

**SELECT BOARD
MEETING MINUTES
Monday, August 18, 2025
Room 229 Veterans Memorial Building**

I. CALL TO ORDER

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

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

II. ANNOUNCEMENTS

On Wednesday, August 20th there will be a meeting for the Middle/High School Project Update. Clerk Rosenfeld gave an update. The meeting is a Zoom meeting from 7:00 p.m. to 9:00 p.m. Please visit the website for more information. <https://www.millischoolproject.com/>

The Garden Club was given recognition for their beautiful work around town.

Chapter 90 Funding: Town Administrator Guzinski gave an update on the funding to \$559,490.38.

Community Connect: Is a new program designed to enhance emergency response and better protect the community. It is completely voluntary. You can provide information on members of your household, so when emergency arrives, they have information on your household already. Go to the Town of Millis website and apply online.

III. Scheduled Appointments and Hearings

25-155 Appointments

- *Executive Office Assistant*

Sel. Schultze moved that the Board ratify the Town Administrator's appointment of Janet Nahass as Executive Office Assistant with a start date of August 19th. The motion was seconded by Sel. Rosenfeld. Sel. Underhill polled the Board, Schultze – yay, Underhill – yay, Rosenfeld – yay. The motion passed unanimously.

- *Human Resources Director*

Sel. Schultze moved to approve the appointment of Julie Alden Cullinane as the Human Resource Director with a start date of September 2nd, 2025. The motion was seconded by Sel. Rosenfeld. Sel Underhill polled the Board, Schulte – yay, Underhill – yay, Rosenfeld- yay. The motion passed unanimously.

- *Temporary Public Health Nurse*

Sel. Schultze moved for the Board to ratify the appointment of Anne McManus as a Temporary Public Health Nurse, until the appointment of a permanent Public Health Nurse has been made. The motion was seconded by Sel. Rosenfeld. Sel. Underhill polled the Board, Schulte – yay, Underhill – yay, Rosenfeld – yay. The motion passed unanimously.

- *Enterprise Advisory Committee Member*

Sel. Schultze moved that the Board appoint John Waclawik as a member of the Enterprise Advisory Committee through June 30, 2026. The motion was seconded by Sel Rosenfeld. Sel. Underhill polled the Board, Schulte – yay, Underhill – yay, Rosenfeld – yay. The motion passed unanimously.

25-156 Discuss Survey Results - Opioid Use Disorder Treatment/Support

- *Approval of Client Services Agreement -SAFE Coalition*

Sel Schultze moved that the Board approve and authorize the Town Administrator to sign client services agreement between the Town of Millis and SAFE Coalition for a note not to exceed the amount of \$5,000 for six months. The motion was seconded by Sel. Rosenfeld. Sel. Underhill polled the Board, Schultze – yay, Underhill – yay, Rosenfeld – yay. The motion passed unanimously.

- *Vote to Approve Request for Field of Flags – SAFE Coalition*

Sel. Schultze moved that the Board approve the request by the SAFE Coalition to place a flag display in recognition of the International Overdose Awareness Day on the lawn in front of Veterans Memorial Building from Friday, August 29 – Monday, September 1st. The motion was seconded by Sel. Rosenfeld. Sel. Underhill polled the Board, Schultze – yay, Sel. Underhill- yay, Sel. Rosenfeld- yay. The motion passed unanimously.

25-157 Hearing: Verizon Fios Cable License

Sel. Schultze moved that the Board open the hearing to review the proposed Verizon Fios Cable license renewal. Sel. Rosenfeld seconded. Sel. Underhill polled the Board. Sel. Schultze – yay, Sel. Rosenfeld – yay, Sel. Underhill – yay. The motion passed unanimously.

The Town Administrator Explained the license provides 5% of gross receipts for PEG access funding and noted the license is essentially unchanged from the previous one.

Sel. Schultze moved that the Board close the hearing to review the proposed Verizon Fios Cable license renewal. Sel. Rosenfeld seconded. Sel. Underhill polled the Board. Sel. Schultze – yay, Sel. Rosenfeld – yay, Sel. Underhill – yay. The motion passed unanimously.

25-158 Hearing: Verizon Fios Cable License

Sel. Schultze moved that the Board approve entering into a license renewal agreement between the Town of Millis and Verizon New England, Inc. for a term of five (5) years as written. Sel. Rosenfeld seconded. Sel. Underhill polled the Board. Sel. Schultze – yay, Sel. Rosenfeld – yay, Sel. Underhill – yay. The motion passed unanimously.

25-159 Discuss Universally Accessible Trail Proposal

Mr. Steadman addressed the Board about a Universally Accessible Trail for all people including handicapped people. Mr. Steadman will be going before the CPC on September 25th to get funding. Also, Bob Weiss will be looking into grants. The trail is already open on the old Glen Ellen Property; it just needs to be made accessible for handicap use. No Motion required – expression of support to go to CPC.

***OUT OF ORDER* 25-163 Consider Request to Waive Building Permit Fees**

Mr. Nagpal requested the Board to waive the building permit to replace storm doors and some decks on the 6-24 Daniels Street, owned by the Millis Housing Authority, as submitted by EC Interiors, LLC.

Sel Schultze moved that the Board approve the request to waive all building permit fees associated with the construction project located at 6-24 Daniels Street, owned by the Millis Housing Authority, as submitted by EC Interiors, LLC. Sel. Rosenfeld seconded. Sel. Underhill polled the Board. Sel. Schultze – yay, Sel. Rosenfeld – yay, Sel. Underhill – yay. The motion passed unanimously.

25-160 Review/Approve Stormwater Regulation Changes and Annual Contracts – Kleinfelder

- *Stormwater Regulations*

Sel. Schultze moved that the Board amend the Town of Millis Stormwater Management Regulations adopted on June 28, 2004, and amended on June 5, 2006, and amended on February 12, 2007, Article I Land Disturbance and Post- Construction Stormwater Management, Section 7 Plan B, Standards 4, 7, and 10 as presented. Sel. Rosenfeld seconded. Sel. Underhill polled the Board. Sel. Schultze – yay, Sel. Rosenfeld – yay, Sel. Underhill – yay. The motion passed unanimously.

- *PFAS Consulting Services*

Kleinfelder asked the Board not to exceed \$10,000 to hire a PFAS consultant to advise the Town Administrator on review of testing and assisting legal fees. Also, we will need an engineer to look at the test results from different wells.

Sel. Schultze moved that the Board approve and authorize the Town Administrators to sign a contract between the Town of Millis and Kleinfelder Northeast, Inc., for PFAS consulting services for FY26 for an amount not to

exceed \$10,000. Sel. Rosenfeld seconded. Sel. Underhill polled the Board. Sel. Schultze – yay, Sel. Rosenfeld – yay, Sel. Underhill – yay. The motion passed unanimously.

- Stormwater Consulting Services

Sel. Schultze moved that the Board approve and authorize the Town Administrator to sign a contract between the Town of Millis and Kleinfelder Northeast, Inc. for stormwater consulting services for FY26 for an amount not to exceed \$108,777. Sel. Rosenfeld seconded. Sel. Underhill polled the Board. Sel. Schultze – yay, Sel. Rosenfeld – yay, Sel. Underhill – yay. The motion passed unanimously.

IV. Open Session Items

25-161 Discuss/Vote on Sewer and Water Connection Fees

The Committee talked about the stormwater fees and tasked the Enterprise Advisors Committee to investigate research into other Towns on fees. Will be addressed in future meetings no motion required.

25- 162 Review/Approval of Sewer System Evaluation Contract – GCG

Sel. Schultze moved that the Board approve and authorize the Town Administrator to sign a contract between the Town of Millis and GCG Associates for engineering services for the preparation for the amount not to exceed \$35,000. Sel. Rosenfeld seconded. Sel. Underhill polled the Board. Sel. Schultze – yay, Sel. Underhill – yay- Sel. Rosenfeld – yay. The motion passed unanimously.

25-164 Vote to Refer ADU Bylaw Amendment to Planning Board.

Sel. Schultze moved that the Board refer to the proposed bylaw amendment to Zoning Bylaws Section V. Use Regulations, H. Accessory Dwelling Units (ADUs) as prepared and presented by Town Counsel to the Planning Board for a public hearing to be held at their meeting on Tuesday, September 9th. Sel. Rosenfeld seconded. Sel. Underhill polled the board, Sel. Schultze – yay, Sel. Underhill – yay, Sel. Rosenfeld – yay. The Motion passed unanimously.

25-165 Vote to approve & Sign Certificate of Vote

- Cedar Street Parcel ID 21-012-000

Sel. Schultze moved that the Board sell as authorized by Article 15 of the Town of Millis Fall Annual Town Meeting of November 19, 2024, the property known as Cedar Road Parcel ID 21-012-000, to Roche's Building Company, Inc. for fifteen thousand dollars (\$15,000) and further authorize the Board's Chair, Erin Underhill, to execute and enter into any and all documents necessary to effectuate the disposition of said property. Sel. Rosenfeld seconded. Sel. Underhill polled the Board. Sel. Schultze – yay, Sel. Underhill – yay, Sel. Rosenfeld – yay. The motion passed unanimously.

- Morris Street Parcel ID 40-100-000

Sel. Schultze moved the Board to sell, as authorized by Article 15 of the Town of Millis Fall Annual Town Meeting of November 18, 2024, the property known as off Morris Street Parcel ID 40-100-000, to Michael O'Keefe for two thousand two hundred and fifty dollars *(\$2,250) and further authorize the Board's Chair, Erin Underhill, to execute and enter into any and all documents necessary to effectuate the disposition of said property. Sel. Rosenfeld seconded. Sel. Underhill polled the Board. Sel. Schultze – yay, Sel. Underhill- yay, Sel. Rosenfeld – yay. The motion passes unanimously.

25-166 Review/Approve of One Day Special Alcohol Licenses Boggestowe Fish & Game Club

Sel. Schultze moved that the Board approve a One Day Special Alcohol License for Nathan Maltinsky on behalf of Boggestowe Fish & Game Club located at 247 Ridge Street for the CommCan employee party on October 18, 2025, from 6:00 – 9:00 p.m. Sel. Underhill seconded. Se. Schultze – yay, Sel. Underhill – yay. Sel. Rosenfeld- abstained. Yay- 2. Abstained -1.

Sel. Schultze moved that the Board approve a One – Day Special Alcohol License for Nathan Maltinsky on behalf of Boggestowe Fish & Game Club located at 247 Ridge Street for the Boggestowe Music Festival XIV on September 13, 2025, from 12:30 – 9:30 p.m. Sel. Rosenfeld seconded. Sel. Underhill polled the Board, Sel. Schultze – yay, Sel. Underhill – yay, Se. Rosenfeld – yay. The motion Passed unanimously.

25-167 Review/Approval of Water/Sewer Commitment

Sel. Schultze moved that the Board approve the water/sewer department commitment to the collector for July 2025 for a total of \$3,536.24. Sel. Rosenfeld seconded the motion. Sel. Underhill polled the Board. Sel. Schultze – yay, Sel. Underhill – yay, Sel. Rosenfeld – yay. The motion passed unanimously.

25-168 Review/Approval of DRAFT Minutes

Sel. Schultze moved to approve minutes from 7/9/25, 7/21/25 and 8/11/25. Sel. Rosenfeld seconded the motion. Sel. Underhill polled the board. Sel. Schultze – yay, Sel. Underhill. – yay, Sel. Rosenfeld – yay. The motion passed unanimously.

V. Adjournment

Sel. Schultze motioned to adjourn at 8:31 pm. Sel. Rosenfeld seconded the motion. Sel. Underhill polled the Board, Schultze – yay, Underhill – yay, Rosenfeld – yay. The motion passed unanimously.

Respectfully Submitted by Janet Nahass