

**SELECT BOARD
MEETING MINUTES
Monday, February 2, 2026
Room 229 Veterans Memorial Building**

I. CALL TO ORDER

Chair Underhill called the meeting to order at 9:00 am

The following people were present Chair Erin Underhill, Vice Chair Craig Schultze, Clerk Ellen Rosenfeld, Town Administrator Michael Guzinski, Assistant Town Administrator Karen Bouret DeMarzo, Finance Director Jody Kurczy, and Town Counsel Kayla Venckauskas.

II. SCHEDULED APPOINTMENTS/HEARINGS

26-012 Hearing: Primavera, Inc. DBA Primavera All Alcohol License Hearing

Sel. Schultze made a motion to open the public hearing for the all alcohol license for Primavera, Inc. DBA Primavera. The motion was seconded by Sel. Rosenfeld and passed unanimously.

At that hearing, the Board took testimony and evidence from Building Commissioner Robert Fogarty and Fire Chief Richard Barret and through a presentation by Town Counsel, Attorney Kayla Venckauskas. Neither Primavera nor any representative of Primavera attended the hearing. No public testimony was offered.

A summary of the facts heard by the Board is as follows:

1. Primavera requested its annual safety inspection, as required by M.G.L. c. 10, § 74 for all alcohol licensees, on November 20, 2025. See Application for Certificate of Inspection.
2. Commissioner Fogarty and Chief Barrett conducted an inspection on November 25, 2025. At this time the following reports were missing: ANSUL/Hood, Fire Alarm, and Fire Sprinkler System. See Periodic Inspection Checklist.
3. Primavera was given a deadline of December 15, 2025, to submit the outstanding reports.
4. On December 15, 2025, Primavera failed to submit the reports and the Board granted a conditional all alcohol license ordering Primavera to submit all reports within 30 days.
5. Primavera again failed to submit any reports by the extended deadline, January 15, 2026.
6. As a result, the Board issued the above-referenced Notice of Hearing on January 27, 2026.
7. On January 28, 2026, Primavera submitted the ANSUL/ Hood report. See A&E Fire Protection Report of Inspection/Test.
8. On January 29, 2026, Primavera submitted the Fire Sprinkler and Fire Alarm System reports. See Fire Alarm Inspection, Fire Sprinkler Systems Inspection Certificate.
9. Commissioner Fogarty and Chief Barrett approved these reports on January 30, 2026, and sent notice to Primavera along with a list of system deficiencies as noted by the contractor and ordered resolution of the deficiencies by May of 2026. See January 30, 2026, Letter from Building Commissioner; January 30, 2026, Letter from Fire Chief.

Sel. Schultze made a motion to close the public hearing for the all alcohol license for Primavera, Inc. DBA Primavera. The motion was seconded by Sel. Rosenfeld and passed unanimously.

Following the closure of the public hearing, the Board made the following findings and conclusions:

1. There was credible evidence that Primavera failed to submit a timely safety inspection report as required by M.G.L. c. 10, § 74.
2. There was credible evidence that Primavera failed to comply with the conditions placed upon the all alcohol license by failing to submit such reports by the extended deadline.

3. Primavera has an extensive history of noncompliance with the safety inspection requirements imposed on all alcohol licensees.
4. Going forward, the Board expects Primavera to fully comply with all requirements imposed on alcohol licensees without the need for extensions or repeated reminders from Town officials.
5. As of the date of the hearing, Primavera is in compliance with the safety inspection requirements of M.G.L. c. 10, § 74.

Based upon the above findings, the Board voted as follows:

Sel. Schultze made a motion to not to suspend or revoke Primavera's all alcohol license if Primavera cures the noted deficiencies and fully complies with the state building code by May 31, 2026; and reserves the right to initiate a hearing or revoke Primavera's all alcohol license should Primavera fail to comply with this timeline and/or cure the outstanding deficiencies. The motion was seconded by Sel. Rosenfeld and the motion passed unanimously.

26-013 Appointments

Sel. Schultze made a motion that the Board ratify the Town Administrator's appointment of Brent Wells and Alana Ranney as Public Safety Dispatchers pending successful physical and drug screens. The motion was seconded by Sel. Rosenfeld and the motion passed unanimously.

Sel. Schultze made a motion that the Board ratify the Town Administrator's appointment of Joseph Sullivan as Acting Fire Lieutenant effective February 3, 2026. The motion was seconded by Sel. Rosenfeld and the motion passed unanimously.

Sel. Schultze made a motion that the Board ratify the Town Administrator's appointment of Jose Sanchez as a Seasonal Snow Contractor through March 31, 2026, for snow removal work outside of his regularly scheduled hours. The motion was seconded by Sel. Rosenfeld and the motion passed unanimously.

The special municipal employee appointment was delayed to a future meeting.

Sel. Schultze made a motion that the Board ratify the Town Administrator's appointment of Amanda Wells as Finance Committee Assistant. The motion was seconded by Sel. Rosenfeld and the motion passed unanimously.

26-014 Authorize DPW Director to Apply for Grant/Mass DEP

Mr. Guzinski explained that the Mass DEP requires a vote to authorize the Department of Public Works Director to apply for a grant as part of the grant process.

Sel. Schultze made a motion I move that Board authorize the DPW Director to apply for a \$30,000.00 cyber security improvement grant with MassDEP. The motion was seconded by Sel. Rosenfeld and the motion passed unanimously.

26-015 Vote to Join Metrowest Regional Transit Authority (MRTA)

Mr. Guzinski reminded the Board that at their last meeting they met with members of the MRTA as well as the Council on Aging Director and Economic Development and Planning Director to discuss transportation options for Millis. Following up on the meeting Mr. Guzinski asked the Board to formally vote to join the MRTA.

Sel. Schultze made a motion that the Board approve joining the Metrowest Regional Transit Authority (MWRTA) and to enter into discussions with them to establish a transportation program for Millis. The motion was seconded by Sel. Rosenfeld and the motion passed unanimously.

26-016 FY27 Departmental Budget Presentations

Department heads presented their FY27 budget requests to the Board for consideration. A recording is available for viewing at <https://www.youtube.com/@MillisTownGovernmentMeetings>

26-017 Vote to Approve Adjustments to Personnel Plan

Sel. Schultze made a motion that the Board approve a 2.5% COLA for Personnel Plan positions effective 7/1/26 as presented. (see attached) The motion was seconded by Sel. Rosenfeld and the motion passed unanimously.

Sel. Schultze made a motion that the Board approve the Town Administrator's recommendation to update the sick leave provision in the Personnel Plan to include language as follows:

Starting July 1, 2025, if no sick days are used in a quarter, as outlined below, one additional vacation day shall be granted to benefited employees.

January 1 to March 31

February 1 to June 30

July 1 to September 30

October 1 to December 31

The motion was seconded by Sel. Rosenfeld and the motion passed unanimously.

III. EXECUTIVE SESSION / VI. ADJOURNMENT

Sel. Schultze made a motion that the Board vote to enter into executive session for the following reason:

To discuss strategy sessions in preparation for contract negotiations with union personnel (AFSCME Council 93) emerging only to adjourn. Sel. Rosenfeld seconded the motion.

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

Respectfully Submitted by Karen Bouret DeMarzo