

Select Board Meeting Minutes 3/8/21

Sel. McCaffrey called the meeting to order at 7:07pm.

The following persons were present via Zoom: Sel. Pete Jurmain, Sel. Erin Underhill, Town Administrator Michael Guzinski and Operations Support Manager Karen Bouret.

Announcements

None

21-045 COVID Vaccine Update

John McVeigh, Board of Health Director, said the Town is looking at homebound vaccinations for residents once vaccines arrive. The state has limited vaccines, and the Town is "hoping" we will be given some vaccines for this purpose.

Chair McCaffrey said the Lions and Millis Garden Club are planning to have Millis Beautification Day on April 24th. Mr. McCaffrey said more information will be forthcoming, but they are hopeful that they will be able to move forward with COVID safety protocols in place.

21-046 Cultural Council Member

Sel. Jurmain made a motion to appoint Jennifer Zarutskie Sieczkiewicz to the Millis Cultural Council. The motion was seconded by Sel. Underhill.

Sel. McCaffrey polled the Board and the motion passed unanimously.

21-047 FY22 Budget Presentation - Building Department

Mike Giampietro, Building Commissioner, said the proposed Building budget was level funded. Mr. Giampietro said the inspection fees and mileage line items are best estimates at this point. Mr. Giampietro reviewed a permit issued analysis from 2017-2020 outlining fees, estimated construction costs and the number of permits issued. Mr. Giampietro thanked his staff for stepping in during his medical absence. He then reviewed ongoing major construction projects in Town which included Toll Brothers, Acorn Place, South End Farms, Cube Smart, the Assisted Living project at Dover Road and others.

21-048 Vote to Authorize Deficit Spending for Snow and Ice Budget

Jim McKay, DPW Director, said the snow and ice budget is in deficit by \$147,332.81. Mr. McKay said the Finance Committee already voted to authorize this request and he is asking the Select Board to do the same. Carol Johnston, Finance Director, said this is standard operating procedure and Sel. Jurmain reiterated that this is the only budget that is allowed to be deficient spent.

Sel. Jurmain made a motion to approve deficit spending of a not to exceed amount of \$250,000.00 for FY21. The motion was seconded by Sel. Underhill.

Sel. McCaffrey polled the Board and the motion passed unanimously.

Chair McCaffrey thanked the DPW crew for their consistent hard work keeping our roads safe.

21-049 FY22 DPW Budget Presentation

Mr. McKay said he provided sixty pages for his budget (see attached) but he will touch on highlights for tonight's presentation. Mr. McKay reviewed the FY22 department highlights starting with a request for a Budget and Procurement Manager and to increase the Department Assistant I from 12 to 19 hours. Mr. McKay provided information for funding the salaries as well as the savings in DPW overtime. Mr. McKay asked the Board to consider the addition of a

Heavy Equipment Operator/Laborer stating that the position would “relieve the need of staff assigned to enterprise funds of maintaining general fund duties.”

A discussion ensued about outsourcing work to engineering firms for peer review and the need evaluate whether an in-house engineering position should be created. Mr. McKay said he has included this above level service position requests for the last two years in his budget requests.

Mr. McKay presented DPW Highway Division FY21 Budget Reductions (see spreadsheet) by reviewing the highlights including being unable to replace ornamental lights on Main Street, line painting of crosswalks, patching of roadways and tree removal. Mr. McKay asked that Supplies Road Maintenance be increased by \$50,000 in order to pave or repair roads not covered under Chapter 90 funding. A discussion about road repair funding and tree removal/pruning funding being included in the DPW budget verses funding through separate warrant articles at town meeting was had.

Mr. McKay went on to review the DPW Water Systems Emergency Response Plan Update for \$30,000 as well as Water Treatment Plant Improvements for \$255,600. He then briefly reviewed all remaining budget forms.

Cathy MacInnes, resident, asked if the Board could consider adding a maintenance line for town properties/open space maintenance. She also asked for the Board to look at how the enterprise allocations for salaries are calculated.

Mr. McKay closed by thanking the Permanent Building Committee for their hard work and diligence during the DPW building project.

21-050 Discuss 61A Property at Village (Braun)

Chair McCaffrey said a public hearing regarding the possible purchase of the 23.3 acres at Village was held on March 1. The Board will continue to seek input in order to decide on whether or not the Town should exercise its right of first refusal for this property. And at this as a warrant item at their meeting on March 22nd or the following meeting. Sel. Underhill said she received some email comments, the majority of which were not in favor of the Town purchasing the property. Sel. Jurmain said he has received an equal number in favor and against the purchase. Both said the biggest concerns are the cost and how this might affect building a new senior center or where the funding will come from. Sel. McCaffrey said people have asked whether to add more open space without a budget to maintain it or instead putting the money towards maintenance of existing Town-owned space. Sel. McCaffrey said others feel this is a once in a lifetime chance since the property is 23+ contiguous acres is hard to come by. The Board agreed that the task at hand is to do what's in the best interest for the majority of the community. Sel. Underhill said the majority of the Community Preservation Committee was generally not in favor of using CPC funds since it would put restrictions on use of the property. Sel. McCaffrey said ultimately the decision will rest in with the community since Town Meeting would need to approve it with a 2/3 vote if the Board does decide to move forward in that direction. He urged residents to ask questions and send emails to the Town Administrator's office and or the Select Board. He also encouraged people to look at information provided on the website.

21-051 Cannabis Delivery Discussion

Kate Feodoroff, Town Counsel, said there are two new types of marijuana delivery which are courier, which is just transportation, and packaging/warehouse where product can be

repackaged in a facility with full security etc. Ms. Feodoroff reviewed the existing zoning bylaw and said it is simple. She suggested just adding to the existing bylaw to include delivery. Ms. Feodoroff said you cannot ban delivery from other towns to Millis since Millis does allow for marijuana retail. Ms. Feodoroff said it's important to be specific about delivery and what would or would not be allowed since not doing anything would allow for possible interpretation. The Chair asked Ms. Feodoroff to prepare language to update bylaw(s) related to delivery.

21-052 Town Meeting Warrant Discussion

Mr. Guzinski listed articles that the Board has not officially voted to add to the spring town meeting warrant. (See highlighted articles). Chair McCaffrey noted that the Tree Warden did want to add an article for funding of Tree Removal/Pruning although the plan is to try and include them in the budget instead. Sel. Jurmain asked for Road Repairs funding to be added as well. The Board decided to open the warrant officially at the 3/22 meeting to add the articles.

21-053 not needed

21-054 Discuss COLA for FY22 for Personnel Plan

Mr. Guzinski recommended a 2.5% cost of living increase for FY22 based on existing employment contracts and the current economy.

Sel. Underhill made a motion to establish a 2.5% COLA for all personnel plan employees and appointed specials for FY22, seconded by Sel. Jurmain.

Sel. McCaffrey polled the Board and the motion passed unanimously.

21-055 Discuss Finance Committee Liaison Request

The Board discussed attending on a rotating basis.

Sel. Jurmain will attend on the 3/10, Sel. Underhill will attend the following meeting and Chair McCaffrey will attend the next meeting.

21-056 Approval of Sign Permit – Youth Baseball

Sel. McCaffery made a motion to approve request beginning on 3/9 for a period of 6 weeks. The motion was seconded by Sel. Jurmain. Sel. McCaffery polled the Board 2nd PJ. PU

Sel. Made a motion to enter Executive Session at 10:30pm to discuss the purchase, exchange, lease or value of real estate (61A parcel village street). Also, to conduct a strategy session in preparation for negotiations with union and non-union personnel (SEIU Contract/Finance Director). Sel. Underhill seconded this motion. Sel. McCaffrey polled the Board and the motion passed unanimously.

Respectfully Submitted by Victoria Schindler

10:30 pm

Executive Session

Mr. Guzinski said this will be Carol Johnston's last contract with the Town as she will be looking to retire after that. Mr. Guzinski reviewed an email in which Ms. Johnston pointed out her accomplishments to this point, and her proposal which includes changing her schedule to Monday - Thursday, 25 vacation days per year, 5 personal days per year and deferred comp in an amount of \$10,000 in a three-year agreement. Mr. Guzinski said she is more interested in more free time rather than a significant salary increase. The Board discussed including language in the contract to ensure that the job requirements are performed.

\$127,500

1.5% COLA

Performance incentive years 2 and 3 of 1.5% additional

Ms. Johnston joined the meeting at 10:55 pm

She said she is more than willing to prioritize as needed and put in as much time as needed from M-Th or as needed

Sel. McCaffrey made a motion to approve the Finance Director's contract between the Town and Carol Johnston as outlined today and for the Town Administrator to finalize the language for the next Board meeting. The motion was seconded by Sel. Jurmain. Sel. McCaffrey polled the Board and the motion passed unanimously.

SEIU

Mr. Guzinski recommended No to 3 personal days since this will only be a one-year agreement
2.5% increase not 3%

Motion to adjourn EU 2nd PJ. PU 11:25 PM

Adjourn EU, PJ out! 11:26 PM