

**SELECT BOARD  
MEETING MINUTES  
Monday, October 20, 2025  
Room 229 Veterans Memorial Building**

**I. CALL TO ORDER**

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

The following people were present Chair Erin Underhill, Vice Chair Craig Schultze, Clerk Ellen Rosenfeld, Town Administrator Michael Guzinski, and Municipal HR Generalist Victoria Schindler.

**II. ANNOUNCEMENTS**

A Touch-A-Truck Halloween Party will be held on Saturday October 25, 2025, from 1PM-3PM at the Veterans Memorial Building. Admission is one Unopened bag of Halloween candy.

The Millis Lions Holiday Bazaar will be held on Saturday October 25, 2025, from 10AM-2PM at Millis High School. 50+ crafters and vendors will be there, come down in costume and trick or treat at all vendor tables.

Walk-In Counseling at Library is available at the Millis Public Library on Tuesdays from 3-5PM.

Town Report Submissions – We are looking for town report submissions for the 2025 Annual Town Report. Please submit your photos, articles, and other content to [townreport@millisma.gov](mailto:townreport@millisma.gov)

**III. SCHEDULED APPOINTMENTS/HEARINGS**

**25-191 Middle/High School Project Update**

The Board discussed the upcoming Town Meeting vote on the Middle/High School Renovation and Addition Project, emphasizing its financial benefits and long-term need. The project has been studied for over two years and unanimously supported by all Town boards. It will separate middle and high school wings, expand science classrooms to meet safety standards, and bring the building up to code.

The Board noted that the Massachusetts School Building Authority (MSBA) will reimburse 55% of project costs (\$68.75M), well above the typical 35–40%, leaving the Town responsible for \$56.25M. This equates to an average household cost of \$918 per year, compared to \$1,217 annually for phased repairs with no state funding.

Town Administrator Mike Guzinski clarified that MSBA funds are secured through a state sales tax program, not federal grants, and that no town has ever failed to receive promised reimbursement when meeting program requirements.

The Board reminded residents that two approvals are required: a two-thirds vote at Town Meeting on November 10 to authorize borrowing, and a simple majority ballot vote on December 8 to approve the tax increase. Seniors eligible for the state “circuit breaker” credit who have lived in town 10+ years may be exempt from the tax increase, pending legislative approval.

**\*OUT OF ORDER\* 25-194 Appointment of Fire Lieutenant, Captain & Full Time Firefighter**

Fire Chief Richard Barrett presented three appointments for board ratification based on promotional exam and assessment center conducted in March and hiring process in July.

**Sel. Schultze moved that the Board ratify the Town Administrators appointment of Brian Polimeno as a Fulltime Captain/EMS Coordinator to the Millis Fire Department. Sel. Rosenfeld seconded the motion. Sel Underhill polled the Board, Rosenfeld – yay, Schultze – yay, Underhill – yay, the motion passed unanimously.**

**Sel. Schultze moved that the Board ratify the Town Administrators appointment of Cam Wenzel as Lieutenant/Paramedic in the Millis Fire Department. Sel. Rosenfeld seconded the motion. Sel Underhill polled the Board, Rosenfeld – yay, Schultze – yay, Underhill – yay, the motion passed unanimously.**

**Sel. Schultze moved that the Board ratify the Town Administrators appointment of Ryan Smith as a full time Firefighter/Paramedic to the Millis Fire Department. Sel. Rosenfeld seconded the motion. Sel Underhill polled the Board, Rosenfeld – yay, Schultze – yay, Underhill – yay, the motion passed unanimously.**

**25-192 Municipal Moment: Lansing Millis Memorial Train Station Project Updates and Future Use Discussion**

Sel. Rosenfeld presented a slideshow highlighting progress on the train station restoration. She reviewed the extensive exterior repairs, including roof, columns, and woodwork restoration, noting that nearly all exterior work is complete with minor repointing remaining. Interior renovations—flooring, lighting, plaster, and paint—are estimated at \$70,000, with a \$100,000 fundraising goal. The \$250,000 exterior project was funded equally by Free Cash and the Community Preservation Committee. Future proposed uses include relocating the food pantry to the first floor and establishing a Millis Historical Museum on the second floor. The Board commended the restoration work and discussed fundraising through the Town website.

**25-193 Presentation of Capital Report for Fall Annual Town Meeting**

Jon Barry presented the Capital Planning Committee’s report, outlining current capital requests and long-term planning. The committee identified four requests for this Town Meeting totaling approximately \$208,000: two high-priority items—a gas meter for the Fire Department and a replacement pickup/dump truck for DPW (\$120,000)—and two medium-priority items—replacement light poles and Planning Board software (\$87,000). Barry noted the committee’s strong support for the school project as the Town’s top priority and reported a 10-year capital plan totaling \$94.6 million across about 100 items.

**Sel. Schultze moved that the Board vote to accept the Capital Planning Committee Report for the Fall Annual Town Meeting as presented. Sel. Rosenfeld seconded the motion. Sel Underhill polled the Board, Rosenfeld – yay, Schultze – yay, Underhill – yay, the motion passed unanimously.**

**25-195 Adoption of Comprehensive Emergency Plan (CEMP)**

The Fire Chief presented the Comprehensive Emergency Plan, developed by the Local Emergency Planning Committee over 18 months. The plan outlines policies, procedures, and responsibilities for all phases of emergency management, mitigation, preparedness, response, and recovery—and aligns with the state-required hazard mitigation plan. Updates include identifying primary and backup responders, revising contact information, and designating information storage locations. The next step following adoption will be testing the plan with MEMA to identify areas for improvement.

**Sel. Schultze made a motion to adopt the Comprehensive Emergency Plan (CEMP) as presented. Sel. Rosenfeld seconded the motion. Sel Underhill polled the Board, Rosenfeld – yay, Schultze – yay, Underhill – yay, the motion passed unanimously.**

**25-196 Presentation and Adoption of Local Hazard Mitigation Plan**

Martin Pillsbury from MAPC presented the updated Local Hazard Mitigation Plan. The plan focuses on pre-disaster strategies to strengthen community resilience and reduce potential damage from natural hazards. It includes 17 high-priority action items and replaces the 2018 plan, which must be renewed every five years to maintain eligibility for FEMA mitigation grants. Martin commended the committee’s work and noted the Town’s progress in implementing prior recommendations.

**Sel. Schultze made a motion to adopt the Local Hazard Mitigation Plan as presented. Sel. Rosenfeld seconded the motion. Sel Underhill polled the Board, Rosenfeld – yay, Schultze – yay, Underhill – yay, the motion passed unanimously.**

**25-197 Presentation and Adoption of Millis Climate Action Plan (CAP)**

Cassidy Yates from Weston and Sampson presented the Millis Climate Action Plan, developed in collaboration with the Energy Committee. The plan includes a greenhouse gas emissions inventory identifying major sources such as buildings

and vehicles and outlines high-priority actions to achieve the Town's net-zero-by-2050 goal. The plan details partners, timelines, next steps, and estimated emissions reductions for each action. The Board recognized the work of the Energy Committee, staff, and Weston and Sampson, noting the plan fulfills requirements of the state's Climate Leaders program and supports the Town's 2050 net-zero commitment.

**Sel. Schultze made a motion to adopt the Millis Climate Action Plan (CAP) as presented. Sel. Rosenfeld seconded the motion. Sel Underhill polled the Board, Rosenfeld – yay, Schultze – yay, Underhill – yay, the motion passed unanimously.**

#### **25-198 Vote to Adopt Millis Municipal Decarbonization Road Map**

Economic Development director/Energy Manager Bob Weiss presented the Municipal Decarbonization Roadmap, which focuses on reducing greenhouse gas emissions from Town-owned buildings, facilities, and vehicles. He noted that, unlike the broader Climate Action Plan, this roadmap addresses municipal operations only. The Energy Committee endorsed the plan at its October 13th meeting, pending minor grammatical edits before submission. Weiss explained that the roadmap fulfills a 2023 Town Meeting resolution and represents one of six steps toward achieving Climate Leader Community designation. He also highlighted that the Climate Leaders program emphasizes decarbonization over energy efficiency and could make the Town eligible for initial grants of up to \$1 million for building decarbonization.

**Sel. Schultze made a motion to adopt the Millis Municipal Decarbonization Road Map as presented. Sel. Rosenfeld seconded the motion. Sel Underhill polled the Board, Rosenfeld – yay, Schultze – yay, Underhill – yay, the motion passed unanimously.**

#### **25-199 Millis Business Improvement District (BID) Blueprint**

Economic Development director/Energy Manager Bob Weiss presented the results of a feasibility study on establishing a business organization in Millis. The Town received \$170,000 Chapter 268 Massachusetts Earmark in 2022 to fund the study, conducted by Aaron Schaefer Land Use Consultants. Over six months, the consultants analyzed local economic conditions, interviewed business owners, property owners, and stakeholders, and collaborated with the Economic Development Committee. The study concluded that a District Management Organization (DMO) would best suit Millis, offering flexibility like a BID while requiring less formal structure. The Economic Development Committee reviewed and endorsed the findings. No vote was required, and the final document will be posted on the Town's Economic Development webpage for public access.

#### **25-200 Vote to Accept/Sign FY25 Green Communities Annual Report**

Economic Development director/Energy Manager Bob Weiss presented the Fiscal Year 2025 Green Communities Annual Report highlighting the Town's ongoing energy conservation progress. Millis has been designated a Green Community since 2015 and has achieved a 14.9% reduction in greenhouse gas emissions from the 2015 baseline, despite significant municipal growth. Weiss credited this success to a decade of coordinated efforts and approximately \$880,000 in grant funding from the Green Communities Division—nearly \$1 million total with utility matching funds—invested in energy efficiency projects across municipal and school buildings. He recognized Town staff, including DPW Director Jim McKay, Fire Chief Rick Barrett, and Millis Public Schools staff John Engler, and Superintendent Bob Mullaney, for their contributions to implementation efforts.

**Sel. Schultze made a motion to adopt and sign the FY25 Green Communities Annual Report. Sel. Rosenfeld seconded the motion. Sel Underhill polled the Board, Rosenfeld – yay, Schultze – yay, Underhill – yay, the motion passed unanimously.**

#### **25-201 Review/Approval of FY26 Infiltration/Inflow (I/I) Contract – GCG**

**Sel. Schultze made a motion to approve a contract with GCG Associates for engineering services for infiltration & inflow investigation in an amount not to exceed \$137,630 and authorize the Town Administrator to sign the contract on the Board's behalf. Sel. Rosenfeld seconded the motion. Sel Underhill polled the Board, Rosenfeld – yay, Schultze – yay, Underhill – yay, the motion passed unanimously.**

**25-202 Review/Approval FY26 Annual Snow and Ice Expenditures – Snow Contractor Rates and Eastern Minerals**

Sel. Schultze made a motion for the Board to approve the snow contractor rates for FY26 as presented in the packet. Sel. Rosenfeld seconded the motion. Sel Underhill polled the Board, Rosenfeld – yay, Schultze – yay, Underhill – yay, the motion passed unanimously.

Sel. Schultze made a motion for the Board to approve a contract with Eastern Minerals, INC for rock salt at \$63/ton, Solar salt at \$83/Ton and treated salt at \$83/ton and authorize the Town Administrator. Sel. Rosenfeld seconded the motion. Sel Underhill polled the Board, Rosenfeld – yay, Schultze – yay, Underhill – yay, the motion passed unanimously.

**IV. OPEN SESION ITEMS**

**25-203 Vote to Call Special Election 12/08/25/Vote to Approve Ballot Question**

Sel. Schultze made a motion that the Board vote to call a Special Town Election on December 8, 2025, from 7:00am to 8:00pm Sel. Rosenfeld seconded the motion. Sel Underhill polled the Board, Rosenfeld – yay, Schultze – yay, Underhill – yay, the motion passed unanimously.

Sel. Schultze made a motion that the Board vote to insert Question 1 on the ballot of the special town election of December 8, 2025, as follows: Question 1."Shall the Town of Millis be allowed to exempt from the provisions of Proposition two-and-one-half, so called, the amounts required to pay for the bonds issued in order to design, construct and furnish an addition and renovation to the Millis Middle/High School, located at 245 Plain Street, (scope of project includes the construction of a new academic wing and renovation of the existing academic spaces and common spaces), inclusive of all building, mechanical systems, along with associated site work improvements, and including the payment of all costs incidental or related thereto?" Sel. Rosenfeld seconded the motion. Sel Underhill polled the Board, Rosenfeld – yay, Schultze – yay, Underhill – yay, the motion passed unanimously.

**25-204 Vote to Open 11/10/25 FATM Warrant**

Sel. Schultze made a motion that the Board vote to open the Fall Annual Town Meeting Warrant. Sel. Rosenfeld seconded the motion. Sel Underhill polled the Board, Rosenfeld – yay, Schultze – yay, Underhill – yay, the motion passed unanimously.

**25-205 Review and Vote to Add/Delete Articles on FATM Warrant**

Town Administrator Mike Guzinski reported that the warrant had been reviewed by Town Counsel, with Article 6 additionally reviewed by Bond Counsel and MSBA Counsel. He recommended three minor revisions: swapping the order of Articles 3 (Sale of Parcel) and 11 (Commercial Gas-Powered Leaf Blower Noise), removing the phrase "or high school student working as self-employed sole proprietor" from new Article 3, Section 51 based on Finance Committee feedback, and accepting Bond Counsel's minor wording amendments to Article 6.

Sel. Schultze made a motion that the Board vote to make the following changes to the Fall Annual Town Meeting Warrant: Change the order of articles by swapping Article 3 {Sale of Parcel} with Article 11 (Commercial Gas-Powered Leaf Blower noise), Remove the following language from Article 3: *"or a high school student working as a self-employed sole proprietor."*, Change Article 6 by making the changes as recommended by Bond Counsel and counsel for the MSBA. Sel. Rosenfeld seconded the motion. Sel Underhill polled the Board, Rosenfeld – yay, Schultze – yay, Underhill – yay, the motion passed unanimously.

**25-206 Vote to Close, Approve, and Sign 11/10/15 FATM**

Sel. Schultze made a motion that the Board vote to close, approve, and sign the Fall Annual Town Meeting Warrant as amended. Sel. Rosenfeld seconded the motion. Sel Underhill polled the Board, Rosenfeld – yay, Schultze – yay, Underhill – yay, the motion passed unanimously.

#### **25-207 Review/Approve Community Impact Agreement**

Sel. Schultze made a motion I move that the Board vote to approve a contract with Community Impact, Inc. to provide a variety of social services for the Town of Millis, for an amount not to exceed \$35,000. Sel. Rosenfeld seconded the motion. Sel Underhill polled the Board, Rosenfeld – yay, Schultze – yay, Underhill – yay, the motion passed unanimously.

#### **25-208 Vote to Ratify**

- **MOA – MCOP Local 171**

Sel. Schultze made a motion that the Board vote to ratify a Memorandum of Agreement with MassCop Local 171 as presented. Sel. Rosenfeld seconded the motion. Sel Underhill polled the Board, Rosenfeld – yay, Schultze – yay, Underhill – yay, the motion passed unanimously.

- **AFSCME Council 93 Contract**

Sel. Schultze made a motion that the Board vote to ratify the consolidated collective bargaining agreement with AFSCME Council 93 as presented. Sel. Rosenfeld seconded the motion. Sel Underhill polled the Board, Rosenfeld – yay, Schultze – yay, Underhill – yay, the motion passed unanimously.

#### **25-209 Reassignment of Select Board Liaisons and Updates**

Sel. Schultze moved that the Board vote to reassign the following Select Board liaisons as follows: Sel. Rosenfeld takes the Economic Development Committee and Sel. Schultze takes School Building Committee. Sel. Rosenfeld seconded the motion. Sel Underhill polled the Board, Rosenfeld – yay, Schultze – yay, Underhill – yay, the motion passed unanimously.

Sel. Underhill attended the Cemetery committee where they reviewed an extremely old map and talked about getting it framed and they are going to look at different post to differentiate the “baby” section to section G.

Schultze went to the Capital Planning Committee where they finalized the Fall Annual Town Meeting report that was presented tonight.

Sel. Rosenfeld attended the Energy Committee and went to the Charles River Pollution Control District meeting.

#### **25-210 Water/Sewer Commitment – September 2025**

Sel. Schultze made a motion that the Board vote to approve the Water/Sewer Department Commitment to the Collector for the Month of September in the amount of \$8,794.35. Sel. Rosenfeld seconded the motion. Sel Underhill polled the Board, Rosenfeld – yay, Schultze – yay, Underhill – yay, the motion passed unanimously.

#### **V. 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 non-union personnel (Fire Chief) 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 Victoria Schindler