

**SELECT BOARD
REGULAR SESSION MEETING MINUTES
Monday, September 30, 2019, 2019
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. Jurmain, Town Administrator Michael Guzinski, and Operations Support Manager Karen Bouret.

ANNOUNCEMENTS

DPW Director Jim McKay announced that the annual paving has been completed including sections of Ridge Street, Main Street, and Village Street.

PUBLIC HEARINGS & SCHEDULED APPOINTMENTS

19-181 Discuss/Close Fall Town Meeting Warrant

Sel. Barnes read through the seven articles that have been placed on the warrant as follows:

1. Plastic Bag Reduction Bylaw
2. Unpaid Bills
3. Operational Items
4. Capital Items
5. Change of Name from "Board of Selectmen" to "Select Board"
6. Zoning Bylaw Amendment Municipal Facilities Overlay and Zoning Map
7. Zoning Bylaw Amendment Senior Residential Community Development Age Qualifications

Sel. McCaffrey made a motion to close the Fall Town Meeting Warrant for November 4, 2019. The motion was seconded by Sel. Jurmain and passed unanimously.

19-182 Building Permit Fees Waiver Request for Green Communities Project

Robert Weiss, Energy Manager, asked the Board to waive the Town's building fees for this year's Green Communities project as is customary.

Sel. McCaffrey made a motion to approve the request to waive building fees but not inspector fees for all projects related to the Green Communities Competitive Grant. The motion was seconded by Sel. Jurmain and passed unanimously.

19-183 Appointment of Emergency Management Director

Mr. Guzinski stated that the current Emergency Management Director, David Byrne, tendered his resignation and asked the Board to appoint Fire Chief Rick Barrett as the new Emergency Management Director.

Sel. McCaffrey made a motion to ratify the Town Administrator's appointment of Fire Chief Richard Barrett as Emergency Management Director for a term effective October 3, 2019 and ending June 30, 2020. The motion was seconded by Sel. Jurmain and passed unanimously.

19-184 Appointment of On-Call Library Assistant

Library Director Kim Tolson interviewed five candidates and asked the Town Administrator to appoint candidate Rachel Matthews to the position of On-Call Library Assistant.

Sel. McCaffrey made a motion to ratify the Town Administrator's appointment of Rachel Matthews as On-Call Library Assistant pending a successful physical and CORI result. The motion was seconded by Sel. Jurmain and passed unanimously.

19-185 Appointment of Town Accountant

Finance Director Carol Johnston asked the Board to ratify the Town Administrator's appointment of Lisa Morin as Town Accountant. Ms. Johnston and Sel. McCaffrey spoke about the new position explaining that adding this new position is another step in a Finance reform process the Town and School have been implementing. There will no longer be an Assistant Town Accountant position.

Sel. McCaffrey made a motion to ratify the Town Administrator's appointment of Lisa Morin as full time Town Accountant. The motion was seconded by Sel. Jurmain and passed unanimously.

19-186 Discuss Warrant Article – Funding for Police Training/Staffing

Police Chief Chris Soffayer spoke to his request for two full-time police officer positions to be added to the current police staffing. Chief Soffayer presented slides showing comparable communities, current staffing, the increasing call volume and severity of the calls and his recommendations for future staffing. Chief Soffayer asked the Board for their consideration in supporting his request. The Board will make final recommendations on warrant items at an upcoming meeting.

19-187 Consider Reduction of Surety Bonds – Toll Brothers

Mr. McKay reviewed the current status of the Glen Ellen project including the directional drilling under the bridge on Orchard Street. Mr. McKay went on to say that Toll Brothers will be paving Orchard Street, as a gift to the Town, from the second entrance to the Holliston town line in addition to paving down Orchard Street and over the bridge as per the agreement. The directional drilling for sewer and paving are expected to be completed by the end of October, weather dependent. The Middlesex pump station is completed, and the Town is waiting to accept it pending connection with the SCADA system. Mr. McKay said due to the level of completion to date, he is asking for approval of reduction of two surety bonds as presented in the letter dated September 24, 2019 from Edward Merchant, Land Development Director.

Sel. Jurmain made a motion that the Board approves the request of surety bond #2253924 from \$1,602,850.00 to \$985,585.00 and of surety bond #1069986 from \$907,580.00 to \$137,780.00 due to completion of construction as noted. The motion was seconded by Sel. McCaffrey and passed unanimously.

Sel. Barnes made a motion to accept the gift of paving at Orchard Street from the second entrance at the Glen Ellen development to the Holliston town line on behalf of the Town. The motion was seconded by Sel. Jurmain and passed unanimously.

19-188 Notice to Proceed Kleinfelder's Stormwater Utility Contract

Mr. McKay asked the Board to accept the consulting and engineering services fees related to the Massachusetts Phase II National Pollutant Discharge Elimination System (NPDES) permit and additional scope items related to the Town's Stormwater Utility as presented in the September 25, 2019 proposal from Kleinfelder. After some discussion and the realization that some documents weren't included in the Board's agenda packet, the Board opted to defer the vote to their October 7 Board meeting.

19-189 Charter Review Committee Appointment Discussion

Sel. Barnes asked residents to consider volunteering for a Charter Review Committee and noted that the Board is looking forward to appointing members to the committee at an upcoming meeting.

19-190 Update on Council on Aging Feasibility Study RFQ

Sel. McCaffrey asked that the scope of services for the Senior Center RFQ be expanded to include the Council on Aging's input and to make a few other edits to the language and grammar in the document. Mr. Guzinski said he'll work with Sel. McCaffrey to make changes as requested and send out the RFQ this week.

19-191 Update on Lansing Millis Building/64 Exchange Street Feasibility Study RFQ

Mr. Guzinski asked the Board to review the RFQ for the Lansing Millis Building they received this evening and to provide comments at their next meeting. Mr. Guzinski thanked Marc Prufer, local architect and member of the Historical Commission, for his pro-bono work on the RFQ document.

19-192 Approval of Common Victualler and Entertainment Licenses for Clicquot Coffee

Sel. McCaffrey made a motion to grant a Common Victualler license to Clicquot Coffee through December 2019. The motion was seconded by Sel. Jurmain and passed unanimously.

Sel. McCaffrey made a motion to grant an Entertainment license to Clicquot Coffee for live music and a television through December 2019. The motion was seconded by Sel. Jurmain and passed unanimously.

19-193 Approval of Banner Permit Application – Bayberry Fair

Sel. Barnes asked the Board to consider having the approval of signage requests on Town property be the responsibility of the Town Administrator's office. The Board agreed to consider this in the future.

Sel. McCaffrey made a motion to approve the request for a banner to be hung by the Fire Department from 11/8-11/25 two weeks across Rte. 109 as requested by St. Thomas the Apostle. The motion was seconded by Sel. Jurmain.

19-194 Approval of Water/Sewer Commitment to the Collector

Sel. Jurmain made a motion to approve the August 2019 Water/Sewer Commitment to Collector in the amount of \$19,189.30. The motion was seconded by Sel. Barnes and passed unanimously.

CONSENT ITEMS

Sel. McCaffrey made a motion to approve the minutes of the September 16, 2019 with a minor revision. The motion was seconded by Sel. Jurmain and passed unanimously.

ADJOURNMENT

Sel. McCaffrey made a motion to adjourn at 9:10pm. The motion was seconded by Sel. Jurmain and passed unanimously.

Respectfully submitted: Karen M. Bouret