

Select Board Minutes 4/4/22

Chairperson Peter Jurmain called the meeting to order at 7pm. The following persons were present: Vice Chair Erin Underhill, Clerk Craig Schultze, Town Administrator Mike Guzinski, and Operations Manager Karen Bouret DeMarzo.

Announcements

The Board recognized and congratulated the Norfolk County Sheriff's Office for their community service work with the town via the Outreach Program.

The Millis Recreation Department will host their annual Easter Egg Hunt on Saturday, April 9th at 11:00 am at the Millis Town Park. Admission is free, baskets will not be provided.

Millis Beautification Day will take place on Saturday April 30th from 9:00 am to noon. If you'd like to participate there is a registration form and a waiver to fill out on the town website.

22-073 Review Council on Aging FY23 Budget Request

The Director of the Council on Aging Patty Kayo spoke to the Board about the proposed COA budget for the upcoming fiscal year. Ms. Kayo outlined the operation problems, including the growing senior population, staff-to-senior-population ratio, increased needs for emergency services, increased needs for government programs such as housing and food stamps, and the need for increased programming.

The COA requested the funding of an Outreach Worker for a total of 5 hours per week, which will allow the department to be fully staffed for two days per week as opposed to one. An existing COA worker will fill this role, the request is to allow them to work an additional 5 hours per week to alleviate the programming workload from the Director. This will cost the town \$6,148 to provide.

22-074 Review/Vote on Application for Water/Sewer Abatement for 1130-1138 Main Street

Director of Dept. of Public Works James McKay spoke to the Board about a request for a Water/Sewer Abatement at 1130-1138 Main St. This site, which had a normal quarterly water usage of 10k gallons, reported the usage of 141k gallons; it is inferred that there was an unintended leak of some sort. The DPW determined that no abatement was warranted due to their numerous tests on the site's Water Usage Meter.

The site manager, Mr. Harkey requested that the Board charge the water and sewer base rates of \$3.70/1000gal and \$7.66/1000gal respectively.

Chair. Jurmain made a motion to allow the charge at the standard lower rate of \$3.70/1000gal and \$7.66/1000gal for water and sewer respectively for Mr. Harkey.

Sel. Underhill seconded this motion. The motion passed unanimously.

22-076 Review/Approval of Updated Local Limits for Industrial Pretreatment Program

Mr. McKay spoke to the Board about the upcoming industrial discharge limitation changes made by the Charles River Pollution District. He requests that the Board allow the town to change our guidelines for Water and Sewer or to change the town's bylaws in accordance with the district policy change.

Sel. Underhill made a motion for the approval of the addition of local discharge limitations to the Town of Millis Water and Sewer Construction Guidelines.

Sel. Schultze seconded this motion. The motion passed unanimously.

22-075 Capital Planning Committee Recommendations

Chair of the Capital Planning Committee Jonathan Barry spoke to the Board about the various capital needs of the Town as requested by various Boards and Departments. Mr. Barry provided the Board with a list of 12 items ranked in priority order that need capital assistance from the town, with the highest priority items including Public Safety Radio backup power generators and console updates, sidewalk design and road repair, a new pickup truck and plow, and server replacements for the school.

22-077 Approval of Millis Public Library Assessment Contract

Mr. Guzinski presented a contract to the Board from Gorman Richardson Lewis Architects Inc. in the amount of \$22,500 with the purpose of conducting a review of all Library facilities. The funding will come from a grant made by the library and will cost nothing to the taxpayer. The Town Council has already approved this contract.

Sel. Underhill made a motion to approve the contract for the Library Facility Study in the amount of \$22,500 which has been procured via a grant, and to allow the Town Administrator to sign the contract on the Board's behalf.

Sel. Schultze seconded this motion. The motion passed unanimously.

22-078 Review/Approve FY23 Personnel Plan Adjustments

Mr. Guzinski led the discussion of the annual salary and personnel for the town. He requested that the Board adjust the longevity of the established plan, and change some of the language of the policy, specifically in the parental leave and sick policy amendments. Mr. Guzinski hopes to change the plan, so it coincides with several Union contracts in the town.

Sel. Underhill made a motion to approve the edits to the Personnel Plan for the Town of Millis. Sel. Schultze seconded this motion. The motion passed unanimously.

22-079 Open Annual Town Meeting Warrant

Sel. Underhill made a motion to open the town warrant. Chair. Jurmain seconded this motion. Chair. Jurmain polled the Board, the motion passed unanimously.

22-080 Discuss Annual Town Meeting Warrant Articles

Mr. Guzinski proposed changes and updates to several articles: including Article 1 which detailed unpaid prior year bills, and Article 13 which speaks on the town's General Fund and capital planning.

Mr. Guzinski recommended the deferment of three items from the Capital Planning Committee's recommendation list: the school's computer server replacement, the library lighting system, and the school pickup truck with plow and sander attachments. These deferments will almost entirely balance the budget for the fiscal year. The rest of the high and medium priority items from the Capital Planning Committee's recommendation list will be accounted for and funded in this article.

The idea of the purchase of one or two skid steers for the town was introduced, with the idea that it would replace the school's request for a plow.

Sel. Schultze made a motion to put this warrant to vote the way that the Town Administrator has presented it, with the skid steer listed as a line item, and to remove the school replacement server, library lighting system, and pickup truck and plow requests. Sel. Underhill seconded this motion. The motion passed unanimously.

Sel. Underhill made a motion to approve the addition of the new Article 25 as presented by the Town Administrator. Sel. Schultze seconded this motion. The motion passed unanimously.

22-081 Close Annual Town Meeting Warrant

Sel. Underhill made a motion to close the Town Warrant. Sel. Schultze seconded this motion. Chair. Jurmain polled the Board, the motion passed unanimously.

22-082 Review/Approval of Amendment to Ownership Interest - Alcohol License/Ryan Family Amusements

Ryan Family Amusements is changing ownership, and therefore must apply for a new liquor license. The Board must approve their application before they can apply to the Alcohol Beverage Control Commission (ABCC).

Sel. Underhill made a motion to approve the Amendment to Ownership Interest Alcohol License of Ryan Family Amusement. Sel. Schultze seconded this motion. The motion passed unanimously.

22-083 Approval of Sign Permit Application Millis/Medway Football and Cheer

The Millis/Medway Football and Cheer group asked the Board for permission to put up yard signs to advertise registration. This permit would extend until August 1st, 2022.

Sel. Schultze made a motion to approve the Sign Permit Application for Millis/Medway Football and Cheer. Sel. Underhill seconded this motion. The motion passed unanimously.

22-084 Discuss/Vote on FY23 Merit Increase for Town Administrator

Chair. Jurmain spoke on the outstanding work the Town Administrator has done in the last year. The Board believes that he deserves a merit pay increase of 1.5% on top of the contractual base increase of 1.5%.

Sel. Underhill made a motion to award the Town Administrator a 1.5% merit increase. Sel. Schultze seconded this motion. The motion passed unanimously.

22-085 Board/Committee Liaison Meeting Updates

Sel. Underhill spoke of her experience attending the Cemetery Committee meeting. They are hoping to instate a new section to the cemetery. She was very impressed by the engineer's hand drawn plans for the construction.

Sel. Schultze spoke about his experience attending the Economic Development Committee meeting, but ultimately had nothing major to report.

Enter Executive Session at 8:27pm

Sel. Underhill made a motion to enter an executive session with the purpose of conducting strategy sessions in preparation for negotiations with union personnel (SEIU Local 888).

Respectfully submitted by Victoria Schindler