

SELECT BOARD MEETING MINUTES

Monday, March 23, 2026

Room 229 Veteran's Memorial Building

I. Call To Order

II. Upcoming Events

Friends of Millis Book Sale will be held on Friday, March 27th from 6-8 p.m., Saturday, March 28th from 9 a.m. to 1 p.m. and Sunday, March 29th from 1- 3 p.m.

Millis Beautification Day through the Millis Lion's is on Saturday, April 11, from 9 a.m. to noon. Rain or shine. A great opportunity to get out and meet new neighbors and help the Community. Meet at the Veteran's Memorial Building to get an assignment.

Millis Affordable Housing Open House on Wednesday, April 8th at 6 p.m. at the library and Wednesday, April 15 at 10 a.m. at the Millis Housing Authority. It is posted on the Town's Website.

III. Scheduled Appointments/Hearings

26-039 Appointments

Town Administrator Mike Guzinski told the Select Board that the Fire Chief has been continually recruiting firefighters and EMT's on call. Chief Barrett has requested that Nicholas DeChristoforo be appointed to the position. Town Administrator Mike Guzinski asked the Board to ratify the appointment of Nicholas DeCristoforo as a recruit on call firefighter, EMT pending a successful Cori, physical exam and drug screen.

Sel. Schultze said so moved. Sel. Rosenfeld seconded. Sel. Underhill said the motion has been moved and seconded. Sel. Schultze – yay, Sel. Rosenfeld – yay, Sel. Underhill – yay. The motion carries unanimously.

26-040 Request for Approval to Install Temporary Fence/Wind Screens at Town Park

Derek Phinney the Athletic Director at the High School, asked the Board for approval to install temporary fences for the softball field, similar to last year, with the windscreens that would cover the back stop. They will install it soon when the field is ready. It will be taken down for storage by June 30th, 2026.

Sel. Schultze said I move that the Board approve the request to install temporary softball fence and windscreen at the Town Park from April 1, 2026 until June 30, 2026. Sel. Rosenfeld seconded. Sel. Underhill said the motion has been moved and seconded. Sel. Schultze – yay, Sel. Rosenfeld – yay, Sel. Underhill – yay. The motion carries unanimously.

26-041 Request for Approval for “Fill the Boot” Charity Drive for Muscular Dystrophy Association.

Sel. Underhill told the Board about the drive on the corner of Main and Plain Streets every year to raise donations for Muscular Dystrophy. It will be posted on the Town Website.

Sel. Schultze I move the Board approve the request by Millis Firefighters Local 4704 to hold the annual Muscular Dystrophy Association “Fill the Boot” Charity Drive on Saturday, April 11th from 9 a.m. until 1 p.m. with a rain date of Sunday, April 12th. Sel. Rosenfeld seconded. Sel. Underhill said the motion has been moved and seconded. Sel. Schultze – yay, Sel. Rosenfeld – yay, Sel. Underhill – yay. The motion carries unanimously.

IV. Open Session Items

Out of Order

26-044 Approval of Contract Amendment #3- Designer Services for Middle/High School Building Project

Town Administrator Mike Guzinski has requested that the Board approve the contract amendment #3 for designer services for the Middle/High School Building Project in the amount of \$204,380 outlined in the owner designer agreement. Also requesting the Town Administrator to sign the amendment on behalf of the Select Board.

Sel. Schultze said I move that the Board approve the Town Administrator to authorize and sign the Project Funding Agreement with the MSBA for the Middle/High School Building Project. Sel. Rosenfeld seconded. Sel. Underhill said the motion has been moved and seconded. Sel. Schultze – yay, Sel. Rosenfeld – yay, Sel. Underhill – yay. The motion carries unanimously.

26-045 Approval of MSBA Project Funding Agreement for Middle/High School Building Project

Town Administrator Mike Guzinski said this is the second part of the MSBA project funding agreement. The School Board Committee has requested that the Board approve Project Fund Agreement with the MSBA Middle/High School Project. This is a standard agreement that all municipalities and entities must sign in order to receive reimbursement from the MSBA. They have asked for the Select Chair Erin Underhill to be authorized to sign the agreement on behalf of the Select Board. Sel. Schultze said this is what we have been waiting for. This allows us to get the State's portion of the money for the Middle/High School Project.

Sel. Schultze said I move that the Board approve and authorize the Chair to sign the project funding agreement with the MSBA for the Middle/High School Project. Sel. Rosenfeld seconded. Sel. Underhill said the motion has been moved and seconded. Sel. Schultze – yay, Sel. Rosenfeld – yay, Sel. Underhill – yay. The motion carries unanimously.

26-046 Vote to Approve Changes to Proposed Special Act Recommended by State Legislature

Town Administrator Mike Guzinski says that there is document in the packet that reflects the House Bill # 3911, that was approved to be sent to Legislature almost two years ago, it is likely to get approved by this July. Legal Counsel from the Mass State Senate and House of Representatives have requested that the Select Board accept and approve changes to the Special Act granting authority to the Town Administrator to sign payroll and expense warrants for the Town. The Town Administrator has spoken to Town Council and has reviewed the requested changes. Both agree the changes do not have any negative impact on the Bill and the goals it seeks to achieve. Town Council and the Town Administrator are asking the Board to approve the enclosed changes so we could get it back to the Legislature and hopefully have them finish their work on this in the next couple of months. Sel. Schultze said we had a Town Meeting article about two years ago and it clears up how municipality runs. Instead of the Select Board having to sign every document to approve payroll register and everything else. It allows the Town Administrator that they hired to do that and pass onto Town Meeting.

Sel. Schultze said I move that the Board approve the changes to the proposed Special Act as recommended by the State Legislature. Sel. Rosenfeld seconded. Sel. Underhill

said the motion has been moved and seconded. Sel. Schultze – yay, Sel. Rosenfeld – yay, Sel. Underhill – yay. The motion carries unanimously.

26-046 Addendum - Vote to Approve Changes to Proposed Special Act Recommended by State Legislature

Nicole Riley of the Economic Development Committee asked the Board to ask the Town Council to change the language and add the word factual.

Sel. Schultze said I make the motion to the Board to insert the word factual after grammatical separated by a comma to keep it grammatically correct. Sel. Rosenfeld seconded. Sel. Underhill said the motion has been moved and seconded. Sel. Schultze – yay, Sel. Rosenfeld – yay, Sel. Underhill – yay. The motion carries unanimously.

Out Of Order

26-048 Approval of Special Municipal Employee Exemption- G.L. 26A and 20 (d)

Assistant Town Administrator Karen Bouret DeMarzo talked about Steven Frasca being the Town's Deputy Plumber and Gas Inspector. He is also a registered plumber and does work for the Town on occasion. For him to do that work the Board had recently appointed him as a Special Municipal Employee. As a Special Municipal Employee, he must file a financial interest disclosure that needs to be approved by the Board as required by Massachusetts General Laws Chapter 268A Section 20D. He has done that and is asking for the Board's approval.

Sel. Schultze said I move that the Board has received the Disclosure under General Law Chapter 263A and approves the exemption under Section 20D regarding the financial interest identified by Steven Frasca and authorize the Chair to sign on the Board's behalf. Sel. Rosenfeld seconded. Sel. Underhill said the motion has been moved and seconded. Sel. Schultze – yay, Sel. Rosenfeld – yay, Sel. Underhill – yay. The motion carries unanimously.

Out of Order

26-050 Approval of Sign Request – Millis Lions

Assistant Town Administrator Karen Bouret DeMarzo told the Board that the Millis Lions have two new sign boards and are looking to place them around Town. There are six locations that the Board has identified and approved already for sign placement. They would pick from these locations. The first would be from April 1, 2026, through April 11, 2026, for Beautification Day. The second would be from May 23, 2026, through June 6, 2026, for the Annual Golf Tournament that the Millis Lion's host.

Sel. Schultze said I moved that the Board approve the request by the Millis Lions to place two sign boards at one of the six accepted locations for a period of three weeks starting March 28 and ending April 11 and May 23 through June 6. Sel. Rosenfeld seconded. Sel. Underhill said the motion has been moved and seconded. Sel. Schultze – yay, Sel. Rosenfeld – yay, Sel. Underhill – yay. The motion carries unanimously.

26-051 Select Board Liaison Update

Sel. Rosenfeld spoke of attending the Charles River Pollution Control Committee on March 20. They sewer connections for February were done and nobody hooked up. She also attended the first Millis HPP (Millis Housing Production Plan) workshop which had a slide show presentation. Sel. Schultze had met with the School Building Committee, which voted on agenda item earlier tonight and the Capital Planning Committee. They discussed projects that will be delivered prior to Spring Town Meeting.

Out Of Order

26-042 Public Hearing: Stormwater & Land Disturbance Permit Application Woodlands at Cottage Ave.

Sel. Schultze: I move that the Board open the public hearing to consider the storm water and disturbance applications for the Woodlands definitive subdivision. Sel. Rosenfeld seconded. Sel. Underhill said the motion has been moved and seconded. Sel. Schultze – yay, Sel. Rosenfeld – yay, Sel. Underhill – yay. The motion carries unanimously.

Assistant Town Administrator Karen Bouret DeMarzo said the applicant wrote in and asked for a continuance until Monday, April 27 at 7:15.

Sel. Schultze said I move that the Board continue the public hearing to consider the stormwater and land hearing to consider the stormwater and land disturbance permit for the Woodlands definitive subdivision to 7:15 on Monday, April 27th. Sel. Rosenfeld seconded. Sel. Underhill said the motion has been moved and seconded. Sel. Schultze – yay, Sel. Rosenfeld – yay, Sel. Underhill – yay. The motion carries unanimously.

26-043 Informal Public Hearing: Consider Land Transfer to Millis Housing Authority

Sel. Underhill spoke about two properties that are being discussed this evening. The first is the Braun Property on Village Street. And the second is Cassidy Farm on Exchange Street. The Board is discussing the possibility of signing over a piece of land for the Millis Housing Authority so they can build housing for residents. Studies have been done on both parcels to determine where wetlands are and where buildable sites are. In the natural progression of building development, sewer, pump stations and capacity have all been factored in the discussion. Candace Avery, the Executive Director of the Millis Housing Authority, was there to answer questions and give some background. Candace spoke of the need of Affordable Housing for Millis residents who have lived here all their lives and can no longer afford their house. The meeting focused on discussions about affordable housing development in Millis, particularly regarding properties on Island Road and Braun. Town residents expressed concerns about the aesthetic impact and location of proposed developments, with some questioning whether the housing would be age-restricted for seniors. Elizabeth Droan, chairman of the Council on Aging Boards, emphasized the community's shared need for affordable housing for seniors, noting that the town hasn't invested in senior housing in 60 years.

Out of Order

26-047 Discuss Contract for Permitting Guide

Town Administrator Mike Guzinski told the Board that a draft from Town Counsel, that they had requested, to send to Aaron Schaefer of Luse Consulting regarding the status of a contract. Town Administrator Mike Guzinski is asking the Board, on behalf of the Town Council, to authorize the Town Council to send a letter to Schaefer Lane Luse Consultants.

Sel. Schultze said I move the Board to authorize the Town Council to send the letter to Schaefer Lane Luse Consultants. Sel. Rosenfeld seconded. Sel. Underhill said the motion has been moved and seconded. Sel. Schultze – yay, Sel. Rosenfeld – yay, Sel.

26-047 Addendum - Vote to Approve Changes to Proposed Special Act Recommended by State Legislature

Nicole Riley of the Economic Development Committee asked the Board

to ask the Town Council to change the language and add the word factual.

Sel. Schultze said I make the motion to the Board to insert the word factual after grammatical separated by a comma to keep it grammatically correct. Sel. Rosenfeld seconded. Sel. Underhill said the motion has been moved and seconded. Sel. Schultze – yay, Sel. Rosenfeld – yay, Sel. Underhill – yay. The motion carries unanimously.

Underhill – yay. The motion carries unanimously.

Out Of Order

26-049 Review/Discuss Draft List of 5/4/26 Annual Town Meeting Articles

Town Administrator Mike Guzinski told the Board about the draft warrant with twenty-one articles.

1. Unpaid bills
2. FY26 Additional Wages and Expenses
3. FY27 Operating Budget
4. Sewer Enterprise Fund
5. Water Enterprise Fund
6. Stormwater Enterprise Fund
7. Consent Agenda:
 - Amendments to Personnel Plan
 - Board of Health Appointing Authority
 - Revolving Funds-Increase COA Program Expenditure Limit
 - Community Preservation Fund
8. Capital Items
9. Authorize Lease of 2 Police Cruisers
10. Transfer of Funds to Tri County School Debt Account
11. Transfer of Land for Affordable Housing
12. Community Preservation Project – 1178 Main Street Affordable Housing
13. Community Preservation Project-High School Baseball Scoreboard Project
14. FEMA Flood Map Revision Project
15. PILOT Agreement 1073 Main Street
16. Capital Planning Bylaw Amendment
17. Amend Zoning Bylaw – Battery Storage Systems (BESS) And Data Storage
18. Unemployment Insurance Fund
19. M.G. L. Chapter 41 Section 111F Injury Leave Indemnity Fund
20. OPED Fund

21. Stabilization Fund

V. Executive Session

Sel. Schultze said I move the Board enter into Executive Session to discuss strategy session in preparation for contract negotiations with the Union and Non-Union and Personnel plan and only return to Open Session for the purpose of adjourning the meeting. Sel. Rosenfeld seconded. Sel. Underhill said the motion has been moved and seconded. Sel. Schultze – yay, Sel. Rosenfeld – yay, Sel. Underhill – yay. The motion carries unanimously.

VI. Adjournment

