

**SELECT BOARD
REGULAR SESSION MEETING MINUTES
Monday, October 7, 2019, 2019
Veterans Memorial Building Room 229
900 Main Street, Millis, MA 02054**

CALL TO ORDER: Sel. Barnes called the meeting to order at 6:35 pm. The following persons were present: Sel. Loring Barnes, Sel. James McCaffrey, Sel. Jurmain, Town Administrator Michael Guzinski, and Operations Support Manager Karen Bouret.

ANNOUNCEMENTS

Sel. Barnes spoke about the Columbia Gas moratorium that has been imposed and noted that Toll Brothers has to take the lead on asking that the moratorium be waived for the development on Orchard Street.

Sel. McCaffrey made a motion that Columbia Gas expedites the request from Toll Brothers for the DPU to allow work to continue at the residential homes project at Orchard Street due to the time sensitivity of the project. The motion was seconded by Sel. Jurmain and passed unanimously.

Kris Fogarty, Recreation Director, reviewed upcoming fall Recreation events including a Cemetery Stroll, Adult Bowling Night, and a Halloween House Decorating contest.

Sel. Barnes announced that there are two Flu Clinics coming up; see the Board of Health for details.

Sel. Barnes announced that there is an upcoming Blood Drive being held at the Fire Department on Saturday, October 26th from 9:00am to 2:30pm.

Sel. Barnes announced that the "Friends" Book Sale will be held the weekend of October 25-27th at the Millis Public Library; for more information go to www.millislibrary.org/millis.

Sel. McCaffrey and Sel. Jurmain both informed residents that the Senior Work Off and Veterans Tax Work Off programs are being set for the upcoming year. For more information contact Patty Kayo, Council on Aging Director or Cynthia Harris, Veterans Agent.

PUBLIC HEARINGS & SCHEDULED APPOINTMENTS

19-195 Appointment of Member of Board of Assessors

Sel. McCaffrey made a motion to appoint Robert Cantoreggi to serve as a member of the Board of Assessors for a term ending June 30, 2021. The motion was seconded by Sel. Jurmain and passed unanimously.

19-196 Notice to Proceed – Stormwater Utility Contract

Betsy Frederick of Kleinfelder addressed the Board about a Stormwater Utility Contract and asked the Board to execute the contract. Ms. Kleinfelder answered questions from the Board about some of the details in the contract including questions about asset management software.

Sel. McCaffrey made a motion to authorize the Town Administrator to sign and execute the Stormwater Utility Contract for stormwater utility support in a not to exceed amount of \$74,500.00. The motion was seconded by Sel. Jurmain and passed unanimously.

19-197 Open/Discuss 11/4/19 Town Meeting Warrant

Sel. Barnes made a motion to open the 11/4/19 warrant. The motion was seconded by Sel. Jurmain and passed unanimously.

Mr. Guzinski reviewed the warrant articles and the Select Board voted on each as follows:

1. Plastic Bag Reduction Bylaw – **Voted Unanimous Support**
2. Unpaid Bills – **Voted Unanimous Support**
3. Operational Budget Items-

Discussion ensued about the second item.

Sel. Jurmain made a motion to change the language for item two to Study the Structure and Operation of the Town IS and IT Infrastructure at \$20,000.00. The motion was seconded by Sel. Barnes. Motion carried 2-1 with Sel. McCaffrey dissenting.

Sel. McCaffrey noted that by approving the budget items in this article it will put pressure on the administration for funding both the IT Director and new Police Officers for FY21.

Voted Unanimous Support

4. Capital Items-

Mr. Guzinski recommended withdrawing the \$200,000 for road repairs dropping the total to \$226,000.00 due to concerns about funding sources from what is anticipated for free cash. Sel. McCaffrey noted that with the current level of expenditure we will always be behind in road repair.

A discussion ensued about whether or not the School items listed are priority and it was noted that the Capital Committee has vetted all requests that have made it onto the warrant.

Sel. McCaffrey made a motion to remove the \$200,000 for road repairs and to approve the article at a total of \$226,000. The motion was seconded and approved unanimously.

5. Police Cruiser Lease - **Voted Unanimous Support**
6. OPEB/Actuarial Study - **Voted Unanimous Support**
7. Change of Name from "Board of Selectmen" to "Select Board" - **Voted Unanimous Support**
8. Zoning Bylaw Amendment Municipal Facilities Overlay & Zoning Map - **Voted Unanimous Support**
9. Zoning Bylaw Amendment Senior Residential Community Development Age Qualifications- **Voted Unanimous Support**

Sel. Barnes made a motion to close the 11/4/19 warrant. The motion was seconded by Sel. McCaffrey and passed unanimously.

19-198 Vote to Approve and Sign 11/4/19 Town Meeting Warrant

Sel. Barnes made a motion to accept and sign the 11/4/19 warrant as discussed and amended. The motion was seconded by Sel. McCaffrey and passed unanimously.

SCHEDULED BUSINESS

19-207 Approve Contract for Supplemental Radon Evaluation at CFB

Sel. Barnes noted that this item was added to the agenda as an unforeseen and urgent item today.

Wayne Klocko, Permanent Building Committee Chair, said radon tests were purchased to make sure the new Clyde F. Brown had appropriate levels. The tests showed positive results so the PBC decided to take volunteer action to mitigate the radon even though it is not mandated by the state. (See Attached Documents dated October 4, 2019) Mr. Klocko presented a proposal from GZA for supplemental radon evaluation services and recommendations for corrective actions as related. Mr. Klocko said the school project is under budget and will absorb the cost of the evaluation services and mitigation. Mr. Klocko also noted that radon testing needs to be performed in an enclosed/occupied building and accurate readings cannot be found when building is incomplete/unoccupied.

Sel. McCaffrey made a motion to approve the contract with GZA for radon testing and remediation strategies in the amount of \$32,900.00 and to authorize the Town Administrator to sign and execute the contract. The motion was seconded by Sel. Jurmain and passed unanimously.

19-201 Update on Lansing Millis/64 Exchange St. Request for Qualifications (RFQ)

Mr. Guzinski and Mr. Bob Weiss, Economic Development Director/Planner, presented a first draft RFQ for a comprehensive study of the building located at 64 Exchange Street, the Lansing Millis Building. The RFQ will study the building's potential to be reused as a commercial/municipal building. Sel. McCaffrey said the project should be handled by the Permanent Building Committee as are Town building projects.

19-203 Approval of DPW Project Design Contract

Mr. Klocko said the PBC met with Taylor and Burns and asked the Board to approve a not to exceed amount of \$470,000 with \$400,000 for basic services and \$70,000 for extra services for geotechnical work as a risk sharing option. Mr. Klocko said the provision in the contract, for the \$70,000, needs to be defined before the actual contract is signed and that the Board's vote will give the Town Administrator to sign and execute the contract once the details are determined.

Sel. McCaffrey made a motion that the Board authorizes the Town Administrator to execute a contract with Taylor and Burns for designer services for the DPW building project in an amount not to exceed \$470,000.00 with \$400,000.00 for basic services and \$70,000.00 for extra services subject to negotiation. The motion was seconded by Sel. Jurmain and passed unanimously.

19-204 Appoint Ex-Officio Members to PBC for Department of Public Works Project

Sel. McCaffrey made a motion to appoint David Rachmaciej, DPW Foreman, and James McKay, DPW Director, as ex-officio members of the Permanent Building Committee for the duration of the DPW building project. The motion was seconded by Sel. Jurmain and passed unanimously.

19-205 Authorization of Approval of Change Orders and Contracts for the DPW Project

Sel. Jurmain made a motion to authorize the Town Administrator, in concurrence with the chair or vice chair of the PBC, to approve change orders in the amount of up to \$10,000.00 and to authorize the Town Administrator to approve change orders in the amount of \$10,001-\$50,000.00 subject to vote of approval of the PBC. The motion was seconded by Sel. Barnes and passed unanimously.

19-199 Declaration of Surplus

Sel. Jurmain made a motion to declare surplus, the 1989 Caterpillar 926 Front End Loader, and authorize the disposition of the vehicle in the best interests of Millis and in accordance with State law. The motion was seconded by Sel. McCaffrey and passed unanimously.

19-206 Approval of Water/Sewer Commitment to the Collector

Sel. Barnes made a motion to approve the Water/Sewer Commitment to the Collector for September 2019 in the amount of \$3,896.85. The motion was seconded by Sel. McCaffrey and passed unanimously.

CONSENT ITEMS

Sel. McCaffrey made a motion to approve the minutes of the September 30, 2019 regular session with two edits. The motion was seconded by Sel. Barnes and passed unanimously.

SCHEDULED BUSINESS

19-202 Charter Review Committee Discussion

The Board discussed the Charter Review Committee tasks and the general make-up of the committee as an independent entity. Sel. Barnes asked the Board to individually choose two people to put forward for committee member appointment for the October 28th Board meeting.

19-200 Discuss & Approve Select Board Goals FY20

A comprehensive document, compiled from the three individual Select Board members was presented. A discussion ensued about priorities with Sel. Jurmain presenting a document he created. Sel. McCaffrey reviewed the original compilation document and restructuring it by moving some of the subsections around. Sel. McCaffrey suggested creating a strategic plan statement later in the fall or early winter to help set goals for next year.

ADJOURNMENT

Sel. Barnes made a motion to adjourn at 10:00pm. The motion was seconded by Sel. Jurmain and passed unanimously.

Respectfully submitted: Karen M. Bouret