

**SELECT BOARD
REGULAR SESSION MEETING MINUTES
Monday, December 16, 2019, 2019
Veterans Memorial Building Room 229
900 Main Street, Millis, MA 02054**

CALL TO ORDER: Sel. Barnes called the meeting to order at 2:30 pm. The following persons were present: Sel. Loring Barnes, Sel. James McCaffrey, Sel. Jurmain, Town Administrator Michael Guzinski, and Operations Support Manager Karen Bouret.

EXECUTIVE SESSION

Kate Federoff is doing executive session minutes.

ANNOUNCEMENTS 3:30 PM

Sel. Barnes thanked the Police and Fire for the Senior Holiday luncheon.

Sel. Barnes congratulated the Millis/Medway cheerleaders for their recent championship which has earned them a trip to compete in a national competition in Orlando, Florida.

Sel. Barnes congratulated Mr. Guzinski on his award for 25 years of service in municipal government from the ICMA.

Sel. McCaffrey announced that the State's legislative delegation has approved an earmark of \$100,000 in the final budget for an engineering study of electrical/mechanical systems at the Middle/High School.

PUBLIC HEARINGS & APPOINTMENTS

19-249 Stop the Bleeding Presentation

John McVeigh, Board of Health Director, Kathy Lannon, Board of Health Chair, and Rep. Sean Dooley spoke about the Stop the Bleeding campaign and gave a PowerPoint presentation. The idea behind the campaign is to educate residents and place 8-10 trauma kits around municipal buildings and the schools to help people control bleeding and save lives. The kits will be placed near existing AEDs. Ms. Lannon encouraged everyone to get trained in both CPR and AED use as well.

19-250 Appointment of Deputy Chief

Fire Chief Rick Barrett asked the Town Administrator to promote Andy Hladick to the rank of On Call Deputy Chief and praised Captain Hladick for his service to date. Mr. Guzinski made the appointment and asked the Board to ratify his appointment.

Sel. McCaffrey made a motion to ratify the Town Administrator's promotion of Captain Andrew Hladick to On Call Deputy Chief for the Millis Fire Department effective immediately. The motion was seconded by Sel. Jurmain and passed unanimously.

19-251 Appointment of Cultural Council Member

Sel. McCaffrey made a motion to appoint Robert Zammarchi as a Cultural Council member through the end of June 2020. The motion was seconded by Sel. Jurmain and passed unanimously.

19-252 Public Hearing – Stormwater & Land Disturbance - Rivendell

Sel. Barnes made a motion to open the hearing for a Stormwater and Land Disturbance Hearing for Lot 55 Causeway Street at 4:20pm. The motion was seconded by Sel. Jurmain and passed unanimously.

Melissa Recos of BETA Engineering and a representative of Jacobs Driscoll Engineering (JDE) reviewed the residential project noting that this is a subdivision of three lots at property owned by Steven Silver of 227 Causeway Street. Ms. Recos said she has had a lot of discussion with the engineers to get to this version of the plan and feels comfortable recommending approval with conditions as listed. JDE noted that they are looking for approval of their stormwater and land disturbance permit as well as approval of a water main extension at the same location. Jim McKay, DPW Director, said the project is being vetted through the Planning Board currently but said he sees no reason to delay the approval of the permit or water main extension at this time. A discussion ensued regarding concerns about the road width but it was noted that the Fire Chief said there is enough space for a ladder truck to travel down and that the width was reduced due to stormwater runoff concerns. Additional discussion was had regarding sewer versus septic.

Sel. Barnes made a motion to close the Stormwater and Land Disturbance hearing for Rivendell. The motion was seconded by Sel. McCaffrey and passed unanimously.

Sel. McCaffrey made a motion that the Board approves the Stormwater and Land Disturbance permit provided the following conditions are met:

- 1. Observation and approval of subsoil prior to installation of all infiltration basins and fields shall be performed by a designee of the Town.**
- 2. Documents proposed for the creation of the Homeowners Association shall be in a form acceptable to Town Counsel and shall be provided to the Board for review and approval. The documents shall include the Long-Term O & M Plan included in the applicant's Stormwater Report. Future responsible parties must be notified of their continuing legal responsibility to operate and maintain the stormwater management system.**
- 3. Town Counsel shall be afforded the opportunity of reviewing all easement plans and legal documents affecting the subdivision including the Homeowner's association documents. Once acceptable to Town Counsel, such documents shall be finalized and recorded.**

The motion was seconded by Sel. Jurmain and passed unanimously.

Sel. McCaffrey made a motion that the Board approves the water main hookup to the subdivision subject to the condition that (a) upon completion of the hookup the Causeway Street will be repaved and restored where the street opening for hookup occurs; (b) the easement noted on the plan (the Rivendell Woods Definitive Subdivision Plan, page 4, dated August 27, 2019) is granted to enable the water main hookup to be extended to the neighboring property. The motion was seconded by Sel. Jurmain and passed unanimously.

19-253 Discuss Town Clerk Office Report

Sel. Barnes explained that an outside consultant was hired to look at staffing levels and general office management at the Town Clerk's office to see if any changes to the current structure should be made. A report of the findings was submitted to the Board and shared with the Clerk's office then presented at a previous open session.

Attorney Kate Federoff of Mead, Talerman and Costa explained the process to move a Town Clerk position from an elected to appointed position in relation to questions and recommendations that arose

from the report. Sel. McCaffrey noted that the findings show that status quo for staffing levels in the office are meeting the Town's needs but if a change is made at this time then moving to an appointed position might be the way to go. Further discussion ensued.

Town Clerk Lisa Hardin suggested that she disagrees with the FTE numbers since Millis does not have a full time Planner and said that should be considered. Ms. Hardin brought up a few other things she feels would be handled better for the Town if the Clerk's position was made full time and expressed her frustrations.

Sel. McCaffrey and Sel. Jurmain both noted that since the report states that the office is adequately staffed they do not feel inclined to proceed with any change in staffing at this time. Sel. Barnes said she would be in favor of moving the position to appointed instead of elected to give the Town Administrator more authority over the department.

Sel. McCaffrey made a motion to conclude review of the report and to leave the office staffing as it currently staffed. The motion was seconded by Sel. Jurmain and passed unanimously.

19-254 Town Sewer Capacity Update

Mr. McKay said town counsel and GCG Associates will be coming to their next meeting on January 13, 2020 to discuss the current state of the Town's dwindling sewer capacity and what can be done moving forward.

19-255 Appointment of Heavy Equipment Operator

Mr. McKay said that after interviewing several candidates, Johnathan Lovett was recommended as the best candidate for the full-time position of Heavy Equipment Operator.

Sel. McCaffrey made a motion to ratify the Town Administrator's appointment of Jonathan Lovett Contingent on obtaining the necessary licenses to include a CDL, Hoisting, Distribution I and Treatment I licenses within one year from the date of hire. The motion was seconded by Sel. Jurmain and passed unanimously.

19-256 Appointment of Assistant Assessor

Carol Johnson, Finance Director, and Mr. Guzinski said after interviewing several candidates, Teresa Gonsalves clearly stood out as the best candidate. Mr. Guzinski asked the Board to ratify his appointment of Teresa Gonsalves as Assistant Assessor.

Sel. McCaffrey made a motion to ratify the Town Administrator's appointment of Teresa Gonsalves as Assistant Assessor. The motion was seconded by Sel. Jurmain and passed unanimously.

19-257 Clear Gov/MUNIS Update

Ms. Johnson gave a brief update on the status of Clear Gov and MUNIS training. Ms. Johnson said there have been delays and changes in the Finance Department but is hopeful that Clear Gov will be updated in full by May of 2020. Ms. Johnson said that training has begun to get all of the departments ready to start inputting their accounts payable bills electronically instead of on paper as is currently done.

19-258 License Renewals

The owner of Millis Used Auto Parts, Inc. explained that although their signage at the business location said Schnitzer Steel, they would like to renew their licenses as D/B/A Prolerized NE Company.

Sel. McCaffrey made a motion to approve the 2020 renewal of Select Board issued licenses as follows:

<u>NAME</u>	<u>DBA</u>	<u>LICENSE TYPE</u>
<u>Jui Xing, Inc.</u>	<u>Lilac House Restaurant</u>	<u>Alcohol on Premises - Wine and Malt</u>
<u>Ryan Family Amusements, Inc.</u>	<u>Ryan Family Amusements</u>	<u>Alcohol on Premises -Wine and Malt</u>
-	-	-
<u>132 Exchange Street, Inc.</u>	<u>Richdale Food Shop</u>	<u>Alcohol Pkg Store - Wine and Malt</u>
<u>Main Street Mobil, Inc.</u>	<u>Main Street Mobil</u>	<u>Alcohol Pkg Store - Wine and Malt</u>
<u>Namaste Convenience, Inc.</u>	<u>Namaste</u>	<u>Alcohol Pkg Store - Wine and Malt</u>
-	-	-
<u>Kiara, LLC</u>	<u>One Stop Liquors</u>	<u>All Alcohol -Package Store</u>
<u>Millis Pkg Store Corp</u>	<u>Harkeys</u>	<u>All Alcohol -Package Store</u>
<u>Morganti's, Inc.</u>	<u>Fifth Avenue Liquors</u>	<u>All Alcohol -Package Store</u>
-	-	-
<u>AM Vets Post 495 Millis, MA, Inc.</u>	<u>AM Vets</u>	<u>All Alcohol -Veterans Club</u>
-	-	-
<u>Barrett & Johnson Enterprises, Inc.</u>	<u>Victory Lane Bar and Gril</u>	<u>All Alcohol-Restaurant</u>
<u>Clicquot Coffee LLC</u>	<u>Clicquot Coffee</u>	<u>All Alcohol-Restaurant</u>
<u>Jalapa Mexican Grill, LLC</u>	<u>Jalapa Mexican Grill</u>	<u>All Alcohol-Restaurant</u>
<u>Napper Tandys Millis, Inc</u>	<u>Napper Tandys</u>	<u>All Alcohol-Restaurant</u>
<u>Primavera, Inc.</u>	<u>Primavera Ristorante</u>	<u>All Alcohol-Restaurant</u>
<u>Rock 'N Coal Millis, LLC</u>	<u>Rock 'N Coal</u>	<u>All Alcohol-Restaurant</u>
<u>Rocklawn Restaurants, LLC</u>	<u>Jasper Hill</u>	<u>All Alcohol-Restaurant</u>
<u>Stacked Enterprises, LLC</u>	<u>Stack'd Sandwich & Slice Co.</u>	<u>All Alcohol-Restaurant</u>
-	-	-
-	-	-
<u>AM Vets Post 495 Millis, MA, Inc.</u>	<u>AM Vets</u>	<u>Automatic Amusement</u>
<u>Barrett & Johnson Enterprises, Inc.</u>	<u>Victory Lane Bar and Gril</u>	<u>Automatic Amusement</u>
<u>Ryan Family Amusements, Inc.</u>	<u>Ryan Family Amusements</u>	<u>Automatic Amusement (37)</u>
<u>Rock 'N Coal Millis, LLC</u>	<u>Rock 'N Coal</u>	<u>Automatic Amusements</u>
-	-	-
<u>Ryan Family Amusements, Inc.</u>	<u>Ryan Family Amusements</u>	<u>Bowling Alley (22)</u>
-	-	-
-	-	-
<u>Bob's Auto Body</u>	<u>Bob's Auto Body</u>	<u>Class II</u>
<u>Export Auto of Millis</u>	<u>Export Auto of Millis</u>	<u>Class II</u>
<u>Foreign Car Repair</u>	<u>Foreign Car Repair</u>	<u>Class II</u>

<u>R & R Auto Repair, Inc.</u>	<u>Millis Collision</u>	<u>Class II</u>
<u>Used Auto Parts and Scrap</u>	<u>New England Auto Salvage</u>	<u>Class II</u>
-	-	-
<u>Farm Street Auto Sales</u>	<u>Farm Street Auto Sales</u>	<u>Class III</u>
<u>Millis Used Auto Parts, Inc.</u>	<u>Prolerized NE Company</u>	<u>Class III</u>
<u>Used Auto Parts and Scrap</u>	<u>New England Auto Salvage</u>	<u>Class III</u>
<u>W.T. Holmes Transportation Co., Inc.</u>	<u>W.T. Holmes Transportation Co., Inc.</u>	<u>Class III</u>
-	-	-
<u>AJRK, Inc.</u>	<u>Millis House of Pizza</u>	<u>Common Victualler</u>
<u>Barrett & Johnson Enterprises, Inc.</u>	<u>Victory Lane Bar and Gril</u>	<u>Common Victualler</u>
<u>Big Beef, Inc.</u>	<u>Big Beef</u>	<u>Common Victualler</u>
<u>Black Cow Ice Cream</u>	<u>Black Cow Ice Cream</u>	<u>Common Victualler</u>
<u>Clicquot Coffee LLC</u>	<u>Clicquot Coffee</u>	<u>Common Victualler</u>
<u>Country Kitchen Donuts & Muffins, Inc.</u>	<u>Country Kitchen Donuts & Muffins</u>	<u>Common Victualler</u>
<u>Elkarma, Inc.</u>	<u>Marinho's Pizza</u>	<u>Common Victualler</u>
<u>Jalapa Mexican Grill, LLC</u>	<u>Jalapa Mexican Grill</u>	<u>Common Victualler</u>
<u>Jui Xing, Inc.</u>	<u>Lilac House Restaurant</u>	<u>Common Victualler</u>
<u>Millis Donuts, Inc.</u>	<u>Dunkin Donuts</u>	<u>Common Victualler</u>
<u>Millis Fitness, Inc.</u>	<u>Encompass Fitness</u>	<u>Common Victualler</u>
<u>Napper Tandys Millis, Inc</u>	<u>Napper Tandys</u>	<u>Common Victualler</u>
<u>Primavera, Inc.</u>	<u>Primavera Ristorante</u>	<u>Common Victualler</u>
<u>Roche Brothers Supermarket</u>	<u>Roche Brothers Supermarket</u>	<u>Common Victualler</u>
<u>Rock 'N Coal Millis, LLC</u>	<u>Rock 'N Coal</u>	<u>Common Victualler</u>
<u>Rocklawn Restaurants, LLC</u>	<u>Jasper Hill</u>	<u>Common Victualler</u>
<u>Saigon Restaurant</u>	<u>Saigon Restaurant</u>	<u>Common Victualler</u>
<u>Sellia Group, LLC</u>	<u>McDonald's</u>	<u>Common Victualler</u>
<u>St. George & St. Mary, Inc.</u>	<u>Louie's Pizzeria</u>	<u>Common Victualler</u>
<u>Stack'd Sandwich & Slice Co.</u>	<u>Stacked Enterprises, LLC</u>	<u>Common Victualler</u>
<u>Tangerini's Spring Street Farm, Inc.</u>	<u>Tangerini's Spring Street Farm</u>	<u>Common Victualler</u>
<u>Thes Pizza, Inc.</u>	<u>Kravings Pizza & Ice Cream</u>	<u>Common Victualler</u>
<u>Twist Bakery & Café, Inc.</u>	<u>Twist Bakery & Café</u>	<u>Common Victualler</u>
-	-	-
<u>AM Vets Post 495 Millis, MA, Inc.</u>	<u>AM Vets</u>	<u>Entertainment</u>
<u>Barrett & Johnson Enterprises, Inc.</u>	<u>Victory Lane Bar and Gril</u>	<u>Entertainment</u>
<u>Big Beef, Inc.</u>	<u>Big Beef</u>	<u>Entertainment</u>
<u>Clicquot Coffee LLC</u>	<u>Clicquot Coffee</u>	<u>Entertainment</u>
<u>Country Kitchen Donuts & Muffins, Inc.</u>	<u>Country Kitchen Donuts & Muffins</u>	<u>Entertainment</u>
<u>Millis Donuts, Inc.</u>	<u>Dunkin Donuts</u>	<u>Entertainment</u>

<u>Millis Fitness, Inc.</u>	<u>Encompass Fitness</u>	<u>Entertainment</u>
<u>Napper Tandys Millis, Inc</u>	<u>Napper Tandys</u>	<u>Entertainment</u>
<u>Primavera, Inc.</u>	<u>Primavera Ristorante</u>	<u>Entertainment</u>
<u>Rock 'N Coal Millis, LLC</u>	<u>Rock 'N Coal</u>	<u>Entertainment</u>
<u>Rocklawn Restaurants, LLC</u>	<u>Jasper Hill</u>	<u>Entertainment</u>
<u>Ryan Family Amusements, Inc.</u>	<u>Ryan Family Amusements</u>	<u>Entertainment</u>
<u>Stack'd Sandwich & Slice Co.</u>	<u>Stacked Enterprises, LLC</u>	<u>Entertainment</u>
<u>Tangerini's Spring Street Farm, Inc.</u>	<u>Tangerini's Spring Street Farm</u>	<u>Entertainment</u>
<u>Thes Pizza, Inc.</u>	<u>Kravings Pizza & Ice Cream</u>	<u>Entertainment</u>
-	-	-
<u>Bethany House Ministries, Inc.</u>	<u>Bethany House</u>	<u>Junk/Metals Dealer</u>
<u>Millis Used Auto Parts, Inc.</u>	<u>Prolerized NE Company</u>	<u>Junk/Metals Dealer</u>
-	-	-
<u>AM Vets Post 495 Millis, MA, Inc.</u>	<u>AM Vets</u>	<u>Pool Table</u>
<u>Barrett & Johnson Enterprises, Inc.</u>	<u>Victory Lane Bar and Gril</u>	<u>Pool Table</u>
-	-	-
<u>Commcan, Inc</u>	<u>CommCan</u>	<u>Retail Marijuana</u>
-	-	-
<u>Fin Fur & Feather Club</u>	<u>Fin Fur & Feather Club</u>	<u>Skeet & Trap Shooting</u>

The motion was seconded by Sel. Jurmain and passed unanimously.

19-259 Facilities Management Coordination Discussion

Sel. McCaffrey asked that the Town Administrator add this topic to the Tri Board agenda for their next meeting in January. A short discussion ensued about the possibility of combining facilities management for Town and School under one umbrella.

19-260 Review/Approve Water/Sewer Department Commitment to Collector (2)

Sel. Jurmain made a motion to approve the Water/Sewer Department Commitment to Collector for November 2019 for a total of \$1,652.62. The motion was seconded by Sel. McCaffrey and passed unanimously.

Sel. Jurmain made a motion to approve the Water/Sewer Department Commitment to Collector for 2nd Quarter Fiscal Year 2020 for a total of \$676,457.16. The motion was seconded by Sel. McCaffrey and passed unanimously.

Consent Items

Sel. Jurmain made a motion to approve the minutes of 11/18/19 as amended. The motion was seconded by Sel. McCaffrey and passed unanimously.

ADJOURNMENT

Sel. McCaffrey made a motion to adjourn at 6:45 pm. The motion was seconded by Sel. Jurmain and passed unanimously.

Respectfully submitted: Karen M. Bouret