconded by Sel. MacInnes and passed unanimously.

18-181

Mr. Guzinski said there is no information to discuss regarding Building Department Protocol at this time. Mr. Guzinski did ask the Board to approve an additional 12 administrative hours for the Building Department due to increased workload however. Mr. Guzinski said the current assistant cannot cover all 12 but is looking for the Board to allow the additional hours so that he can work to see if internal staff can cover that time.

Sel. McCaffrey made a motion to approve an increase of 12 hours for the Department Assistant role at the Building Department. The motion was seconded by Sel. MacInnes and passed unanimously.

18-182

DPW Director Jim McKay said bids for the Phase V Sewer System Rehabilitation Project came in much higher than was anticipated and funds allocated at Town meeting last spring will not cover the project costs at this time. Mr. McKay said the project will need to go back out to bid and funds will need to be allocated at the November Town meeting to cover the delta in price.

18-183

Mr. McKay reviewed a proposal from Kleinfelder for FY19 Stormwater Engineering Services as listed in the August 7, 2018 document detailing tasks 1A-4B for a total amount of \$47,000.00.

Sel. McCaffrey made a motion to approve the proposal by Kleinfelder for FY19 Stormwater Engineering Professional Services for a total fee of not to exceed \$47,000.00 and for the Town Administrator to sign on the Town's behalf. The motion was seconded by Sel. MacInnes and passed unanimously.

18-184

Mr. Guzinski said both he and the Interim Finance Director jointly recommend appointing Melanson Heath for an additional three years as the auditing firm for the Town.

Sel. McCaffrey made a motion to approve auditing services by Melanson Heath for FY18 for \$36,250.00, FY19 for \$36,500.00, and FY20 for \$36,500.00 as proposed. The motion was seconded by Sel. MacInnes and passed unanimously.

18-185

Mr. Guzinski asked for the Board's approval to sign a contract with Commercial Boiler Systems, Inc. in the amount of not to exceed \$110,000.00 for replacement of the gymnasium rooftop unit at the Veterans Memorial Building (Town Hall). Mr. Guzinski said \$107,000.00 was allocated at the May 2018 Annual Town Meeting for this project, but after July 1 there was a price increase so the additional \$3000.00 will need to come from the Building Maintenance budget.

Sel. McCaffrey made a motion to approve the Town Administrator to sign on behalf of the Board to enter into a contract with Commercial Boiler Systems, Inc. for a not to exceed amount of \$110,000.00 for replacement of the gymnasium rooftop HVAC unit at the Veterans Memorial Building. The motion was seconded by Sel. MacInnes and passed unanimously.

18-186

Mr. Guzinski explained to the Board that per his employment contract, the Board must approve any accrued vacation time from one contract year to the next.

Sel. McCaffrey made a motion to approve the Town Administrator's request to carry forward 70 hours of vacation time on 7/1/18. The motion was seconded by Sel. MacInnes and passed unanimously.

18-187

Sel. MacInnes made a motion to approve road access as specified in the permit application from Three Squares New England for the annual bike charity event called the "Ride for Food" to be held on Sunday, September 23, 2018 between 8:00-10:00 am with coordination of the Police and Fire departments. The motion was seconded by Sel. McCaffrey and passed unanimously.

18-188

Sel. MacInnes made a motion to approve the annual Field of Flags event comprised of an installation of flags in front of the Veterans Memorial Building from November 4-17th in an effort by the Millis Lions to raise money for the Fisher House Boston and veterans. The motion was seconded by Sel. McCaffrey and passed unanimously.

18-189

Sel. MacInnes made a motion to approve a Water/Sewer Department commitment to Collector for May 2018 in the amount of \$1,764.80. The motion was seconded by Sel. McCaffrey and passed unanimously.

Sel. MacInnes made a motion to approve a Water/Sewer Department commitment to Collector for June 2018 in the amount of \$2,011.98. The motion was seconded by Sel. McCaffrey and passed unanimously.

Sel. MacInnes made a motion to approve a Water/Sewer Department commitment to Collector for July 2018 in the amount of \$3,294.92. The motion was seconded by Sel. McCaffrey and passed unanimously.

Consent Items

Sel. McCaffrey made a motion to approve the minutes of Monday, July 30, 2018 as written. The motion was seconded by Sel. MacInnes and passed unanimously.

ADJOURNMENT

Sel. McCaffrey Made a motion to adjourn at 8:40 pm. The motion was seconded by Sel. MacInnes and passed unanimously.

Respectfully submitted: Karen M. Bouret