

**SELECT BOARD
MEETING MINUTES
Monday, June 9, 2025 7:00 PM
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/HR Manager Karen Bouret DeMarzo.

II. ANNOUNCEMENTS

Sel. Underhill took a moment to recognize that it is Pride month. The Town of Millis supports the LGBTQ+ community and ensures that this is a safe space.

There will be a Middle/High School Project Update Forum on Wednesday June 11 from 1:00pm-2:30pm at the Millis Public Library.

The Finance Committee currently has 3 openings. Please visit www.millisma.gov if you are interested in serving on this committee.

The Millis Cultural Council Annual Arts Festival will be held on June 14th from 12:00pm-3:00pm at the Millis Public Library.

There will be a Summer Social hosted by the Millis Economic Development Committee on Wednesday June 11 from 6:00pm – 7:30pm at the Millis Public Library. To discuss ways to make the Town center a more vibrant place.

The Town is part of a class action lawsuit for PFAS which just yielded a \$300,000 payout.

III. SCHEDULED APPOINTMENTS/HEARINGS

25-119 Municipal Moment – Recreation Department Mission and Upcoming Events

Recreation Director Kris Fogarty and Program Coordinator Erin LeBlanc gave a brief overview of their department and reviewed some upcoming events for the department. The brief overview includes the following: “Be fun, Have fun, Give Fun” the motto of the Recreation Department. Upcoming events include the Carnival which will be held on June 26-29. The fireworks will be held on June 28th. The Father’s Day fishing derby will be held on June 15th at 9am at Richardson Pond. The goats of Dover will be here for Goat Yoga and Story time with goats – on June 21st outside of Town Hall. The Summer Concert series will begin in August – please visit www.millisma.gov for more information on all upcoming events.

25-120 Appointments

- *Police Traffic Officers*

Sel. Schultze moved that the Board ratify the Town Administrator’s appointment of retired Sgt. William Dwyer, Robin Cahill, Garin Eisele, Liana Lodola, Teaghan LeBlanc, and Nicholas Alizio as Traffic Supervisors. Sel. Rosenfeld seconded the motion. Sel. Underhill polled the Board, Schultze – yay, Underhill – yay, Rosenfeld – yay. The motion passed unanimously.

- *DPW HEO Laborer(s)*

Sel. Schultze moved that the Board ratify the Town Administrator’s appointment of Ethan Lazare as a Heavy Equipment Operator/Laborer pending a successful physical examination and with the condition that a 2B Hoisting Engineering License and CDL class B Driver’s License are obtained within one year of appointment.

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 ratify the Town Administrator’s appointment of Aidan Ludwig and Brendan Ludwig as Summer DPW Workers pending a successful physical examination. Sel. Rosenfeld seconded the motion. Sel. Underhill polled the Board, Schultze – yay, Underhill – yay, Rosenfeld – yay. The motion passed unanimously.

- *Alternate Building Commissioner*

Sel. Schultze moved that the Board ratify the Town Administrator’s appointment of Christopher Canney as Alternate Building Commissioner effective 7/1/25. Sel. Rosenfeld seconded the motion. Sel. Underhill polled the Board, Schultze – yay, Underhill – yay, Rosenfeld – yay. The motion passed unanimously.

- *Deputy Plumbing/Gas Inspector*

Sel. Schultze moved that the Board ratify the Town Administrator’s appointment of Steven Frasca of Deputy Plumbing/Gas Inspector pending a successful physical examination and CORI. Sel. Rosenfeld seconded the motion. Sel. Underhill polled the Board, Schultze – yay, Underhill – yay, Rosenfeld – yay. The motion passed unanimously.

- *On-Call Library Assistant (2)*

Sel. Schultze moved that the Board ratify the Town Administrator’s appointment of Nutan Mathew and Hannah Rishel as On-Call Library Assistants pending a successful physical examination and CORI. Sel. Rosenfeld seconded the motion. Sel. Underhill polled the Board, Schultze – yay, Underhill – yay, Rosenfeld – yay. The motion passed unanimously.

- *Recreation Camp Counselors*

Sel. Schultze moved that the Board ratify the Town Administrator’s appointment of Molly Graham, Ameila Carr, and Amanda Fallon as Lead Counselors pending successful CORIs. 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 ratify the Town Administrator’s appointment of Alex Avakian, Tessa Molinari, Abigail Palmer, Molly Rand, and Abigail Zampell pending receipt of active work permits. 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 ratify the Town Administrator’s reappointment of Rylee Ensminger, Abigale Kay, Noreen Malloy, Nora Scannell, Erin Sullivan, and Benjamin Walker. Sel. Rosenfeld seconded the motion. Sel. Underhill polled the Board, Schultze – yay, Underhill – yay, Rosenfeld – yay. The motion passed unanimously.

- *On Call Firefighter Intern*

Sel. Schultze moved that the Board ratify the Town Administrator’s appointment of Katherine Dowling as an On Call Firefighter/Intern pending a successful physical examination and CORI. Sel. Rosenfeld seconded the motion. Sel. Underhill polled the Board, Schultze – yay, Underhill – yay, Rosenfeld – yay. The motion passed unanimously.

25-121 Approval of Proposal for Engineering Services – Lead & Copper Rule Revisions/Improvements Compliance

Sel. Schultze moved that the Board approve and enter a 3-year contract for Lead and Copper Rule Compliance Assistance, Phase II, with Kleinfelder Northeast, Inc, not to exceed the amount of \$187,000 and authorize the Town Administrator to sign on the Town’s behalf. Sel. Rosenfeld seconded the motion. Sel. Underhill polled the Board, Schultze – yay, Underhill – yay, Rosenfeld – yay. The motion passed unanimously.

25-122 Approval of Contract

- *Chevrolet Silverado DPW*
Sel. Schultze moved that the Board approve and enter into a contract for a 2025 Chevrolet Silverado Dump Truck with sander and plow with Liberty Chevrolet of Wakefield, MA for an amount not to exceed \$98,831 and authorize the Town Administrator to sign on the Town's behalf. Sel. Rosenfeld seconded the motion. Sel. Underhill polled the Board, Schultze – yay, Underhill – yay, Rosenfeld – yay. The motion passed unanimously.
- *UTV Trailer Fire*
Sel. Schultze moved that the Board approve and enter into a contract for TRX50 Radio Box Receiver System equipment including installation, programming, testing and training with L. W. Bills Company of Georgetown, MA, for an amount not to exceed \$75,082. Sel. Rosenfeld seconded the motion. Sel. Underhill polled the Board, Schultze – yay, Underhill – yay, Rosenfeld – yay. The motion passed unanimously.
- *Fire Alarm Upgrade*
Sel. Schultze moved that the Board approve and enter into a contract for an 8.5 x 16 Flat Top Front Car Hauler trailer with Yered Trailer Sales and Service of Medfield, MA for an amount not to exceed \$13,500. Sel. Rosenfeld seconded the motion. Sel. Underhill polled the Board, Schultze – yay, Underhill – yay, Rosenfeld – yay. The motion passed unanimously.

25-123 Approve Bid Award – Granular Activated Carbon Replacement Services

Sel. Schultze moved that the Board authorize the Town Administrator to sign the notice of award for a 3-year contract for Granular Activated Carbon Replacement Services to Calgon Carbon Corporation of Moon Township, PA, for a total amount not to exceed \$195,400. Sel. Rosenfeld seconded the motion. Sel. Underhill polled the Board, Schultze – yay, Underhill – yay, Rosenfeld – yay. The motion passed unanimously.

25-124 Review/Approve:

- *Run Back to School Race Event*
Sel. Schultze moved that the Board approve the Boosters' Run Back to School event to be held on Sunday, September 28th from 7:00am-12:00pm in coordination with Millis Police, Fire, DPW and School. Sel. Rosenfeld seconded the motion. Sel. Underhill polled the Board, Schultze – yay, Underhill – yay, Rosenfeld – yay. The motion passed unanimously.
- *Millis Girls Softball Family Day Event*
Request for MGSL event was withdrawn

25-125 Hearing: All Alcohol License 36 B & C Milliston Road

Sel. Rosenfeld recuses herself.

Sel. Schultze moved the Board enter a public hearing for 36 Pub, LLC dba Arigna Irish Pub & Coal Fire Kitchen to consider an all-alcohol license application. Sel. Underhill seconded the motion. Sel. Underhill polled the Board, Schultze – yay, Underhill – yay, Rosenfeld – recused. The motion passed unanimously.

Assistant Town Administrator Karen Bouret DeMarzo stated 3 Pub, LLC approached the Town for a restaurant all alcohol license. The Town has plenty. They have completed everything with the ABCC.

They would be open 7 days a week opening for 11:30am and closing at 1:00am. They are planning on opening at the end of the summer.

Sel. Schultze moved the Board close the public hearing for 36 Pub, LLC dba Arigna Irish Pub & Coal Fire Kitchen to consider an alcohol license application. Sel. Underhill seconded the motion. Sel. Underhill polled the Board, Schultze – yay, Underhill – yay, Rosenfeld – recused. The motion passed unanimously.

Sel. Schultze moved that the Board approve the request for an annual all alcohol restaurant license for 36 Pub, LLC dba Arigna Irish Pub & Coal Fire Kitchen located at 36B & C Milliston Road as presented pending a local inspection and final approval by the ABCC. Sel. Underhill seconded the motion. Sel. Underhill polled the Board, Schultze – yay, Underhill – yay, Rosenfeld – recused. The motion passed unanimously.

25-126 Review/Approve Application for Amendment to All Alcohol License – Change of Business Entity at 1170 Main Street

Sel. Schultze moved that the Board approve the application to amend the annual wine and malt alcohol license held by Ryan Family Amusements located at 1170 Main Street by changing the corporate name and structure as presented. Sel. Rosenfeld seconded the motion. Sel. Underhill polled the Board, Schultze – yay, Underhill – yay, Rosenfeld – yay. The motion passed unanimously.

25-127 Discuss School Crossing Guards

Chief Soffayer and the Board discussed the challenges of reinstating crossing guards, citing a lack of reliable applicants and a significant budget requirement of \$60,000-\$80,000. They explored alternative options, including using police officers, but determined this was not feasible due to contract requirements for minimum hours. The Board also considered using volunteers but expressed concerns about reliability and liability. They noted that crosswalk signals have been functioning well for the past 5-6 years without major issues, though there were some concerns about traffic behavior at certain intersections.

A concerned citizen stated there may have been no major issues in the last five years, but a major issue is a child being hit, which we all want to prevent.

The Board agreed to explore the possibility of asking school staff to volunteer for the role, as they are already present at the school, but acknowledged that funding would still be a significant obstacle for the current fiscal year.

IV. OPEN SESSION ITEMS

25-128 Review/Approval of CivicPlus Contract – website

Sel. Schultze moved that the Board approve and enter into a contract with CivicPlus of Manhattan, KS, for municipal website services and migration to include AudioEye, for ADA Accessibility, for a three-year contract and to authorize the Town Administrator to sign on the Town's behalf. Sel. Rosenfeld seconded the motion. Sel. Underhill polled the Board, Schultze – yay, Underhill – yay, Rosenfeld – yay. The motion passed unanimously.

25-129 Approval of Host Community Agreement for 617 Therapeutic Health Center, Inc.

Sel. Schultze moved that the Board approve and enter into a Host Community Agreement with 617 Therapeutic Health Center, Inc., an indoor marijuana cultivator and marijuana product manufacturer located at 1073 Main Street, as written and presented. Sel. Rosenfeld seconded the motion. Sel. Underhill polled the Board, Schultze – yay, Underhill – yay, Rosenfeld – yay. The motion passed unanimously.

25-130 Review/Approval of Social Equity Policy Marijuana

Sel. Schultze moved that the Board approve the Cannabis Social Equity Policy as written and presented. Sel. Rosenfeld seconded the motion. Sel. Underhill polled the Board, Schultze – yay, Underhill – yay, Rosenfeld – yay. The motion passed unanimously.

25-131 Review/Approval of Intermunicipal Agreement with Medway for Animal Control Services

Sel. Schultze moved that the Board approve and sign a three-year intermunicipal agreement with Medway for Animal Control Services as presented. Sel. Rosenfeld seconded the motion. Sel. Underhill polled the Board, Schultze – yay, Underhill – yay, Rosenfeld – yay. The motion passed unanimously.

25-132 Approve and Sign Purchase & Sale for: Morris Street & Designate Select Board Member as Authorized Signatory for Closing(s)

Sel. Schultze moved that the Board approve and sign a Purchase and Sale Agreement between the Town of Millis and Michael J. O'Keefe for a parcel of vacant land located at Morris Street containing .18 acres and shown as Parcel ID#40-100-000 for a total of \$2,250.00. 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 appoint Ellen Rosenfeld as the authorized signatory for future real estate transactions in which the Town of Millis is selling a parcel of town owned land. Sel. Rosenfeld seconded the motion. Sel. Underhill polled the Board, Schultze – yay, Underhill – yay, Rosenfeld – yay. The motion passed unanimously.

25-133 Board/Committee Liaison Updates

Sel. Underhill did not attend any meetings.

Sel. Schultze attended the Economic Development Committee where they discuss the upcoming Summer Social. He also attended the School Building Committee where they discussed the location of the locker rooms.

Sel. Rosenfeld attended the School Building Committee.

They also addressed the scheduling of the November town meeting and election, with a recommendation to potentially move the town meeting to December 17th to avoid conflicts with Veterans Day and Thanksgiving.

Review/Approval of Water/Sewer Commitment

Sel. Schultze moved that the Board approve the water/sewer department commitment to the collector for May 2025 for a total of \$1,387.46. 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 approve the water/sewer department commitment to the collector for the fourth quarter of FY25 for a total of \$923,561.46. Sel. Rosenfeld seconded the motion. Sel. Underhill polled the Board, Schultze – yay, Underhill – yay, Rosenfeld – yay. The motion passed unanimously.

V. EXECUTIVE SESSION/ VI. ADJOURNMENT

Sel. Schultze motioned to enter executive session to conduct strategy sessions in preparation for contract negotiations with non-union personnel (Finance Director/Town Administrator). Sel. Rosenfeld seconded the motion. Sel. Underhill polled the Board, Schultze – yay, Underhill – yay, Rosenfeld – yay. The motion passed unanimously.

Respectfully Submitted by Victoria Schindler