

SELECT BOARD
MEETING MINUTES
Monday, January 12, 2026
Room 229 Veteran's Memorial Building

I. CALL TO ORDER

Chair Underhill called the meeting to order at 7:00 pm

The following were present, Chair Erin Underhill, Vice Chair Craig Schultze, Clerk Ellen Rosenfeld, Town Administrator Mike Guzinski and IT Director Jim Donovan.

II. ANNOUNCEMENTS

- MA Clean Water Trust Loan Forgiveness

Town Administrator Mike Gusinski talked about the MA Clean Water Forgiveness Upgrade for PFAS upgrades. We have been notified that we are receiving, for the Village Street Water Treatment Plant (WTP), a loan forgiveness for a portion of its loan with the Massachusetts Clean Water Trust. Our loan will qualify for a subsidy in the amount of \$296,567 equal to 8% of the original project loan that we do not have to pay back.

- Millis Library Trustees Event – A Novel Occasion

Sel. Underhill announced that the Millis Library Trustees are holding an event that is called “A Novel Occasion” on Saturday, January 31st from noon until 2:30. It is a virtual event with multiple authors to speak with.

III. SCHEDULED APPOINTMENTS/HEARINGS

26-001 Municipal Moment - Housing Production Plan

Town Planner Bob Weiss informed the Committee about the housing production plan update from Community One Stop. This update gives the Town's staff a greater understanding of the Millis housing needs and services that the residents need. This helps with our need to achieve the goals for the Town. It also gives a jump to the head of the line for grants and other services that the State has for us. It will require us to have an ADHOC committee. ADHOC oversees the planning process. The committee will include the Town Administrator or Assistant Town Administrator, a Select Board member, a Planning Board member and two of three staff members. Mr. Weiss has already sent out emails to several people he thinks would join the Board. The old Master Plan is twenty-six years old and needs updating.

26-002 Discussion with Metrowest Regional Transit Authority

Ann Marie Gagnon, Director of the Council on Aging, Bob Weiss, Energy Director and Jim Nee, Administrator of Metrowest Regional Transit Authority (MRTW) spoke of what they can provide for the Millis Community. There are different services, but Jim thinks the Dial A Ride is the best program for Millis. It works like Uber or Lyft service. You arrange a ride 48 hours in advance and they can provide services to sixteen surrounding communities. They are usually Monday through Friday from 6:30 am until 6:30 pm. People over 65 as well as under 65 with qualifying disabilities. Reservations can be made for weekends to go to medical appointments in Worcester or Boston It would be a supplemental service that works best with the services that The Council on Aging provides. Since we are an adjacent community to the Commuter Rail in Norfolk, we must pay the MBTA fee. Sel. Rosenfeld asked why we haven't been using these services if we have been paying for them. Sel. Underhill that they are all in agreement and look forward to seeing more at a further Board meeting.

26-003 Approval of Massachusetts School Building Authority (MSBA) Project scope and Budget Agreement (PSBA)

Three major items in the process as far as moving ahead with the Mass School Building Authority. Jeff D'Amico from The Vertex Company, LLC. And Rich Nichols from the School Board Building Committee joined the Board to discuss Amendment #1 and 2 for the Milli/High School Project. Jeff explained that it works like a purchase and sale agreement. It locks in the percentage rate, the amount given back to Millis, the terms, schedule and total scope of overall project. With the successful vote at Town Meeting. We can sign the deal and move forward. The second agreement is, which will come approximately 30 days after the signing of the 1st agreement, to release the funds.

Sel. Schultze moved that the Board vote to approve the MSBA project scope and budget agreement for the Millis Middle/High School project and to authorize the Town Administrator to sign the agreement on behalf of the Select Board. Sel. Rosenfeld seconded. Sel. Underhill polled the Board. Rosenfeld – yay, Schultze- yay, Underhill- yay. The motion passed unanimously.

26-004 Approval of Owner's Project Manager Contract Amendment #1 for Millis Middle/High School Project – The Vertex Companies, LLC.

Jeff D'Amico explained to the Board that we approve the Owner's Project Manager's contract. Second, is the designer's and all their subconsultant contracts. These contracts represent the balance of the work, from design to development. Rich Nichols, from the School Building Committee, said the committee had approved these.

Sel. Schultze moved that the Board vote to approve the owners' project management contract, Amendment Number 1 for the Millis Middle/High School Project with Vertex Company Inc. LLC for the amount, not to exceed, 3,296,392 for a total contract

authorization of \$3,711,318 and to authorize the Town Administrator to sign the agreement on behalf of the Select Board. Sel. Rosenfeld seconded. Sel. Underhill polled the Board. Rosenfeld – yay, Schultze- yay, Underhill- yay. The motion passed unanimously.

26-2005 Approval of the Contract amendment #2 for Millis Middle/High School Project – Tappe Architects

This agreement is for the architects. It includes all the base services. designer and all the sub consultants. The Contracts represent the balance of the work. From design development through a year of design permitting and then the 30 months of design and construction phases for about three years.

Sel. Schultze moved that the Board vote to approve the design service contract amendment #2 for the Millis Middle/High School Project with TAPPE Architects, Inc. Vertex Corporation, Inc. LLC. for an amount not to exceed 9,065 for a total contract authorization of 9,789,310 and to authorize the Town Administrator to sign the agreement on behalf of the Select Board. Sel. Rosenfeld seconded. Sel. Underhill polled the Board. Rosenfeld – yay, Schultze- yay, Underhill- yay. The motion passed unanimously.

26-006 Discuss Use of 64 Exchange Street Building as Local Food Pantry

The director of the Food Pantry, Elizabeth Derwin, had contacted Sel. Rosenfeld months ago about possible moving the Food Pantry from the Church of Christ's basement to the newly renovated Train Station. The Church of Christ has a difficult stairway for seniors to navigate. Sel. Rosenfeld thought it would be a great fit for the Food Pantry to be housed on the first floor of the Train Station.

Sel. Schultze moved that the Board vote to enter into a discussion with the Millis Ecumenical Food Pantry for a license agreement for them to utilize the first floor of the Lansing Millis Building as a food pantry. Sel. Rosenfeld seconded. Sel. Underhill polled the Board. Sel. Schultze – yay, Sel. Rosenfeld- yay, Sel. Underhill- yay. The motion passed unanimously.

IV. Open Session Items

26-007 Review/Approval of Contract for Tree Services Stumpy's Tree Service

Town Administrator Guzinski spoke of the MAPC Award to Stumpy's which allows us to contract them directly. He is requesting the Board approve the contract with Stumpy's in the amount not to exceed \$100,000 and to authorize the Town Administrator to sign the contract on behalf of the Select Board.

Sel. Schultze moved that the Board vote to approve a contract with Stumpy's Tree Company in the amount, not to exceed, #100,000 and to authorize the Town Administrator to sign the contract on behalf of the Select Board. Sel. Rosenfeld seconded. Sel. Underhill polled the Board. Sel. Schultze- yay, Sel. Rosenfeld – yay, Sel Underhill- yay. The motion passed unanimously.

26-008 Approval of Millis Beautification Day Event

Sel. Underhill spoke of the Millis Lion's yearly Beautification Day. It will be held on Saturday, April 11th, 2026, from 9 am until noon. You can register to volunteer with scouts, school groups and people who want to do something for the town. Rain or Shine.

Sel. Schultze moved to approve the Millis Beautification Day on April 11 from 9 am until noon. Sel. Rosenfeld seconded. Sel Underhill polled the Board. Sel. Schultze – yay, Sel. Rosenfeld- yay, Sel. Underhill – yay. The motion carried unanimously.

26-009 Select Board Liaison Update

The Board members did not attend any other meetings.

26-010 Review/Approval of DRAFT Minutes

Approval of the DRAFT Minutes from December 15, 2025

Sel. Schultze moved that the Board vote to approve the minutes of December 15, 2025. Sel. Rosenfeld seconded. Sel. Underhill polled the Board. Sel. Schultze- yay, Sel. Rosenfeld – yay, Sel. Underhill – yay. The Motion passed unanimously.

26-011 Review/Approval of Water/Sewer Commitment

Town Administrator Guzinski told the Board of the water/sewer commitment from December 25, 2025, for \$ 7,521.70.

Sel. Schultze recommended the Board to vote to approve the commitment. Sel. Rosenfeld seconded. Sel. Underhill polled the Board. Sel. Schultze – yay, Sel. Rosenfeld – yay, Sel. Underhill- yay. The motion passed unanimously.

V. EXECUTIVE SESSION

To discuss strategy sessions.

Sel. Schultze moved that the Board enter executive session to discuss strategies and preparation for contract negotiations with Union Personnel AFSCME93 and enter back into open session for the sole purpose of adjournment. Sel. Rosenfeld seconded.

Sel. Schultze- yay, Sel. Rosenfeld- yay, Sel. Underhill- yay. The motion carried unanimously.

VI. ADJOURNMENT