

2/22/2021 Select Board Meeting Minutes

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.

Chair McCaffrey called the meeting to order at 6:35pm

The Chair spoke about President Biden's national address regarding the grim milestone of reaching a half million deaths from COVID. The Board asked everyone to observe a moment of silence in honor of all of those who lost their lives to this terrible disease.

Announcements

John McVeigh, Board of Health Director, said Millis has changed to "yellow" status from "red" which means COVID infection rates are on the decline in Town currently. Mr. McVeigh said the State announced a decision to focus on mass clinics and decided not send vaccinations to the towns which was surprising news to all. Mr. McVeigh said the Governor also opened up the mass sites to ages 65 plus. The Board of Health and the Town worked diligently to get ready for a local clinic and the Chair called out their hard work despite it not coming to fruition at this time.

Chair McCaffrey announced the Town Election positions that are open for the Spring Town Election. Nomination papers must be taken out from the Clerk's office by March 18 for those who are interested.

21-046 Close the 5/3/21 ATM Warrant

Sel. Underhill made a motion to close the Town Meeting Warrant for the May 3rd, 2021 warrant. The motion was seconded by Sel. Jurmain.

Sel. McCaffrey polled the Board and the motion passed unanimously.

21-047 Appointment of Part-Time Public Safety Dispatcher

Police Chief Soffayer said he would like the Board to appoint Brendan Hofferty as a Part-Time Public Safety Dispatcher. Mr. Guzinski asked the Board to officially confirm the appointment.

Sel. Jurmain made a motion to ratify the Town Administrator's appointment of Brendan Hofferty as a Part-Time Public Safety Dispatcher pending a satisfactory medical exam and drug screen. The motion was seconded by Sel. Underhill.

Sel. McCaffrey polled the Board and the motion passed unanimously.

21-048 Review/Approval of K-9 Program Police

Chief Soffayer asked the Board to consider accepting a \$27,000 grant for a K-9 for the department to assist with search and rescue, patrol and narcotics recovery. Chief Soffayer said the grant would cover building a pen at an officer's home, food, vet care etc. and food and vet care would need to be provided past the grant. A discussion ensued about future costs when the grant money is depleted and if the Town is ready for the five year commitment. Chief Soffayer said the dog will be on duty and live here in Town.

Sel. Jurmain made a motion to endorse the K-9 Unit Establishment Grant and approve the implementation of a K-9. The motion was seconded by Sel. Underhill.

Sel. McCaffrey polled the Board and the motion passed unanimously.

21-049 Lansing Millis Building Update – 64 Exchange Street

Wayne Klocko, Chair of the Permanent Building Committee (PBC), said the architect's report has been finalized for the Lansing Millis Building which includes cost projections and suggested uses. It was noted that the report is available on the homepage of the Town's website. Mr. Klocko asked the Board to advise as to which direction the PBC should go as far as what the building should ultimately be used for. Mr. Klocko said it's a historical building that he would argue that it represents Millis more than any other historical building in Town. Bob Weiss, Economic Development Director, said renovating the building would be an investment in the center of the Town. A discussion ensued about possible uses, stabilization of the building, seeking community dialog about the building's potential uses and more. Mr. Klocko recommended developing a scope with the architect for the Board to consider. Chair McCaffrey asked the PBC to develop a scope of work to stabilize the building for now and come back to the Board with that information. The Chair said the Board is committed to continuing conversations with the community about uses for the building.

21-050 Approve FY21 MS4 Stormwater Services Revision

Jim McKay, DPW Director, spoke about the scope of services to perform the balance of tasks for FY21 stormwater services. The original scope of services was adopted in August of 2020. Betsy Frederick of Kleinfelder explained in detail what tasks will be covered in the proposed agreement. Sel. Jurmain asked the Town Administrator if the Town is moving to out how to bring some of these services in house instead of outsourcing future work. Mr. Guzinski and Mr. McKay both said they are working towards that end. Mr. McKay noted that there are billing challenges in using the current MUNIS system which need to be investigated.

Sel. McCaffrey made a motion to approve the contract letter of February 18, 2021 and authorize the Town Administrator to sign the agreement with Kleinfelder on behalf of the Town for the a not-to-exceed amount of \$34,829.00. The motion was seconded by Sel. Underhill.

Sel. McCaffrey polled the Board and the motion passed unanimously.

21-051 MVP Grant – Flooding and Climate Vulnerabilities

Mr. Weiss explained that the Municipal Vulnerability Action Grant Program (MVP), offered through the Executive Office of Energy and Environmental Affairs has a grant available to address climate hazards and vulnerabilities. Mr. Weiss said the Town's Hazard Mitigation Plan showed Millis is susceptible to areas of flooding due to with current climate conditions. Mr. Weiss said the grant project will provide a view of current flooding risks and "identify cost-saving strategies" for minimizing the risks.

Sel. Underhill made a motion to approve and authorize the expression of interest in the MVP Action Grant for a Flood Resiliency Master Plan to address flooding in Town and for the Town Administrator to work with the Mr. Weiss to apply for said grant. The motion was seconded by Sel. Jurmain.

Sel. McCaffrey polled the Board and the motion passed unanimously.

21-052 Review/Approve Advesa Host Community Agreement

Kate Feodoroff, Town Counsel, reviewed the proposed agreement with Advesa Wellness, Inc. Mr. Tony Verzura of Advesa said they are in the process of finishing this agreement with the Town and have finalized a lease for the property. Mr. Verzura said they are working with the state and he is hopeful that within 90-120 days they will have a provisional license in place.

Sel. McCaffrey made a motion to approve the Host Community Agreement with Advesa Wellness, Inc. pending receipt of the initial \$25,000 payment to the Town. The motion was seconded by Sel. Underhill.

Sel. McCaffrey polled the Board and the motion passed unanimously.

21-053 DRAFT Annual Town Meeting Warrant List

In reference to a potential article on the upcoming town meeting warrant, Ms. Feodoroff briefly explained marijuana delivery options. Ms. Feodoroff said state regulations were amended to allow for two types of delivery licenses. A discussion ensued about courier delivery verses repackaging and the need to amend zoning bylaws if Millis decides to allow for delivery. It was agreed that this will be added to the next Board meeting agenda for more discussion.

Mr. Guzinski reviewed the current town meeting warrant articles draft. (see attached)

21-054 Review Proposed Zoning Bylaw Amendment Article - Parking

Nicole Riley, Planning Board member, asked the Board to consider two warrant articles for proposed Zoning Bylaw Amendments related to parking. The first would redefine the minimum size of a parking space and the other would address compact car parking spaces.

Sel. Jurmain made a motion to reopen the warrant. The motion was seconded by Sel. Underhill.

Sel. McCaffrey polled the Board and the motion passed unanimously.

Sel. McCaffrey made a motion to place two parking Zoning By-Law Amendments, Parking Dimensions and Compact Car Parking, on the town meeting warrant. The motion was seconded by Sel. Jurmain.

Sel. McCaffrey polled the Board and the motion passed unanimously.

Sel. Underhill made a motion to close the town meeting warrant. The motion was seconded by Sel. Jurmain.

Sel. McCaffrey polled the Board and the motion passed unanimously.

21-055 Review GTE Adult Use Marijuana Application

Mr. Guzinski asked the Board to affirm the municipal response in relation to the application of GTE for an adult-use marijuana establishment.

Sel. Underhill made a motion to authorize the Town Administrator to sign the Municipal Response that GTE Millis, LLC's application for a Marijuana Product Manufacturing License is in compliance with municipal bylaws . The motion was seconded by Sel. Jurmain.

Sel. McCaffrey polled the Board and the motion passed unanimously.

21-056 Town Administrator Review Update

The Board agreed to follow up on the Town Administrator's review by submitting their individual assessments to Town Counsel and work to set up individual meetings with Mr. Guzinski.

21-057 Tri-Board and Board Liaison Updates

Chair McCaffrey said the Tri-Board met last week and the Select Board were all in attendance. The Chair said he also attended a Permanent Building Committee meeting where the DPW building project was reviewed and is moving forward as planned.

Sel. Jurmain said the Enterprise Funds Advisory Committee met and discussed both PFAS issues and potential sewer bylaw changes that will be on the town meeting warrant. Sel. Jurmain said he was only able to attend the Energy Committee for a short time but praised the committee's hard work. Sel. Jurmain encouraged anyone interested in volunteering for a board or committee to please reach out to the Town.

Sel. Underhill said she attended a school committee meeting where COVID regulations and getting more students back into classrooms were discussed. Sel. Underhill also attended an Economic Development Committee meeting where 64 Exchange Street and an anti-littering campaign were discussed. Ms. Underhill attended a Community Preservation Committee meeting and Chair McCaffrey asked her to invite them to come discuss warrant articles at an upcoming meeting

21-058 Discuss Capital Needs Prioritization Process

Chair McCaffrey reviewed a form showing the Capital Committee's criteria and way departmental capital requests are weighted. (See attached form). The Chair suggested that Department Heads, moving forward, take ownership of their capital proposals by using the priority rankings listed on the form. Sel. Jurmain suggested possibly broadening some of the categories to include looking at how they affect the Town overall.

21-059 Discuss 61A Property

Mr. Guzinski said the Board will have the opportunity at the upcoming hearing on March 1 to listen to the public's thoughts on exercising or not exercising the right of first refusal on the Braun property located on Village Street. Chair McCaffrey asked for maps showing the location and other pertinent information such as flood plains to be available at the meeting. The Chair also requested that town counsel attend.

21-060 Review/Approval of Water/Sewer Commitment

Sel. Underhill motion to approve the water/sewer commitment for January 2021 in the amount of \$3246.78. The motion was seconded by Sel. Jurmain.

Sel. McCaffrey polled the Board and the motion passed unanimously.

21-061 Review/Approval of Select Board Minutes

Sel. Underhill made a motion to approve the draft minutes of February 8, 2021 as written. The motion was seconded by Sel. Jurmain.

Sel. McCaffrey polled the Board and the motion passed unanimously.

10:05 PM

Sel. McCaffrey made a motion to enter executive session to consider the purchase, exchange, lease or value of real estate for the 61A parcel located at Village Street and to conduct a strategy session in preparation for negotiations with union and non-union personnel for the SEIU contract and Finance Director's contract. The motion was seconded by Sel. Underhill.

Sel. McCaffrey polled the Board and the motion passed unanimously.

Sel. Jurmain made a motion to adjourn the meeting at 10:50pm. The motion was seconded by Sel. Underhill.

Sel. McCaffrey polled the Board and the motion passed unanimously.