

**SELECT BOARD
MEETING MINUTES
Monday, May 19, 2025, 7:00 PM
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

Millis Cultural Council will be hosting their annual art festival on June 14th at the Library from 12-3. There will be a variety of art to view and partake in for all ages.

Assistant Town Administrator Karen Bouret DeMarzo announced the Housing Authority dedication party for the Tri-County students that built a gazebo at no cost for the Housing Authority to enjoy.

Sel. Rosenfeld announced the School Project, recently there was a school building committee meeting, they are in the middle of the schematic design phase. They are currently deciding about the mechanics they will be using in the building.

III. SCHEDULED APPOINTMENTS/HEARINGS

25-104: Vote to Reorganize the Board

Sel. Schultze moved that the Board appoint Erin Underhill as Chair of the Select Board. Sel. Rosenfeld seconded the motion. Sel. Rosenfeld polled the Board, Schultze – yay, Underhill – yay, Rosenfeld – yay. The motion passed unanimously.

Sel. Schultze moved that the Board appoint Craig Schulze as Vice Chair of the Select Board. Sel. Underhill seconded the motion Sel. Underhill polled the Board, Schultze – yay, Underhill – yay, Rosenfeld – yay. The motion passed unanimously.

Sel. Schultze motioned the Board approve Ellen Rosenfeld as Clerk of the Select Board. Sel. Rosenfeld seconded the motion. Sel. Underhill polled the Board, Schultze – yay, Underhill – yay, Rosenfeld – yay. The motion passed unanimously.

24-105: Memorial Day Proclamation

Monday May 26th is Memorial Day, there will be a parade from the Police Station to the Town Hall. Followed by a 10:15 ceremony at the Town Hall and an 11:30 AM ceremony at the Cemetery. People are encouraged to attend; there is also a Veterans breakfast at American Legion Post 208 at 8AM.

Sel. Rosenfeld read the Proclamation.

Sel. Schultze moved that the Board approve and sign the 2025 Memorial Day Proclamation as written. Sel. Rosenfeld seconded the motion. Sel. Underhill polled the Board, Schultze – yay, Underhill – yay, Rosenfeld – yay. The motion passed unanimously.

25-106: Recognition of Jackson Barry's Eagle Scout Rank

Jackson Barry, a resident of Millis, has reached the highest rank of Boy Scouts of America. Through this journey he had to complete a project, and his project involved clearing a trail as well as an information kiosk located at Richardsons Pond here in Town.

He has done a wonderful job with this project, and the board wanted to acknowledge all his accomplishments. Jackson took a moment to thank both the DPW and Conservation Commission for their help with this project, something that certainly will not go unnoticed in town.

25-107: Presentation of Lansing Millis Award

The Lansing Millis Legacy Award is presented each May to acknowledge and celebrate the volunteer contributions of our senior citizens. This year's recipients are Chris and Jim McCaffery.

Chris served 26 years as an election warden; election wardens are the primary means by which citizens influence the course of government. She ensured every election was run smoothly and organized being well-planned out. A wonderful testament to our democratic process. She also sat on the Council on Aging Board for 6 years, she worked tirelessly during the COVID pandemic days ensuring the needs of the senior population was heard and met.

Jim served as a Select Board member for 12 years and spent 12 years as the Town Moderator. In both positions he acted as a reasonable, seasoned, leader. One of his terms fell during the covid years, where he guided the town remotely, with confidence, despite many uncertainties. Jim currently serves on the Permanent Building Committee, School Building Committee and Capital Planning Committee, enhancing his love for this town.

After a lifetime of giving back to the town, Millis is both grateful and honored to award Chris and Jim McCaffery with the 2025 Lansing Millis Legacy Award.

Sel Schultze moved that the Board present the 2025 Lansing Millis Legacy Award to Chris and Jim McCaffery to acknowledge their exemplary volunteer services to The Town. Sel Rosenfeld seconded the motion. Sel. Underhill polled the Board, Schultze – yay, Underhill – yay, Rosenfeld – yay. The motion passed unanimously.

25-108: BAN Renewal for the Middle/High Feasibility study and PFAS Well 3 Project

Treasurer/Collector Jenn Scannell spoke on behalf of the Bond Anticipation Notes, with an amount of \$1,062,485 for the renewal new note for the Middle/High Feasibility Study and to pay capital expenditures related to the PFAS Plant to address excessive levels of PFAS identified in Well #3.

Sel Schultze motioned the board adopt the vote as prepared by Troutman Pepper Locke, bond counsel to the Town, in connection with the sale of the Town's May 2025 bond anticipation notes. Sel Rosenfeld seconded the motion. Sel. Underhill polled the Board, Schultze – yay, Underhill – yay, Rosenfeld – yay. The motion passed unanimously.

25-109: Appointments

- *Firefighter/EMT*

Sel Schultze motioned the board ratify the Town Administrators appointment of Ryan Deasy as full-time firefighter/paramedic. Sel Rosenfeld seconded the motion. Sel. Underhill polled the Board, Schultze – yay, Underhill – yay, Rosenfeld – yay. The motion passed unanimously.

- *Promotion to Fire Lieutenant*

Sel Schultze motioned the board ratify the Town Administrators appointment of Brian Polimeno as full-time Fire Lieutenant. Sel Rosenfeld seconded the motion. Sel. Underhill polled the Board, Schultze – yay, Underhill – yay, Rosenfeld – yay. The motion passed unanimously.

- *Deputy Electrical Inspector*

Sel Schultze motioned the board ratify the Town Administrators appointment of Greg Kehlhem as Deputy Electrical Inspector pending a successful CORI and physical. Sel Rosenfeld seconded the motion. Sel. Underhill polled the Board, Schultze – yay, Underhill – yay, Rosenfeld – yay. The motion passed unanimously.

- *Summer/Seasonal DPW Workers*

Sel Schultze motioned the board ratify the Town Administrators appointment of Joseph Barisano, Jayden Montero, Peter Alachi, Brayden Ryan and Tyler Shepard as DPW Seasonal Summer Workers. Sel Rosenfeld seconded the motion. Sel. Underhill polled the Board, Schultze – yay, Underhill – yay, Rosenfeld – yay. The motion passed unanimously.

- *Economic Development Member*

Sel Schultze motioned the board appoint Shannon Haas as a member of the Economic Development Committee. Sel Rosenfeld seconded the motion. Sel. Underhill polled the Board, Schultze – yay, Underhill – yay, Rosenfeld – yay. The motion passed unanimously.

IV. OPEN SESSION ITEMS

25-110: Approval of Contract for Fire ATV

Sel. Schultze motioned the Board approve the contact with Polaris Sales, Inc. for the purchase of a Ranger Crew XP-1000 Premium with Qtac Fire and Rescue Skid for an amount not to exceed \$51,621.00. Sel Rosenfeld seconded the motion. Sel. Underhill polled the Board, Schultze – yay, Underhill – yay, Rosenfeld – yay. The motion passed unanimously.

25-111: Municipal Moment: Tell Me About the Transfer Station

DPW Director Jim McKay spoke about the transfer station and encouraged residents to use this resource to dispose of old mattresses, box springs, light bulbs, appliances and more. He makes a note that they DO NOT accept appliances with Freon. He also mentions that there are new hours. Allowing residents to access the transfer station two days a week during summer hours.

He mentions the importance of the transfer station in a political aspect too; it is a great place to meet voters and hear concerns that they may have.

Hazardous waste can be disposed of; there is information through the board of health and every weekend from May to September you can bring waste to Norfolk. There is more information on the website.

The Board and Jim also took a moment to talk about the feral cats that live down there, stating that they are well feed, taken care of and are essentially working animals to keep pests away. They ask that people do not feed or try to approach these animals, they are well maintained by the Animal Control Officers.

25-112: Vote to Approve/Award Contracts

- *Road Paving*

Sel. Schultze motioned that the Board approve and authorize the town administrator to sign year contracts bid through the Metropolitan Area Planning Council (MAPC) for Roadway management with J.H. Lynch & Sons, Inc. for an amount not to exceed \$700,000 through December 31, 2025. Sel Rosenfeld seconded the motion. Sel. Underhill polled the Board, Schultze – yay, Underhill – yay, Rosenfeld – yay. The motion passed unanimously.

Mr. McKay speaks about the upcoming paving of 109, and that it will begin on May 27, the paving will go from the Medway Town Line all the way to tractor supply, and then pick up again by Hammond Lane, continuing all the way to the police station. The final stretch will be at Milliston Road and go all the way to the Medfield Town Line. This project is estimated at \$1.87 million dollars, which will be funded by the state including the details.

Sel. Schultze motioned the Board approve the list for the FY26 paving as presented. Sel Rosenfeld seconded the motion. Sel. Underhill polled the Board, Schultze – yay, Underhill – yay, Rosenfeld – yay. The motion passed unanimously.

- *Pavement Marking/Crack Sealing/Tree Services/Catch Basin Cleaning*

Sel. Schultze motioned the Board approve and authorize the Town Administrator to sign the yearly contract bid for the MAPC as follows and detailed in the packet, crack sealcoating not to exceed \$30,000, pavement markings not to exceed \$30,000, Tree services not to exceed \$25,000 and Catch Basin cleaning not to exceed \$48,160. Sel. Rosenfeld seconded the motion. Sel. Underhill polled the Board, Schultze – yay, Underhill – yay, Rosenfeld – yay. The motion passed unanimously.

- *Printers/Copiers/Phones*

Jim Donovan, IT Director, speaks about more contracts for new phone systems, something that will come out of his budget. He also mentions new printers and copiers, something that the school has taken the lead on, while Jim will focus on the phone systems. These new phones will be lower costs, but more accessible as they are zoom phones.

Sel. Schultze motioned the Board approve and authorize the Town Administrator to sign a three-year contract with SHI for the Zoom phones not to exceed \$48,382.98, also approve and authorize the Town Administrator to sign an agreement for Managed Print Services not to exceed \$34.88 per month for a total of 36 months. He further moves that the Board authorize the Town Administrator sign an agreement for Multifunctional Printers through Sharp Electronics. Not to exceed \$988.89 for a monthly lease for 36 months. Sel. Rosenfeld seconded the motion. Sel. Underhill polled the Board, Schultze – yay, Underhill – yay, Rosenfeld – yay. The motion passed unanimously.

25-113: Approve Contract- Animal Control Truck

Sel. Schultze motioned the Board approve the purchase and sales agreement for a 2025 Ford F-150 Police Responder for use by Animal Control for an amount not to exceed \$72,283. Sel. Rosenfeld seconded the motion. Sel. Underhill polled the Board, Schultze – yay, Underhill – yay, Rosenfeld – yay. The motion passed unanimously.

25-114: Consider Host Community Agreement Waiver Request- CommCan, Inc.

Sel. Rosenfeld recused herself.

Sel. Schultze motioned the Board approve the Host Community agreement waiver form for CommCan, Inc. as written. Sel. Underhill polled the Board, Schultze – yay, Underhill – yay, Rosenfeld – Recused. The motion passed unanimously.

25-115: Review/Approve of One-Day all Alcohol License- Boggestowe Fish & Game Club

Sel. Schultze motioned the Board approve a One Day All Alcohol license application for Nathan Maltinsky for a Turkey Shoot Fundraiser to be held on May 31, 2025, from 3:30PM-7:00PM. Sel. Rosenfeld seconded the motion. Sel. Underhill polled the Board, Schultze – yay, Underhill – yay, Rosenfeld – yay. The motion passed unanimously.

25-116: Board/Committee Liasion Updates

Sel. Underhill attended the cemetery committee where they discussed the installment of a new staircase by section g of the cemetery.

Sel. Schultze did not attend any meeting.

Sel. Rosenfeld did not attend meetings.

25-117: Review/Approval of Water/Sewer Commitment

Not needed

25-118: Review/Approval of DRAFT minutes

Sel. Schultze motioned the Board approve the DRAFT meeting minutes for 4/8/25, 4/7/25 and 5/5/25 as written. Sel Rosenfeld seconded the motion. Sel. Underhill polled the Board, Schultze – yay, Underhill – yay, Rosenfeld – yay. The motion passed unanimously.

V. EXECUTIVE SESSION/ADJOURNMENT

Sel. Schultze motioned the Board enter executive session for the following reasons: To discuss the deployment of security devices. (Police) To discuss strategy with respect to collective bargaining if an open meeting may have a detrimental effect on the government’s bargaining position (SEIU), only emerging to adjourn. Sel Rosenfeld seconded the motion. Sel. Underhill polled the Board, Schultze – yay, Underhill – yay, Rosenfeld – yay. The motion passed unanimously.

Respectfully Submitted by Victoria Schindler