



TOWN OF MILLIS

OFFICE OF THE SELECT BOARD

Veterans Memorial Building (VMB)
900 Main Street • Millis, MA 02054
Phone: 508-376-7041

Erin T. Underhill, *Chair*
Craig W. Schultze, *Vice Chair*
Ellen Rosenfeld, *Clerk*

Michael J. Guzinski
Town Administrator
mguzinski@millisma.gov

Karen Bouret DeMarzo
Assistant Town Administrator
kbouret@millisma.gov

SELECT BOARD MEETING AGENDA WEDNESDAY, JULY 9, 2025; 1:00 PM VETERANS MEMORIAL BUILDING ROOM 229

ZOOM LINK

<https://millisma-gov.zoom.us/j/8526387223?omn=92323390065>

	Topic	Time	Speaker
I.	Call to Order	1:00 PM	Chair Underhill
II.	Scheduled Appointments/Hearings		
25-144	Appointment of Enterprise Advisory Committee Member		Chair Underhill
25-145	Review/Approval of Sewer Application 1280 Main Street		J. McKay A. Zoppo
25-146	Review/Approval of End of Year Transfers		J. Kurczy L. Morin
25-147	Review/Approval of One-Day Entertainment License		Chair Underhill
III.	Adjournment		

Proposed Upcoming Meeting Schedule

Date	Time	Location
Monday, July 21, 2025	7:00 PM	Room 229 VMB
Monday, August 18, 2025	7:00 PM	Room 229 VMB
Monday, September 8, 2025	7:00 PM	Room 229 VMB
Monday, September 22, 2025	7:00 PM	Room 229 VMB

25-144

Appointment of Enterprise Advisory Committee Member



TOWN OF MILLIS

OFFICE OF THE TOWN ADMINISTRATOR

Veterans Memorial Building
900 Main Street • Millis, MA 02054
Phone: 508-376-7041
townadministratorsoffice@millisma.gov

Michael Guzinski
Town Administrator
mguzinski@millisma.gov

Karen Bouret DeMarzo
Asst. Town Administrator/HR Mgr.
Karen.bouret.demarzo@millisma.gov

Victoria Schindler
Principal Assistant
vschindler@millisma.gov

Millis is a small town with many committees and boards that help shape the day-to-day quality of life here preserving our hometown's character. We invite our fellow neighbors to volunteer to make a difference in our town. Time requirements for participation and assignments differ by group; some meet year-round, others seasonally, and some have special projects that are short-term. To sample a committee of interest, public meeting agendas with dates and locations are posted on the bulletin board at the Veterans Memorial Building and on the Town's website at <https://www.millisma.gov/calendar>. Attending a committee meeting is the best way to become familiar with its focus. Please complete this form and email it to townadministratorsoffice@millisma.gov

Please indicate boards/committees of interest below:

- | | |
|---|---|
| ☐ Agricultural Commission | ☐ Enterprise Advisory Committee |
| ☐ Board of Assessors | ☒ Finance Committee |
| ☐ Capital Planning Committee | ☐ Historical Commission |
| ☐ Cemetery Committee | ☐ Local Emergency Planning Committee |
| ☐ Community Preservation Committee | ☐ MBTA 3A Advisory Committee |
| ☐ Conservation Committee | ☐ Oak Grove Farm Commission |
| ☐ Council on Aging | ☐ Permanent Building Committee |
| ☐ Cultural Council | ☐ Planning Board (Associate Member Only) |
| ☐ Economic Development Committee | ☐ Recreation Committee |
| ☐ Energy Committee | ☐ Zoning Board of Appeals |

Name RICHARD P. TRAIGER

Home Address _____

Phone _____

Email _____

Registered Voter yes ☒ no ☐

Background/Experience

I RAN MY OWN BUSINESS FOR 44 YEARS,
I HAD A DENTAL PRACTICE IN NEWTON
WITH 7 EMPLOYEES. ALSO OWNED REAL ESTATE
(RENTAL) WITH A FRIEND
WOULD HAVE KNOWLEDGE ABOUT BUDGETS.
BOOKKEEPING, LAWS.

The Town of Millis is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status. The Town of Millis is committed to compliance with all fair employment practices regarding citizenship and immigration status.

25-145

Review/Approval of Sewer Application 1280 Main Street

TOWN OF MILLIS



DEPARTMENT OF PUBLIC WORKS

Veterans Memorial Building

900 Main Street

Millis, Massachusetts 02054

July 7, 2025

I would ask that the Select Board vote and approve the following Sewer Extension Permit request.

Location: 1280 Main Street

Units: 96

Bedrooms: 176

Title V (estimated) daily flow: 19,360

All fees for the sewer extension permit will be assessed when final design plans have been completed and submitted for approval.

The daily sewer flow of 19,360 gpd will be added to the Towns permitted sewer capacity workbook.

James F. McKay

Director of Public Works



dan@legacy-ce.com

508-376-8883(o)

508-868-8353(c)

730 Main Street

Suite 2C

Millis, MA 02054

July 2, 2025

Select Board

Town Offices

900 Main Street

Millis, MA 02054

Ref: 1280 Main Street

Proposed LIP Comprehensive Permit Development

Sewer Connection Application

Dear Members of the Board:

I am writing on behalf of the prospective developer of 1280 Main Street to submit the enclosed sewer connection application for the proposed Comprehensive Permit development. The development seeks a connection for up to 96 residential units with a total of up to 176 bedrooms. The sewage discharge from such a facility would be as follows:

- Title V Flow Rate (Maximum Daily Flow): 19,360 gpd
- Average Daily Flow Rate: 9,680 gpd (50% of Title V flow rate)

Do not hesitate to contact me should you have any questions or comments.

With Appreciation,

LEGACY ENGINEERING LLC

Digitally signed by Daniel J.
Merrikin, P.E.

Date: 2025.07.02 10:51:43 -04'00'

Daniel J. Merrikin, P.E.

President

cc: File

Town of Millis
900 Main Street
Millis, MA 02054

Connection
Sewer-Extension-Application

Name of Applicant: SSZ Corporation
Location: 1280 Main Street

Sewer Agreement

The undersigned applicant hereby requests approval of its proposal to construct sewer which shall eventually become a public sewer and herewith submits to the Town for its review, recommendation and approval, the design drawings and specifications of the proposed sewer. The undersigned applicant understands, covenants and agrees that the Board may, in its sole discretion, submit the said design information to its independent professional engineering firm for review and recommendations, and that the undersigned applicant shall be required to pay the full cost of any such engineering review without any surcharges or add-ons by the Town and that the said payment shall be made by the applicant directly to the engineering firm. Fees listed below shall be charged for in-house review of plans and field inspections during construction. The Town shall not approve, disapprove or otherwise act on the said application until said payment has actually been made.

SSZ Corporation
by William Zuppo, Pres.
Applicant

July 2, 2025
Date

Sewer:

TBD L.F. TBD No. # SMH TBD No. # Services TBD

_____ Fee (From the Town's Consulting Engineers; Payable to Engineer)

_____ Fee \$150.00 per 1,000 L.F. of Main (Field inspection and plan review by the
Sewer Department)

Notes:

1. Engineering plans to be provided at a later date for review by the Town's consultant.
2. Filing fees to be paid at the time engineering plans are provided.
3. Request is for a connection with 176 bedrooms and a Title V flow rate of 19,360 gpd.

25-146

Review/Approval of End of Year Transfers

Updated through 7/09/2025

Uses (Deficits)		Use	Notes	
Town Meeting Voted Line	To			
1000 General Government	\$ 20,000.00		Sick time buyback, retiree vacation payouts, mid-year promotions / hours increases, add'l hours for office coverage due to vacancy / transition support (BOH, Finance, Clerk), increase in retainer for legal fees, unexpected town building maintenance	
1100 Finance Committee	\$ 2,700.00		Increased cost for printing expenses	
2000 Public Safety	\$ 128,000.00		Fire wages	
4001 Snow & Ice	\$ 58,749.77		Snow and Ice deficit	
6000 Culture & Recreation	\$ 9,200.00		Increased costs for recreation programming supplies & expenses	
8000 Cherry Sheet Charges	\$ 1,800.00		Cherry Sheet Charges - assessments for school choice & charter school tuition came in a little higher than budgeted	

Sources (Surplus)		Source	Notes	
Town Meeting Voted Line	(From)			
1400 Employee Benefits	\$ 220,449.77		Budgeted amounts not fully expended	
Total	\$ 220,449.77	\$ 220,449.77		
		\$ -		

Select Board

Finance Committee

FY2025 Ending Balances

VOTE

	FY2025 Deficit	Amount
Line 1	General Government	\$20,000.00
Line 1 m	Finance Committee	\$2,700.00
Line 2	Public Safety	\$128,000.00
Line 5 d	Snow and Ice Deficit	\$58,749.77
Line 7	Culture & Rec	\$9,200.00
	Cherry Sheet Assessments	\$1,800.00
	Total Deficits to cover	\$220,449.77

	Funding Source	Amount
	Employee Benefits	\$220,449.77
	Total Deficits to cover	\$220,449.77

FY2025 Ending Balances

SUPPORT FOR VOTE

FY2025 Deficit	Amount
TOWN ADMIN WIGES	\$22,826.56
TOWN ADMIN EXP	\$4,600.00
FINANCE DEPT. WAGES	\$22,767.59
FINANCE DEPT. EXP	\$10,000.00
TREASURER/COLLECTOR	\$5,690.16
LEGAL EXP	\$17,500.00
INFORMATION TECH WAGES	\$10,192.95
TOWN CLERK OT	\$13,346.55
TOWN BLDG EXP	\$8,500.00
Subtotal General Government	\$115,423.81
FINANCE COMMITTEE EXP	\$2,700.00
Subtotal Finance Committee	\$2,700.00
DISPATCH WAGES	\$8,662.84
FIRE SHIFT WAGES	\$149,315.46
POLICE EXPENSE	\$26,056.96
Subtotal Public Safety	\$184,035.26
DPW Wages	\$1,403.71
Subtotal Highway	\$1,403.71
BOH WAGES	\$14,210.29
	\$0.00
Subtotal Healthy/Human Services	\$14,210.29
RECREATION EXP	\$28,200.00
Subtotal Culture & Rec	\$28,200.00
CHERRY SHEET	\$1,800.00
Subtotal CHERRY SHEET ASSESSME	\$1,800.00
SNOW/ICE WAGES	\$31,813.18
SNOW/ICE EXP	\$26,936.59
Subtotal Snow/Ice	\$58,749.77
Total Deficits to Cover	\$343,173.07

Funding Source	Amount
ASSESSOR WAGES	4,436.01
ASSESSOR EXP	12,000.00
ELECTION WAGES	26,487.80
ELECTION EXP	11,500.00
INFORMATION TECH EXP	39,000.00
PLANNING BOARD EXP	2,000.00
Subtotal General Government	(\$20,000.00)
	(\$20,000.00)
Subtotal Finance Committee	(\$2,700.00)
DISPATCH EXP	4,000.00
POLICE WAGES	\$24,635.26
BUILDING WAGES	\$8,800.00
EMERGENCY MGMT EXP	2,500.00
FIRE EXP	\$10,200.00
ACO EXP	\$5,900.00
Subtotal Public Safety	(\$128,000.00)
TRANSFER STATION WAGES	7,000.00
STREET LIGHTING	0.00
Subtotal Highway	\$7,000.00
BOH EXP	\$3,000.00
VERTERANS BENEFITS	\$13,000.00
Subtotal Healthy/Human Services	\$1,789.71
LIBRARY EXP	\$10,000.00
LIBRARY WAGES	\$8,300.00
RECREATION WAGES	\$700.00
Subtotal Culture & Rec	(\$9,200.00)
Subtotal CHERRY SHEET ASSESSMENT	(\$1,800.00)
Subtotal Snow/Ice	(\$58,749.77)
EMPLOYEE BENEFITS	\$257,880.10
Subtotal Employee Benefits	\$257,880.10
Available funds	451,339.17

(\$220,449.77) To fund

25-147

Review/Approval of One-Day Entertainment License