

Select Board Minutes 09/27/21

Sel. Jurmain called the meeting to order at 7:00pm. The following persons were present via Zoom: Sel. Pete Jurmain, Sel. Erin Underhill, Sel. Craig Schultze, Town Administrator-Michael Guzinski

Announcements

There were no announcements

21-248 Vote to Formally Close Town Meeting Warrant

Sel. Underhill made a motion to close the 2021 Fall Annual Town Meeting Warrant, seconded by Sel. Schultze.

Sel. Jurmain polled the Board and the motion passed unanimously.

21-249 Discuss Town Meeting Date and Logistics

Board of Health Director John McVeigh reviewed the Covid vaccination rate in Millis saying it is now 78% and the new Delta variant. He stated that an indoor town meeting event with precautions such as mask wearing would be his recommendation. Moderator Donna Cabibbo agreed noting that overflow might be needed in the cafeteria in addition to holding the event in the auditorium, or the primary and secondary areas might even include the gymnasium.

Mr. Guzinski recommended setting the town meeting date as November 8th and noted that town counsel and other officials are in agreement with this recommendation. A brief discussion regarding having a separate area for those who have an exemption from wearing a mask was had. Mr. Guzinski said logistics for the meeting itself will be worked out prior to the meeting.

Sel. Schultze made a motion to set the Fall Annual Town Meeting date as Monday, November 8, 2021 at 7:30pm at the Millis Middle/High School. The motion was seconded by Sel. Underhill.

Sel. Jurmain polled the Board and the motion passed unanimously.

21-250 Appointment of Economic Development Committee (EDC) Member – Lan Nguyen

Robert Weiss, Economic Development Director, said the Economic Development Committee recommends that the Select Board appoint Lan Nguyen as a new member of their Board.

Sel. Underhill made a motion to appoint Lan Nguyen to the EDC for a term ending June 30, 2022. Sel. Schultze seconded the motion.

Sel. Jurmain polled the Board and the motion passed unanimously.

21-251 Appointment of Department Assistant II for Board of Health – Recording Secretary

Mr. Guzinski asked the Board to ratify his appointment of Bonnie Hilton as the Board of Health Recording Secretary as a Department Assistant II.

Sel. Underhill made a motion to ratify the Town Administrator's appointment of Bonnie Hilton as the Recording Secretary, Department Assistant II. The motion was seconded by Sel. Schultze.

Sel. Jurmain polled the Board and the motion passed unanimously.

21-252 Appointment of Two (2) On Call Library Assistants

Mr. Guzinski asked the Board to ratify his appointment of Aguiar Shempliner and Ashley Messier as On Call Library Assistants.

Sel. Underhill made a motion to ratify the Town Administrator's appointment of Nina Aguiar Shempliner as an On Call Library Assistant pending a successful CORI and physical. The motion was seconded by Sel. Schultze.

Sel. Jurmain polled the Board and the motion passed unanimously.

Sel. Underhill made a motion to ratify the Town Administrator's appointment of Ashley Messier as an On Call Library Assistant pending a successful CORI and physical. The motion was seconded by Sel. Schultze.

Sel. Jurmain polled the Board and the motion passed unanimously.

21-253 Discuss Conservation Commission Capital Request for Town Property Maintenance

John Steadman, Member of the Conservation Commission, reviewed a capital request for Town property maintenance that is before the Capital Planning Committee for an amount of \$6,700.00. Mr. Guzinski noted that most capital projects are submitted during the annual budget process, but this is a project which is outside of the regular cycle so the Capital Committee requested the Select Board's feedback prior to proceeding. The Board is in favor of this initiative. Sel. Jurmain noted that free labor is sometimes available through both the Norfolk County Sheriff's Office and the Army Corps of Engineers and could be looked into.

21-254 Approval of Release of Surety Bonds – Toll Brothers

Jim McKay, DPW Director, asked the Board to approve the release of surety bonds for Toll Brothers. GCG Associates, the Town's consultant on the project, send a letter of recommendation. Mr. McKay noted that the punch list has been completed to include paving Orchard Street a pump station and tree work.

Sel. Underhill made a motion to release the bonds for the Orchard Street offsite construction in the amount of \$2,628,509.00 and the Middlesex pump station construction in an amount of \$907,580.00 the motion was seconded by Sel. Schultze.

Sel. Jurmain polled the Board and the motion passed unanimously.

21-255 Review/Approval of Contract for Flood Master Plan - Brown & Caldwell

Mr. Weiss presented a contract with Brown & Caldwell to provide the Town with information on potential future flooding risks with the major portion of the cost to be covered by a grant and enterprise funds. The Board thanked Mr. Weiss and Mr. McKay for all of the hard work getting the grant.

Sel. Schultze made a motion to authorize the Town Administrator to sign and execute a contract with Brown & Caldwell for the MVP Flood Resiliency Master plan for \$227,000.00. The motion was seconded by Sel. Underhill.

Sel. Jurmain polled the Board and the motion passed unanimously.

21-256 Urban Land Institute's Technical Assistance Panel Study – Request for Board's Support

Mr. Weiss presented a follow-up to the Urban Land Institute's presentation the Board originally heard last spring, by showing a PowerPoint presentation. Mr. Weiss said there are two state programs offering Millis assistance for the Town Center which are Community One-Stop for Growth and Community Compact Cabinet. Mr. Weiss listed five projects showing an expression of interest; Initial Land Use Study, Area Master Plan, Area Zoning, Complete Streets Program and Housing Choice Program. The Board expressed support of this project and thanked Mr. Weiss for his hard work.

21-257 Review/Approval of Power Purchase Agreement for Clyde F. Brown Rooftop Solar

Mr. Weiss presented an agreement with Solect Energy for rooftop solar for the Clyde F. Brown Elementary School roof. Sel. Schultze noted that the standing seam roof that was installed on the school was done so with the intent of having solar panels added in the future.

Sel. Underhill made a motion to approve the agreement as presented with Solect Energy Development, LLC to install solar panels on the roof of the Clyde F. Brown School and for the Town Administrator to sign the agreement on the Town's behalf. Sel. Schultze seconded the motion. Sel. Jurmain polled the Board and the motion passed unanimously.

21-258 Review/Discuss Town Meeting Warrant Articles

Mr. Guzinski briefly reviewed each article in the draft Fall Town Meeting Warrant. (see attached Draft Warrant) Mr. Guzinski said an updated draft with more details will be sent to the Board next week and the Board will review and vote the individual articles and overall warrant at their meeting on October 12.

21-259 Review/Approval of Agreement with Community Paradigm for Enterprise Funds Analysis
Part II

Mr. Guzinski read a memo from the Chair of the Enterprise Funds Advisory Committee asking that the Select Board approve the Proposal/Agreement from Community Paradigm with regards to the Enterprise Fund Analysis Part II.

Mr. Guzinski recommended that the Select Board approve the Letter of Engagement dated April 9, 2021 with Community Paradigm for scope of services to the Town relating to the Department of Public Works Enterprise Funds.

Sel. Schultze made a motion to approve and sign the agreement as presented in the Letter of Engagement from Community Paradigm not to exceed \$9,000. Sel. Underhill seconded the motion. Sel. Jurmain polled the Board and the motion passed unanimously.

21-260 Vote to Authorize Purchase of Property at 377 Village Street

Sel. Underhill stated that pursuant to Article 20 of the May 1, 2021 Spring Annual Town Meeting, she makes a motion to purchase for \$1,000,000.00 and the payment of all costs incidental and related thereto, a certain parcel of land, including any structures thereon, located at 377 Village Street in Millis, consisting of 23.10 acres, more or less, and more fully shown as "remaining land of Leo C. Braun" 1,007,591 SF, more or less on "Plan of Land in Millis, Massachusetts" drawn by Paul N.

Robinson Associates, Inc., Scale 1"=60', January 7, 2004, recorded in Norfolk Registry of Deeds as Plan Book 518, Page 54 and being shown on the Millis Assessors' Map No. 41/003, and being further described in a Deed of Distribution, M. G. L. c. 190B, s. 3907 to Seller dated June 23, 2020 and recorded at the Norfolk District Registry of Deeds in Book 38056, Page 581 and further that the Chair shall be authorized to execute any documents required to effectuate said purchase. The motion was seconded by Sel. Schultze.

Sel. Jurmain polled the Board and the motion passed unanimously.

21-261 Board/Committee Liaison Meeting Updates

The Select Board spoke to meetings attended:

Sel. Underhill – Capital Planning Committee.

Sel. Schultze – Permanent Building Committee (DPW and working group for COA).

Sel. Schultze and Sel. Underhill attended a meeting "Growth in Town".

Sel. Jurmain and Mr. Guzinski met with owners @ Regency by Toll Bros.

Sel. Jurmain - Energy Committee meeting.

Sel. Jurmain – Enterprise Funds Advisory Committee.

21-262 Approval of DRAFT Meeting Minutes

No minutes available for approval.

Sel. Schultze made a motion to Adjourn at 8:56pm. Sel. Underhill seconded the motion.

Sel. Jurmain polled the Board and the motion passed unanimously.