

**BOARD OF SELECTMEN
REGULAR SESSION MEETING MINUTES
October 3, 2011
Veterans Memorial Building, Room 229
900 Main Street, Millis, MA 02054**

CALL TO ORDER: Chair Andrea Wagner called the meeting to order at 7:34 p.m. The following persons were present: Chair Andrea Wagner, Vice Chair Donald Hendon, Clerk Charles Vecchi, Town Administrator Charles Aspinwall and Administrative Assistant Jennifer Cederberg.

PERSONNEL PLAN: Mr. Aspinwall stated that the final report has been received from the consultant who addressed a number of concerns. He noted that there was a survey of comparable communities which showed the Town of Millis employees are approximately 4% below those communities. He further illustrated the positions which were shown to be significantly below the median and that the recommendation was made to move these positions to other grades. He reviewed the report provided by the consultant and discussed the other title changes and job descriptions that were recommended. He stated in terms of benefits, there are no recommended changes as the Town is competitive in this area. He reviewed the recommended stipend for snow and ice management for the Asst. DPW Supt.

Mr. Aspinwall reviewed the list of FLSA exempt employees as stated by the consultant as well as a memorandum of who should be designated as Special Municipal Employees. He noted that two changes need to be made to the Personnel By-Law for repetitive and conflicting language with the Charter.

Mr. Aspinwall went on to review Attachment B, the survey results, where 10 communities responded with their current salary ranges. He highlighted the changes that he is recommending to the current Schedule B – Salary Plan and noted that he would be recommending a 4% increase across the Board. He presented the list of positions that the consultant recommended be designated as Special Municipal Employees and noted that the Board accomplished this approximately 6 weeks ago.

Mr. Aspinwall went on to review the proposed Personnel Policies and noted that they have been divided into Policies and Procedures and Benefits. He pointed out that these policies would apply to paid employees as well as elected and appointed officials. He further stated that Schedules A and B are incorporated into the plan and Schedule C is employee benefits. Mr. Aspinwall noted that Schedule D consists of the policies including modern policies that deal with social networking, whistleblowing, etc. He asked the Board to review the policies over the next couple of weeks and stated he would be looking for approval at the meeting on 10/17.

Mr. Aspinwall reviewed a spreadsheet which shows what the cost to the Town would be if the Personnel Plan employees were given a 4% increase to bring them closer to the market survey. He reviewed the possibilities for funding this increase. He then went on to review the compiled list of employee comments and noted which areas have been incorporated into the policies. The Board will direct their comments to Mr. Aspinwall over the next couple of weeks. Mr. Aspinwall explained what the outcome would be if an employee were to refuse to sign the acknowledgement page of the Personnel Policies which would include progressive discipline if necessary. He also offered to break out the policies by what we currently have and what is being added at the request of Sel. Vecchi.

PROJECT UPDATE: Mr. Aspinwall reiterated that the Ridge St. culvert is now closed from Middlesex St. to the Sherborn town line, open for local traffic only. He stated that there is a detour in place as part of the road is now out. He noted that the contractor started last week and he expects the project to take 3-4 weeks.

Mr. Aspinwall gave an update as to the paving projects going on in town including Baltimore Street, Curve Street, Forest Road which will be completed next July, and the first part of Myrtle Street. He noted that the paving projects, aside from the hand work, will be completed by the end of the week.

NEW LIBRARY PROJECT CHANGE ORDERS: There was a lot of discussion about the amount of change orders and the dollar amounts associated with the change orders. Mr. Aspinwall explained that much has to do with the LEAD designation which will net a reimbursement for \$140,000 if approved. He further explained that P.W. Brown had to bring in more fill than was in the base contract and that they are fairly straight forward and are based on unit

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price that are illustrated in the contract. Mr. Vecchi explained that PW Brown found more unsuitable material on the site than anticipated so this material had to be removed and suitable fill had to be brought in which was in excess of what was awarded at the time of the original contract.

Motion by Sel. Hendon, seconded by Sel. Vecchi, to approve the additional increase for PW Brown for structural fill for \$27,156 and the new contract price shall be \$285,522. The motion passed unanimously.

Motion by Sel. Hendon, seconded by Sel. Vecchi, to approve change order 2 for PW Brown for the contract contract price to be increased by \$656 which is an additional cost to excavate and remove unsuitable soils changing the contract price to \$286,178. The motion passed unanimously.

Mr. Vecchi explained what the reasoning was behind the additional two change orders which both have to do with the LEADS certification. The Board requested additional information on the remaining two change orders for Oudens Ello and what the likelihood is that the Town will receive the LEADS certification and whether or not this investment will be worthwhile. This issue will be discussed again on 10/17.

MEETING MINUTES:

Motion by Sel. Hendon, seconded by Sel. Vecchi, to approve BOS regular session meeting minutes from 9/26/11. The motion passed unanimously.

EXECUTIVE SESSION: At 8:34 p.m.,

Motion by Sel. Hendon to enter into Executive Session to conduct strategy sessions in preparation for negotiations with non-union personnel or to conduct collective bargaining sessions or contract negotiations with non-union personnel. By Roll Call Vote: Hendon – aye, Vecchi – aye, Wagner – aye.

Respectfully Submitted,

Jennifer G. Cederberg, Administrative Assistant