

**SELECT BOARD
MEETING MINUTES
Monday, October 21, 2024
Veterans Memorial Building Room 229
900 Main Street, Millis, MA 02054**

I. CALL TO ORDER

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

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

II. ANNOUNCEMENTS

The State Election is on 11/05/2024. There are early voting hours, please visit www.millisma.gov for hours and more information.

The Fall Annual Town Meeting & Special Town Meeting are on 11/19/2024. Please visit www.millisma.gov for the draft warrants and more information.

On Saturday October 26th there will be a Millis Lions Holiday Bazaar at the High School gymnasium from 10am-3pm and a touch-a-truck event from 1:00pm-3:00pm in the VMB parking lot.

III. SCHEDULED APPOINTMENTS/HEARINGS

24-197 Vote to Approve/Award Climate Action Plan Contract

Energy Manager Bob Weiss stated they are still finalizing the contract; it will be ready for the Board's approval at their next meeting on 11/04/2024.

24-198 Vote to Approve & Sign Request for Certification of Compliance of the Town's Housing Production Plan (Safe Harbor)

Economic Development Director Bob Weiss stated the Town has achieved a level of affordable housing (6.4%) compared to the housing stock that allows the Town to be placed in a Safe Harbor program for two years. Meaning if a developer comes before the town with a 40b project the Town has the power to approve or deny.

Sel Underhill moved for the Board approve and authorize the Chair to sign the letter requesting certification of compliance of the Town's Housing Production Plan. Sel. Schultze seconded the motion. Sel. Rosenfeld polled the Board, Schultze – yay, Underhill – yay, Rosenfeld – yay. The motion passed unanimously.

24-199 Discuss Change of Scope for Business Improvement District Earmark

The Chair of the Economic Development Committee Nicole Riley stated the Economic Development committee (EDC) was awarded an Earmark of \$170,000 for the Chapter 168 awards of 2022 for the purpose of developing a Millis Business Improvement District. After a period of discussion and research the EDC believes that the business community should first have a guide to assist businesses through the municipal permitting and zoning process. The State's Executive Office of Economic Development has agreed to the following change in the scope of award. She is requesting the Board approve the change in scope so that it may proceed to find a consultant through the RFP process.

24-200 Hearing: Application for Wine & Malt License at Alpaca Food Mart, 1105-15 Main Street

Sel. Underhill moved that the Board open the hearing to consider the application for a wine and malt license at Alpaca Food Mart, 1105-1115 Main Street. Sel. Schultze seconded the motion. Sel. Rosenfeld polled the Board, Schultze – yay, Underhill – yay, Rosenfeld – yay. The motion passed unanimously.

Assistant Town Administrator/HR Manager Karen Bouret DeMarzo stated the new owners of Alpaca Food Mart submitted an application to sell Wine and Malt at the gas station and we do have licenses available but as we were going

through the process, an abutter notified they are not able to sell alcohol due to a covenant in place on the land which prohibits the sale of Alcohol at this address for a period of 10 years from the 2019 date of sale.

Sel. Underhill moved that the Board close the hearing to consider the application for a wine and malt license at Alpaca Food Mart, 1105-1115 Main Street. Sel. Schultze seconded the motion. Sel. Rosenfeld polled the Board, Schultze – yay, Underhill – yay, Rosenfeld – yay. The motion passed unanimously.

Sel. Underhill moved that the Board does not approve the application for a wine and malt license at Alpaca Food Mart, 1105-1115 Main Street. Sel. Schultze seconded the motion. Sel. Rosenfeld polled the Board, Schultze – yay, Underhill – yay, Rosenfeld – yay. The motion passed unanimously.

IV. OPEN SESSION ITEMS

24-202 Vote to Approve/Award Contract for Well 3 Water Treatment Plant PFAS Upgrades

Sel. Underhill moved that the Board approve and enter a contract, in response to the bid submitted by Winston Builders of Westborough, MA, on 10/2/2024, for the Village Street Water Treatment Plant PFAS Upgrades in an amount of \$6,380,889.00. Sel. Schultze seconded the motion. Sel. Rosenfeld polled the Board, Schultze – yay, Underhill – yay, Rosenfeld – yay. The motion passed unanimously.

24-203 Vote to Approve Contract for FY24 Annual Audit

Sel. Underhill move that the Board approve and enter a contract with Marcum Accountants & Advisors, LLP, of Merrimack, NH, for a not-to-exceed amount of \$58,000.00 for the FY24 Annual Audit and authorize the Town Administrator to sign on Town's behalf. Sel. Schultze seconded the motion. Sel. Rosenfeld polled the Board, Schultze – yay, Underhill – yay, Rosenfeld – yay. The motion passed unanimously.

24-204 Vote to Approve & Sign 11/19/2024 Special Town Meeting Warrant

Sel. Underhill moved that the Board approve and sign the 11/19/24 Special Town Meeting Warrant as written. Sel. Schultze seconded the motion. Sel. Rosenfeld polled the Board, Schultze – yay, Underhill – yay, Rosenfeld – yay. The motion passed unanimously.

24-205 Open & Discuss Fall Annual Town Meeting Warrant

Sel. Underhill moved that the Board open the 11/19/24 Fall Annual Town Meeting warrant. Sel. Schultze seconded the motion. Sel. Rosenfeld polled the Board, Schultze – yay, Underhill – yay, Rosenfeld – yay. The motion passed unanimously.

Town Administrator Mike Guzinski reviews the draft warrant articles, he recommends remove Article 17 – 111F funding, and also Article 13 to be referred to the Planning Board for their review before it goes to Town Meeting.

Sel. Underhill moved that the Board remove Article 17 – M.G.L. Chapter 41, Section 111F Injury Leave Indemnity Fund. Sel. Schultze seconded the motion. Sel. Rosenfeld polled the Board, Schultze – yay, Underhill – yay, Rosenfeld – yay. The motion passed unanimously.

Sel. Underhill moved that the Board refer Article 13 – Zoning bylaw updates to the Planning Board. Sel. Schultze seconded the motion. Sel. Rosenfeld polled the Board, Schultze – yay, Underhill – yay, Rosenfeld – yay. The motion passed unanimously.

Mr. Guzinski stated that the amount of Article 8 has been reduced to \$253,167.00 for additional borrowing authorization for the PFAS plant.

Sel. Underhill moved that the amount of Article 8 has been reduced to \$253,167.00 for additional borrowing authorization for the PFAS plant. Sel. Schultze seconded the motion. Sel. Rosenfeld polled the Board, Schultze – yay, Underhill – yay, Rosenfeld – yay. The motion passed unanimously.

Sel. Underhill moved that the Board close the 11/19/24 Fall Annual Town Meeting warrant. Sel. Schultze seconded the motion. Sel. Rosenfeld polled the Board, Schultze – yay, Underhill – yay, Rosenfeld – yay. The motion passed unanimously.

Sel. Underhill moved that the Board approve and sign the 11/19/14 FATM warrant pending revisions to the warrant as amended. Sel. Schultze seconded the motion. Sel. Rosenfeld polled the Board, Schultze – yay, Underhill – yay, Rosenfeld – yay. The motion passed unanimously.

24-206 Board/Committee Liaison Updates

Sel. Schultze attended the Capital Planning Committee where they discuss the ranking of the capital requests, he stated the chair will be here at their next meeting. He also attended the Tri-Board meeting.

Sel. Underhill did not attend any meetings.

Sel. Rosenfeld attended the Tri-Board meeting where they discussed various issues including possibly creating a parks department who would oversee all parks and outdoor maintenance in the Town. They also discussed the override, senior affordable housing, and Tri-County, and the school building committee.

24-207 Approval of DRAFT Minutes

Sel Underhill moved that the Board approve the amended draft minutes from the 9/30/24 Select Board meeting as presented. Sel. Schultze seconded the motion. Sel. Rosenfeld polled the Board, Schultze – yay, Underhill – yay, Rosenfeld – yay. The motion passed unanimously.

Sel. Underhill moved that the Board approve the draft minutes from the 10/7/24 Select Board meeting as written. Sel. Schultze seconded the motion. Sel. Rosenfeld polled the Board, Schultze – yay, Underhill – yay, Rosenfeld – yay. The motion passed unanimously.

V. EXECUTIVE SESSION

Executive session has been cancelled.

VI. ADJOURNMENT

Sel. Underhill motioned to adjourn at 7:48pm. Sel. Schultze seconded the motion. Sel. Rosenfeld polled the Board, Schultze – yay, Underhill – yay, Rosenfeld – yay. The motion passed unanimously.

Respectfully Submitted by Victoria Schindler