

**SELECT BOARD
REGULAR SESSION MEETING MINUTES
Monday, November 18, 2019, 2019
Veterans Memorial Building Room 229
900 Main Street, Millis, MA 02054**

CALL TO ORDER: Sel. Barnes called the meeting to order at 6:00 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

ANNOUNCEMENTS 6:30 PM

A moment of silence was observed in honor of Lt. Jason Menard, a Worcester Firefighter who lost his life in a house fire while serving the public.

Sel. Barnes read a statement of appreciation to Millis volunteers and encouraged civic engagement throughout the community.

Sel. Barnes announced that Narcan training including distribution of twenty doses of Narcan for those who need it is being held this evening between 6-8pm at the Millis Public Library.

Sel. Barnes asked people to consider donating to the Bryce McCarthy Millis Memorial Fund at www.gofundme.com/bryce-mccarthy-memorial-fund.

Mr. Guzinski announced that Richard Harlow and Peter Jurmain both received awards at the 2019 Massachusetts Excellence in Technology Award Winners for their tremendous volunteer service in IT for the Town.

PUBLIC HEARINGS & APPOINTMENTS

19-229 Tax Rate Classification Hearing

The tax hearing was pushed until the next Board meeting on December 2nd due to an issue posting in the newspaper.

19-230 Housing Production Plan (HPP)

Ralph Wilmer, of the Metropolitan Area Planning Council (MAPC), gave a PowerPoint presentation on the Millis Housing Production Plan, the development of which was funded through a Community Compact Grant. The presentation included population and cost statistics related to local housing need and demand including affordable housing. (See Attached) Discussion ensued regarding the increasing senior population and the number of households where they are paying more than 50% of income on housing. The discussion turned to strategies for how to add to and maintain affordable housing units. Mr. Wilmer said that next steps in the HPP process include adopting the plan and establishing a Housing Partnership Committee and Municipal Affordable Housing Trust Fund.

Sel. McCaffrey made a motion that the Board adopts the Housing Production Plan as presented by the MAPC. The motion was seconded by Sel. Jurmain and passed unanimously.

19-231 Sewer Capacity Discussion

Mr. Jim McKay, Director of Public Works, reviewed a letter from Mike Carter, President of GCG Associates, regarding a study of the Town's sewer system. Mr. McKay reviewed the information including projects where capacity has been allocated and pending proposed projects, as well as ongoing work reducing infiltration and inflow. Discussion ensued about developing strategies to increase capacity while encouraging residents to hook into available sewer. Developers and others voiced concerns about the conservative numbers being presented and asked the Town to look at the flow numbers more closely to get a more accurate representation. Robert Cantoreggi, resident and DPW Director in Franklin, spoke about the Charles River Pollution Control District and possible expansion of the metering program. The Board asked Mr. McKay and Mr. Carter to do further research into the accuracy of the numbers as well as set up a meeting with the CRPCD representative in the future.

19-232 40B LIP Proposal @ 1344 Main Street

Dan Merrikin presented a preliminary draft proposal for a 40B LIP to be located at 1344 Main Street with developer Tom Roche. The project would include twenty units with five that would be sold as affordable. Each unit would have a one car garage and two bedrooms. It was noted that there is a six-inch stub for sewer, one home, already present at the location but there is the sewer issue to overcome. The Board voiced interest in the project and said they would be willing to work with the developer further.

19-233 Energy Aggregation Bid Authorization

Robert Weiss, Energy Manager, asked the Board to authorize the Town Administrator and him, as a backup, to execute a contract for a supply of electricity on the November 20th bid day.

Sel. Jurmain made a motion to authorize the Town Administrator as the Town's Primary Representative and the Town's Energy Manager as the Town's Alternative Representative to execute a contract for the supply of electricity on the November 20, 2019 bid day for the Community Electricity Aggregation program. The motion was seconded by Sel. McCaffrey and passed unanimously.

19-234 2019 Green Communities Report

Mr. Weiss asked the Board to approve the 2019 Green Communities annual Report, which is an analysis of the Town's annual energy use.

Sel. McKay made a motion that the Board approves and authorizes the Chair to sign the 2019 Green Communities Annual Report. The motion was seconded by Sel. Jurmain and passed unanimously.

19-235 DPW Enterprise Funds Presentation

Mr. McKay gave a detailed presentation reviewing the allocation of funds from the general, water, sewer, and stormwater funds to support the department's operation to include both direct and indirect costs. (See Attached) Sel. Jurmain voiced concerns on the number of staff being used and how the charts were presented. Mr. McKay said there should be additional staff being paid from the general fund due to the work that needs to be done so that workers paid from the enterprise funds aren't used for that work. A heated discussion ensued. Mr. Guzinski said he, the Finance Director and the DPW Director agree that the best course of action would be to hire an outside consultant to determine if the current allocation is accurate and to give recommendations to correct any inequities. Sel. McCaffrey said the Select Board is ultimately responsible and agreed that hiring an outside consultant to make sure the Town is on the right path moving into FY21. There was additional discussion on what the correct

method is to handle the allocation of funds and how to move forward. Sel. Barnes said she is not in favor of hiring an outside consultant and would like to move forward with existing information.

Sel. McCaffrey made a motion to support the Town Administrator's recommendation to hire a consultant to review the operation of the DPW and the allocation of funds to support the department's operation for direct and indirect costs for a cost of not to exceed \$25,000.00. The motion was seconded by Sel. Jurmain. The motion passed 2-1 with Sel. Barnes dissenting.

SCHEDULED BUSINESS

19-236 Town Clerk Office Study

The Town Administrator said a report was conducted in connection with the Town Clerk's office structure and key recommendations were made. Mr. Guzinski went on to say it is now the Board's decision to decide next steps in relation to the recommendations. Lisa Hardin, Town Clerk, addressed the Board regarding her thoughts on why the position should remain elected and her current role in the office. Ms. Hardin advocated for the position to be full time. The Board will discuss the subject further on a future agenda.

19-237 FY20 Select Board Goals

Sel. Barnes said the goals were ranked in each bucket that was established. Sel. McCaffrey said he doesn't feel the goals were ranked according to the decision of the Board at the last meeting. The Board decided to move the discussion to the next meeting.

19-238 Review/Approval of Water/Sewer Commitment

Sel. McCaffrey made a motion to approve the water/sewer commitment for October 2019 for a total of \$3,769.05. The motion was seconded by Sel. Jurmain and passed unanimously.

CONSENT ITEMS

Sel. McCaffrey made a motion to approve the minutes of the October 28, 2019 with edit proposed by the Chair. The motion was seconded by Sel. Jurmain and passed unanimously.

ADJOURNMENT

Sel. Barnes made a motion to adjourn at 11:25pm. The motion was seconded by Sel. Jurmain and passed unanimously.

Respectfully submitted: Karen M. Bouret