

**BOARD OF SELECTMEN
REGULAR SESSION MEETING MINUTES
Monday, March 26, 2018
Veterans Memorial Building Room 229
900 Main Street, Millis, MA 02054**

CALL TO ORDER: Sel. McCaffrey called the meeting to order at 6:00 pm. The following persons were present: Sel. James McCaffrey, Sel. Catherine MacInnes, Sel. Loring Barnes, Town Administrator Michael Guzinski, Operations Support Manager Karen Bouret, and Town Counsel Jay Talerman.

EXECUTIVE SESSION

Sel. McCaffrey made a motion to enter executive session to conduct strategy sessions in preparation for negotiations with union personnel. The motion was seconded by Sel. MacInnes.

Sel. McCaffrey – aye Sel. MacInnes – aye Sel. Barnes – aye

ANNOUNCEMENTS

Karen Bouret announced that Destination Imagination went to the regional competition where some Millis teams qualified to move on to the State finals.

Sel. MacInnes offered condolences on the passing of Huna Rosenfeld, a longtime resident and businessman in Millis.

PUBLIC HEARINGS & SCHEDULED APPOINTMENTS

18-076

Agenda item canceled

18-077 Appointment of Conservation Commission Member

Sel. McCaffrey said the Board received a letter recommending that the Board appoint Ramcharan Khalsa to the Conservation Committee from Dr. James Lederer, Chair of the Conservation Commission.

Sel. McCaffrey made a motion to appoint Ramcharan Khalsa to the Conservation Commission through June 30, 2018. The motion was seconded by Sel. Barnes and passed unanimously.

18-078 Approval of Change Order at Fire Station Boiler Controls/Pumps

Diane Jurmain, Vice Chair of the Permanent Building Committee, presented a change order for boiler controls and pumps at the Fire Station. Ms. Jurmain said the existing boiler remained during the renovation but work needs to be done.

Sel. MacInnes made a motion to approve the change order for Agostini Construction Company, Inc. for HVAC Controls at the Fire Station Boiler for a total of \$7,260.00. The motion was seconded by Sel. Barnes and passed unanimously.

18-079 Discussion Regarding Building Inspection Fees

Sel. McCaffrey said the ESBC is looking for the Board to proceed in deciding how to pay the permit fees for the Clyde Brown Elementary School project permitting by first reviewing how the fees are currently paid through the Personnel Plan. Currently the Personnel Plan states that the inspectors receive stipends plus half of the permit fees, and Sel. McCaffrey said Town Meeting approves that not the Board of Selectmen. Sel. McCaffrey said the Board needs to determine what the fee should be that they are

getting half of and asked counsel if the Board has the ability to actually set the fees. Mike Giampietro, Building Commissioner, addressed the Board and presented the Board with a fee schedule. Dave Byrne, Electrical Inspector, addressed the Board. Mr. Byrne provided data on inspections completed in 2017 and showed a breakdown of annual and hourly salary. Mr. Byrne also provided information from the Electrical Contractor for the CFB project and projected out permit totals. Discussion ensued about different options including paying a flat fee vs. per inspection. Plumbing and Gas Inspector Tim Costello and Assistant Plumbing and Gas Inspector Jack Rose also spoke about fees, but said the bottom line said they are just looking for fair fees.

Sel. MacInnes made a motion to set a \$5600.00 wiring permit fee and \$60.00 per reinspection fee for wiring at the Clyde F. Brown project. Seconded by Sel. Barnes.

Mr. Guzinski said he is in favor of the per inspection fee which was recommended by the Building Commissioner. Sel. MacInnes said the Board should heed the Electrical Inspector's advice. Further discussion ensued.

Sel. MacInnes withdrew the original motion.

Sel. MacInnes made a motion to set the electrical permit fee for the entire Clyde F. Brown project be the total sum of \$5600 of which \$2800 would be waived, \$1240 to be paid FY18 and \$3720 for FY19, and \$620 for two months of FY20 and any reinspection fees for the duration of the project would be paid at \$60 of which half would be waived.

The motion was seconded by Sel. McCaffrey. Sel. McCaffrey voted nay. Sel. Barnes and MacInnes voted in favor.

Sel. McCaffrey made a motion to set the inspection fees for plumbing and gas for the Clyde F. Brown project at \$35 per inspection. The motion was seconded by Sel. MacInnes.

18-080 Discussion Regarding Director of Public Works Position

Mr. Guzinski asked the Board to initiate a change to the structure of the Public Works. The Board discussed the proposal.

Sel. MacInnes made a motion to propose a warrant article to alter the Town Bylaws by deleting the first sentence of Section V-27 and to replace it with "The Town Administrator shall appoint a Director of Public Works, who shall exercise and perform the duties of said office under the supervision and direction of the Town Administrator. The Director of Public Works shall be specially fitted by education, training and experience to perform the duties of said office, and may or may not be a resident of the Town." The motion was seconded by Sel. Barnes and passed unanimously.

SCHEDULED BUSINESS

18-081 Approval of Main Street and Dover Road Water Main Improvement Project Bid

Mr. McKay said the Town received ten bids for the Main Street and Old Dover road Water Main Improvement project with the low bidder is Tom Gioioso Construction with a bid of \$575,862.55.

Mr. McKay said additionally they will be looking to put in additional hydrants.

Sel. McCaffrey made a motion that the Board approves the award of the bid for the Main Street and Old Dover road Water Main Improvement Project to Tom Gioioso Construction for \$575,862.55. The motion was seconded by Sel. McCaffrey and passed unanimously.

18-082 Stormwater Utility Update

Mr. McKay updated the Board on the current status of the Stormwater Utility. (See the Memorandum from Betsy Frederick dated 3/15/18) Mr. McKay reviewed the FY19 cost estimates for indirect labor and actual labor costs in the tables. Mr. McKay also spoke about the capital improvement projects.

18-083 BLS to ALS Transition

Fire Chief Rick Barrett reviewed the plan to transition from Basic Life Support to Advanced Life Support stating the process began four years ago. The Chief said it was spread out over a few years to try and not impact the budget too severely, however the last year is the most expensive since it's time to buy equipment and hire a final paramedic at this point. The Chief said there will be an increase in calls with all of the building going on in Town including Toll Brothers and the Assisted Living Facility which should provide an increase in revenue. Sel. McCaffrey noted that the Town has invested for three years and needs to invest the last year to start to see the potential revenue when we are certified.

18-084 FY19 Budget Proposal

Mr. Guzinski said there is now a balanced budget proposal. Mr. Guzinski said the major changes include a reduction in the proposed Health Insurance line item by \$73,000.00, use of approximately \$64,000.00 from the Overlay Reserve Account, an increase of \$89,683.00 for the school budget and a savings of \$1700.00 by bringing the cleaning of the bathrooms in house. Mr. Guzinski said he is still recommending that the Town consider a bonding article for \$585,523 to fund much needed capital items that have no other source of funding. Hannah York, the Town's Financial Consultant reviewed the Building Department budget in relation to the inspectors. A discussion ensued. Mr. Guzinski asked the Board to vote in support of the budget in advance of Wednesday's Finance Committee meeting. Additional discussion about school items and capital items occurred. Sel. Barnes said she'd like to review the historic 65/35% split in light of population changes and ensuring that the school is looking at all opportunities for savings.

Sel. McCaffrey made a motion that the Board approves the recommended FY19 budget. The motion was seconded by Sel. MacInnes. The motion passed unanimously.

18-085 Draft Annual Town Meeting Warrant

Mr. Guzinski briefly reviewed each of the articles in the draft warrant. The Board removed articles 25 and 27.

18-086 Authorize Additional Funding for Financial Consulting Services

Sel. McCaffrey made a motion to authorize a sum of an additional \$20,000.00 for financial consulting services for the remainder of FY18. The motion was seconded by Sel. MacInnes and passed unanimously.

18-087 Housing Production Plan Update

Deferred to 4/9/18

18-088 Discussion Regarding Regulation of Sandwich Board Signage

Sel. McCaffrey made a motion that the Board approves the Sandwich Board Signage from 4/01/18 – 11/30/18, During business hours. The motion was seconded by Sel. MacInnes and passed unanimously.

CONSENT ITEMS

Sel. McCaffery motioned to approve the meeting minutes as amended. The motion was seconded by Sel. MacInnes and passed unanimously.

ADJOURNMENT

Sel. MacInnes made a motion to adjourn at 11:00pm. The motion was seconded by Sel. Barnes. The motion passed unanimously.

Respectfully submitted: Karen M. Bouret