

Select Board Meeting Minutes 08/31/20

Sel. McCaffrey called the meeting to order at 6:35pm. The following persons were present via Zoom: Sel. Pete Jurmain, Sel. Erin Underhill, Town Administrator-Michael Guzinski and Operations Support Manager Karen Bouret

Sel. McCaffrey announced that the State Primary Election is being held tomorrow and asked voters to follow the Covid-19 protocol which has been put in place. More information is provided on the homepage of the Town website.

Karen Bouret announced that the Veterans' parking sign that the Board approved at their last meeting is ready for installation and showed the sign.

20-177 FEMA Staffing for Adequate Fire and Emergency Response (SAFER) Grant Award Acceptance

Chief Barrett said Millis is one of seven Massachusetts departments to receive a "FEMA Staffing for Adequate Fire and Emergency Response Grant" in the amount of \$978,324.00 to fund salaries for four firefighters. The Chief noted that the Town's share of the grant has been waived and so salaries are fully funded for the first three years of the grant. The Board commended the Chief on his hard work to obtain the grant as well as all the hard work the department does on a regular basis.

Sel. Underhill made a motion that Chief Barrett accept the FEMA SAFER grant award on behalf of the Town of Millis in the amount of \$978,324.00 in federal funding. The motion was seconded by Sel. Jurmain. Sel. McCaffrey polled the Board and the motion passed unanimously.

20-178 Appointment of (3) Three On-Call Library Assistants

Rachel Silverman, Acting Library Director, said three candidates rose to the top for the position of On-Call Library Assistant after multiple interviews. Mr. Guzinski asked the Board to confirm his appointment of the three individuals.

Sel. Underhill made a motion to confirm the Town Administrator's appointment of Amie Grosshans, Aliyah Harris, and Nicole Granstaff as On-Call Library Assistants pending successful CORIs and physicals. The motion was seconded by Sel. Jurmain. Sel. McCaffrey polled the Board and the motion passed unanimously.

20-179 Appointment of Conservation Committee Member

Sel. Underhill made a motion to appoint John Steadman as a Conservation Committee member to replace Anne Rich. The motion was seconded by the Sel. Jurmain. Sel. McCaffrey polled the Board and the motion passed unanimously.

20-180 Appointment of Planning Board Representative to the Community Preservation Committee (CPC)

Sel. Underhill made a motion to appoint Nicole Riley as the Planning Board representative to the CPC replacing former member James McKay. The motion was seconded by Sel. Jurmain. Sel. McCaffrey polled the Board and the motion passed unanimously.

20-181 Appointment of Conservation Committee Representative to the CPC

Sel. Underhill made a motion to appoint Carol Hayes as the Conservation Commission's representative on the CPC to replace former member Anne Rich. The motion was seconded by Sel. Jurmain. Sel. McCaffrey polled the Board and the motion passed unanimously.

20-182 Approval of FY21 MS4 Services Proposal with Kleinfelder

Betsy Frederick of Kleinfelder explained the scope of the Proposal for FY21 MS4 Services. The scope will be completed for a lump sum price not to exceed \$55,000.00 which represents approximately 370 hours of labor. (see attached) Mr. McKay explained that this is for information only, and there is not action needed by the Board at this time.

20-183 Stormwater Financial Planning Study

Mr. McKay explained that when the Stormwater Utility was first implemented the Town's policy makers committed to keeping the rates level for the first three years of billing. Kleinfelder representatives recommended that the Town partner with Raftelis Financial Consultants, Inc., a company that focuses in municipal finance, to complete a full evaluation of the Town's stormwater utility's policies and rates and recommend any changes moving forward. Betsy Frederick said it is beneficial to use an outside entity to do such a review of both short- and long-term goals.

Sel. McCaffrey made a motion that the Board authorizes the Town Administrator to enter into a contract with Raftelis Financial Consultants, Inc. for an amount not to exceed

\$13,240.00. The motion was seconded by Sel. Jurmain. Sel. McCaffrey polled the Board and the motion passed unanimously.

20-186 Approval of Bond Anticipation Note Renewal

Sel. Jurmain made a motion to approve a Bond Anticipation Note in the amount of \$356,806.00 sold on August 19, 2020 and maturing on September 10, 2021 with an interest rate of .70%. The motion was seconded by Sel. Underhill. Sel. McCaffrey polled the Board and the motion passed unanimously.

20-184 Discussion Regarding 1344 Main Street Local Initiative Project (LIP)

Dan Merrikin reviewed the conceptual design for a twenty-unit development of which 25% of will be affordable housing. At a prior Board meeting in February of this year, the Board voted to approve both water and sewer extensions provided the developer agreed to work with the Town to make a reasonable contribution to both systems. A discussion ensued about whether the project could be built in the commercial area it's sited at and the Town Administrator said he will seek an opinion from town counsel. A question about sidewalks in that area was brought up by a resident. The Chair noted that the developer, if the Board agrees to enter into a LIP agreement, will be meeting with the Board again in the future to discuss the project in more detail.

Sel. Jurmain made a motion that the Select Board supports the Local Initiative Project at 1344 Main Street and will sign a letter of support indication such approval. The motion was seconded by Sel. Underhill. Sel. McCaffrey polled the Board and the motion passed unanimously.

20-185 Open Fall Town Meeting Warrant

Sel. McCaffrey noted that the date Town Meeting for the Fall will be determined in the upcoming weeks. Due to the current and likely continuing pandemic regulations, the town meeting will likely be held outside.

McCaffrey made a motion to open the Fall Town Meeting warrant effective today and to close the warrant at 6:30pm on September 14, 2020. The motion was seconded by Sel. Underhill. Sel. McCaffrey polled the Board and the motion passed unanimously.

20-187 FY21 Mass Development Technical Assistance Grant Letter of Support

Robert Weiss, acting as Energy Manager, announced that the Town has been awarded the Green Communities grant for the third year in a row.

Robert Weiss, acting as Economic Development Director, asked the Board to support the Town's application to Mass Development for a Technical Assistance Grant for FY2021 in the amount of \$45,000.00 to help revitalize the downtown area.

Sel. Underhill made a motion that the Board supports the application for the Technical Assistance Grant for FY2021 and authorizes the Chair to sign on the Town's behalf. The motion was seconded by Sel. Jurmain. Sel. McCaffrey polled the Board and the motion passed unanimously.

20-188 GTE Host Community Agreement Negotiation Update

Sel. McCaffrey reviewed a memo from town counsel regarding the terms of the host community agreement submitted to the Select Board regarding the proposed marijuana cultivation and product manufacturing by GTE Millis LLC. Sel. McCaffrey noted that GTE will pay \$15,000.00 to the Town upon signing of the agreement which will be credited towards annual impact payments. The net financial gain to the Town including impact payments and tax payments will be approximately \$548,000.00 per year. Sel. McCaffrey said the agreement should be ready for the Board's approval at the next meeting.

20-189 Approval of Veterans Memorial Gymnasium Floor Replacement

Ms. Bouret said the gymnasium at Town Hall was damaged beyond repair and is being replaced through an insurance claim. She said after researching the cost and benefits of hardwood versus synthetic flooring she recommends moving forward with hardwood.

Sel. Jurmain made a motion to approved installing a hardwood floor to replace the damaged floor in the Veterans Memorial Building Gymnasium. The motion was seconded by Sel. Underhill. Sel. McCaffrey polled the Board and the motion passed unanimously.

20-191 Board Members' Committee Liaison

Sel. McCaffrey reported on the developments from the Elementary School Building Committee and said most of the Clyde Brown project will be wrapped up by later September. The last items to finish up are landscaping and correcting some ponding at the tennis courts.

Sel. Jurmain did not have anything to report.

Sel. Underhill reported on School Committee saying she has reached out to the Chair of the Committee but is not yet been voted as a liaison member.

20-192 Enterprise Committee Charter and Recruitment

Sel. McCaffrey drafted an Enterprise Funds Advisory Committee charter for the Select Board's consideration. The Board discussed the draft and Sel. Jurmain noted that it should be made clear that this is an advisory committee to the Select Board.

Sel. Underhill made a motion to approve the Enterprise Funds Advisory Committee charter as presented to include an amendment to clarify the decision-making authority as the Select Board. The motion was seconded by Sel. Jurmain. Sel. McCaffrey polled the Board and the motion passed unanimously.

Sel. Jurmain made a motion to amend the charter to include regulatory compliance. The motion was seconded by Sel. McCaffrey. Sel. McCaffrey polled the Board and the motion passed unanimously.

20-193 FY21 Select Board Goals

Sel. McCaffrey reviewed a list of proposed goals that the Board had discussed at a prior meeting. The Board discussed the various goals that were proposed. Sel. Underhill said it's a good representation of what she deems are the Board's goals. Sel. Jurmain suggested that working to figure out sewer capacity limitations and mitigating water issues could be added. Sel. McCaffrey offered to tweak the language surrounding water and sewer to include regulatory compliance. The Board all agreed that the goals as presented are a good framework for the year.

Sel. McCaffrey made a motion to adopt the FY21 Select Board goals as presented with the addition of a reference towards regulatory compliance. The motion was seconded by Sel. Jurmain. Sel. McCaffrey polled the Board and the motion passed unanimously.

Sel. Jurmain made a motion to adjourn at 9:15 pm. The motion was seconded by Sel. Underhill. Sel. McCaffrey polled the Board and the motion passed unanimously.