

REGULAR SESSION MEETING MINUTES
Monday, March 2, 2020
SELECT BOARD
Veterans Memorial Building Room 229
900 Main Street, Millis, MA 02054

CALL TO ORDER: Sel. Barnes called the meeting to order at 2:00 pm. The following persons were present: Sel. Loring Barnes, Sel. James McCaffrey, Sel. Pete Jurmain, Town Administrator Michael Guzinski, and Operations Support Manager Karen Bouret.

ANNOUNCEMENTS 2:00 PM

Sel. McCaffrey introduced Ellen and Mark Rosenfeld of CommCan Inc. presented a check for \$88,046.00, or 3% of gross cannabis sales, to the Town which is the first quarterly payment of the host community agreement. The Town will receive another 3% from sales tax. The Rosenfelds thanked the Town and the community for their support. The Board gave a special thanks to former Select Board members Cathy MacInnes and Jim Neville as well as the Retail Marijuana Committee for their hard work.

Sel. Barnes reminded the Town that Super Tuesday, the Presidential Primary election is tomorrow, March 3rd. Sel. Barnes noted that 2020 Senior Class member Ella Borst has placed a box to donate food to the Millis Food Pantry and encouraged people to bring a non-perishable item.

PUBLIC HEARINGS & APPOINTMENTS

20-046 Eagle Scout Presentation/Bat Houses

Sammuel Lange gave a PowerPoint presentation about his bat house project. His project included building and placing bat houses in the Town to help alleviate mosquito concerns. The houses encourage the bats to live here and consume mosquitoes, some of which carry Triple E and other illnesses. The Board thanked Mr. Lange for his detailed presentation and congratulated him on an excellent and well executed project.

20-047 Approval of Right of Way/Easement

Wayne Klocko, Chair of the Elementary School Building Committee, and explained that the Town has worked with Tom Roche of Cornerstone Rock, LLC to amend a quitclaim deed of easement to build a 4'-0" fence with gates to be constructed this spring at the soccer fields.

Sel. McCaffrey made a motion to approve the amendment to the quitclaim deed of easement between the Town and Cornerstone Rock, LLC for consideration of \$1.00 for a perpetual right of way and easement recorded as detailed to allow the installation and maintenance of a fence within the underlying easement area. The motion was seconded by Sel. Jurmain and passed unanimously.

20-048 Change Orders for Clyde Brown Project

Sel. McCaffrey made a motion that the Board approves the Prime Contract Potential Change Order #137 for the existing Clyde Brown Irrigation in the amount of \$77,861.77. The motion was seconded by Sel. Jurmain and passed unanimously.

Sel. McCaffrey made a motion that the Board approves Prime Contract Potential Change Order #132 for the plumbing booster pump for a total of \$71,939.53. The motion was seconded by Sel. Jurmain and passed unanimously.

20-049 SFR 457 Employee Voluntary Retirement Plan

Mr. Guzinski explained that voluntary retirement plan options have been limited to the state option for Millis municipal employees. The SFR 457 Voluntary Retirement Plan, offered through Baystate Financial, will give employees another opportunity for voluntary investing. Kevin Daly, Financial Advisor with Baystate, explained that the plan offers many funding options and face to face involvement with employees. The Town, through Payroll, can set up the deductions for those who decide to opt in but there is no cost to the Town.

Sel. McCaffrey made a motion that the Board approves the offering of a SFR 457 Retirement Plan for municipal employees through Baystate Financial. The motion was seconded by Sel. Jurmain and passed unanimously.

20-050 Presentation of FY21 Finance Budget

Carol Johnston, Finance Director, reviewed the FY21 finance budgets explaining that they show contractual salary increases as applicable. The Assessor's expense budget includes an increase for mapping as well as a minimal increase to supplies/expenses for door hangers and postage for mailers to inform people that their ten year valuation/home inspection is coming. The Board asked for general information about the valuation be placed on the website so that residents can be informed.

The budgets include the Accounting Office, Board of Assessors and Treasurer/Collector.

Ms. Johnston spoke about moving forward with the MUNIS project which includes getting the chart of accounts up and running as well as other reporting tools which should be completed by the end of the calendar year. Clifton Larsen Allen is still on board as a consultant for the MUNIS project which is being paid for by the grant. Ms. Johnston said the other large finance project, the ClearGov system, is slated for completion by the end of March currently. Sel. McCaffrey asked for a training session for anyone interested in learning about the new ClearGov system. Sel. McCaffrey also asked the Finance Director and Town Administrator to look at the possibility of combining all Finance office budgets into one budget in the future.

20-053 Sewer Bylaw/Policy Discussion

Jay Talerman, Town Counsel, along with Jim McKay, DPW Director, and Bob Weiss, Economic Development Coordinator addressed the Board about possible solutions or directions for sewer extension permit issuance due to the issue of being at sewer capacity in Town.

Mr. Talerman reviewed a draft sewer connection bylaw which would require people to connect but also provide some exemptions for financial hardships or for those who installed a new septic system within five (5) years. Additionally, a letter drafted by Mr. Weiss and Mr. McKay was presented which included policy for developers desiring to apply for a permit. Discussion ensued about actual capacity vs. permitted capacity as well as possible state loan options for those who would be required to hook up. Additional discussion was had about the possibility of charging a "fine" for homeowners who do not hook up but for whom the Town has allocated capacity. More discussion was had about what to do with developers who might look for an extension on a permit that was granted. Mr. McKay said he has been working on updating the existing 2007 Water and Sewer Guidelines for the Town.

Kathy Lannon, Chair of the Board of Health, voiced concerns from a public health standpoint as to forcing people to hookup and how that could affect our water supply. Mr. Talerman explained that the Board of Health is responsible for failing septic systems but the Select Board, acting as Sewer

Commissioners, is responsible for economic development and a more global approach. More discussion ensued. Sel. Barnes asked the Board to consider all of the information and the topic be discussed again at a future Board meeting.

20-054 Asset Management Grant Update and Application Approval

Andrew Goldberg and Betsy Frederick of Kleinfelder gave a PowerPoint presentation on "Infrastructure Planning and Improvement Projects". Asset management is a planning program for roadways, water, sewer and stormwater infrastructure to include assets like sidewalks, hydrants and water storage tanks. Mr. Goldberg said part of the financing is from a grant but some will come from the Town. Mr. McKay said money has been appropriated and he is just looking for the Board to authorize the Town Administrator to sign the license and maintenance agreement with Cityworks which is a "web GIS-centric enterprise asset management system to manage, track, analyze and score your infrastructure assets." Sel. McCaffrey said this is a capital expense but will help track and manage the Town's infrastructure more effectively.

Ms. Kleinfelder reviewed a capital request for drainage system improvements at the Village Street and Birch Street drainage system which would consist of a large infiltration field at the Town's easement on Birch Street. Ms. Kleinfelder said the cost could be anywhere from \$500-\$660,000.00 but details need to be worked out. Sel. McCaffrey said this will go on to the capital plan and possibly be paid for from the stormwater utility. The Board asked for a proposed bid to include the cost of design.

Sel. McCaffrey made a motion to approve the contract with Cityworks for \$30,000 for period one and for the Town Administrator to sign on the Town's behalf. The motion was seconded by Sel. Jurmain and passed unanimously.

20-055 Stormwater Appeals Process

Mr. McKay asked the Board to review the thresholds listed in the Stormwater Credit Manual for the appeals process and consider making an adjustment. Mr. McKay said he has seventeen requests but none have met the standards put forth in the policy. The Board asked Mr. McKay and Kleinfelder to come back to the Board with recommendations for changes to the credit requirements.

20-056 Approval of Orchard Street Bond Estimate Reduction #3

Mr. McKay asked the Board to approve the third bond estimate reduction for Toll Brothers.

An Orchard Street residence voiced concerns about the drain layers list the Town has provided saying none listed have not been able to assist in sewer hookups. The Board asked the Town Administrator and DPW Director to work with the resident on this issue.

Sel. McCaffrey made a motion to approve the bond estimate reduction for the Regency at Glen Ellen to \$527,055.00. The motion was seconded by Sel. Jurmain and passed unanimously.

20-058 Community Tennis/Pickleball Courts Solution

Mr. Guzinski said he met with the Recreation Director, Athletic Director, Superintendent of Schools, Chair of the Recreation Committee and others last Friday to find a solution to lining the four tennis courts to include pickle ball lines. Mr. Guzinski said the School representatives agreed to co-mark all four courts for both pickleball and tennis.

Recreation Department Chair Mike Banks and Director Kris Fogarty said they still prefer one dedicated court divided into four courts with three courts solely for tennis. Superintendent Nancy Gustafson said going to three courts from four for tennis would negatively impact their tennis program but they are willing to work with constituents and Town boards to look at developing new recreational facilities for the whole town moving forward. A heated debate ensued.

Sel. Barnes made a motion to co-mark three tennis courts with pickleball lines and to dedicate one court solely to pickleball to include lines dividing it into four pickleball courts. The motion was seconded by Sel. Jurmain.

Sel. Barnes and Sel. Jurmain, yes. Sel. McCaffrey, no

The motion passed 2-1

20-057 Letter of Intent with Solec Energy

Mr. Guzinski asked the Board to approve an agreement with Solec Energy that would allow for development of a solar Power Purchase Agreement for the Clyde F. Brown Elementary School.

Sel. McCaffrey made a motion that the Board authorizes the Town Administrator to sign the Letter of Intent for the Town of Millis Solar Power Purchase Agreement for the Clyde Brown School in an amount not to exceed \$3000. The motion was seconded by Sel. Jurmain and passed unanimously.

20-059 Fields Update

Mr. McKay said the Oak Grove Farm Commission is meeting currently to discuss the use of \$50,000 earmark that the Town is waiting for details on from town counsel. It has yet to be determined if the \$50,000 can be used towards the proposed softball field renovation project or only for a specific field project at Oak Grove. Mr. Guzinski said the Board's agenda packet includes the Community Preservation Act funding request for \$153,350 for Memorial Field Improvements from the Millis Girls Softball League. Mr. McKay said other sports groups have been contacted to discuss field options and funding and more information will be forthcoming.

20-051 Presentation of FY21 IT Budget

Moved to the next Board meeting

20-052 Presentation of FY21 Executive Office/Town Buildings/Economic Development Budgets

Moved to the next Board meeting

Sel. Barnes made a motion to go into executive session at 6:50 pm and to return to open session solely to adjourn. The motion was seconded by Sel. McCaffrey and passed unanimously.

Sel. Barnes, yes Sel. McCaffrey, yes Sel. Jurmain, yes

Respectfully submitted: Karen M. Bouret