

**BOARD OF SELECTMEN
REGULAR SESSION MEETING MINUTES
Monday, September 24, 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, Sel. Barnes, Town Administrator Michael Guzinski, and Operations Support Manager Karen Bouret.

Public Hearings and Scheduled Appointments

18-201 Continuance of Stormwater & Land Disturbance Hearing

Sel. McCaffrey made a motion to continue the Stormwater and Land Disturbance Hearing for Acorn Place, a Senior Residential Community to be located off of Acorn Street to Monday, September 24, 2018 at 7:05 pm. The motion was seconded by Sel. MacInnes and passed unanimously.

18-202 Green Communities Project Inspection Fees Waiver

Robert Weiss, Energy Manager, asked the Board to waive ½ the permit fees for inspections for the upcoming Green Communities projects.

Sel. McCaffrey made a motion to approve the Energy Committee’s request to waive ½ the permit fees related to the Green Communities’ projects for the Town. The motion was seconded by Sel. Barnes and passed unanimously.

18-203 Review of Stormwater Credit Manual

Betsy Frederick of Kleinfelder said the Stormwater Credit Manual is still undergoing edits and said she’d like to come back to review the manual at the 9/24 meeting.

18-204 Review/Approval of Millis Draft MS4 Notice of Intent

Ms. Frederick explained that a Notice of Intent for the MS4 permit is ready for approval. Ms. Frederick said the litigation that the Town is involved in regarding the MS4 regulations has not been completed yet.

Ms. Frederick said the asset management grant was submitted on behalf of the Town. Ms. Frederick said Kleinfelder has given the DPW Director a proposal for Pavement Management Services which was developed to align with the Asset Management Grant Proposal. The goal is to give the Town a comprehensive understanding of the pavement conditions and estimates for improvements. Sel. McCaffrey noted that Jim McKay, DPW Director, has been proactive in bringing this forward and will be asking it to be added as an article on the November Town Meeting Warrant.

18-207 Review Upcoming BOS Schedule

Sel. MacInnes noted that the upcoming Board schedule will be as follows:

- Monday, September 24, 2018 at 7:00 pm
- Monday, October 1, 2018 at 7:00 pm
- Monday, October 15, 2018 at 7:00 pm
- Monday, October 29, 2018 at 7:00 pm
- Monday, November 5, 2018 at 6:00 pm, to be held at the MS/HS Library directly preceding Town Meeting

18-210 Open 11/15/18 Town Meeting

Sel. McCaffrey made a motion that the Board opens the 11/5/18 Town Meeting Warrant and asked to close the warrant effective 6:00pm on 09/24/18. The motion was seconded by Sel. Barnes and passed unanimously.

18-206 Discuss Town Clerk Position

Sel. MacInnes asked the Board to comment on whether or not a warrant article should be placed on the Town Meeting Warrant to either change the Clerk position to be appointed or possibly change the salary. Sel. MacInnes said information has been provided on salaries of comparable Towns and includes staffing levels. (See Attached) Discussion ensued about whether or not to add an article to increase the salary including concerns about budget allocations and possible staff impact and the pros and cons of elected versus appointed. Lisa Hardin, Town Clerk, said she feels the Clerk's office is understaffed and the Clerk's office covers a lot of other things that other offices don't. Mr. Guzinski noted that if the position was changed from elected to appointed, it would need to go through a ballot vote and vote at Town Meeting with a Charter change to follow only if both pass. Sel. McCaffrey noted that moving the position to appointed and adding hours will cost the Town money to pay the position and people should understand that. Sel. Barnes suggested a professional assessment of the current Town Clerk's office. The consensus of the Board was to have the Town Administrator seek a proposal.

Sel. Barnes asked the Town Administrator to identify three firms to assess the current operations at the Town Clerk's office and to make recommendations. The motion was seconded by Sel. McCaffrey and passed unanimously.

Kathleen Lannon, resident and Chair of the Board of Health, said she is in favor of the assessment. Ms. Lannon also added that the Clerk's office is the "concierge" at Town Hall and does spend time helping residents who come in with questions that aren't necessarily the Clerk's responsibilities.

18-205 Approval of Air Stripper

Sel. McCaffrey made a motion to approve the contract with Delta Cooling Towers for a blower not to exceed \$25,000.00 and to be signed by the Town Administrator. The motion was seconded by Sel. Barnes and passed unanimously.

18-208 Discussion of an Economic Development Coordinator/Planner

Mr. Guzinski said he has talked to the Town of Southborough to discuss job sharing for an economic planner and developer where the role would be 20 hours per week in Millis. Mr. Guzinski asked for the Board's approval to go into negotiations with Southborough to work out a joint municipal agreement and to add the creation of the position as a warrant article. Mr. Guzinski said a search for a candidate could be done in house in coordination with Southborough. Discussion regarding possible funding for the position ensued.

Sel. Barnes made a motion that the Board approves the Town Administrator going into negotiations with Southborough, to develop a intermunicipal employment agreement for an Economic Development Coordinator/Planner. The motion was seconded by Sel. MacInnes and passed unanimously.

18-209 Short Term Debt Renewal

Sel. MacInnes made a motion that the Board approves the short term Bond Anticipation Note in the amount of \$30,000 maturing on 9/13/19 with an interest rate of 2.9% for the project for renewal of the project known as Town Fields Design, a new note in the amount of \$594,672 maturing on 9/13/19 with an interest rate of 2.9% for the project know as Capital Items, and a renewal note for \$439,200 maturing on 11/02/18 with an interest rate of 2.45% for the projects known as DPW Garage Repairs and Water Systems Improvements. The motion was seconded by Sel. Barnes and passed unanimously.

18-211 5k Boosters Race Approval

Sel. MacInnes made a motion for approval of the Millis Mohawk Boosters 2nd Annual Costume 5k on Sunday, 10/28/18 from 7:30am-10:00am starting and finishing at Tangerini's Spring Street Farm with coordination of the Police and DPW departments. The motion was seconded by Sel. McCaffrey and passed unanimously.

18-212 Water/Sewer Commitment

Sel. MacInnes made a motion to approve the Water/Sewer Commitment for August 2018 in the amount of \$3,976.05. The motion was seconded by Sel. Barnes and passed unanimously.

Consent Items

Sel. MacInnes made a motion to approve the minutes of 8/27/18 with a change as noted. The motion was seconded by Sel. Barnes and passed unanimously.

ADJOURNMENT

Sel. McCaffrey made a motion to adjourn at 8:50 pm. The motion was seconded by Sel. MacInnes And passed unanimously.

Respectfully submitted: Karen M. Bouret