

**SELECT BOARD  
MEETING MINUTES  
Monday, March 11, 2024  
Veterans Memorial Building Room 229  
900 Main Street, Millis, MA 02054**

**Chair Schultze called the meeting to order at 7:00pm.**

The following persons were present Chair Craig Schultze, Vice Chair Ellen Rosenfeld, Clerk Erin Underhill, Town Administrator Mike Guzinski, Assistant Town Administrator/HR Manager Karen Bouret DeMarzo.

Announcements

There were no announcements.

24-035 Approval of Carnival/June 28-30

Recreation Director Kris Fogarty asks the Board to approve the Annual Carnival in Town Park which will be June 28<sup>th</sup>-30<sup>th</sup> and asks the Board to waive the fees for plumbing and electrical permits.

**Sel. Rosenfeld made a motion for the Board to approve the request by the Millis Recreation Department to host the annual carnival with Fanelli Amusement Company at Town Park from June 28-30<sup>th</sup> with set up beginning on June 24<sup>th</sup>. Sel. Underhill seconded the motion. Sel. Schultze polled the Board and the motion passed unanimously.**

**Sel. Rosenfeld made a motion to waive the fees for the plumbing and electrical permits for the carnival. Sel. Underhill seconded the motion. Sel. Schultze polled the Board and the motion passed unanimously.**

24-036 Request to Establish Gift Fund for Fireworks Display

Recreation Director Kris Fogarty asks the Board to open a gift fund to pay for the fireworks for which she has already received 3 donations.

**Sel. Rosenfeld made a motion for the Board to approve the request by Millis Recreation to set up a gift fund for the purpose of funding a fireworks display. Sel. Underhill seconded the motion. Sel. Schultze polled the Board and the motion passed unanimously.**

Item 24-037 Discuss Proposition 2 ½ Funding Needs

Sel. Schultze discussed the need for an override this year. The school is facing a 1.2-million-dollar deficit related to the SPED funding, in the past the Town has used stabilization funds and free cash to supplement their budget. He stated that if the override does not go through there will be significant cuts to the school employees. On the municipal side the Board is looking to add some positions in Police, Fire, and DPW. Sel. Schultze states a 1.4-million-dollar override that would cover the school and municipal would be approximately \$400/average household. There has not been an override in 18 years, only a small \$180,000 override 12 years ago for fire.

Police Chief Chris Soffayer is requesting 3 additional officers. One would be a deductive position, and the other two would be patrol officers with overlapping hours. Sel. Rosenfeld questioned how many calls were made in 2023 compared to when chief Soffayer became chief in 2016. Chief Soffayer states that there were 16,000 in 2023 and 2016 has 11,000. He states the suggested average is 1.9 patrol officers per 1000 people. These additional officers would allow the police to effectively serve the residents.

Fire Chief Rick Barrett is requesting a Full Time Fire Captain/EMS Coordinator. He states this person would be second in command and would also be able to handle a lot of the administrative tasks that need to get done if Chief Barrett were unavailable.

DPW Director Jim McKay is requesting one additional DPW Laborer. He states the DPW does not have additional people to cover when employees are on vacation or out sick. Sel. Rosenfeld questioned if one is going to be beneficial or if additional positions would make more sense. DPW Director McKay states it is the bare minimum and until other things (i.e. care of the fields, etc.) are figured out.

**Sel. Rosenfeld motioned for the Board to vote and instruct the Town Administrator to work with town counsel to prepare a ballot question for a proposition 2 ½ override for the Board to formally approve at its meeting on March 25<sup>th</sup>. Sel. Underhill seconded the motion. Sel. Schultze polled the Board and the motion passed unanimously.**

Item 24-038 Approval of Purchase of Small Articulating Loader – Chapter 90 Funds

DPW Jim McKay reviews his request for using Chapter 90 funds to purchase a Small Articulating Loader. They will be replacing a 2011 machine that is, as he describes, a lemon. The new machine has multiple attachments that will help provide a way to better serve the residents by taking care of overgrown weeds and plowing sidewalks.

**Sel. Rosenfeld made a motion for the Board to approve the request by the DPW Director to purchase a Bobcat L28 Small Articulated Loader with the attachments as listed on the memo with Chapter 90 funds for a total cost not to exceed \$60,995. Sel. Underhill seconded the motion. Sel. Schultze polled the Board and the motion passed unanimously.**

Item 24-039 Review/Approval of DPW Contracts

- *Engineering Services Well #3 PFAS Plant – Kleinfelder*  
**I move that the Board approves and authorizes the town administrator to sign the proposal for engineering services for Village Street Well 3 Water Treatment Facility for additional design tasks, bidding, and engineering services during Phase 3 Construction not to exceed \$653,234. Sel. Underhill seconded the motion. Sel. Schultze polled the Board and the motion passed unanimously.**
- *Landfill Monitoring – Geosphere*  
**I move that the Board approves and authorizes the town administrator to sign an annual contract with Geosphere Environmental Management, Inc., not to exceed \$15,196 for engineering/consulting services for the Millis Sanitary Landfill. Sel. Underhill seconded the motion. Sel. Schultze polled the Board and the motion passed unanimously.**
- *Asset Management Contract – Tighe & Bond*  
**I move that the Board approves and authorizes the town administrator to sign the contract with Tighe and Bond in an amount not to exceed \$10,500 for asset management plan phase 3 financial planning. Sel. Underhill seconded the motion. Sel. Schultze polled the Board and the motion passed unanimously.**

Item 24-040 Approve Incentive Program for Lead & Copper Testing Program

DPW Director Jim McKay explains the DEP is requesting the Town test a certain number of houses built between 1983-1985 for Lead and Copper. The DEP has recommended we give the participating homeowners incentive gift cards. He and the Town Administrator confirm with Town Counsel, they are in agreement. They will be purchasing gift cards from Millis Businesses.

**Sel. Rosenfeld made a motion that the Board approves the purchase of forty \$50 gift cards from a local vendor to be given as an incentive to water rate payers in Millis who complete the Town's mandated lead and copper sampling program. Sel. Underhill seconded the motion. Sel. Schultze polled the Board and the motion passed unanimously.**

Item 24-041 Request for Waiver of Building Permit Fees Related to Installation of Softball Scoreboard

**Sel. Rosenfeld moved for the Board to approve the request to waive building fees, in the amount of \$200, related to the installation of a new scoreboard, gifted to the Town by the Smith family in memory of Chris Smith, at Town Park. Sel. Underhill seconded the motion. Sel. Schultze polled the Board and the motion passed unanimously.**

Item 24-042 Vote to Open & Discuss 5/7/24 Town Meeting Warrant

**Sel. Rosenfeld made a motion that the Board open the May 7, 2024, annual town meeting warrant. Sel. Underhill seconded the motion. Sel. Schultze polled the Board and the motion passed unanimously.**

Town Administrator Mike Guzinski reviews the current list of warrant articles.

**Sel. Rosenfeld made a motion to remove Articles 14 and Article 15 from the Annual Town Meeting Warrant. Sel. Underhill seconded the motion. Sel. Schultze polled the Board and the motion passed unanimously.**

Item 24-043 Vote to Close 5/7/24 Town Meeting Warrant

**Sel. Rosenfeld made a motion that the Board close the May 7, 2024, annual town meeting warrant. Sel. Underhill seconded the motion. Sel. Schultze polled the Board and the motion passed unanimously.**

Item 24-044 Discuss FY25 Budget

Town Administrator Mike Guzinski stated he and the Finance Director Carol Johnston are on track to have final budget recommendations for the next Select Board meeting.

Item 24-045 Review/Approval of CO#2 Comprehensive Response Actions at Millis Library – Phase II

This item was deferred to a future meeting.

Item 24-046 Approval of Annual Baseball/Softball Parade on 4/21/24

**Sel. Rosenfeld made a motion that the Board approves the request by Millis Youth Baseball and Millis Softball to hold the annual opening day parade on April 21, 2024, at 9:00am in coordination with Millis Police, Fire and DPW. Sel. Underhill seconded the motion. Sel. Schultze polled the Board and the motion passed unanimously.**

Item 24-047 Board/Committee Liaison Updates

Sel. Rosenfeld attended the Energy Committee where they discussed putting out a RFP for a climate action plan, and the state will help with the decarbonization plan.

Sel. Underhill attended the School Building Committee where they recapped the public forum that was held and the Permanent Building Committee where they discussed the Lansing Millis Building.

Sel. Schultze attended the Capital Planning committee where they review the current requests and next will do priority lists the items. He also attend the 3A MBTA Advisory Committee where they were supposed to finalize the overlay district but instead spent the time reviewing it and asking MAPC further questions.

Item 24-048 Approval of DRAFT Minutes

**Sel. Rosenfeld made a motion that the Board approves the draft minutes of February 26<sup>th</sup>, 2024, as written. Sel. Underhill seconded the motion. Sel. Schultze polled the Board and the motion passed unanimously.**

Item 24-049 Approval of Water/Sewer Commitments

**Sel. Rosenfeld made a motion that the Board approves the water/sewer commitment to the collector for February 2024 in the amount of \$4,674.77. Sel. Underhill seconded the motion. Sel. Schultze polled the Board and the motion passed unanimously.**

**Sel. Rosenfeld made a motion that the Board approves the water/sewer commitment to the collector for 3<sup>rd</sup> quarter FY24 in the amount of \$883,407.26. Sel. Underhill seconded the motion. Sel. Schultze polled the Board and the motion passed unanimously.**

**Sel. Schultze made a motion to enter Executive Session at 8:36pm to discuss strategy with respect to potential litigation if an open meeting may have a detrimental effect on the government's litigating position for 114 Union Street. The Board will only reconvene open session following executive session for the purpose of adjourning. Sel. Rosenfeld seconded the motion. Sel. Schultze polled the Board and the motion passed unanimously.**

Respectfully Submitted by Victoria Schindler