

Select Board Meeting Minutes

Date: December 15, 2025

Time: 7:00 p.m.

Location: Veterans Memorial Building, Room 226

I. Call to Order

Chair Erin Underhill called the meeting to order at 7:00 p.m.

Present: Chair Erin Underhill; Vice Chair Craig Schultze; Clerk Ellen Rosenfeld; Town Administrator Mike Guzinski; Assistant Town Administrator Karen Bouret DeMarzo

II. Announcements

- Vice Chair Schultze announced the Middle/High School project passed at election with 75% approval across all precincts. The Board thanked volunteers and community members. The project will be completed under the Permanent Building Committee and School Committee.
 - Chair Underhill commended the Recreation Department for the Santa Parade held on December 13.
 - Clerk Rosenfeld announced the annual menorah lighting on December 16, with State Senator Rebecca Rausch attending.
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III. Scheduled Appointments

25-217 Municipal Moment – Community Transportation Findings

Energy Director Bob Weiss and Council on Aging Director Anne Marie Gagnon presented

findings on regional transit options. Millis currently pays \$57,097 annually to the MBTA without receiving service. MetroWest Regional Transit Authority (MWRTA) was recommended as a pilot program using MBTA assessment funds, with potential state earmark funding of \$20,000–\$25,000.

Action: The Board agreed to invite MWRTA representatives to present at a future meeting. The Council on Aging will coordinate the presentation.

25-218 On-Call Conservation Agent Position

The Conservation Commission requested a part-time or shared conservation agent to assist with site visits, wetland delineation, and enforcement. Most of the adjacent towns have a full time or part time agent.

Motion: Sel. Schultze moved the Board to include the request for a part-time, on-call conservation agent in the FY2027 budget and request the Town Administrator explore sharing services with neighboring towns. Sel. Rosenfeld seconded.

Vote: Sel. Schultze - yay, Sel. Rosenfeld - yay, Sel. Underhill- yay. Unanimous.

25-219 Fiscal Year 2024 Audit

Scott McIntyre of CBIZ CPAs P.C. presented an unmodified audit opinion. The unassigned fund balance increased by \$900,000 to \$6.61 million (15% of operating expenditure).

Motion: Sel. Schultze moved to accept the audit as presented. Sel. Rosenfeld seconded.

Vote: Unanimous.

25-220 Appointments

Special Municipal Employee Status for Part Time Inspectors

- **Deputy Plumbing & Gas Inspector / Deputy Electrical Inspector**

Motion: Sel. Schultze moved to designate both positions of Deputy Plumbing & Gas

**Inspector and Deputy Electrical Inspector as special municipal employees. Sel. Rosenfeld seconded.
Vote: Unanimous.**

- **Alternate Local Building Inspector**

**Motion: Sel. Schultze moved to ratify the appointment of Nate Maltinsky as a part-time, as-needed local building inspector. Sel. Rosenfeld seconded.
Vote: Unanimous.**

- **Seasonal Snow Contractors**

Contractors: Michael Cafro, Brayden Ryan, Jackson Borst, and Joseph Bouret.

**Motion: Sel. Schultze move to ratify appointments as special municipal employees Michael Cafro, Brayden Ryan, Jackson Borst, and Joseph Michael Cafro, Brayden Ryan, Jackson Borst, and Joseph Bouret. Sel. Rosenfeld seconded.
Vote: Unanimous.**

IV. Open Session Items

25-221 Transfer Station Grants

DPW Director Jim McKay presented grants from the Massachusetts Environmental Protection Agency totaling \$13,700 for recycling dividends and a cardboard compactor.

**Motion: Sel. Schultze moved to authorize and accept the DPW Director, Jim McKay to sign the Mass Department of Environmental Protection Funds under the Sustainable Material Recovery Program in the amount of \$3780 and \$10,000 for a drop off equipment for a cardboard compactor. Sel. Rosenfeld seconded.
Vote: Unanimous.**

25-222 Ornamental Street Light Contract

To replace ten broken ornamental street poles with Standard Electris of Wilmington, MA

**Motion: Sel. Schultze moved to approve a contract with Standard Electric Wilmington for ten ornamental street light poles, not to exceed \$70,900. Sel. Rosenfeld seconded.
Vote: Unanimous.**

25-223 Use of Town Fields

Concerns were raised regarding noise from field users.

Action: The Town Administrator will review current field use agreements, fees, and potential noise restrictions.

25-224 License Renewals (2026)

Assistant Town Administrator, Karen Bouret DeMarzo said the new online permitting system is up and running and will make the renewing applications next year.

- **Motion:** Sel. Schultze moved to approve 2026 Select Board license renewals as presented. Sel. Rosenfeld seconded.
Vote: Unanimous.

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- **Tangerini Spring Farm**

Tangerini Farm is closed now until Spring. We will need to have them supply us with their Alcohol and Safety inspection.

Motion: Sel. Schultze moved to conditionally approved a 2026 all-alcohol on-premises license pending a passing safety inspection prior to reopening in Spring 2026. Sel. Rosenfeld seconded.
Vote: Unanimous.

- **Primavera Ristorante**

Primavera Restaurant asked for a 30-day conditional approval for their sprinkler system.

Motion: Sel. Schultze moved to conditionally approve a 2026 all-alcohol on-premises license pending submission of passing sprinkler, fire alarm, and ANSUL system reports by January 15, 2026. Sel. Rosenfeld seconded.
Vote: Unanimous.

25-225 Employment Contracts

The Town Administrator asked the Board to ratify a three-year agreement. The Town Administrator, The Chief and the Fire PFOM (Professional Fire Fighters of Millis).

Motion: Sel. Schultze moved to ratify three-year employment agreements for the Town Administrator effective (July 1, 2026 through June 30, 2029) and Fire Chief (July 1, 2026 – June 30, 2029), and the MOA with PFOM Local 4704 (July 1, 2026 through June 30, 2029) related to the appointment of a Fire Captain changes related to the appointment of captain and fire union. Sel. Rosenfeld seconded.

Vote: Unanimous.

The Town Administrator thanked the Board for its support and expressed appreciation for town staff and department heads.

25-226 Select Board Liaison Update

Clerk Rosenfeld discussed sewer capacity concerns related to new residential development.

25-227 Approval of Minutes

Approval of the meeting minutes of November 24, 2025

Motion: Sel. Schultze moved to approve the November 24, 2026, minutes as written. Sel. Rosenfeld seconded.

Vote: Unanimous.

V. Executive Session

Motion: Sel. Schultze moved to enter Executive Session to discuss strategy for AFSCME Council 93 contract negotiations and return only to adjourn. Sel. Rosenfeld seconded.
Vote: Unanimous.

VI. Adjournment

The meeting adjourned following Executive Session.