

**BOARD OF SELECTMEN  
REGULAR SESSION MEETING MINUTES  
Monday, October 15, 2018  
Veterans Memorial Building Room 229  
900 Main Street, Millis, MA 02054**

**CALL TO ORDER:** Sel. MacInnes called the meeting to order at 6:30 pm. The following persons were present: Sel. Cathy MacInnes, Sel. Loring Barnes, Sel. James McCaffrey, Town Administrator Michael Guzinski, and Operations Support Manager Karen Bouret.

**EXECUTIVE SESSION**

**Sel. MacInnes made a motion to enter into executive session for the following reasons, seconded by Sel. McCaffrey.**

*To conduct strategy sessions in preparation for negotiations with union personnel.  
(Fire Union Local 4704)*

*To conduct strategy sessions in preparation for negotiations with non-union personnel.  
(Finance Director)*

*To conduct strategy sessions in preparation for litigation if an open meeting may have a detrimental effect on the litigating position of the public body.  
(Coviello/Pernice)*

**Sel. MacInnes – aye, Sel. Barnes – aye, Sel. McCaffrey - aye**

**ANNOUNCEMENTS**

Karen Bouret, Operations Support Manager, reviewed information on upcoming Flu Clinics, a Rooftop Solar Forum, and upcoming Sewer Smoke Testing noting that information can be found on the home page of the website.

Lisa Hardin, Town Clerk, announced the upcoming State Election and explained that absentee ballots and early voting are currently available. More information can be found on the website or by calling the Town Clerk's office.

Sel. Barnes said the former owner of Bob's Family Restaurant, a restaurant that was in town for many years before a fire closed its doors, passed away recently. Ms. Barnes noted his contribution to the Town.

**PUBLIC HEARINGS & SCHEDULED APPOINTMENTS**

**18-229 Officer Maraggio Service Recognition**

Police Chief Soffayer recognized Officer Robert, Bob, Maraggio for his many years of service on the Millis Police force as a traffic officer and for all of his hard work with the Town. The Chief presented Officer Maraggio with a plaque. The Board thanked officer Maraggio for his service and wished him well in his retirement.

**18-230 Pinning Ceremony – Police Officers Forsythe and Sullivan**

Mr. Guzinski recommended that the Board approves the appointment of Zachary Forsythe and Matthew Sullivan as full time Police Officers now that they have completed the Police Academy.

**Sel. McCaffrey made a motion to approve the Town Administrator's appointment of Zachary Forsythe and Matthew Sullivan as full time Police Patrolmen. The motion was seconded by Sel. Barnes and passed unanimously.**

The officer's families officially pinned badges on the new officers.  
Ms. Lisa Hardin, Town Clerk, swore in the officers.

18-231 Appointment of Seven On Call Firefighters

Fire Chief Rick Barrett introduced the seven candidates that applied for an On Call Firefighter position and introduced each to the Board in turn as follows:

Sarah Greeno, Gavin Bradbury, Allan Wallace, Matthew Donovan, Kyle Lopez, Matt Kennis, and Andrew Errico. The Chief noted that three of the candidates are currently employees of the Town and came highly recommended from their various departments.

Mr. Guzinski said that upon the recommendation of the Fire Chief, he is asking the Board to approve his appointment of all seven candidates.

**Sel. McCaffrey made a motion to approve the appointment of Sarah Greeno, Kyle Lopez, and Matthew Donovan to the position of Recruit On Call Firefighter. The motion was seconded by Sel. Barnes and passed unanimously.**

**Sel. McCaffrey made a motion to approve the appointment of Gavin Bradbury, Alan Wallace, Matt Kennis, and Andrew Errico contingent upon completion of a successful physical to the position of Recruit On Call Firefighter. The motion was seconded by Sel. Barnes and passed unanimously.**

Ms. Hardin swore in the newly appointed recruits on behalf of the Town.

18-233 121 Norfolk Road Cell Tower Proposal

Christina Glass from Verizon and Attorney Earl Duval representing Verizon reviewed a proposal for a cell tower at 121 Norfolk Road, Town owned property, with the Board. Mr. Duval presented maps showing existing cell coverage versus proposed coverage in the area to show the significant need to improve coverage. Mr. Duval explained that the Town can receive revenue from three different options for a lease agreement. Ms. Glass said it would be tucked back on the property which would make it less visible as people drive by but they will explore options if the Town has specific requests for the appearance of the tower. Sel. McCaffrey asked if changing the height of the tower or doing anything else would improve service coverage distance. Ms. Glass said 120'-0" falls within zoning regulations and the main objective is to promote coverage in that particular area where service is currently lacking. Mr. McKay explained that there has been a lot of research done by the Town and Verizon to find a suitable location for potential approval at town meeting. Mr. Guzinski said if this approved at town meeting then an RFP could go out and the Planning Board would hold public hearings etc. so this is just the beginning of the process.

18-232 COA Request for Meals on Wheels Parking Spots

Mr. Guzinski asked the Board, on behalf of the Council on Aging Director, to request that two parking spots have a sign that prohibits parking in those spots from 11-1pm for use by Meals on Wheels volunteers. Sel. Barnes asked that there be something to designate the drivers' cars to be placed in the windshields as well.

**Sel. Barnes made a motion to approve two parking spots as requested with signs showing the times and to include use of signs inside the vehicles to show that they are Meals on Wheels drivers. The motion was seconded by Sel. McCaffrey and passed unanimously.**

18-235 Eden Street Sewer Extension Application

Dan Merrikin, Merrikin Engineering, spoke on behalf of the applicant for approval of the sewer extension from 11 Eden Street to 27 Eden Street and noted this was already brought before the Board last spring so this is a request for final Board approval. Mr. McKay said the extension went through a peer review by GCG Associates with seven recommendations. (See the 10/11/18 letter) Mr. Merrikin asked that the Board either approve the extension contingent upon completion of the recommendations from GCG or the Board can wait until a formal go-ahead has been received from the engineer. The Board asked that Mr. Merrikin come back once formal approval from the engineer has been received.

18-236 Cedar Street Sewer Extension Application

Mr. Merrikin reviewed the Cedar Street sewer extension request but noted that just like the previous agenda item; the Town's peer review engineer has not yet approved the extension. Mr. Merrikin said the owner of 12 Cedar Street will also pass by 6, 9, and 11 Cedar Street as well as 79 Farm Street and a stub will be provided for each of these properties. A discussion ensued about future process for sewer extension applications and timing of when these items get placed on an agenda. Mr. Merrikin and Mr. McKay explained that timing was an issue which is why they came before the Board tonight. Sel. McCaffrey said they will extend the road opening deadline if that is necessary but the Board all agreed that they are not ready to approve the extension until a letter of consent has been received from the town peer review engineer.

18-237 Stormwater & Landscape Hearing Continuance for Acorn Street

**Sel. McCaffrey made a motion to reopen the hearing for a stormwater and land disturbance permit approval for a senior residential community development of Acorn Street. The motion was seconded by Sel. Barnes and passed unanimously.**

Mr. Merrikin said his firm has been working with Melissa Recos of BETA Engineering, peer review, to work back and forth through all of the issues and to be comfortable with the design. Ms. Recos said all the comments for the Board of Selectmen's review have been addressed. The Board expressed displeasure at receiving information from the engineers so late, this afternoon, and asked applicants to respect the Board's time going forward. Chair MacInnes said she'd like the Board to have more time to review the information. Discussion about sewer ensued and Mr. Merrikin said he'll do some research into that.

**Sel. MacInnes made a motion to continue the stormwater and land disturbance permit hearing to Monday, October 29 at 7:10 pm. The motion was seconded by Sel. Barnes and passed unanimously.**

18-236 Cedar Street Sewer Extension Application

Chuck Costa, the applicant for the sewer extension at Cedar Street, came before the Board to ask them to reconsider the decision to hold off on approval until 10/29/18. Mr. Costa implored the Board to approve it this evening so that his contractor can get started on the project next Monday and noted that his system is failing. A discussion ensued. Sel. McCaffrey said he is still struggling with making a decision without our engineer officially signing off on the project. Mr. McKay said he feels comfortable with a

conditional approval by the Board and trusts both of the engineers he has worked with for many years especially in an emergency type of situation like this one.

**Sel. Barnes made a motion that the Board makes a conditional approval of the sewer extension at Cedar Street with oversight by the DPW Director. Sel. MacInnes seconded.**

Sel. McCaffrey said it needs to be noted that this is occurring due to a hardship.

**Sel. McCaffrey revised the motion that the Board makes a conditional approval of the sewer extension at Cedar Street as described due to the hardship on the applicant. The motion was seconded by Sel. Barnes and passed unanimously.**

18-238 Review and Approval of 11/5/18 Town Meeting Warrant

Mr. Guzinski reviewed some minor changes to the warrant since the Board's last meeting. Pete Jurmain, Interim IT Director, reviewed the addition of \$50,000.00 to Article 9, the Capital items article, to purchase hardware and software for the Town. Mr. Jurmain said the Town has applied for a grant but the Town needs to begin upgrading and repairing at this time. Mr. Jurmain reviewed the process of upgrading firewalls, hardware etc. and briefly reviewed the need for full time IT support and plans for work down the road.

Mr. Guzinski reviewed a memo showing funding sources for the Fall Annual Town Meeting. (See memo) Mr. Guzinski recommended adding \$50,000.00 to the OPEB fund and \$100,000.00 to Stabilization from Free Cash.

**Sel. McCaffrey made a motion to approve the 11/5/18 warrant as presented. The motion was seconded by Sel. Barnes and passed unanimously.**

Sel. Barnes asked for a glossary be available to explain what the acronyms mean. Mr. Guzinski said he will ask Finance Committee to include that in their Finance bulletin.

18-239 Signing of the State Election Warrant

**Sel. McCaffrey made a motion for the Board to sign the State Election Warrant for 11/6/18. The motion was seconded by Sel. Barnes and passed unanimously.**

18-240 Ratification of Finance Director's Contract

**Sel. Barnes made a motion that the Board ratifies the executive session vote to approve the employment agreement with the Finance Director as written. The motion was seconded by Sel. McCaffrey and passed unanimously.**

18-241 Ratification of Fire Union Local #4704 Contract

**Sel. Barnes made a motion that the Board ratifies the executive session vote to approve the employment agreement with the Fire Union Local #4704 as written. The motion was seconded by Sel. McCaffrey and passed unanimously.**

18-242

**Sel. Barnes made a motion that the Board approves the minutes of 9/24/18 with noted changes. The motion was seconded by Sel. McCaffrey and passed unanimously.**

**ADJOURNMENT**

**Sel. Barnes made a motion to adjourn at 10:35pm. The motion was seconded by Sel. MacInnes and passed unanimously.**

Respectfully submitted: Karen M. Bouret