

**SELECT BOARD
MEETING MINUTES
Monday, June 24, 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, Clerk Craig Schultze, Town Administrator Mike Guzinski, Assistant Town Administrator/HR Manager Karen Bouret DeMarzo.

Vice Chair Erin Underhill attended the meeting via Zoom.

II. ANNOUNCEMENTS

The Carnival is in Town on June 28- June 30. There will be fireworks on June 29. Please visit the website for more information.

The Summer Concert Series will begin in July. Please visit the Website for more information.

III. SCHEDULED ITEMS

24-122 Appointment of:

- *Tri County Representative*

The Chair of the School Committee was not in attendance. This item was moved to their next meeting

- *Finance Director*

Sel. Schultze motioned for the Board to appoint Jody Kurczy as Finance Director pending a successful CORI and physical. Sel. Underhill seconded the motion. Sel. Rosenfeld polled the Board, Schultze – yay, Underhill – yay, Rosenfeld – yay. The motion passed unanimously.

- *On Call Firefighters*

Sel. Schultze motioned for the Board to ratify the Town Administrator's appointment of Paul Adams, Jr., Brennan Polimeno, John Schindler, and Dawson McMillan, as Recruit On-Call Firefighters pending successful physicals and drug screenings. Sel. Underhill seconded the motion. Sel. Rosenfeld polled the Board, Schultze – yay, Underhill – yay, Rosenfeld – yay. The motion passed unanimously.

- *Deputy Regional Animal Control Officer*

Sel. Schultze motioned for the Board to ratify the Town Administrator's appointment of Kelley Ward as Regional Deputy Animal Control Officer effective 7/1/24. Sel. Underhill seconded the motion. Sel. Rosenfeld polled the Board, Schultze – yay, Underhill – yay, Rosenfeld – yay. The motion passed unanimously.

- *Recreation Program Coordinator*

Sel. Schultze motioned for the Board to ratify the Town Administrator's appointment of Erin LeBlanc as Program Coordinator for the Recreation Department effective 7/1/24. Sel. Underhill seconded the motion. Sel. Rosenfeld polled the Board, Schultze – yay, Underhill – yay, Rosenfeld – yay. The motion passed unanimously.

- *Recreation Dept. Camp Counselors*

Sel. Schultze motioned for the Board to ratify the Town Administrator's appointment of Meredith Young and Caroline O'Shaughnessy as Lead Counselors for the Recreation Summer Camp. Sel. Underhill seconded the motion. Sel. Rosenfeld polled the Board, Schultze – yay, Underhill – yay, Rosenfeld – yay. The motion passed unanimously.

Sel. Schultze motioned for the Board to ratify the Town Administrator's appointment of Erin LeBlanc as Part Time Lead Counselor for 10 hours per week for the Recreation Summer Camp. Sel. Underhill

seconded the motion. Sel. Rosenfeld polled the Board, Schultze – yay, Underhill – yay, Rosenfeld – yay. The motion passed unanimously.

Sel. Schultze motioned for the Board to ratify the Town Administrator’s appointment of Meredith Gatz, Kevin Sullivan, Delia LeBlanc, Courtney O’Shaughnessy, Maddie Adams, Nora Malloy, Nora Scannell, Macy Cyr, Rylee Ensminger, Erin Sullivan, Benjamin Walker, Kevin MacGuire, Maggie Doherty as Youth Counselors for the Recreation Summer Camp. Sel. Underhill seconded the motion. Sel. Rosenfeld polled the Board, Schultze – yay, Underhill – yay, Rosenfeld – yay. The motion passed unanimously.

- *DPW Summer Workers*

Sel. Schultze motioned for the Board to ratify the Town Administrator’s appointment of Patrick Halloran, Michael Tobin, Brendan Ludwig, Joseph Caden as DPW Summer Workers from 6/25-9/30/24 pending successful completion of pre-employment regulations. Sel. Underhill seconded the motion. Sel. Rosenfeld polled the Board, Schultze – yay, Underhill – yay, Rosenfeld – yay. The motion passed unanimously.

- *Temp. Building Department Assistant*

Sel. Schultze motioned for the Board to ratify the Town Administrator’s appointment of Theresa Parise as Temporary Part-Time Principal Assistant at the Building Department effective 7/1/24. Sel. Underhill seconded the motion. Sel. Rosenfeld polled the Board, Schultze – yay, Underhill – yay, Rosenfeld – yay. The motion passed unanimously.

24-123 Approval of Additional Voluntary Retirement Plan Provider

Sel. Schultze motioned for the Board to approve the addition of Security Benefit as an additional 457b deferred compensation plan through Baystate Financial for eligible benefited employees. Sel. Underhill seconded the motion. Sel. Rosenfeld polled the Board, Schultze – yay, Underhill – yay, Rosenfeld – yay. The motion passed unanimously.

24-124 Draft Hazard Mitigation Plan – Public Meeting #2

Martin Pillsbury from MAPC (Metropolitan Area Planning Council) reviewed the update regarding the Millis Hazard Mitigation Plan. These updates include Multiple Hazard Mitigations – Municipal Vulnerability Preparedness (MVP), Local Emergency Management Committee (LEPC), and Comprehensive Emergency Management Plan CEMP). Flood Mitigations – National Flood Insurance Program (NFIP), Zoning by Floodplain overlay district, Stormwater bylaw and utility, several culvert and drainage upgrades, Millis flood resiliency plan, Building Resiliency across the Charles River (Climate Compact flooding model). Brush Fire Mitigation – Permits required for outdoor burning; Fire department review of subdivision plans for fire safety. Winter Hazard Mitigation – Snow removal operations, roadways treatments. Wind and Winter Mitigations – Enhanced trees trimmed for resilience to wind and ice hazards/power outages, MA State building code. Mr. Pillsbury then reviewed a priority list of mitigations. (refer to the packet for list)

Next Steps include public review of Draft plan, Submitting the plan to FEMA, Town Adoption of the plan (voted on by the Select Board), FEMA approval. After receiving the approval letter from FEMA the Town will be eligible for FEMA grants for hazard mitigation projects for 5 years.

IV. OPEN SESSION ITEMS

24-125 Review/Approval of Outdoor Dining Extension Requests

Sel. Schultze motioned for the Board to approve the request by Napper Tandy’s of Millis to extend their outdoor dining license through October 31, 2024. Sel. Underhill seconded the motion. Sel. Rosenfeld polled the Board, Schultze – yay, Underhill – yay, Rosenfeld – yay. The motion passed unanimously.

24-126 Discuss/Vote FY25 Select Board Goals

The Board discussed their FY25 goals.

Sel. Schultze agreed to rewrite the goals to reflect the changes made during their discussion, they will review and vote on it at their next meeting in July.

24-127 Review Town Administrator's Annual Evaluation

The Board reviewed the Town Administrators Annual Evaluation. Evaluators are overall pleased with employee's job performance. Areas of improvement mainly derive from time managements issues. Better time management will allocate more time for employee to provide extra support other departments as well as work on other initiatives –such as grant writing. Assertiveness and willingness to interject his own opinion with the Board was also area of suggested improvement.

Sel. Schultze moved for the Board to accept the Town Administrator's annual evaluation summary as submitted. Sel. Underhill seconded the motion. Sel. Rosenfeld polled the Board, Schultze – yay, Underhill – yay, Rosenfeld – yay. The motion passed unanimously.

24-128 FY25 Reappointment of Board/Committee Members

Sel. Schultze moved for the Board to reappoint the individuals listed on the attached document to their respective board, committee or position effective 7/1/2024 for the time frame listed. Sel. Underhill seconded the motion. Sel. Rosenfeld polled the Board, Schultze – yay, Underhill – yay, Rosenfeld – yay. The motion passed unanimously.

TERM	COMMITTEE	LAST NAME	FIRST NAME
3 years	Community Preservation Committee @ Large Member	Baker	Dave
1 year	Recreation Committee	Banks	Michael
1 year	Economic Development Committee	Barnes	Loring
1 year	Local Emergency Planning Committee (Fire)	Barrett	Richard
1 year	Safety Committee	Barrett	Richard
2 years	Capital Planning Committee	Barry	Jonathan
1 year	Energy Committee	Barry	Jon
1 year	Public Weighers	Bianco	Kenneth
3 years	Historical Commission	Bobinski	Mitch
1 year	Council on Aging	Boiardi	Joyce
1 year	Economic Development Committee	Borgman	Amanda
1 year	Local Emergency Planning Committee (Exec. Office/HR)	Bouret DeMarzo	Karen
1 year	Parking Clerk	Bouret DeMarzo	Karen
1 year	Registrars of Voters	Bouret DeMarzo	Karen
1 year	Safety Committee	Bouret DeMarzo	Karen
1 year	State Ethics Committee Liaison	Bouret DeMarzo	Karen
1 year	Agricultural Commission	Cantoreggi	Robert "Brutus"
1 year	Tree Warden	Cantoreggi	Robert
1 year	Recreation Committee	Cassidy	Steven
3 years	Cultural Council (New Appointment)	Chambers	Christine
1 year	Agricultural Commission	Chiarizio	Linda
1 year	Cemetery Committee	Collins	Marsha
1 year	Public Weighers	Collins	Michael
2 years	Capital Planning Committee (School Comm Liaison)	Conroy	Marc
1 year	Registrars of Voters	Conroy R	Marc
1 year	Historical Commission - Associate	Cushman	Rusty
3 years	Council on Aging	Daly	Helen
1 year	Enterprise Advisory Committee	De Souza	Bryan
2 years	Council on Aging	Derwin	Elizabeth
1 year	Local Emergency Planning Committee (IT)	Donovan	Jim
1 year	Cemetery Committee	Doyle	John
1 year	Enterprise Advisory Committee	Duffy	Jim
1 year	Local Emergency Planning Committee (Facilities)	Engler	John
1 year	Safety Committee	Engler	John
1 year	Energy Committee	Farrar	Timothy
3 years	Cultural Council- Treasurer	Ferrimy	Melanie
1 year	Recreation Director/ ex-officio member	Fogarty	Kristen
3 years	Zoning Board of Appeals	Fogarty	Robert
1 year	Cable TV Advisory Committee	Forman	Leonard
1 year	Local Emergency Planning Committee (BOH Member)	Fuller	Matthew
1 year	Historical Commission - Associate	Fuzy	Scott
1 year	Fence Viewer	Giampietro	Michael
1 year	Surveyor of Wood and Lumber	Giampietro	Michael
1 year	Historical Commission - Associate	Giargiari	Larry
1 year	Energy Committee (Chair)	Gibbons	Craig
1 year	Public Weighers	Gilleney	Donald
3 years	Historical Commission	Graci	Jacqueline

1 year	Capital Planning Committee (ex-officio)	Guzinski	Michael
1 year	Fence Viewer	McKay	James
1 year	Local Emergency Planning Committee (Town Administration)	Guzinski	Michael
3 years	Cultural Council (New Appointment)	Handel	Alan
3 years	Board of Assessors	Hardin	Lisa Jane
1 year	Registrars of Voters	Hardin	Lisa Jane
3 years	Conservation Commission	Hayes	Carol
1 year	Agricultural Commission	Hubbard	Diane
1 year	Economic Development Committee	Iorlano	Matt
1 year	Recreation Committee	Jarvis	Amanda
1 year	Finance Director	Johnston	Carol
2 years	Capital Planning Committee (Member At Large) Eff 7/1/22	Jurmain	Peter
1 year	Energy Committee	Jurmain	Pete
3 years	Permanent Building Committee - Vice Chair	Jurmain	Diane
1 year	Town Counsel - Labor Counsel	KP Law	David Jenkins
1 year	Local Emergency Planning Committee (Sch Transportation)	LaBarge	Sandy
1 year	Safety Committee (School Trans Director)	LaBarge	Sandra
2 years	Council on Aging	Lannon	Herbert
1 year	Public Weighers	Lapierre	Paul
1 year	Public Weighers	Lariviere	Jason
3 years	Permanent Building Committee	Larkin	John
3 years	Conservation Commission	Lederer	James
1 year	Recreation Committee (Vice Chair)	Locke	Sharon
2 years	Capital Planning Committee (Fin Com Liaison)	Loer	Jon
1 year	Zoning Board of Appeals - Associate	MacDonald	Bonnie
1 year	Council on Aging	Maloof	Carol
1 year	Economic Development Committee (Vice Chair)	Maltinsky	Nate
2 years	Capital Planning Committee (Member At Large)	McCaffrey	James
3 years	Permanent Building Committee	McCaffrey	James
1 year	Cemetery Committee	McKay	James
1 year	Enterprise Advisory Committee (DPW Liaison)	McKay	James
1 year	Local Emergency Planning Committee (DPW)	McKay	James
1 year	Safety Committee	McKay	James
1 year	Historical Commission - Associate	McNiff	Carolyn
1 year	Enterprise Advisory Committee (BOH Liaison)	McVeigh	John
1 year	Local Emergency Planning Committee (BOH Director)	McVeigh	John
1 year	Right-To-Know Coordinator	McVeigh	John
1 year	Safety Committee	McVeigh	John
1 year	Town Counsel	Mead Talerman & Costa	Jay Talerman
1 year	Public Weighers	Murphy	Arthur
1 year	Cemetery Committee	Mushnick	Jeffery
3 years	Permanent Building Committee - Chair	Nichols	Rich
1 year	Cable TV Advisory Committee	Normandin	Ray
1 year	Energy Committee	O'Connell	Tom
3 years	Historical Commission	Prufer	Cheryl
1 year	Public Weighers	Pukanasis	Michael
3 years	Cultural Council	Quillop	Meaghan
1 year	Enterprise Advisory Committee	Quinter	Todd
1 year	Recreation Committee	Rheaume-Mustard	Pamela
3 years	Board of Assessors	Ricciuto	Joy
1 year	Economic Development Committee(Chair)	Riley	Nicole
1 year	Metropolitan Area Planning Council Representative	Riley	Nicole
1 year	Zoning Board of Appeals - Associate	Rivers	Donald
1 year	Sealer of Weights and Measures	Robertson	Erika
1 year	Public Weighers	Rorrie	Scott
1 year	Cemetery Committee - Select Board Liaison (voting member)	Rosenfeld	Ellen
1 year	Energy Committee (Select Board Liaison)	Rosenfeld	Ellen
1 year	Public Weighers	Rossi	Francis
1 year	Historical Commission - Associate	Ruggeri	Robert
1 year	Cable TV Advisory Committee (Select Board Liaison)	Schultze	Craig
1 year	Capital Planning Committee (Select Board Liaison)	Schultze	Craig
1 year	Economic Development Committee (Select Board Liaison VOTING)	Schultze	Craig
1 year	Norfolk County Advisory Board Designee	Schultze	Craig
1 year	Cemetery Committee	Simpson	Wayne
1 year	Recreation Committee	Smith	Stephen
1 year	Local Emergency Planning Committee (Police)	Soffayer	Christopher
1 year	Safety Committee	Soffayer	Christopher
3 years	Cultural Council (New Appointment)	Staraitis	Jaime
1 year	Energy Committee	Streck	Kathleen
1 year	Economic Development Committee	Sussman	Jonathan

1 year	Recreation Committee	Sussman	Rose
3 years	Cultural Council	Tenreiro-Viana	Lelia
1 year	Safety Committee	Tolson	Kimberly
1 year	Public Weighers	Tresca	John
1 year	Public Weighers	Tresca	Robert
1 year	Public Weighers	Tresca	Steven
1 year	Local Emergency Planning Committee (SB Liaison)	Underhill	Erin
1 year	Permanent Building Committee (SB Liaison)	Underhill	Erin
1 year	Tree Warden - Deputy	Vatour	Richard
3 years	Board of Assessors - Chair	Veaner	Robert
1 year	Cemetery Committee	Vecchi	Charles
1 year	Historical Commission - Associate	Vecchi	Charles
1 year	Energy Committee	Ward	Cullen
1 year	Local Emergency Planning Committee (Public Health Nurse)	Ward	Sarah
1 year	Energy Committee-ex officio Manager	Weiss	Robert
1 year	MBTA 3A Advisory Committee Designee	Weiss	Robert
1 year	Metropolitan Area Planning Council Representative	Weiss	Robert
1 year	Regional Transportation Advisory Council	Weiss	Robert
1 year	Registrars of Voters	Yeager	Robert R
1 year	Planning Board - Associate	Yered	George
1 year	Cable TV Advisory Committee - Ex Officio Director	Yusna	Madeline

24-129 Approval of MOA – Public Safety Dispatchers

Sel. Schultze moved for the Board to approve and sign the Memorandum of Agreement between the Town and Millis Police Association Public Safety Dispatchers dated 6/24/24. Sel. Underhill seconded the motion. Sel. Rosenfeld polled the Board, Schultze – yay, Underhill – yay, Rosenfeld – yay. The motion passed unanimously.

24-130 Board/Committee Liaison Updates

Sel. Schultze did not attend any meetings.

Sel. Underhill did not attend any meetings.

Sel. Rosenfeld attended the Charles River Pollution Control District where they discussed the two new sewer hookups from Millis but they have already been accounted for in our totals.

24-131 Approval of DRAFT Minutes

Sel. Schultze moved for the Board to approve the draft minutes from 6/10/24 as written. Sel. Underhill seconded the motion. Sel. Rosenfeld polled the Board, Schultze – yay, Underhill – yay, Rosenfeld – yay. The motion passed unanimously.

V. EXECUTIVE SESSION/ VI. ADJOURNMENT

Sel. Schultze moved that the Board enter executive session at 8:30pm to meeting for the following reason *To conduct contract negotiations with non-union personnel (Town Administrator's Contract)* and emerge only to adjourn. Sel. Underhill seconded the motion. Sel. Rosenfeld polled the Board, Schultze – yay, Underhill – yay, Rosenfeld – yay. The motion passed unanimously.

Respectfully Submitted by Victoria Schindler