

**SELECT BOARD
MEETING MINUTES
Monday, June 30, 2025
Veterans Memorial Building Room 229
900 Main Street, Millis, MA 02054**

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 Mike Guzinski, and Assistant Town Administrator Karen Bouret DeMarzo.

II. ANNOUNCEMENTS

There was a community open house for the middle/high school busing committee where they discussed the changes to the new gym size where they will be saving around \$1.0 Million dollars on the project.

III. SCHEDULED APPOINTMENTS/HEARINGS

25-135 Millis Day 2026 Proposal

Resident Alyson Rockwood proposed creating a Millis Day starting in September 2026. The Board loves this idea and gives her permission to spearhead this project. She will establish a committee and begin planning the event.

***OUT OF ORDER* Item 25-139 Reappoint Board & Committee Members**

Sel. Schultze moved that the Board reappoint the individuals listed on the committee contact sheet dated 6/30/25 for a term date as shown with the exception of Ellen Rosenfeld to the Permanent Building Committee. Sel. Rosenfeld seconded the motion. Sel. Underhill polled the Board, Schultze – yay, Underhill – yay, Rosenfeld – yay. The motion passed unanimously.

TERM	COMMITTEE	LAST NAME	FIRST NAME
1 year	Agricultural Commission	Hubbard	Diane
1 year	Agricultural Commission	Cantoreggi	Robert "Brutus"
1 year	Agricultural Commission	Chiarizio	Linda
3 years	Board of Assessors	Ricciuto	Joy
3 years	Board of Assessors	Hardin	Lisa Jane
3 years	Board of Assessors - Chair	Veaner	Robert
1 year	Cable TV Advisory Committee	Forman	Leonard
1 year	Cable TV Advisory Committee	Normandin	Ray
1 year	Cable TV Advisory Committee - Ex Officio Director	Yusna	Madeline
1 year	Cable TV Advisory Committee (Select Board Liaison)	Schultze	Craig
2 years	Capital Planning Committee	Barry	Jonathan
1 year	Capital Planning Committee (ex-officio)	Guzinski	Michael
2 years	Capital Planning Committee (Fin Com Liaison)	Loer	Jon
2 years	Capital Planning Committee (Member At Large)	McCaffrey	James
2 years	Capital Planning Committee (Member At Large)	Jurmain	Peter
2 years	Capital Planning Committee (School Comm Liaison)	Conroy	Marc
1 year	Capital Planning Committee (Select Board Liaison)	Schultze	Craig
1 year	Cemetery Committee	Doyle	John
1 year	Cemetery Committee	McKay	James
1 year	Cemetery Committee	Mushnick	Jeffery
1 year	Cemetery Committee	Simpson	Wayne
1 year	Cemetery Committee	Vecchi	Charles
1 year	Cemetery Committee	Collins	Marsha
1 year	Cemetery Committee - Select Board Liaison (voting member)	Rosenfeld	Ellen
1 year	Community Preservation Committee (Select Board Liaison)	Rosenfeld	Ellen
3 years	Community Preservation Committee @ Large Member	Baker	Dave

3 years	Conservation Commission	Lederer	James
3 years	Conservation Commission	Hayes	Carol
1 year	Council on Aging	Boiardi	Joyce
3 years	Council on Aging	Daly	Helen
2 years	Council on Aging	Lannon	Herbert
2 years	Council on Aging	Derwin	Elizabeth
1 year	Council on Aging	Maloof	Carol
3 years	Cultural Council	Quillop	Meaghan
3 years	Cultural Council	Tenreyro-Viana	Lelia
3 years	Cultural Council (New Appointment)	Chambers	Christine
3 years	Cultural Council (New Appointment)	Handel	Alan
3 years	Cultural Council (New Appointment)	Staraitis	Jaime
3 years	Cultural Council- Treasurer	Ferrimy	Melanie
1 year	Economic Development Committee	Barnes	Loring
1 year	Economic Development Committee	Borgman	Amanda
1 year	Economic Development Committee	Sussman	Jonathan
1 year	Economic Development Committee	Iorlano	Matt
1 year	Economic Development Committee (Select Board Liaison VOTING)	Schultze	Craig
1 year	Economic Development Committee (Vice Chair)	Maltinsky	Nate
1 year	Economic Development Committee (Chair)	Riley	Nicole
1 year	Energy Committee	Farrar	Timothy
1 year	Energy Committee	Jurmain	Pete
1 year	Energy Committee	O'Connell	Tom
1 year	Energy Committee	Streck	Kathleen
1 year	Energy Committee	Ward	Cullen
1 year	Energy Committee	Barry	Jon
1 year	Energy Committee (Chair)	Gibbons	Craig
1 year	Energy Committee (Select Board Liaison)	Rosenfeld	Ellen
1 year	Energy Committee-ex officio Manager	Weiss	Robert
1 year	Enterprise Advisory Committee	De Souza	Bryan
1 year	Enterprise Advisory Committee	Duffy	Jim
1 year	Enterprise Advisory Committee	Quinter	Todd
1 year	Enterprise Advisory Committee (BOH Liaison)	McVeigh	John
1 year	Enterprise Advisory Committee (DPW Liaison)	McKay	James
1 year	Fence Viewer	Giampietro	Michael
1 year	Fence Viewer	McKay	James
1 year	Finance Director	Johnston	Carol
3 years	Historical Commission	Bobinski	Mitch
3 years	Historical Commission	Graci	Jacqueline
3 years	Historical Commission	Prufer	Cheryl
1 year	Historical Commission - Associate	Cushman	Rusty
1 year	Historical Commission - Associate	Fuzy	Scott
1 year	Historical Commission - Associate	Giargiari	Larry
1 year	Historical Commission - Associate	McNiff	Carolyn
1 year	Historical Commission - Associate	Ruggeri	Robert
1 year	Historical Commission - Associate	Vecchi	Charles
1 year	Local Emergency Planning Committee (BOH Director)	McVeigh	John
1 year	Local Emergency Planning Committee (BOH Member)	Fuller	Matthew
1 year	Local Emergency Planning Committee (DPW)	McKay	James
1 year	Local Emergency Planning Committee (Exec. Office/HR)	Bouret DeMarzo	Karen
1 year	Local Emergency Planning Committee (Facilities)	Engler	John
1 year	Local Emergency Planning Committee (Fire)	Barrett	Richard
1 year	Local Emergency Planning Committee (IT)	Donovan	Jim
1 year	Local Emergency Planning Committee (Police)	Soffayer	Christopher

1 year	Local Emergency Planning Committee (Public Health Nurse)	Ward	Sarah
1 year	Local Emergency Planning Committee (SB Liaison)	Underhill	Erin
1 year	Local Emergency Planning Committee (Sch Transportation)	LaBarge	Sandy
1 year	Local Emergency Planning Committee (Town Administration)	Guzinski	Michael
1 year	MBTA 3A Advisory Committee Designee	Weiss	Robert
1 year	Metropolitan Area Planning Council Representative	Riley	Nicole
1 year	Metropolitan Area Planning Council Representative	Weiss	Robert
1 year	Norfolk County Advisory Board Designee	Schultze	Craig
1 year	Parking Clerk	Bouret DeMarzo	Karen
3 years	Permanent Building Committee	Larkin	John
3 years	Permanent Building Committee	McCaffrey	James
3 years	Permanent Building Committee	Stull	Jeremy
3 years	Permanent Building Committee - Chair	Nichols	Rich
3 years	Permanent Building Committee - Vice Chair	Jurmain	Diane
1 year	Permanent Building Committee (SB Liaison)	Underhill	Erin
1 year	Planning Board - Associate	Yered	George
1 year	Public Weighers	Bianco	Kenneth
1 year	Public Weighers	Collins	Michael
1 year	Public Weighers	Gilleney	Donald
1 year	Public Weighers	Lapierre	Paul
1 year	Public Weighers	Lariviere	Jason
1 year	Public Weighers	Murphy	Arthur
1 year	Public Weighers	Pukanasis	Michael
1 year	Public Weighers	Rorrie	Scott
1 year	Public Weighers	Rossi	Francis
1 year	Public Weighers	Tresca	John
1 year	Public Weighers	Tresca	Robert
1 year	Public Weighers	Tresca	Steven
1 year	Recreation Committee	Banks	Michael
1 year	Recreation Committee	Cassidy	Steven
1 year	Recreation Committee	Jarvis	Amanda
1 year	Recreation Committee	Rheaume-Mustard	Pamela
1 year	Recreation Committee	Smith	Stephen
1 year	Recreation Committee	Sussman	Rose
1 year	Recreation Committee (Vice Chair)	Locke	Sharon
1 year	Recreation Director/ ex-officio member	Fogarty	Kristen
1 year	Regional Transportation Advisory Council	Weiss	Robert
1 year	Registrars of Voters	Bouret DeMarzo	Karen
1 year	Registrars of Voters	Conroy R	Mark
1 year	Registrars of Voters	Hardin	Lisa Jane
1 year	Registrars of Voters	Yeager	Robert R
1 year	Right-To-Know Coordinator	McVeigh	John
1 year	Safety Committee	Barrett	Richard
1 year	Safety Committee	Bouret DeMarzo	Karen
1 year	Safety Committee	Engler	John
1 year	Safety Committee	McKay	James
1 year	Safety Committee	McVeigh	John
1 year	Safety Committee	Soffayer	Christopher
1 year	Safety Committee	Tolson	Kimberly
1 year	Safety Committee (School Trans Director)	LaBarge	Sandra
1 year	Sealer of Weights and Measures	Robertson	Erika
1 year	State Ethics Committee Liaison	Bouret DeMarzo	Karen
1 year	Surveyor of Wood and Lumber	Giampietro	Michael
1 year	Town Counsel	Mead Talerman & Costa	Jay Talerman

1 year	Town Counsel - Labor Counsel	KP Law	David Jenkins
1 year	Tree Warden	Cantoreggi	Robert
1 year	Tree Warden - Deputy	Vatour	Richard
3 years	Tri-County School Committee Representative (Joint Appt.)	Hardin	Jane
3 years	Zoning Board of Appeals	Fogarty	Robert
1 year	Zoning Board of Appeals - Associate	MacDonald	Bonnie
1 year	Zoning Board of Appeals - Associate	Rivers	Donald

***OUT OF ORDER* 25-140 Vote to Set Fall Town Meeting/Election Date**

Sel. Schultze moved that the Board set the date of the Fall Annual Town Meeting on November 10, 2025, and the election on December 8th, 2025, with early voting starting on December 1st, 2025. Sel. Rosenfeld seconded the motion. Sel. Underhill polled the Board, Schultze – yay, Underhill – yay, Rosenfeld – yay. The motion passed unanimously.

25-136 Hearing: FY26 Water/Sewer/Stormwater Rates

Sel. Schultze moved that the Board open the hearing to discuss and vote FY26 water/sewer/stormwater rates. Sel. Rosenfeld seconded the motion. Sel. Underhill polled the Board, Schultze – yay, Underhill – yay, Rosenfeld – yay. The motion passed unanimously.

Representatives from Tiegh & Bond discussed the water, sewer, and stormwater rate increases for FY26. The water rate increase was set at 12%, while sewer rates would rise by 2% and stormwater rates by 4%. They discussed transferring \$230,000 from the water fund to a general reserve fund to cover future capital expenses. They explained the rationale behind the rate increases, which were primarily driven by rising operating expenses and the need to maintain adequate cash reserves.

A concerned resident asked the Board to consider incorporating water connection fees into regular water rates in the future. The Board agreed to look into this.

Sel. Schultze moved that the Board close the hearing to discuss and vote FY26 water/sewer/stormwater rates. Sel. Rosenfeld seconded the motion. Sel. Underhill polled the Board, Schultze – yay, Underhill – yay, Rosenfeld – yay. The motion passed unanimously.

Sel. Schultze moved that the Board adopt the proposed FY26 rates as follows: water 12% increase, sewer 2% increase, stormwater 4% increase. Sel. Rosenfeld seconded the motion. Sel. Underhill polled the Board, Schultze – yay, Underhill – yay, Rosenfeld – yay. The motion passed unanimously.

25-137 Appointments:

- *Town Clerk*

Sel. Schultze moved that the Board ratify the Town Administrator's appointment of Kathleen Smith Town Clerk effective 7/1/25. Sel. Rosenfeld seconded the motion. Sel. Underhill polled the Board, Schultze – yay, Underhill – yay, Rosenfeld – yay. The motion passed unanimously.

- *Assistant Town Clerk*

Sel. Schultze moved that the Board ratify the Town Administrator's appointment of Susan Vara as Assistant Town Clerk effective 7/1/25. Sel. Rosenfeld seconded the motion. Sel. Underhill polled the Board, Schultze – yay, Underhill – yay, Rosenfeld – yay. The motion passed unanimously.

- *Municipal Human Resources Generalist*

Sel. Schultze moved that the Board ratify the Town Administrator's appointment of Victoria Schindler as Municipal Human Resources Generalist effective 7/1/25. Sel. Rosenfeld seconded the motion. Sel. Underhill polled the Board, Schultze – yay, Underhill – yay, Rosenfeld – yay. The motion passed unanimously.

- *DPW HEO/Laborer*

Sel. Schultze moved that the Board ratify the Town Administrator's appointment of Chad Hauptman as HEO/Laborer pending a successful DOT physical and drug screen. Sel. Rosenfeld seconded the motion. Sel. Underhill polled the Board, Schultze – yay, Underhill – yay, Rosenfeld – yay. The motion passed unanimously.

- *Member of ZBA*

Sel. Schultze I move that the Board appoint Wayne Carlson as a member of the Zoning Board of Appeals effective 7/1/25. Sel. Rosenfeld seconded the motion. Sel. Underhill polled the Board, Schultze – yay, Underhill – yay, Rosenfeld – yay. The motion passed unanimously.

- *Member of Board of Registrars*

Sel. Schultze moved that the Board appoint Kathleen Smith as a member of the Board of Registrars effective 7/1/25. Sel. Rosenfeld seconded the motion. Sel. Underhill polled the Board, Schultze – yay, Underhill – yay, Rosenfeld – yay. The motion passed unanimously.

25-138 Discuss Proposed Development & Request for Sewer Capacity Allocation

Andrew Zappo presented a proposal for developing a 96-home project on a dormant industrial parcel at 1280 Main Street in Millis. The development would include a mix of flats, condos, and single-family houses, supporting 176 bedrooms, with an emphasis on walkability and connectivity to downtown. Zappo highlighted that the project, which includes an affordable component, is not viable without sewer capacity, as they have explored alternatives like a packaged treatment plant but found it impractical due to land loss, excessive costs, and delays.

The Board then focused on sewer capacity and allocation for a development project. Dan from Legacy Engineering presented data showing the town has sufficient capacity to accommodate the project, with available flows of 36,752 gallons per day in 2024, even accounting for the project's estimated 19,360 gallons per day. The town's actual discharge has only increased by 0.5% over five years, leading to discussions about the accuracy of Title 5 flow rates. The group also reviewed historical flow data and calculated working capacities, with Jim Duffy presenting a spreadsheet showing current available capacity and reserved projects. The conversation ended with a discussion about the need to plan for future capacity constraints and the potential for a package treatment plant if additional capacity is needed.

IV. OPEN SESSION ITEMS

25-141 Board/Committee Liaison Updates & Reassignment of Liaison Roles for FY26

Sel. Underhill did not attend any meetings.

Sel. Rosenfeld attended the School Building Committee where they discussed the gym remodel updates, the Energy Committee where they discussed the net zero by 2050 plan, Economic development Committee where they are developing a guidebook for developer or new business owners, and the Charles River pollution control district.

Sel. Schultze attended the school building Committee where they discussed the updated gym remodel.

Sel. Schultze moved that the Board appoint liaison roles for FY26 as follows: Sel. Schultze – Cemetery Committee, Capital Planning Committee, and Economic Development Committee. Sel. Rosenfeld – Permanent Building Committee, Energy Committee, and Cable Advisory Committee. Sel. Underhill Norfolk Country Advisory, Local Emergency Planning Committee, and Community Preservation. Sel. Rosenfeld seconded the motion. Sel. Underhill polled the Board, Schultze – yay, Underhill – yay, Rosenfeld – yay. The motion passed unanimously.

25-142 Review/Approval of DRAFT Minutes - 4/28/25, 5/19/25, 6/9/25

Sel. Schultze moved that the Board approve the draft minutes from 4/28/25, 5/19/25, and 6/9/25 as written. Sel. Rosenfeld seconded the motion. Sel. Underhill polled the Board, Schultze – yay, Underhill – yay, Rosenfeld – yay. The motion passed unanimously.

25-143 Vote to Revoke Alcohol License – Avalena's 36 Milliston Road

Sel. Rosenfeld recused herself.

Sel. Schultze moved that the Board revoke the retail all alcohol license for S & S Enterprises, LLC dba Avalena's due to closure of the business. Sel. Rosenfeld seconded the motion. Sel. Underhill polled the Board, Schultze – yay, Underhill – yay, Rosenfeld – recused. The motion passed unanimously.

V. EXECUTIVE SESSION/VI.ADJOURNMENT

Sel. Underhill motioned to enter executive session To conduct strategy sessions in preparation for contract negotiations with union and non-union personnel. (Finance Director/SEIU), emerging only to adjourn. 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