

REGULAR SESSION MEETING MINUTES
Monday, September 28, 2020; 6:30pm
SELECT BOARD via ZOOM
Veterans Memorial Building Room 229
900 Main Street, Millis, MA 02054

CALL TO ORDER: 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.

ANNOUNCEMENTS

Sel. McCaffrey thanked the Finance team for their hard work getting Free Cash certified for this year.

OPEN SESSION SCHEDULED APPOINTMENTS/HEARINGS

20-206 COVID-19 Update

John McVeigh, Board of Health Director, gave an update on the COVID-19 pandemic status in Millis. The Town was moved from green to yellow status, but two of the four cases are students who are away at college. Mr. McVeigh said the state has put out guidelines for Halloween activities and said while more details can be discussed at a later time, he urged the public to use common sense with any planned activities. Mr. McVeigh said residents can contact the Board of Health here in Millis with any COVID-related questions or go directly to the Department of Public Health.

20-207 Approval of Scrap Metal Drive

Paul Sims, acting on behalf of the Millis Cub Scout Pack 115, asked for permission to hold a Scrap Metal/Electronics Drive at the Town Hall parking lot here at 900 Main Street from 10:00am-2:00pm on October 18, 2020. The Board asked that the flyer be posted on both the Town website and Facebook page.

Sel. Underhill made a motion to approve the Scrap Metal and Electronics Drive at the Veterans Memorial Building at 900 Main Street from 10:00am-2:00pm on October 18, 2020. The motion was seconded by Sel. Jurmain. Sel. McCaffrey polled the Board, McCaffery – aye, Jurmain – aye, Underhill – aye. The motion passed unanimously.

20-208 Appointment of DPW HEO Laborer

Mr. Guzinski said he would like to the Board to confirm the appointment of John Verrochi as DPW Heavy Equipment Operator/Laborer. Mr. McKay said John has the majority of the required licenses and has a lot of experience.

Sel. Underhill made a motion to appoint John Verrochi as a full time Heavy Equipment Operator/Laborer pending a successful CORI, drug screen and physical. The motion was seconded by Sel. Underhill. Sel. McCaffrey polled the Board, McCaffery – aye, Jurmain – aye, Underhill – aye. The motion passed unanimously.

20-209 Approval of Grant of Location to Relocate Existing Pole 34/33 Forest Road

Sel. Jurmain made a motion to grant the request to relocate the existing pole 34/33 at Forest Road for the purpose of accommodating the removal of a tree guy. The motion was seconded by Sel. Underhill. Sel. McCaffrey polled the Board, McCaffery – aye, Jurmain – aye, Underhill – aye. The motion passed unanimously.

20-210 Water System PFAS Update

Jim McKay introduced Kirsten Ryan of Kleinfelder to discuss plans to provide a public notification concerning PFAS in Town drinking water. Ms. Ryan said Environmental Protection Agency (EPA) regulations have changed rapidly, and Millis has proactively done voluntary testing of the wells. The notice that will go to the public details what PFAS are, what concerns are about drinking water, actions that can be done to mitigate the issue and sources to contact for more information. Questions were asked about private wells in Town and Mr. McKay said more information will be provided regarding suggested filtration systems etc. on the Town website. The Chair noted that Millis is doing due diligence regarding this and is out ahead of the curve.

20-211 Acceptance of Playground Equipment (McCarthy Memorial Gift)

Sel. Jurmain made a motion to accept the donation of the playground equipment from the McCarthy family. Sel. Underhill seconded the motion. The motion was seconded by Sel. Underhill. Sel. McCaffrey polled the Board, McCaffery – aye, Jurmain – aye, Underhill – aye. The motion passed unanimously.

20-212 Stormwater Hearing for Sparhawk Academy

Sel. Underhill made a motion to open the stormwater and land disturbance hearing for the Sparhawk Academy. Sel. Jurmain seconded the motion. Sel. McCaffrey polled the Board, McCaffery – aye, Jurmain – aye, Underhill – aye. The motion passed unanimously.

Dan Merrikin of Legacy engineering gave a brief explanation of the project and showed the location.

Sel. McCaffrey made a motion to continue the hearing for the stormwater and land disturbance permit for the Sparhawk Academy made by the Mill Brook School Foundation to Monday, October 19, 2020 at 8:00pm. The motion was seconded by Sel. Underhill. Sel. McCaffrey polled the Board, McCaffery – aye, Jurmain – aye, Underhill – aye. The motion passed unanimously.

20-213 Town Meeting Warrant Article – DPW Building Additional Funding

Wayne Klocko, Chair of the Permanent Building Committee, said the committee has put forth a warrant article for additional funding for the DPW building project. Mr. Klocko said the recent general contractor bids came in higher than expected. Mr. Klocko said one of the reasons is because the bid documents included environmental testing for the property which came in at about \$300,000.00 for the low bid but the testing and remediation likely won't need to be used. Mr. Klocko said the other reason is increased construction costs due to post COVID market costs for both materials and labor. The PBC decided it would be most cost effective for the Town if they move forward with the low bidder and voted at its last meeting to agree to place before the voters and additional appropriation of \$600,000.00 to move forward with the contract. Mr. Klocko said they will likely spend only about \$90,000.00 over the original appropriation. Mr. McCaffrey noted that the contractor has agreed to keep the bid open until after the November 7th town meeting to guarantee funding or else the project cannot move forward. The Board voiced concerns about the building and the working conditions for staff and said they are in favor of recommending that the Town move forward in this manner. Mr. Guzinski said he and Mr. McKay recommend that \$200,000 come from sewer enterprise, \$200,000 from water enterprise, \$100,000 from stormwater enterprise and \$100,000 from general fund as borrowing through a warrant article. Mr. Guzinski said that ultimately, it's the Board decision as to the funding sources.

Sel. Jurmain made a motion to support a warrant article for the fall town meeting to seek authorization for an additional \$600,000.00 for the DPW building project. The motion was seconded

by Sel. Underhill. Sel. McCaffrey polled the Board, McCaffery – aye, Jurmain – aye, Underhill – aye. The motion passed unanimously.

Sel. McCaffrey asked Mr. Guzinski and Mr. McKay to discuss the funding source options in detail at the next Select Board meeting.

Mr. Klocko proposed an alternate warrant article to be added to the warrant in case the proposed warrant article is not approved which would be to offer a one-year rental scenario.

OPEN SESSION AGENDA ITEMS

20-214 Discuss 11/7/20 Town Meeting Warrant Articles

Sel. McCaffrey said given the time frame for the November town meeting and the complexity of a sewer bylaw, that a sewer bylaw article should be deferred to the spring meeting. Sel. Jurmain said he agrees that due to the current time constraints he believes this should be moved to spring but said he feels adamantly that the Board does work to get this on for spring 2021.

Sel. McCaffrey asked for someone to speak to the time sensitivity of the zoning article which would enable a Millis Center Economic Opportunity Overlay District (MCEOD). Nicole Riley of the Planning Board said there are two property owners in the area who are looking to have a new overlay district provided to create additional options for mixed use. Ms. Riley said the Planning Board is looking for approval from the Select Board to go forward with a hearing on this matter.

Sel. Jurmain made a motion to recommend the zoning bylaw proposal to the Planning Board that they move forward with a public hearing. Sel. Underhill seconded the motion. Sel. McCaffrey polled the Board, McCaffery – aye, Jurmain – aye, Underhill – aye. The motion passed unanimously.

Sel. McCaffrey made a motion to open the November 7 Town Meeting Warrant. Sel. Jurmain seconded. Sel. McCaffrey polled the Board, McCaffery – aye, Jurmain – aye, Underhill – aye. The motion passed unanimously.

Sel. Underhill made a motion to place the additional article for \$550,000.00 in relation to the DPW Project funding to fund a temporary lease for trailer space in the event the original DPW project funding article does not pass. Sel. Jurmain seconded. Sel. McCaffrey polled the Board, McCaffery – aye, Jurmain – aye, Underhill – aye. The motion passed unanimously.

Sel. Underhill made a motion to remove the sewer bylaw article from the November 7 Town Meeting Warrant. The motion was seconded by Sel. Jurmain. Sel. McCaffrey polled the Board, McCaffery – aye, Jurmain – aye, Underhill – aye. The motion passed unanimously.

Sel. McCaffrey made a motion to close the November 7th Town Meeting Warrant. The motion was seconded by Sel. Jurmain. Sel. McCaffrey polled the Board, McCaffery – aye, Jurmain – aye, Underhill – aye. The motion passed unanimously.

Mr. Guzinski reviewed the current articles as they stand on the warrant. Mr. Guzinski said the language on the warrant will be continued to be refined for the next Board meeting.

Carol Johnston, Finance Director, said she emailed a spreadsheet to the Board prior to this meeting showing an updated budget restoring all the hours that were cut due to COVID concerns. Ms. Johnston

said there are many positive signs to include new growth, a slight increase in excise tax, and marijuana revenue. Ms. Johnston said the spreadsheet shows both restoring hours effective December 1 versus restoring hours effective January 1. This will be discussed in more detail with a formal proposal at the upcoming Tri-Board meeting on October 7.

20-215 Discuss Abatement Hearings Policy

Sel. McCaffrey said the current policy for filing for an abatement is to pay the bill in full prior to being able to have a hearing with the Select Board, acting as water and sewer commissioners. Jennifer Scannell, Treasurer/Collector, suggested changing the policy to allow residents to pay the amount of the prior quarterly bill only before being allowed a hearing. Sel. McCaffrey noted that the water and or sewer have been used in every instance, so something needs be paid even if there was a leak. Sel. Jurmain and Sel. Underhill agreed that they do not want to put hardships on people. The Board discussed various options.

Sel. McCaffrey made a motion to consider an abatement request that has come forward due to the recommendation of the Town Administrator, DPW Director, and Treasurer Collector and to pay the amount of the prior bill in order to come for a hearing and to give the resident to the end of this week to pay that amount. Sel. Jurmain seconded the motion. Sel. McCaffrey polled the Board, McCaffery – aye, Jurmain – aye, Underhill – aye. The motion passed unanimously.

20-216 Discuss Economic Development Committee Charge

Sel. McCaffrey made a motion to accept the updated version of the Economic Development Committee charge presented with the word Selectmen updated to Select Board. The motion was seconded by Sel. Jurmain. Sel. McCaffrey polled the Board, McCaffery – aye, Jurmain – aye, Underhill – aye. The motion passed unanimously.

20-217 Host Community Agreement Execution – GTE, LLC

Sel. McCaffrey said the Host Community Agreement with GTE, LLC has been fully executed and the Town has received a check in the amount of \$15,000.00 as an initial payment.

20-218 Discuss Possibility of Shared IT Services/Town of Norfolk

Mr. Guzinski and Sel. Jurmain met with the Town Administrator and IT Director from the Town of Norfolk and discussed sharing a position for IT Director. The meeting went well and both said this could be very beneficial to both towns and are looking to pursue it further. The Board is in favor of moving forward.

20-219 SB Policies and Procedures Manual

Mr. Guzinski said he spoke with each member of the Board individually following a discussion on this at the last meeting in order to incorporate all suggested changes. Mr. Guzinski suggested adopting the manual as presented tonight but to continue to look at updating and tweaking language and to consider this as a “living” document. Sel. McCaffrey suggested looking at adding language regarding the Board’s packet materials and how and when they are shared with the public at the next meeting.

Sel. Underhill made a motion to adopt the proposed Policies and Procedures for the Select Board with ministerial changes to the language. The motion was seconded by Sel. Jurmain. Sel. McCaffrey polled the Board, McCaffery – aye, Jurmain – aye, Underhill – aye. The motion passed unanimously.

20-220 TA Goals and Performance Review Process

Mr. Guzinski presented an outline for his performance review and included time objectives. Sel. McCaffrey noted that perhaps specific goals should be listed that would trigger the financial

contingencies listed in the contract. Sel. Jurmain said the Board has the obligation of providing regular feedback and doesn't want to get into more specificity on goals at this point. The Board agreed that the thoughtful process presented by the Town Administrator is a very good start and the Board is comfortable with the approach.

20-221 Tri-Board Meeting Debrief

Sel. McCaffrey said a good conversation was had at the last Tri-Board meeting and another is planned for October 7, 2020. Following the fall town meeting, there is interest by all three boards in discussing and working on a revised financial split between Town and School and resolving a new compact for developing the budget for FY2022 and beyond.

20-222 Board Members' Committee Liaison Updates

Sel. McCaffrey said the Capital Planning Committee met and they are trying to prioritize capital items requested by the various Town departments through their scoring system. The next meeting, tomorrow evening, will be to review the school's requests.

Sel. McCaffrey said the ESBC met, and they will be coming in under budget for the Clyde Brown project. Radon mitigation has been completed and the work done solves the radon issue. Puddling at the tennis courts will be solved by the contractor and is not on the Town to fix.

Sel. McCaffrey said the LEPC met this morning regarding COVID-19, planning for winter weather and town meeting planning. A recommendation not to have a tent at town meetings. Halloween plans will be forthcoming at the October 5 Select Board meeting.

Sel. Underhill said the School Committee met and they are down to three finalists for a new superintendent. A decision will be forthcoming on whether students will return on October 19 in a hybrid fashion.

20-223 Review and Approval of One Day Alcohol Licenses – Tangerini's Farm

Sel. Underhill made a motion to approve the One Day Alcohol License for Tangerini's Farm. Sel. Jurmain seconded the motion. Sel. McCaffrey polled the Board, McCaffery – aye, Jurmain – aye, Underhill – aye. The motion passed unanimously.

CONSENT ITEMS

Sel. Jurmain made a motion to approve the Draft Meeting Minutes for 8/31/20 as written. Sel. Underhill seconded the motion. Sel. McCaffrey polled the Board, McCaffery – aye, Jurmain – aye, Underhill – aye. The motion passed unanimously.

Sel. Jurmain made a motion to approve the Draft Meeting Minutes for 9/14/20 as written. Sel. Underhill seconded the motion. Sel. McCaffrey polled the Board, McCaffery – aye, Jurmain – aye, Underhill – aye. The motion passed unanimously.

Sel. Jurmain made a motion to adjourn at 10:50pm. Sel. Underhill seconded the motion. Sel. McCaffrey polled the Board, McCaffery – aye, Jurmain – aye, Underhill – aye. The motion passed unanimously.

Respectfully submitted: Karen Bouret