

**SELECT BOARD
MEETING MINUTES
Monday, February 10, 2025
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.

II. ANNOUNCEMENTS

Sel. Rosenfeld announced Jame Coakley has died, he was a plumbing inspector for the Town and in Medway, he was a well-known and beloved member of the community. Services will be held in Medway on 2/20.

Sel. Rosenfeld stated she received the percentages of how many students from Tri-County go to a competitive 4-year college vs two-year community college. 40% go to 4-year schools and 10% go to two-year community colleges, and 45% go into the trades.

Elizabeth Derwin a member of the Council on Aging announced it is time for nominations for the Lansing Millis Legacy Award, which is awarded to a senior citizen who is recognized for their outstanding commitment and volunteering to the senior community in Millis. Nomination papers are located in the COA, Library, and on the Website.

Riley Sullivan, a Senior at Millis high School is requesting to put a donation box outside of the Recreation department to collect donation for her senior project which is to make comfort care kits to bring to emergency rooms for kids.

Sel. Underhill made a motion for the Board to approve placement of donation box outside of the Recreation department for her senior project of comfort care kits. Sel. Schultze seconded the motion. Sel. Rosenfeld polled the Board, Schultze – yay, Underhill – yay, Rosenfeld – yay. The motion passed unanimously.

III. SCHEDULED APPOINTMENTS/HEARINGS

25-021 Vote to Open Spring Annual Town Meeting Warrant

Sel. Underhill made a motion to open the Spring Town Meeting Warrant. Sel. Schultze seconded the motion. Sel. Rosenfeld polled the Board, Schultze – yay, Underhill – yay, Rosenfeld – yay. The motion passed unanimously.

25-022 Appointments

- *Police Sergeant*

Sel. Underhill made a motion to ratify the Town Administrators appointment of Zachary Forsythe as Police Sergeant for the Millis Police Department. Sel. Schultze seconded the motion. Sel. Rosenfeld polled the Board, Schultze – yay, Underhill – yay, Rosenfeld – yay. The motion passed unanimously.

- *Chief Electrical Inspector*

Sel. Underhill made a motion to ratify the Town Administrators appointment of Jennifer Sweet as the Chief Electrical Inspector for a term ending June 30, 2025. Sel. Schultze seconded the motion. Sel. Rosenfeld polled the Board, Schultze – yay, Underhill – yay, Rosenfeld – yay. The motion passed unanimously.

- *Cable Advisory Committee Rep*

Sel. Underhill made a motion to appoint Shayna Canestrari as the School Committee representative to the Cable Advisory Committee. Sel. Schultze seconded the motion. Sel. Rosenfeld polled the Board, Schultze – yay, Underhill – yay, Rosenfeld – yay. The motion passed unanimously.

25-023 Vote to Award Bid for Permitting & Zoning Guidebook/Business Improvement District Blueprint Project

Nicole Riley, Chair of the Economic Development Committee gave a brief update on the Permitting & Zoning Guidebook/Business Improvement District Blueprint Project. The Town was awarded an earmark of \$170K to create a Business Improvement District, the committee also wanted to include a permitting and zoning guidebook in this earmark. The state approved but it has to remain connected to the Business Improvement District. The contract will be awarded at their next meeting, but it is not completed yet. The Board decided to award the bid.

Sel. Underhill made a motion to award Bid for Permitting & Zoning Guidebook/Business Improvement District Blueprint Project to Erin Schaffer Land use Consulting not to exceed \$100,000. Sel. Schultze seconded the motion. Sel. Rosenfeld polled the Board, Schultze – yay, Underhill – yay, Rosenfeld – yay. The motion passed unanimously.

25-024 Discuss and Vote Upon Human Resources Study Recommendations

Mary Aicardi from the Collins Center gave a presentation of the HR study recommendations. She stated the Town's current HR functions are getting by because of dedicated employees who wear many hats. The Town does not have one full-time position dedicated to HR. The recommendations include divorcing the Assistant Town Administrator and Human Resources Manager roles. Create a full-time Human Resources Director and keep a full-time Assistant Town Administrator. The HR Director position would be in charge of all Town departments including the School. The next recommendation is creating a new full-time position of HR generalist at the School and changing the Benefits Coordinator role to HR generalist so there would be one for the Town and one for the School. They recommend creating a part-time administrative position for the Select Board/Town administrator. Another recommendation is changing the title and role of the Director of School Finance and Human Resources to Director of School Finance and Operations. They recommend moving the school Payroll specialist into the Finance office at Town Hall. For the full report and list of recommendations please visit

https://www.millisma.gov/sites/g/files/vyhli901/f/uploads/millis_final_hr_study_collins_center12-31-24.pdf. The Board questioned if the school was in support of these changes. Superintendent Bob Mullaney and Town Administrator Mike Guzinski explained yes this is the direction they would like to move but the details need to be worked out. The

Sel. Underhill made a motion to accept the report Human Resources review and move forward to reaching the recommendations outlined in the report. Sel. Schultze seconded the motion. Sel. Rosenfeld polled the Board, Schultze – yay, Underhill – yay, Rosenfeld – yay. The motion passed unanimously.

IV. OPEN SESSION ITEMS

25-025 A Municipal Moment – Role of Select Board

Sel. Schultze reviewed what the role of the Select Board is. They are the executive branch of the municipal government. They set policy and strategic direction. They make appointments, ratify all Town Administrator appointments, and they overall set policy that guides the direction of how they feel the Town should be going. If you have an idea of what you would like to hear about at the next municipal moment, please email your idea to erosenfeld@millisma.gov.

25-026 Review/Approval of Emergency Call-back Policy for Building Inspectors

Sel. Underhill made a motion to approve the Emergency Call-back Policy for Municipal Building Inspectors as presented in the packet with an effective date of January 1st, 2025. Sel. Schultze seconded the motion. Sel. Rosenfeld polled the Board, Schultze – yay, Underhill – yay, Rosenfeld – yay. The motion passed unanimously.

25-027 Establish Policy to Waive Inspection Fees for Town Building & School Projects

Sel. Underhill made a motion to approve the policy to waive certain inspection fees under the jurisdiction of the Select Board as written in the agenda packet. Sel. Schultze seconded the motion. Sel. Rosenfeld polled the Board, Schultze – yay, Underhill – yay, Rosenfeld – yay. The motion passed unanimously.

25-028 Appointment of Special Counsel for Verizon Fios Cable License Negotiations

Sel. Underhill made a motion to appoint William Solomon as special counsel for the purpose of negotiating a cable license agreement with Verizon FiOS the term of the appoint will be upon completion of the negotiations. Sel. Schultze seconded the motion. Sel. Rosenfeld polled the Board, Schultze – yay, Underhill – yay, Rosenfeld – yay. The motion passed unanimously.

Sel. Underhill made a motion to approve the legal services agreement with William Solomon as written in the agenda packet. Sel. Schultze seconded the motion. Sel. Rosenfeld polled the Board, Schultze – yay, Underhill – yay, Rosenfeld – yay. The motion passed unanimously.

25-029 Approval of Millis Beautification Day

Sel. Underhill made a motion to approve Millis Beautification Day. Sel. Schultze seconded the motion. Sel. Rosenfeld polled the Board, Schultze – yay, Underhill – yay, Rosenfeld – yay. The motion passed unanimously.

25-030 Board/Committee Liaison Updates

Sel. Underhill did not attend any meetings.

Sel. Schultze attended the Economic Development Committee where they discuss the RFP and had a meeting with state rep Marcus Vaughn where they talked to him about any potential grants the Town could qualify for. He attended the Capital planning committee where they discussed the cleargov software and he attended the School building committee meeting where they discussed the building project.

Sel. Rosenfeld did not attend any meetings.

25-031 Approval of Water/Sewer Commitment

Sel. Underhill moved that the Board approve the water/sewer commitment to the collector for January 2025 in the amount of \$1,548.52. Sel. Schultze seconded the motion. Sel. Rosenfeld polled the Board, Schultze – yay, Underhill – yay, Rosenfeld – yay. The motion passed unanimously.

V. ADJOURNMENT

Sel. Underhill motioned to enter executive session at 9:00pm to discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the government's bargaining or litigating position (Fire, Police, DPW, and SEIU) only emerging to adjourn. Sel. Schultze seconded the motion. Sel. Rosenfeld polled the Board, Schultze – yay, Underhill – yay, Rosenfeld – yay. The motion passed unanimously.

Respectfully Submitted by Victoria Schindler