

**BOARD OF SELECTMEN
REGULAR SESSION MEETING MINUTES
Monday, January 28, 2019
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. Cathy MacInnes, Sel. Loring Barnes, Sel. James McCaffrey, Town Administrator Michael Guzinski, and Operations Support Manager Karen Bouret.

EXECUTIVE SESSION

***To conduct strategy sessions in preparation for negotiations with union personnel.
(SEIU and Mass Coalition of Police)***

***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.
(Pernice)***

***To consider the purchase or sale of real estate if the chair declares that an open meeting may have a detrimental effect on the negotiating position of the public body.
(64 Exchange Street)***

Return to regular session at 7:00pm.

ANNOUNCEMENTS

Mr. Guzinski announced that the Town was awarded a FEMA grant approval.

Mr. Robert Weiss, Energy Manager, said the Municipal Vulnerability Meeting was held and the core team is working to prioritize items moving forward. Mr. Weiss announced that there is an upcoming meeting for the OSRP to assess the community's park and recreation assets and encouraged people to attend.

PUBLIC HEARINGS & SCHEDULED APPOINTMENTS

19-007 Appointment of Department Assistant II, Water/Sewer Clerk and Department Assistant, Clerk
Ms. Jennifer Scannell made a recommendation to the Town Administrator to appoint Marsha McNamara to the position of Department Assistant II, Water/Sewer Clerk. Mr. Guzinski asked the Board to ratify his appointment.

Sel. McCaffrey made a motion to confirm the Town Administrator's appointment of Marsha McNamara to the position of Department Assistant II, Water/Sewer Clerk subject to a successful CORI and physical. The motion was seconded by Sel. Barnes and passed unanimously.

Ms. Jennifer Scannell made a recommendation to the Town Administrator to appoint Stacey Mill to the position of Department Assistant II, Clerk. Mr. Guzinski asked the Board to ratify his appointment.

Sel. Barnes made a motion to confirm the Town Administrator's appointment of Stacey Mill to the position of Department Assistant II, Clerk subject to a successful CORI and physical. The motion was seconded by Sel. McCaffrey and passed unanimously.

19-008 LEPC Storm/Power Preparedness

Sel. Barnes introduced Dave Byrne and Paul Jacobsen of the Local Emergency Planning Committee as well as Doug Forbes, a representative from the Massachusetts Emergency Management Agency. Mr. Jacobsen and Mr. Byrne said Millis has a fully functional emergency management plan and said emergency management works and meets behind the scenes on a regular basis to make sure the Town is prepared in the event of an emergency.

Mr. Forbes commended the group and said MEMA has fully certified the plan and commended Millis' team. Mr. Forbes spoke about possible grant opportunities and free training that is also available through MEMA.

Mr. Forbes went on to speak about response and recovery. Mr. Forbes recommended going to ready.gov where families can put together an emergency plan for themselves and reminded people to not think of if there will be an emergency but when. Ms. Kathleen Lannon, of the Board of Health, said there are still flu shots available if anyone still wants one and encouraged every Millis resident to sign up for the Swift911, reverse 911 system.

19-009 Hearing: Wine & Malt License for Namaste

Sel. McCaffrey made a motion to open the hearing for a wine and malt license at Namaste Convenience located at 915 Main Street. The motion was seconded by Sel. Barnes and passed unanimously.

A resident voiced concern about having another establishment sell alcohol in close proximity to other businesses that sell alcohol. Another resident spoke in favor of the application stating that she'd like to see his business prosper from this addition. Bodha Rautchhetry, business owner, said he is a member of the Lions and will make sure any signage that is changed is done with permission from the Zoning Board.

Sel. McCaffrey made a motion to close the public hearing for a wine and malt license at Namaste Convenience located at 915 Main Street. The motion was seconded by Sel. Barnes and passed unanimously.

Sel. McCaffrey made a motion to approve the wine and malt license for Namaste Convenience located at 915 Main Street. The motion was seconded by Sel. Barnes and passed unanimously.

19-010 Council on Aging Staffing Review

Ms. Patty Kayo, Council on Aging Director, told the Board that the Outreach Worker has retired and the assistant/transportation director has moved on to a full time position elsewhere. Ms. Kayo and Mr. Guzinski asked the Board to consider the approval of a temporary schedule to fill the hours with existing staff and to advertise for the positions in the next few weeks as presented in the packet.

Sel. McCaffrey made a motion to approve the recommendation of the Town Administrator and Council on Aging Director for the Director's hours to be increased by 8.5 hours weekly and the Department Assistant hours to be increased by 11 additional hours as a temporary schedule until permanent staff is hired. The motion was seconded by Sel. Barnes and passed unanimously.

19-011 Approval of Contract for a DPW Pickup Truck

Sel. Barnes made a motion to approve the recommendation of the DPW Director to purchase a Chevrolet Silverado 2500 4x4 Pickup from Liberty Chevrolet for an amount not to exceed \$43,167.96. The motion was seconded by Sel. McCaffrey and passed unanimously.

Funding for the truck was approved at the November 2018 town meeting.

19-012 Approval of Town Clerk Office Organizational Assessment Proposal

Mr. Guzinski presented a proposal from Community Paradigm Group to conduct a study of the structure and operations of the Town Clerk's office and proper staffing levels, and to define opportunities to strengthen the delivery of services. Mr. Guzinski said this proposal comes as a follow up to previous Board discussion regarding staffing and services at the Clerk's office.

Lisa Hardin, Town Clerk, explained that the Clerk's position is currently an elected position and is in support of this study knowing how the needs of the Town have changed in her tenure as Clerk.

Sel. Barnes made a motion to authorize the Town Administrator to execute the contract with Community Paradigm Group for a study of the Town Clerk's office as presented, not to exceed \$6,500.00. The motion was seconded by Sel. McCaffrey and passed unanimously.

19-013 Economic Development Director/Planner

Mr. Guzinski explained that although the Board approved an Economic Development Director/Planner position to be shared with Southborough, unfortunately Southborough cannot move forward at this time. Mr. Guzinski asked the Board to consider advertising for a 19 hour position based on an annual pay of a maximum of \$45,000.00.

Sel. Barnes made a motion to approve the recommendation of the Town Administrator to advertise for an Economic Director/ Planner for a nineteen hour per week position based on an annual maximum pay of \$45,000.00. The motion was seconded by Sel. McCaffrey and passed unanimously.

19-014 Discuss Waiving Electrical Permit Fee for VMB Work

Sel. McCaffrey approved waiving the electrical permit fees for ongoing work at the Veterans Memorial Building by Walco Electric, and to pay the inspector's fee per the agreed upon payment schedule. The motion was seconded by Sel. Barnes and passed unanimously.

ADJOURNMENT

Sel. Barnes made a motion to adjourn at 8:25pm, seconded by Sel. MacInnes. The motion passed unanimously.

Respectfully submitted: Karen M. Bouret