

Finance Committee Meeting – Pre Town Meeting/Public Hearing

October 27, 2010 7:30 PM
Veterans Memorial Building, Room 229
900 Main Street
Millis, MA 02054

In Attendance:

Chris Smith, Chairman
Craig Schultze, Vice Chairman
John Burns
Peter Jurmain
Rick Manburg
Richard Molloy
Jim Smith
Susan Vecchi
Charles Aspinwall, Town Administrator
Charles Vecchi, Board of Selectmen

Chris Smith called the meeting to order at 7:30 PM

Warrant Item Reconsiderations/Recommendations:

Article #3, 4, 5 & 6 – Road Acceptances Funding:

Rick Manburg made a motion to reconsider Article #3, 4, 5 & 6, Susan Vecchi seconded. Vote: 8/0, motion carries unanimously.

Rich Molloy made a motion to fund Article #3 Pinehouse Road Acceptance in the amount of \$1.00 by Taxation, Susan Vecchi seconded. Vote: 8/0, motion carries unanimously.

Rich Molloy made a motion to fund Article #4 Applerock Road Acceptance in the amount of \$1.00 by Taxation, Susan Vecchi seconded. Vote: 8/0, motion carries unanimously.

Rich Molloy made a motion to fund Article #5 Crestview Drive Acceptance in the amount of \$41.00 by Taxation, Susan Vecchi seconded. Vote: 8/0, motion carries unanimously.

Rich Molloy made a motion to fund Article #6 Klifford Circle Acceptance in the amount of \$10.00 by Taxation, Susan Vecchi seconded. Vote: 8/0, motion carries unanimously.

Article #13 – General Bylaw – Overweight Vehicle Travel:

Gross Vehicle Weights have changed

Rich Molloy made a motion to reconsider Article #13, Susan Vecchi seconded. Vote: 8/0, motion carries unanimously.

Peter Jurmain made a motion to recommend Article #13 as written, Jim Smith seconded. Vote: 8/0, motion carries unanimously.

Pre-Town Meeting:

Susan Vecchi made a motion to open Pre-Town Meeting, John Burns seconded. Vote: 8/0, motion carries unanimously.

Article #1:

Chris Smith:

I move that the town do vote to amend the vote taken under Article #5 of the June 14, 2010 Annual Town Meeting by reducing line #3, Millis Schools by \$108,000.00; from \$11,309,538.00 to \$11,201,538.00, and to transfer said funds to the Stabilization Fund.

Returning money to the Stabilization Fund allocated to mitigate budget cuts in the School Department's FY11 budget, later granted by the Federal Government.

Article #2:

Chris Smith:

I move that the town do vote to appropriate the sum of \$2,768.37 from Free Cash to pay unpaid bills from previous fiscal years as follows:

<u>Department:</u>	<u>Vendor:</u>	<u>Amount:</u>
Assessors	Norfolk County Registry of Deeds	\$ 29.30
Selectmen	TALX Corporation	\$1,260.00
Building	Tim Costello	\$ 75.00
Selectmen	Nicolas General Contracting	\$ 650.00
Fire	Clinical I Home Medical	\$ 100.50
Fire	Ben's Uniforms	\$ 150.00
Board of Health	Public Sector Partners	\$ 253.32
Fire	Gilmore's Inc.	\$ 147.25
Fire	Gilmore's Inc.	\$ 41.30
Ambulance	CARQUEST Auto Parts	\$ 61.70

This is a standard motion for bills from the previous fiscal year.

Article #3:

Chris Smith:

I move that the town do vote to accept the layout of Pinehouse Road as a public way, excepting detention basins and drainage appurtenances outside the right of way, as shown on a plan on file in the office of the Town Clerk, also being shown on a plan entitled "Applerock Estates" Definitive Subdivision Plan of Land in Millis, Massachusetts, Scale: 1" = 40', September 30, 1997, Paul N. Robinson Associates, Inc. filed with Norfolk Deeds as Plan No. 172 of 2001, Plan Book 484, and that the town do vote to raise and appropriate the sum of \$1.00 from taxation, and authorize the Board of Selectmen to accept as a gift, purchase or take by eminent domain, permanent and temporary easements or fee interest in land, for the layout of said way, and further, to authorize the Board of Selectmen to enter into all agreements and take all related actions necessary or appropriate to carry out this acquisition, on such terms and conditions as the Board of Selectmen deems appropriate.

The Planning Board and Board of Selectmen endorse the acceptance of this road.

Article #4 – Applerock Road Acceptance:

Chris Smith:

Same description as Article #3, funded for \$1.00 by Taxation.

Article #5 & Article #6– Crestview Drive and Klifford Circle Acceptance:

Craig Schultz:

Same description as Article #2

Article #7:

Craig Schultz:

I move that the town do vote to appropriate and raise by transfer from available funds the sum of \$27,000.00 for improvements to Crestview Drive and Klifford Circle.

The roads were built in the 1970's and never accepted as Town roads. The cell tower revenue will be used to repair and bring the roads up to standard.

Article #8:

Rich Molloy:

I move that article 8 be dismissed.

The original intention was for the project to be funded out of water & sewer, now the sidewalk repairs would be the bulk of the cost. This article will be reconsidered at the Spring Town Meeting.

Article #9:

Rich Molloy:

I move that the town do vote to appropriate the sum of \$116,000.00 of which \$40,576.00 is raised from Sewer Surplus and of which \$75,424.00 is raised by borrowing under the provisions of M.G.L. Chapter 44 or any other enabling authority, for sewer system improvements including but not limited to Infiltration and Inflow Repairs, Studies, and Inspections including without limitation all costs thereof as defined under Section 1 of Chapter 29C of the General Laws and that to meet that appropriation the Treasurer with the approval of the board of Selectmen is authorized to borrow and issue bonds therefore.

The purpose of this article is to improve existing, aging piping by removing build up in the pipes.

Article #10:

Peter Jurmain:

I move that the Town do vote to appropriate and raise by transfer from free cash the sum of \$64,110.00 to purchase and equip two police patrol vehicles, and authorize the Board of Selectmen to dispose of the old vehicles by trading against the purchase price of the new vehicles, by outright sale, auction, or otherwise, and that the proceeds received from such disposal be applied to the purchase price or for Town vehicle maintenance.

This article would replace two vehicles with continuing problems and are in need of replacement. Next year will be the last year for the Ford Crown Victoria and a Ford vehicle would not be available for almost two years.

Article #11:

Peter Jurmain:

I move that the Town do vote to appropriate and raise by transfer from free cash the sum of \$20,670.00 to purchase and install a police/fire/ems dispatch console, and authorize the Board of Selectmen to

dispose of the old console by trading against the purchase price of the new console, by outright sale, auction, or otherwise, and that the proceeds received from such disposal be applied to the purchase price.

There have been problems the last several years with the dispatch console and at this stage it is unreliable putting officers in jeopardy. Parts for repair are not available.

Article #12:

Rick Manburg:

I move that the town do vote to transfer the care, custody, management and control of the Ellice School on Pleasant St. from the School Committee to the Board of Selectmen.

The school is on the National Building Historical Register. This article would allow the Historical Commission use CPC funds to restore it for public use.

Article #13:

Rick Manburg:

I move that the town do vote to amend the Town of Millis General Bylaws, Article IX, Police regulations, by inserting therein a new paragraph number "47." as follows:

47. Overweight Vehicle Travel on Town Roads and Land

The Board of Selectmen may enact regulations governing the passage of overweight vehicles on and over Town roads, Town land, or private property in which the Town has a property interest, including the permitting thereof, and may establish fees therefore pursuant to and consistent with the provisions of G.L. c. 85, §. 30, G.L. c. 90, §§ 18 and 19A, and any other applicable general or special laws. The Board of Selectmen may consult with the Police Chief, Fire Chief, and any other state or local officials in determining the conditions of such permits.

"Overweight Vehicles" shall be defined in accordance with the above-referenced statutes, as amended or superseded, to include:

3 Axle: 60,000 max. With a reducible load, a permit can be issued for up to 73000 lbs (+5%)

4 Axle 60,000 max. With a reducible load, a permit can be issued for up to 87000 lbs (+5%)

TT Unit 80,000 max With a reducible load, a permit can be issued for up to 99000 lbs (+5%)

Overweight vehicles are traveling through town without the knowledge of the Town which can create a public safety issue. This article would allow the Town to collect a fee and supervise overweight vehicles.

Charles Aspinwall: A reducible load is defined generally by off loading from the vehicle during the trip.

Article #14:

Susan Vecchi:

I move that the town do vote to appropriate and raise by transfer from Free Cash the sum of \$45,000.00 for English Language Arts Curriculum materials.

Updating the curriculum is the number one priority of the School Committee. Thirty percent of Grade 3 & 4 students' MCAS scores are below proficient. These materials would cover Grades K through 4.

Article #15:

Susan Vecchi:

I move that the town do vote to appropriate and raise by transfer from Free Cash the sum of \$15,000.00 for a space needs and renovation study of the Clyde Brown School, Middle School, and High School.

The last study was conducted in 2003 and the population has grown.

Article #16:

John Burns:

I move that the town do vote to appropriate and raise by transfer from Free Cash the sum of \$35,000.00 for a handicapped accessible wheel chair van, and authorize the Board of Selectmen to dispose of the old van by trading against the purchase price of the new van, by outright sale, auction, or otherwise, and that the proceeds received from such disposal be applied to the purchase price.

The intent is to address transportation needs of students and dispose of the old van with an unreliable wheel chair lift.

Article #17:

John Burns:

I move that the town do vote to appropriate and raise by transfer from Free Cash the sum of money \$5,000.00 for Clyde Brown School improvements including but not limited to interior painting and carpet replacement.

The Clyde Brown School Library needs immediate repairs: replace carpet, remove asbestos tile and paint. This sum of money would be used for architect and engineer job scope cost. The work would be performed next summer.

Article #18:

John Burns:

I move that Article 18 be dismissed.

An agreement has not been met.

Article #19:

Jim Smith:

I move that the town do vote to amend Schedule A, Classification Plan of the Millis Personnel Plan by reclassifying the position of Assistant Director of Public Works from Grade 14 to Grade 15; and, that the town do vote to amend Schedule C. of the Millis Personnel Plan, Paragraph VII. Hours of Work and Overtime, by deleting the existing sections A., B., C. and D. and inserting a new section A. which strikes through and deletes existing language and inserts new language in italics, and then by consecutively relettering the remaining existing sections of the paragraph as follows:

VII. HOURS OF WORK AND OVERTIME

- ~~A. "Administrative Division: 35 hours per week exclusive of unpaid lunch periods normally scheduled equally over five days;~~
- ~~B. Labor Division: 40 hours per week exclusive of unpaid lunch periods and normally scheduled over five days;~~
- ~~C. Library Division: As determined by the Library Trustees~~
- ~~D. Full-time employees shall be paid overtime (one and one-half times base pay) for all hours worked in excess of their division's regularly scheduled work week.~~
- A. *Employees in grade 8/8A and below shall be paid overtime (one and one-half times base pay) for all hours worked paid in excess of their division's regularly scheduled work week forty hours per week."* and;

that the town do vote to add a new paragraph XIII to Schedule D, Policies and Procedures, of the Millis Personnel Plan as follows:

XIII CONDUCT POLICY

- A. *Town employees are expected to act honestly, conscientiously, reasonably and in good faith at all times regarding workplace issues having regard to their responsibilities, the interests of the*

Town and the welfare of its residents.

- B. Employees have an obligation to be present at work as required and to be absent from the workplace only with proper authorization; to carry out their duties in an efficient, polite and competent manner, to maintain specified standards of performance; to comply with reasonable employer instructions on policies to work as directed; to respect the privacy of individuals and use confidential information only for the purposes for which it was intended; to neither use, nor allow the use of Town property, resources, or funds for other than authorized purposes; to incur no liability on the part of the Town without proper authorization; and, to maintain all qualifications necessary for the performance of their duties legally and efficiently.*
- C. The intent of this policy is to ensure that: 1) employees meet the Town's legitimate expectations in the areas of performance and behavior; 2) employees whose performance or behaviors are deficient are provided with the necessary assistance and motivation to meet the Town's expectations; and 3) disciplinary action initiated against an employee is fair and appropriate.*
- D. Failure to behave in a manner consistent with the standards of conduct and policies included herein may result in disciplinary action being initiated against the offending employee. The Town shall utilize a fair and equitable process in reviewing an employee's alleged violation of these standards and policies and shall discipline the employee, if called for, in a manner appropriate given the violation. Disciplinary action resulting in suspension and/or termination of employment due to a violation of this policy shall be subject to the grievance procedures set forth in Schedule D, paragraph I.*

Three changes to the Personnel Plan:

- (1) Incumbent at the top step of Grade 14, the Board of Selectmen has recommended moving the position to a Grade 15.
- (2) Overtime is now paid after thirty five hours; overtime will be paid after forty hours.
- (3) Add a Conduct Policy

Article #20:

Jim Smith:

I move that the town do vote to appropriate and raise by transfer from Free Cash the sum of \$5,000.00 for a study and review of the Millis Personnel Plan.

The study would ensure the Personnel Plan is up to date.

Article #21:

Jim Smith:

I move that Article 21 be dismissed.

The cost of the repairs will be covered by the amount appropriated at the June Town Meeting.

Questions to the Audience:

Article #13 – This article will regulate the move of generators over Town property and ensure public safety. The cost of the permit (approximately \$2,300.00) covers the supervision of the move. The state permit does not require culvert inspections before a move.

Peter Jurmain made a motion to close Pre-Town Meeting, Jim Smith seconded. Vote: 8/0, motion carries unanimously.

Upcoming Meeting Schedule

November 1, 2010 6:30 PM
Location: Teacher's Cafeteria

November 1, 2010 7:30 PM – Town Meeting
Middle/High School
245 Plain Street

November 17, 2010 7:30 PM
Veterans Memorial Building, Room 101

December 1, 2010 7:30 PM
Veterans Memorial Building, Room 229

December 8, 2010 7:30 PM
Veterans Memorial Building, Room 229

Minutes Review and Approval:

Rick Manburg made a motion to accept the October 20, 2010 minutes as written, Peter Jurmain seconded, Vote: 7/0, motion carries unanimously.

Adjourn:

Craig Schultze made a motion to adjourn at 8:23 PM, Jim Smith seconded, Vote: 8/0, motion carries unanimously.

Respectfully submitted,
Deirdre Gilmore