

**SELECT BOARD
MEETING MINUTES
Monday, December 2, 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, Vice Chair Erin Underhill, Clerk Craig Schultze, Town Administrator Mike Guzinski, and Assistant Town Administrator/HR Manager Karen Bouret DeMarzo.

II. ANNOUNCEMENTS

Chair Rosenfeld announced there this an official list of Town owned parcels that could potentially be sold, they are not buildable lots. If you are interested in purchasing one, please visit the Town website for a list of parcels and instructions for the process of purchasing.

Saturday December 7th at 5:00pm the Santa Parade to the bandstand will take place on Main Street in Millis!

III. SCHEDULED APPOINTMENTS/HEARINGS

24-225 Appointments

- *Temporary Benefits Coordinator*
Sel. Underhill moved for the Board ratify the Town Administrator's appointment of Samantha Beaudry as Temporary Benefits Coordinator subject to a successful physical result and CORI check. Sel. Schultze seconded the motion. Sel. Rosenfeld polled the Board, Schultze – yay, Underhill – yay, Rosenfeld – yay. The motion passed unanimously.
- *Interim Director of Public Health*
Sel. Underhill moved for the Board ratify the Town Administrator's appointment of Ethan Mascoop as Interim Director of Public Health subject to a CORI check. Sel. Schultze seconded the motion. Sel. Rosenfeld polled the Board, Schultze – yay, Underhill – yay, Rosenfeld – yay. The motion passed unanimously.
- *Snow Removal Workers*
Sel. Underhill moved for the Board ratify the Town Administrator's appointment of Tyler Lyonnais as a Snow Contractor for the 2024-2025 season subject to a successful physical result and CORI check. Sel. Schultze seconded the motion. Sel. Rosenfeld polled the Board, Schultze – yay, Underhill – yay, Rosenfeld – yay. The motion passed unanimously.
Sel. Underhill moved that the Board ratify the Town Administrator's re-appointment of Jackson Borst and Joseph Bouret as Snow Contractors for the 2024-2025 season. Sel. Schultze seconded the motion. Sel. Rosenfeld polled the Board, Schultze – yay, Underhill – yay, Rosenfeld – yay. The motion passed unanimously.

24-225 Acceptance of Memorial Bench for Richardson's Pond

Deanne Rousseau stated her mother Patricia Rousseau read at Richardson's Pond everyday and since her passing they would like to donate an engraved bench to be placed at the pond for others to enjoy the views.

Sel. Underhill moved that the Board accept the gift of a memorial bench from Deanne Rousseau as presented to be placed at Richardson's Pond in coordination with the Millis DPW. Sel. Schultze seconded the motion. Sel. Rosenfeld polled the Board, Schultze – yay, Underhill – yay, Rosenfeld – yay. The motion passed unanimously.

***OUT OF ORDER* 24-234 Review/Approve Request for Signage – Millis Softball**

Sel. Underhill moved that the Board approve the request by Millis Softball to hang a registration banner on the fence of the basketball/pickleball courts facing the softball fields, as well as a lawn sign located at Town Park from

December 1st to March 1st. Sel. Schultze seconded the motion. Sel. Rosenfeld polled the Board, Schultze – yay, Underhill – yay, Rosenfeld – yay. The motion passed unanimously.

24-226 Hearing: Common Victualer License – Kravings Pizza & Ice Cream, 979 Main Street

Sel. Underhill moved that the Board open the hearing for the Common Victualer license application submitted by Mema & Alam, Inc. dba Kravings Pizza & Ice Cream. Sel. Schultze seconded the motion. Sel. Rosenfeld polled the Board, Schultze – yay, Underhill – yay, Rosenfeld – yay. The motion passed unanimously.

Karen Bouret DeMarzo stated that Kravings Pizza and Ice Cream has sold to new owners and this hearing is to confirm as the local licensing authority.

Sel. Underhill moved that the Board close the hearing for the Common Victualer license application submitted by Mema & Alam, Inc. dba Kravings Pizza & Ice Cream. Sel. Schultze seconded the motion. Sel. Rosenfeld polled the Board, Schultze – yay, Underhill – yay, Rosenfeld – yay. The motion passed unanimously.

Sel. Underhill moved that the Board, acting as the Local Licensing Authority, approve the Common Victualer Application for a change of ownership to Mema & Alam, Inc. DBA Kravings Pizza & Ice Cream located at 979 Main Street, Unit 1-3, Millis, MA and a change of manager to Mohammad Alam. Sel. Schultze seconded the motion. Sel. Rosenfeld polled the Board, Schultze – yay, Underhill – yay, Rosenfeld – yay. The motion passed unanimously.

24-227 Discuss Millis Financial Management Review issued by the Division of Local Services (DLS)

Town Administrator Mike Guzinski stated that the Division of Local Services (DLS) offers at no cost to the Town upon request a Financial Management Review of various Towns. Millis previously had one in 2000, it is offered every 10 years, which the Town requested. The Town received the final report last winter and have waited to discuss the findings until the new Finance Director has started.

The Board reviewed the findings, which include:

- Expanding the Select Board size from 3 to 5 – This was recommended by DLS and, but the Town did not support this recommendation. It went on the ballot and was defeated in November 2021; it can be considered again in the future.
- Changing the Town Administrators job description, which was changed
- Codifying the Tri-Board meeting in our bylaw – the recommendation is quarterly. The Board is in support of meetings at least 4 times a year.
- Conducting a comprehensive bylaw review which is orchestrated by the Town moderator.
- Adopt a formal financial policy.
- Consider consulting services to finalize the Employee self-service functions in MUNIS – Finance Director Jody Kurczy stated the ESS platform is rolled out on the Town side and we are moving to an Employee Access platform which all Town employees, Town and School, will be on.
- Strategize for succession planning and update procedures and manuals.
- Revise license denial revocation suspension bylaw – right now we must wait 12 months to take a business license due to nonpayment, this change would allow us to revoke it on a monthly basis.

Sel. Rosenfeld stated there used to be department head meetings, this will begin again to make sure that different department, boards and committees are all on the same page about projects going on around Town.

IV. OPEN SESSION ITEMS

24-228 Discuss Select Board Policies & Procedures

Town Administrator Mike Guzinski stated this document is reviewed/updated every few years, he is suggesting the Board take this home, review it, and be prepared for discussion at their next meeting.

24-229 – REMOVED

24-230 Vote to Award Contract for Fire Vehicle

Sel. Underhill moved that the Board approve and award the contract for a 2025 Chevrolet Tahoe for the Fire Department with CMG Colonial Municipal Group for an amount not to exceed \$80,155.60. Sel. Schultze seconded the motion. Sel. Rosenfeld polled the Board, Schultze – yay, Underhill – yay, Rosenfeld – yay. The motion passed unanimously.

24-231 Vote to Award Contract for Police Tasers

Sel. Underhill moved that the Board approve and award the contract for twenty-two Axon Taser 10's with Axon Enterprise, Inc., for an amount not to exceed \$96,518.40. Sel. Schultze seconded the motion. Sel. Rosenfeld polled the Board, Schultze – yay, Underhill – yay, Rosenfeld – yay. The motion passed unanimously.

24-232 Review/Approve Holiday Decoration Policy

Sel. Underhill moved that the Board adopt the Holiday Decoration Policy as written. Sel. Schultze seconded the motion. Sel. Rosenfeld polled the Board, Schultze – yay, Underhill – yay, Rosenfeld – yay. The motion passed unanimously.

24-233 Board/Committee Liaison Updates

Sel. Underhill did not attend any meetings.

Sel. Schultze did not attend any meetings.

Sel. Rosenfeld did not attend any meetings.

24-235 Approval of DRAFT Minutes – updated 8/12/24, 10/28/2024, 11/04/2024

Sel. Underhill moved that the Board approve the draft minutes as presented for the following meeting dates: 8/12/24, 10/28/24, and 11/04/24. Sel. Schultze seconded the motion. Sel. Rosenfeld polled the Board, Schultze – yay, Underhill – yay, Rosenfeld – yay. The motion passed unanimously.

V. ADJOURNMENT

Sel. Underhill motioned to adjourn at 7:45pm. 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