



TOWN OF MILLIS

Erin T. Underhill, *Chair*
Craig W. Schultze, *Vice Chair*
Ellen Rosenfeld, *Clerk*

OFFICE OF THE SELECT BOARD

Veterans Memorial Building (VMB)
900 Main Street • Millis, MA 02054
Phone: 508-376-7041

Michael J. Guzinski
Town Administrator
mguzinski@millisma.gov

Karen Bouret DeMarzo
Assistant Town Administrator/
Human Resources Manager
kbouret@millisma.gov

SELECT BOARD MEETING AGENDA

WEDNESDAY, MAY 3, 2023; 6:30 PM

Middle/High School Library, 245 Plain Street, Millis, MA 02054

	Topic	Time	Speaker
I.	Call to Order	6:30 PM	Chair Underhill
II.	Appointments		
23-107	Appointment of Recreation Committee Member		Chair Underhill
III.	Open Session Items		
23-108	Approval of Purchase of Gasoline through Norfolk County Consortium		R. Weiss
23-109	Discuss Town Meeting Warrant Articles		Chair Underhill M. Guzinski
23-110	Board & Committee Liaison Updates		Board Members
23-111	Approval of Meeting Minutes <ul style="list-style-type: none">4/3/234/10/234/24/234/26/23		Board Members
23-112	Review/Approval of Water/Sewer Commitments		M. Guzinski
IV.	Recess to Attend Annual Town Meeting		
23-113	Discuss Town Meeting Articles/FY24 Budget		Board Members
V.	Adjournment		

Upcoming Meeting Schedule

Date	Time	Location
Monday, May 15, 2023	7:00 pm	Room 229 VMB

Tuesday, June 6, 2023	7:00 pm	Room 229 VMB
Tuesday, June 20, 2023	7:00 pm	Room 229 VMB
Monday, July 10, 2023	7:00 pm	Room 229 VMB
Monday, August 14, 2023	7:00 pm	Room 229 VMB
Monday, September 11, 2023	7:00 pm	Room 229 VMB
Monday, September 25, 2023	7:00 pm	Room 229 VMB

Select Board meetings are broadcast whenever possible through Millis Community Media on Comcast channel 11 and Verizon channel 38 and Zoom

Zoom (Broadcast only) *

Meeting ID: 852 638 7223

Passcode: SBMeeting

***Zoom will not be available on May 3, 2023**

23-107

Appt of Rec Committee Member

Karen Bouret DeMarzo

From: Karen Bouret DeMarzo
Sent: Monday, April 24, 2023 5:05 PM
To: Kris Fogarty; Mike Banks
Cc: roseleopold94@gmail.com
Subject: Volunteer for Recreation
Attachments: Vol Form Rose Sussman.pdf

Kris and Mike,

Rose Sussman is interested in being considered as a Recreation Committee member. Her volunteer form is attached. She didn't initially check off Recreation but is very interested!

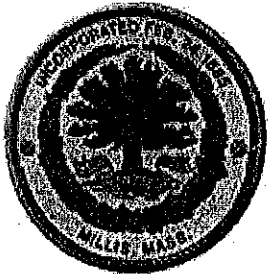
Great news Rose, I hope this is a good fit!

Karen Bouret DeMarzo

Assistant Town Administrator
Human Resources Manager

900 Main Street
Millis, MA 02054
508.376.7041

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TOWN OF MILLIS

OFFICE OF THE TOWN ADMINISTRATOR

Veterans Memorial Building
900 Main Street • Millis, MA 02054
Phone: 508-376-7041
townadministratoroffice@millisma.gov

Michael Guzinski
Town Administrator
mguzinski@millisma.gov

Karen M. Bouret DeMarzo
Operations Support Manager
Karen.bouret.demarzo@millisma.gov

Millis is a small town with many committees and boards that help shape the day-to-day quality of life here preserving our hometown's character. We invite our fellow neighbors to volunteer to make a difference in our town. Time requirements for participation and assignments differ by group; some meet year-round, others seasonally, and some have special projects that are short-term. To sample a committee of interest, public meeting agendas with dates and locations are posted on the bulletin board at the Veterans Memorial Building and on the Town's website at <https://www.millisma.gov/calendar>. Attending a committee meeting is the best way to become familiar with its focus. Please complete this form and email it to townadministratoroffice@millisma.gov

Please indicate boards/committees of interest below:

- | | |
|---|--|
| <input type="checkbox"/> Agricultural Commission | <input type="checkbox"/> Enterprise Funds Advisory Committee |
| <input type="checkbox"/> Board of Assessors | <input type="checkbox"/> Finance Committee |
| <input type="checkbox"/> Capital Planning Committee | <input type="checkbox"/> Historical Commission |
| <input type="checkbox"/> Cemetery Committee | <input checked="" type="checkbox"/> Local Emergency Planning Committee |
| <input type="checkbox"/> Community Preservation Committee | <input type="checkbox"/> MBTA 3A Advisory Committee |
| <input type="checkbox"/> Conservation Committee | <input type="checkbox"/> Oak Grove Farm Commission |
| <input type="checkbox"/> Council on Aging | <input type="checkbox"/> Permanent Building Committee |
| <input checked="" type="checkbox"/> Cultural Council | <input type="checkbox"/> Planning Board (Associate Member Only) |
| <input type="checkbox"/> Economic Development Committee | <input type="checkbox"/> Recreation Committee |
| <input type="checkbox"/> Energy Committee | <input type="checkbox"/> Zoning Board of Appeals |

Name Rose Leopold Sussman

Home Address 34 Beech St, Millis, MA 02054

Phone 8312271259

Email rose.leopold94@gmail.com

Registered Voter yes no

Background/Experience

Professional emergency manager. Currently Director of Business Resilience (emergency management) at Moderna. Former emergency management consultant for FEMA, DHS, HHS EPA + large utility company.

Interested in cultural activities and community here in Millis.

The Town of Millis is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status. The Town of Millis is committed to compliance with all fair employment practices regarding citizenship and immigration status.

4/28/2023

Dear Select Board members,

The Recreation Committee is delighted to hear of Rose Sussman's interest in joining our effort to advise and support the Town's Recreation Department. Our Recreation Director Kris Fogarty was able to speak with Rose about her interest in the position and provide a summary of the work and responsibility of the Committee. In my conversation with Kris it is clear that Rose is fully committed to the mission of the Recreation Committee, and I therefore wholly endorse her appointment.

Thank you for your continued support of recreation and your consideration on this request.

Sincerely,
Mike Banks
Chair, Recreation Committee

23-108

Approval of Purchase of Gasoline


Norfolk County Consortium



TOWN OF MILLIS

Erin T. Underhill, *Chair*
Craig Schultze, *Vice-Chair*
Ellen Rosenfeld, *Clerk*
Michael J. Guzinski, *Town Administrator*

Energy Manager
Veterans Memorial Building
900 Main Street • Millis, MA 02054
Phone: 508-376-7040
Fax: 508-376-7053
rweiss@millis.net

TO: Select Board
FROM: Robert Weiss, Energy Manager 
DATE: May 3, 2023
RE: Motion to Authorize the Purchase Gasoline and Diesel

Millis' municipal fleet is traditionally the recipient of favorable diesel and gasoline prices over the retail market because it purchases fuel through a consortium of municipalities organized by Norfolk County. Through this arrangement our fuel is bought through an annual contract with local fuel supply companies. In the past the Board has given the Town Administrator the authority to sign a contract if the purchased amounts are within a certain pricing window.

This evening, I am asking the Board to authorize the Town Administrator to sign the contract if he determines that it is in the best interest of the Town. As we are all too aware, vehicle fuel prices can vary greatly over a short period of time. However, we want to take advantage of the current downward trend in fossil fuel prices.

-----MOTION-----

Madame Chair, I make a motion to authorize Town Administrator Guzinski, or his alternate of his choosing should he not be available, to approve a one-year contract to purchase gasoline through the Norfolk County consortium.

23-109

ATM Warrant Articles

23-110

Liaison Updates

23-111

DRAFT Meeting Minutes

Select Board Meeting Minutes 04/03/23

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

The following persons were present Chair Erin Underhill, Vice Chair Craig Schultze, Clerk Ellen Rosenfeld, Town Administrator Mike Guzinski, Assistant Town Administrator Karen Bouret DeMarzo.

Announcements

The Millis Easter Egg Hunt has been postponed until 4/8.

The Millis Recreation Department has won the 2023 Regional Community Impact of the year Award.

Millis Beautification Day is on April 29th.

The senior project Millis Town-Wide Yard Sale will be on April 30th.

Spring Town Meeting is on May 3rd.

Annual Town Election is on May 8th.

23-079 Approval of Event: Town Carnival

Moved to 4/10 Meeting

23-080 Appointment of Alternate Building Commissioner/Appointment of Members of Council on Aging

- *Appointment of Alternate Building Commissioner*
Moved to future meeting pending needed document.
- *Appointment of Member to Council of Aging*
Sel. Schultze made a motion to appoint Loring Barnes to the Council on Aging. Sel. Rosenfeld seconded the motion. Sel. Underhill polled the Board and the motion passed unanimously.

23-081 Review/Approval of Sewer Extension Application Winter Street

DPW Director and Mr. Faria discuss the Sewer Extension Application with the Board.

Sel. Schultze made a motion to approve the Sewer Extension Application for 38 Winter Street pending necessary permits including 2 additional stubs. Sel. Rosenfeld seconded the motion. Sel. Underhill polled the Board and the motion passed unanimously.

23-082 Discuss Future Plans for Lansing Millis Building/64 Exchange Street

The Board discussed future plans for the Lansing Millis Building. They all agreed it should be fixed up and rented out to a suitable tenant.

Sel. Underhill made a motion authorize the Permanent Building Committee to use the grant money to stabilize the building and redo the roof. Sel. Schultze seconded the motion. Sel. Underhill polled the Board and the motion passed unanimously.

23-083 Discuss and Vote to Finalize FY24 Budget Recommendation

Jonathan Barry, Chair of the Capital Planning Committee presented the Capital Planning Committee's Priority Ranking List.

The Board discussed the New Growth number.

Sel. Schultze made a motion to budget New Growth at \$950,000.00. Sel. Rosenfeld seconded the motion. Sel. Underhill polled the Board and the motion passed unanimously.

Sel. Schultze made a motion to increase the School and Municipal funding by 6% this year exclusive of the HCA funds. Sel. Rosenfeld seconded the motion. Sel. Underhill polled the Board and the motion passed unanimously.

Sel. Schultze made a motion to use \$538,697.00 of Free Cash and \$400,000.00 of Stabilization Funds to fund the School deficit through a Spring Annual Town Meeting Warrant Article, with the understanding any additional state funding will pay back the stabilization fund first. Sel. Rosenfeld seconded the motion. Sel. Underhill polled the Board and the motion passed unanimously.

The Board discussed the COA budget requests.

Sel. Schultze made a motion to increase COA salary budget line item by \$15,000.00. Sel. Rosenfeld seconded the motion. Sel. Underhill polled the Board and the motion passed unanimously.

Sel. Schultze made a motion to reduce \$15,000.00 from the DPW budget line item. Sel. Rosenfeld seconded the motion. Sel. Underhill polled the Board and the motion passed unanimously.

23-084 Vote to Open Annual Town Meeting Warrant

Sel. Schultze made a motion to open the Annual Town Meeting Warrant. Sel. Rosenfeld seconded the motion. Sel. Underhill polled the Board and the motion passed unanimously.

23-085 Discuss, Add &/or Remove Warrant Articles

The Board discussed the Annual Town Meeting Warrant.

Sel. Schultze made a motion to include Article 10 with the addition of \$30,000.00 for Library Repairs. Sel. Rosenfeld seconded the motion. Sel. Underhill polled the Board and the motion passed unanimously.

Sel. Schultze made a motion to remove Article 16. Sel. Rosenfeld seconded the motion. Sel. Underhill polled the Board and the motion passed unanimously.

Sel. Schultze made a motion to add a new Article 4 to make available \$538,697.00 of Free Cash and \$400,000.00 of Stabilization Funds to fund the School deficit. Sel. Rosenfeld seconded the motion. Sel. Underhill polled the Board and the motion passed unanimously.

23-086 Vote to Close ATM Warrant

Sel. Schultze made a motion to close the Annual Town Meeting Warrant. Sel. Rosenfeld seconded the motion. Sel. Underhill polled the Board and the motion passed unanimously.

23-087 Discuss & Assign Enterprise Advisory Committee Topics

Sel. Schultze made a motion to forward the list of Discussion Topics List to the Enterprise Advisory Committee for their first meeting. Sel. Rosenfeld seconded the motion. Sel. Underhill polled the Board and the motion passed unanimously.

23-088 Board/Committee Liaison Updates

Sel. Rosenfeld attended the School Committee meeting where she stated she was surprised how little people were in attendance and was disappointed because the school deficit is a major issue, and no one was there when they made time available for questions.

Sel. Schultze attended the Capital Planning Committee where they finalized the Capital Requests prioritization list. He also attended the Finance Committee meeting.

23-089 Approval of DRAFT Minutes

Sel. Schultze made a motion to approve the DRAFT Minutes for 3/22/23 and 3/27/23 as written. Sel. Rosenfeld seconded the motion. Sel. Underhill polled the Board and the motion passed unanimously.

Sel. Schultze made a motion to adjourn at 8:07pm. Sel. Rosenfeld seconded the motion. Sel. Underhill polled the Board and the motion passed unanimously.

Respectfully Submitted by Victoria Schindler

DRAFT

Select Board Meeting Minutes 04/10/23.

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

The following persons were present Chair Erin Underhill, Vice Chair Craig Schultze, Clerk Ellen Rosenfeld, Town Administrator Mike Guzinski, Assistant Town Administrator/HR Manager Karen Bouret DeMarzo.

Announcements

The Annual Town Meeting will be on 5/3/23.

The Town Election will be held on 5/8/23.

23-090 Approval of Fairy House Exhibit

Sel. Schultze made a motion to approve the Fairy House exhibit from May 20 – May 27. Sel. Rosenfeld seconded the motion. Sel. Underhill polled the Board and the motion passed unanimously.

23-091 Approval of Town Carnival

Sel. Schultze made a motion to approve the Town Carnival from June 23-25 and waive the plumbing and electric permit fees. Sel. Rosenfeld seconded the motion. Sel. Underhill polled the Board and the motion passed unanimously.

23-092 Establish Gift Fund for Recreation – Project Smile

Sel. Schultze made a motion to open a gift fund for project smile for the Recreation Department. Sel. Rosenfeld seconded the motion. Sel. Underhill polled the Board and the motion passed unanimously.

To donate to Project Smile please send a check to the Millis Recreation Department with a memo stating Project Smile. There is more information on the Millis Recreation Facebook Page.

23-093 Approval of Microsoft License Agreement for FY24

Sel. Schultze made a motion to approve and authorize the Town Administrator to sign on the Towns behalf a contract with SHI international for FY24 Microsoft Licensing in the amount of \$23,823.86. Sel. Rosenfeld seconded the motion. Sel. Underhill polled the Board and the motion passed unanimously.

23-094 Discuss FY24 Select Board Budget Recommendations/Public Comment

The Board discussed the FY24 budget Recommendations.

Residents voiced their concerns and thoughts regarding the FY24 proposed budget.

Sel. Schultze made a motion to approve the Budget changes as presented. Sel. Rosenfeld seconded the motion. Sel. Underhill polled the Board and the motion passed unanimously.

23-095 Vote to Open Annual Town Meeting Warrant

Sel. Schultze made a motion to Open the Annual Town Meeting Warrant. Sel. Rosenfeld seconded the motion. Sel. Underhill polled the Board and the motion passed unanimously.

23-096 Discuss, Add &/or Remove Warrant Articles

Sel. Schultze made a motion to Remove Article 4 and replace it with Article 4 and Article 5. Sel. Rosenfeld seconded the motion. Sel. Underhill polled the Board and the motion passed unanimously.

23-097 Vote to Approve, Close and Sign 5/3/23 ATM Warrant

Sel. Schultze made a motion to close 5/3/23 Annual Town Meeting Warrant. Sel. Rosenfeld seconded the motion. Sel. Underhill polled the Board and the motion passed unanimously.

Sel. Schultze made a motion to approve to close 5/3/23 Annual Town Meeting Warrant. Sel. Rosenfeld seconded the motion. Sel. Underhill polled the Board and the motion passed unanimously.

23-098 Vote to Approve and Sign 5/8/23 Town Election Warrant

Sel. Schultze made a motion to approve and sign the 5/3/23 Annual Town Meeting Warrant. Sel. Rosenfeld seconded the motion. Sel. Underhill polled the Board and the motion passed unanimously.

Sel. Schultze made a motion to adjourn at 8:15pm. Sel. Rosenfeld seconded the motion. Sel. Underhill polled the Board and the motion passed unanimously.

Respectfully Submitted by Victoria Schindler

DRAFT

Select Board Meeting Minutes 04/24/23.

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

The following persons were present Chair Erin Underhill, Vice Chair Craig Schultze, Clerk Ellen Rosenfeld, Town Administrator Mike Guzinski, Assistant Town Administrator/HR Manager Karen Bouret DeMarzo.

Announcements

Mill Beautification Day is on Saturday April 27th held at the VMB building.

The Annual Town Meeting is on 5/3/23.

The Annual Town Election is on 5/8/23.

Chair Underhill welcomed Boy Scout group 15 to the meeting.

Clerk Rosenfeld proclaimed May 2023 is Older Americans Appreciation Month.

The Board congratulated Erin LeBlanc for winning the Commonwealth Heroine Award 2023!

23-099 Appointments

- *Appointment of Interim Library Director*
Sel. Schultze made a motion to ratify the Town Administrators' appointment of Rachel Silverman as Acting Library Director. Sel. Rosenfeld seconded the motion. Sel. Underhill polled the Board and the motion passed unanimously.
- *Appointment of DPW Seasonal Summer Worker*
Sel. Schultze made a motion to ratify the Town Administrators' appointment of Joseph Majkut as DPW Summer Help. Sel. Rosenfeld seconded the motion. Sel. Underhill polled the Board and the motion passed unanimously.
- *Appointment of Member of Council on Aging*
Sel. Schultze made a motion to ratify the Town Administrators' appointment of Joyce Boiardi as a Member of the Council on Aging. Sel. Rosenfeld seconded the motion. Sel. Underhill polled the Board and the motion passed unanimously.

23-100 Discuss Litter Removal Idea – Life Experience School

Lewis Randa and Maureen from the Life Experience School made a presentation on an idea Litter control. They are asking the Select Board to endorse their project and asked for their support as they move on and present this to our state reps and governor.

Sel. Schultze made a motion draft a letter endorsing the "Please Don't Litter Campaign." Sel. Rosenfeld seconded the motion. Sel. Underhill polled the Board and the motion passed unanimously.

23-101 Approval of Catch Basin Cleaning Contract

Sel. Schultze made a motion to approve and authorize the Town Administrator to sign a contract with Truax Corp. for catch basin cleaning not to exceed \$25,000.00. Sel. Rosenfeld seconded the motion. Sel. Underhill polled the Board and the motion passed unanimously.

23-102 Approval of eMPower Millis Energy Services Agreement

Sel. Schultze made a motion to appoint the Town Administrator as the Town's Primary Representative and the Town's Energy Manager as the Town's Alternative Representative and authorize them as our designees to execute a contract for the supply of electricity (in the form of an Electric Service Agreement (ESA)) on bid day, May 2nd, 2023 for the eMPower Millis, the Town's community electricity

aggregation program. Sel. Rosenfeld seconded the motion. Sel. Underhill polled the Board and the motion passed unanimously.

23-103 Tangerini's Farm All Alcohol License Approval

Sel. Schultze made a motion to approve the All-Alcohol License for Tangerini's Farm. Sel. Rosenfeld seconded the motion. Sel. Underhill polled the Board and the motion passed unanimously.

23-104 Discussion Regarding Ellice School

Sel. Rosenfeld discussed her concerns the Ellice School. She stated there is a deed restriction that says the piece of land needs to be for a common school or other literary institution and if it doesn't it goes back to Mr. Barber or his heirs.

Sel. Schultze made a motion to authorize Town Counsel to investigate the deed for the Ellice School. Sel. Rosenfeld seconded the motion. Sel. Underhill polled the Board and the motion passed unanimously.

23-105 Discuss and Assign Annual Town Meeting Warrant Articles

The Board discussed and Assigned the Annual Town Meeting Warrant Articles:

Sel. Rosenfeld will speak to Article 1, 2, 10, 11, 15, 17.

Sel. Schultze will speak to Article 3, 4, 5, 7, 8, 9, 12.

Sel. Underhill will speak to Article 6, 13, 14, 16, 18.

23-106 Set Summer Meeting Schedule

The Board discussed their summer schedule and agreed on the following schedule:

May 3rd, 2023, May 15th, 2023

June 6th, 2023, June 20th, 2023

July 10th, 2023

August 14th, 2023

September 11th, 2023, September 25th, 2023

Sel. Schultze made a motion to adjourn at 7:45pm. Sel. Rosenfeld seconded the motion. Sel. Underhill polled the Board and the motion passed unanimously.

Respectfully Submitted by Victoria Schindler

Select Board Meeting Minutes 04/26/23 – Joint Meeting with FinCom

Chair Underhill called the meeting to order at 7:25pm

The following persons were present Chair Erin Underhill, Clerk Ellen Rosenfeld, and the Town Administrator Mike Guzinski.

Sel. Underhill made a motion to vote to approve Debbie Sand as Interim Senior Director until a Permanent Director is appointed. She will be 20 hours at outreach pay and 15 hours director pay. Sel. Rosenfeld seconded the motion. Sel. Underhill polled the Board and the motion passed unanimously.

Sel. Underhill motioned to adjourn at 8:25pm. Sel. Rosenfeld seconded the motion. Sel. Underhill polled the Board and the motion passed unanimously.

Respectfully Submitted by Victoria Schindler

DRAFT

23-112

Water/Sewer Commitments



**THE COMMONWEALTH OF MASSACHUSETTS
 TOWN OF MILLIS**

WATER / SEWER DEPARTMENT COMMITMENT TO COLLECTOR

To: Jennifer Scannell, Collector of Taxes for the Town of Millis, in the County of Norfolk

IN THE NAME OF THE COMMONWEALTH OF MASSACHUSETTS, you are hereby required to levy on and collect from the several persons named in the utility billing list herewith committed to you the amount of the utility charges assessed to each such person on Water and Sewer services to include Capital Assessment charges as set for the below, with interest and miscellaneous charges, the sum total of such list being.

ACCT #	WATER	CAP ASSESMENT	SEWER	CROSS FEES	ON/OFF	TOTAL
QB0423	245703.49	214806.83	313842.59	3927.00	1172.47	779452.38
GRAND TOTAL						

And you are to pay over said charges, fees, and interest to the Treasurer of Millis and also to give the Treasurer an account of all charges, fees and interest collected by you.

And in the levy and collection of the amounts hereby committed to you, and of interest, charges, and fees as provided by law, you are to have and to exercise all the powers conferred by laws of the Commonwealth upon Collectors.

Given under our hands this _____ day of _____, 2023

Town of Millis Water Commissioners:

23-113

Discuss Warrant Articles/Budget
(If Needed)