

REGULAR SESSION MEETING MINUTES
Monday, February 10, 2020
SELECT BOARD
Veterans Memorial Building Room 229
900 Main Street, Millis, MA 02054

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

EXECUTIVE SESSION

ANNOUNCEMENTS 6:30 PM

Sel. Barnes announced that the majority of department heads presented their FY21 budgets on Saturday, February 8. The video will be available on YouTube as soon as Millis Community Media is able to upload the files.

Lisa Hardin, Town Clerk, reminded residents to register to vote by February 12th for the Presidential Primary and said there will be early voting February 24-28th at Town Hall. Sel. Barnes reminded people to complete their 2020 census form.

PUBLIC HEARINGS & APPOINTMENTS

20-023 Appointment of Tri-County School Committee Representative

Sel. Barnes announced that Jane Hardin has volunteered to be the Tri-County School Representative and said her background in education makes her a very qualified candidate. Sel. Barnes noted this appointment is shared by the Moderator, School Committee Chair and Chair of the Select Board.

Sel. Barnes made a motion to appoint Jane Hardin as the Tri-County School Representative for Millis. The motion was seconded by Moderator Erin Underhill. Mr. Marc Conroy, School Committee voted in favor. The motion passed unanimously.

SCHEDULED BUSINESS

20-031 Open Annual Town Meeting Warrant

Sel. Barnes made a motion to open the May 11, 2020 Town Meeting Warrant for the next two weeks and for the warrant to close at 6:00pm on May

20-032 Signing of Presidential Primary Election Warrant

Sel. McCaffrey made a motion to approve the election warrant for the Presidential Primary. The motion was seconded by Sel. Jurmain and passed unanimously.

PUBLIC HEARINGS & APPOINTMENTS

20-024 Appointment of Director of Veterans Services

Mr. Guzinski asked the Board to confirm his appointment of Major John Moore, a retired Marine, as the new Director of Veterans Services.

Sel. Jurmain made a motion to ratify the appointment of John Moore as the Director of Veterans Services subject to a successful CORI and physical. The motion was seconded by Sel. McCaffrey and passed unanimously,

20-025 Review/Approval of Gasoline & Diesel Pricing

Robert Weiss, Energy Manager, asked the Board to approve a one-year contract to purchase gasoline through the Norfolk County consortium at the price of \$2.179 per gallon and to purchase diesel fuel at a price of \$2.34 per gallon with a window to allow for an increase of no more than \$0.05. The contract would be in effect September 1, 2020-August 31, 2021.

Sel. McCaffrey made a motion to approve a one-year contract to purchase gasoline through the Norfolk County consortium at the price of \$2.179 per gallon and to purchase diesel fuel at a price of \$2.34 per gallon with a window to allow for an increase of no more than \$0.05, to go into effect from September 1, 2020-August 31, 2021. The motion was seconded by Sel. Jurmain and passed unanimously.

20-026 Appointment of Interim Wiring Inspector

Mr. Guzinski asked the Board to ratify his appointment of Michael Giampietro as Interim Wiring Inspector following the retirement of the former inspector effective February 1, 2020. Mr. Guzinski said Mr. Giampietro, the Town's Building Commissioner, agreed to take on this additional duty with no additional stipend compensation.

Sel. McCaffrey made a motion to confirm the appointment of Michael Giampietro as Interim Wiring Inspector until a permanent Wiring Inspector is hired. The motion was seconded by Sel. Jurmain and passed unanimously.

20-027 FY21 Building Department Budget Presentation

Mr. Giampietro presented the FY21 budget for the Building Department. (See attached) Mr. Giampietro told the Board that the total sum of permit fees in calendar year 2019 was \$546,209.84 which was a significant increase from \$323,664.08 in 2018 and \$306,069.87 in 2017. The overall budget increase requested increased approximately \$54,000.00 from FY20 due primarily to increased wages from fees and contractual pay increases. No supplementary budget increases were requested.

20-028 Sewer Capacity Update and Action Plan

James McKay, DPW Director, said there is an upcoming meeting this week with the Charles River Pollution Control District to further discuss the fact that Millis is rapidly approaching the allowable sewer capacity. More discussion regarding sewer capacity will occur at a future Select Board meeting.

20-029 Website & Communications Committee Update

Kurt Blumenau, Chair of the Website and Communications Committee, Linda Stetson, member of the Committee, and Eli Jacobsen, member of the Committee presented an update about where the Town's website is currently. Mr. Jacobsen said the website was updated to a new platform in August and are now working to customize it. A discussion ensued about website content, who will enter information, and what makes sense moving forward. The Committee will continue to meet to work on website related issues and updates moving forward.

20-030 Discuss Social Media Policies/Processes

Sel. Barnes gave a PowerPoint presentation on outbound social media options and how the Town could use social media to better inform residents. A discussion ensued, which included members of the Website and Communications Committee, about the pros and cons and including whether or not to allow for inbound comments. Mr. Guzinski said he will to put together a draft policy based on current

staffing levels which will include some recommended standard practices and processes to maximize the effectiveness of information that is sent out. Mr. Guzinski said he thinks social media can be an effective way to get information to the public but wants to make sure there are safeguards in place to keep the outbound information positive and accurate.

SCHEDULED BUSINESS

20-033 Ratification of Town Administrator's Contract

Sel. Jurmain said the Board has had a few months of ongoing discussions with the Town Administrator and are pleased to say an agreement on his employment contract has been reached. Sel. Jurmain said a performance incentive was included to allow for a 1.5-3.0% increase depending on assessed job performance. This is a positive and substantial change to how the Board will work with the Town Administrator moving forward.

Sel. Barnes made a motion that the Board do adopt and enter into a three year contract with the Michael Guzinski, Town Administrator, as presented. The motion was seconded by Sel. Jurmain and passed unanimously.

20-034 Authorize Town Administrator to Appoint Election Workers for 2020

Sel. Jurmain made a motion to grant the Town Administrator authority to appoint Election Workers for calendar year 2020 without confirmation from the Select Board. The motion was seconded by Sel. McCaffrey and passed unanimously.

20-035 Approval of Sign License at Dover Road/Bridge Street

Mr. Guzinski asked the Board to approve the license agreement between the Town and Barberry Homes, LLC to place a sign on the Town owned parcel at Bridge Street and Dover Road as specified in the agreement and on the attached map.

Sel. Jurmain made a motion that the Board approve the license agreement between the Town and Barberry Homes dated February 10, 2020 as presented. The motion was seconded by Sel. McCaffrey and passed unanimously.

Sel. McCaffrey noted that there is an upcoming Zoning Board of Appeals (ZBA) hearing for the 40B Local Initiative Project (LIP) to be located at 946 Main Street. The Board asked the Town Administrator to send a letter to the ZBA on their behalf supporting the project.

ADJOURNMENT

Sel. McCaffrey made a motion to adjourn at 9:15 pm. The motion was seconded by Sel. Barnes and passed unanimously.

Respectfully submitted: Karen M. Bouret