

**BOARD OF SELECTMEN  
REGULAR SESSION MEETING MINUTES  
Monday, March 16, 2020 at 6:30 PM  
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. James McCaffrey, Sel. Peter Jurmain, Town Administrator Michael Guzinski, and Maureen Canesi, Department Assistant.

**EXECUTIVE SESSION: 6:00 PM**

**Motion by Sel. Barnes to enter in Executive Session to discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the government's bargaining or litigating position. Also, to conduct strategy sessions in preparation for negotiations with non-union personnel; to actually conduct collective bargaining and contract negotiations with non-union personnel, and the Chair does so declare.**

**(DPW, Fire Chief)**

**By Roll Call Vote: Sel. Barnes—aye, Sel. McCaffrey—aye, Sel. Jurmain (remote)-aye.**

**RETURN TO REGULAR SESSION:** Sel. Barnes called the regular session to order at 6:30pm.

**ANNOUNCEMENTS**

Sel. Barnes introduced the Board including Sel. Jurmain who attended the meeting via teleconference governors' emergency executive order which relaxed the public meeting participation requirements.

**TOWN CORONAVIRUS/COVID-19 ACTION PLAN**

Sel. Barnes updated the Board regarding the TOWNS' Action Plan on the Coronavirus/COVID19.

Representative Shawn Dooley addressed the Board with regards to moving Town Meeting. He stated that the State is cautious but balancing questions with regards to what Municipalities will be doing including the Financial Relief Tracker provided by the Federal Government.

Fire Chief - Richard Barrett and Board of Health Director - John McVeigh both updated the Board with regards to Public Safety and that changes will be posted on the Town Website. The Town Administrator-Mike Guzinski updated the Board on changes/decisions made by the LEPC and what the town will be recommending to the Board as far as town operations. Effective 3/17/20 and until further notice, all town offices will be closed to the public and will be open for appointment only but will be taking phone calls as they come in. Town hall staff will continue to work in their offices. Building Director-Mike Giampietro updated the Board with regards to Building Permits and Inspections. No board or committees meeting allowed in the VMB this week and he is working on setting up a remote access platform to run meetings.

Town Counsel-Attorney Kate Feoderoff (teleconferencing) advised the Board with respect to meetings and hearings. Sel. McCaffrey asked that Town counsel have a direct outreach to the Chair of the Planning and Zoning Boards to clarify what needs to happen over the next few weeks.

Sel. Barnes asked questions with regards to the completion of the Cylde Brown Elementary School. Mr. Guzinski stated this is something that should be looked at with the ESBC and the inspection department and if the progress is being affected.

Out of order

**PUBLIC HEARINGS/SCHEDULED APPOINTMENTS**

**20-060 BOARDS AND COMMITTEES REMOTE PARTICIPATION POLICY**

Attorney Kate Feoderoff presented policy recommendations to the Town. Select Board members, Department Directors, Town Clerk and the Town Administrator discussed the remote participation minimum requirements outlined by Attorney Feoderoff.

**ANNOUNCEMENTS**

**UPDATE ON HERMAN SHOE DEMOLITION**

Chief Barret about the demolition at 114 Union Street and that the work should be completed by the end of the week. The Building Inspector, Mike Giampietro spoke about the permitting process.

**MILLIS BEAUTIFICATION DAY – May 2**

Subject to change. Information will be posted to the Town of Millis website.

**RABIES CLINIC – April 4**

Subject to change. Information will be posted to the Town of Millis website.

**ANNUAL EASTER HUNT – April 11**

Subject to change. Information will be posted to the Town of Millis website

**PUBLIC HEARINGS/SCHEDULED APPOINTMENTS**

**20-060 BOARDS AND COMMITTEES REMOTE PARTICIPATION POLICY**

**Open meeting policies**

Sel. Barnes addressed open meeting policies during announcements and continued here. Discussion with regards to if the town should defer the open meeting policies at this time and if it's right for the town. Sel./Interim IT Director Jurmain stated that he would be working with the Town Administrator as to which policy should be implemented to be utilized for future meeting. Sel. McCaffrey expressed his concerns on how and which boards would conduct meetings and how they would be attended. Sel. McCaffrey how participation these types of meeting will be different. He suggested that the Board not adopt the policy at this time and maybe not allow meetings for the time being. Sel. Barnes asked question to Attorney Feoderoff is this would be possible and if there would be any liability to the Town. Sel. Barnes asked Attorney Feoderoff to review the Policy for virtual meeting with are authorized by the governor and to work with Sel./Interim IT Director Jurmain and the Town Administrators to establish the most effective way, either call in number or web service and/or which would benefit the Town on how meetings are going to be held and attended. Sel. Jurmain left the meeting.

**20-061 TOWN WIDE TECHNOLOGY POLICY WITH PROPOSED SOCIAL MEDIA PROCEDURES**

Sel. Barnes opened the discussion for Attorney Feoderoff to address the Board with regards to this matter:

SOCIAL MEDIA, WHAT SHOULD BE POSTED, WHAT SHOULD NOT BE POSTED, HOW SHOULD ITEMS BE WRITTEN, WHO SHOULD CREATE THE MATERIAL, WHO SHOULD POST, WHAT IF AN INAPPROPRIATE OR INACCURATE ITEM IS POSTED OR WHAT IF A MEETING OF EVEN IS SUBSEQUENTLY CANCELLED.

Town Administrator, Mike Guzinski stated that the Policy would be a step forward and he's asking that the Board take the Policy into consideration. He also informed the Board that he would be reviewing this with Attorney Feoderoff within a couple of weeks to make formal recommendations and how it

should be implemented. Sel. McCaffrey stated that the Town Website can put information out to the residents.

Attorney Feoderoff talked with the Town Administrator about a typical town policy looks like regarding social media and emails for employees and boards.

#### OUT OF ORDER

Town Clerk, Lisa Hardin addressed the Board and asked the question regarding public meetings being held digitally and how the public would be able to attend those meetings.

The Town Administrator, Mike Guzinski addressed her question that he was in the process of setting up virtual meetings where the public would have at least audio access. Attorney Feoderoff addressed the question reviewing the legal aspects of public meetings per the Governor's Executive Order.

Sel. Barnes spoke about Agenda Item 20-060 and that the board had received elements of a policy from Attorney Feoderoff.

#### OUT OF ORDER

##### 20-067 FY21 BUDGET PRESENTATIONS: FINANCE DEPT., INFORMATION TECHNOLOGY, EXECUTIVE OFFICE, ECONOMIC DEVELOPMENT, TOWN BUILDINGS

Deferred due to the lack of Board presence. Scheduled for the next meeting of March 30, 2020.

##### 20-062 EXPANDING ELIGIBLE STORMWATER CREDITS

DPW Director, Jim McKay discussed how much was built into the Budget. Sel. Barnes stated that it would be favorable to authorize Mr. McKay in conjunction with consultants to address residents requesting credits. The Board questioned that the policy be reviewed and if it would be retroactive. Specific objective discussed were:

- Simplifying the process for obtaining small user credits;
- Addressing the most common deficiencies in past credit application through clarification of process and example submittals; and,
- Reconsideration of thresholds or activities suitable for full or partial credits.

#### OUT OF ORDER

##### 20-064 FIELDS: RECONSTRUCTION, OPERATIONS, FUNDING

DPW Director, Mr. McKay gave a brief update to the Board regarding funding and the proposal package. Update on Millis Girls Softball presentation to the CPC: CPC asked questions on the work and safety elements requested that they come back at another meeting

Update on State funds TA waiting for a response from Rep Linksy.

Board requested a full presentation before Town meeting.

##### 20-063 ECONOMIC DEVELOPMENT: APPROVE CONTRACT WITH CONSULTANT FOR FEASIBILITY STUDY AT LANSING MILLIS BUILDING-64 EXCHANGE STREET

Bob Weiss presented to the Board, the Contract with Spencer, Sullivan & Vogt.

Sel. McCaffrey made a motion to the board to accept the Contract subject to an amendment regarding how payment will be made to SSV based on a percentage of work completed. Sel. Barnes seconded the motion and it passed unanimously.

##### 20-064 FIELDS: RECONSTRUCTION, OPERATIONS, FUNDING

Addressed earlier in meeting.

### **SCHEDULED BUSINESS**

#### **20-065 ENERGY: APPROVAL OF 2020 APPLICATION FOR GREEN COMMUNITIES COMPETITIVE GRANT**

Bob Weiss reviewed the Grant with the Board and asked that they approve.

Sel. McCaffrey made a motion that the Board approve the Millis 2020 Green Communities Competitive Grant. Sel. Barnes seconded the motion and it passed unanimously.

#### **20-066 ECONOMIC DEVELOPMENT: DOWNTOWN TOUR WITH STATE OFFICIALS**

"On March 11th Town Administrator Mike Guzinski, Economic Development Committee and Planning Board member Nicole Riley, and Economic Development and Planning Director Bob Weiss met with Mass Development representatives Claire O'Neill and Kelly Arvidson to tour Millis' Town Center. The hour-and-a-half tour proceeded down Exchange St, the adjacent municipal parking lot, Centennial Place, and Main St generated many ideas for enhancing the area's design as well as for increasing private development. Mass Development expressed a great deal of interest in the Center's economic potential and will follow up with the Town to plan a pathway to access state resources."

#### **20-067 FY21 BUDGET PRESENTATIONS: FINANCE DEPT., INFORMATION TECHNOLOGY, EXECUTIVE OFFICE, ECONOMIC DEVELOPMENT, TOWN BUILDINGS**

Deferred.

#### **20-068 TOWN ELECTION: APPROVAL OF BALLOT QUESTION FOR MAY 2020 ELECTION-NAMING OF "SELECT BOARD"**

Addressed during discussion in 20-061. Attorney Feoderoff advised the Board that they take action to place on town election as scheduled.

#### **20-069 MCM SERVICES**

Sel. Barnes stated that the Board understand the services from MCM and how they can work better with them. More discussion slated to the March 30, 2020 BOS Meeting.

#### **20-070 APPROVAL OF WATER/SEWER COMMITMENTS**

Sel. Barnes motioned that the Board approve and sign the following Water/Sewer Commitments:

Fiscal Year – 2020 3<sup>rd</sup> Qtr.: \$657,618.70

Fiscal Year – 2020 January 2020: \$1715.18

Fiscal Year – 2020 February 2020: \$1935.32

Sel. McCaffrey seconded the motion and it passed unanimously.

### **CONSENT ITEMS**

Sel. Barnes motioned that the Board approve the Draft Meeting Minutes of February 24, 2020 and deferred the Draft Meeting Minutes of March 2, 2020. Sel. McCaffrey seconded the motion and it passed unanimously.

### **ADJOURNMENT**

**Sel. McCaffrey motioned to adjourn at 10:00 pm. The motion was seconded by Sel. Barnes and it passed unanimously.**

Respectfully submitted: Maureen Canesi