



# TOWN OF MILLIS

Craig W. Schultze, *Chair*  
Ellen Rosenfeld, *Vice Chair*  
Erin T. Underhill, *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](mailto:mguzinski@millisma.gov)

Karen Bouret DeMarzo  
Assistant Town Administrator/  
Human Resources Manager  
[kbouret@millisma.gov](mailto:kbouret@millisma.gov)

### SELECT BOARD MEETING AGENDA TUESDAY, JUNE 20, 2023; 7:00 PM VETERANS MEMORIAL BUILDING ROOM 229

	Topic	Time	Speaker
I.	Call to Order	7:00 PM	Chair Schultze
II.	Announcements <ul style="list-style-type: none"><li>Carnival</li></ul>		
III.	Appointments		
23-133	Appointment of: <ul style="list-style-type: none"><li>Police Patrol Officer</li><li>Alternate Building Commissioner</li></ul>	7:05 PM	Chief Soffayer M. Guzinski
23-134	Request for Parking Signs at Stack'd and Lucas Italian Deli	7:15 PM	K. Bouret M. DeVito
23-135	Hearing: Ch. 40 MGL §157 Dangerous Dog 6 Concord Circle	8:00 PM	E. Mallette M. Guzinski
IV.	Open Session Items		
23-136	Approval of FY24 Contract for DPW Lawnmower		M. Guzinski
23-137	Review and Approval of FY24 Select Board Goals		Chair Schultze
23-138	Reappointment of Select Board Appointed Board and Committee Members for FY24		K. Bouret
23-139	Review and Approval of Letter to Legislative Delegation – Millis Housing Authority		Sel. Rosenfeld
23-140	Approval of Fully Integrated CBA Professional Firefighters of Millis Local #4704		K. Bouret
23-141	Select Board Liaison Updates		Select Board
23-142	Approval of DRAFT Minutes <ul style="list-style-type: none"><li>11/01/21</li><li>12/06/21</li><li>12/20/21</li><li>01/10/22</li></ul>		

---

**V.**

**Enter Executive Session**

To conduct strategy sessions in preparation for negotiations with union personnel.  
(Public Safety Dispatcher Union)

To consider the purchase or lease of real property if such discussion may have a detrimental effect on the negotiating position of the governmental body.

---

**VI.**

**Adjournment**

---

**Proposed Upcoming Meeting Schedule**

Date	Time	Location
Monday, July 10, 2023	7:00 pm	Room 229 VMB
Monday, August 14, 2023	7:00 pm	Room 229 VMB
Thursday, September 14, 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**

## Announcements



# CARNIVAL

**FUN FOR THE WHOLE FAMILY !**

**MILLIS TOWN PARK - 900 MAIN ST.**



**Ticket Sellers Needed-contact  
[kfogarty@millisma.gov](mailto:kfogarty@millisma.gov)**



**June 23rd - 6:00-10:00 pm**

**June 24th - 1:00-10:00 pm**

**June 25th - 1:00-5:00 pm**

**← Vendor Day!  
1pm-5pm**

**CARNIVAL RIDES, GAMES & DELICIOUS FOOD**

23-133

Appointments



*Christopher J. Soffayer  
Chief of Police*

## **Millis Police Department**

*Town of Millis  
Commonwealth of Massachusetts*



*1003 Main Street  
Millis, Massachusetts 02054  
Phone: 508-376-5112  
Fax: 508-376-6220*

June 15, 2023

Mr. Guzinski,

Please consider the appointment of Angela Vongsavath for the position of full-time police officer. This is not a new position for the department, it is a replacement. Officer O'dowd has transferred out of our department, Ms. Vongsavath will be filling the vacated position.

Ms. Vongsavath began her career in law enforcement with our department as a public safety dispatcher in 2019. At the end of 2021 Ms. Vongsavath had an opportunity to become a police officer with the Truro Police Department. Ms. Vongsavath graduated from the Boylston Police Academy in May of 2022. In her short time out of the academy she has obtained her Health and Wellness Instructor Certification, Academic Instructor Development Certification, and Sexual Assault Investigator Certification through the Massachusetts Criminal Justice Training Council. Ms. Vongsavath is a well-rounded, motivated individual that will be a welcome addition to the department.

Angela Vongsavath has successfully completed and passes her physical, drug screen, background/CORI, and psychological exam.

Ms. Vongsavath will be pinned by her mother at the Select Board meeting.

Respectfully Submitted,

Christopher J Soffayer  
Chief of Police



## **Millis Police Department**

1003 Main Street  
Millis, Massachusetts 02054  
Phone: 508-376-5112 Fax: 508-376-6220

### **Police Candidate Initial Hiring Documentation**

Candidate Name: **Angela Vongsavath**

<b>Employment Requirements</b>	<b>Date</b>	<b>Completed/Passed</b>
Employment Application	May 10, 2023	N/A
Medical Exam	May 31, 2023	Passed
Drug Screen Results	May 31, 2023	Passed
Background Investigation/CORI	May 17, 2023	Completed
Psychological Exam	May 23, 2023	Passed





# TOWN OF MILLIS

## OFFICE OF THE TOWN ADMINISTRATOR

Veterans Memorial Building  
900 Main Street • Millis, MA 02054  
Phone: 508-376-7041  
[townadministratorsoffice@millisma.gov](mailto:townadministratorsoffice@millisma.gov)

Michael Guzinski  
Town Administrator  
[mguzinski@millisma.gov](mailto:mguzinski@millisma.gov)

Karen Bouret DeMarzo  
Assistant Town Administrator  
Human Resources Manager  
[Karen.bouret.demarzo@millisma.gov](mailto:Karen.bouret.demarzo@millisma.gov)

## Alternate Building Commissioner

The Town of Millis is seeking an Alternate Building Commissioner to work under the direction of the Building Commissioner. This position requires a minimum of Massachusetts Certification as Building Commissioner/Inspector of Buildings within the regulations of the Building Official Certification Committee. A valid Driver's License and Construction Supervisor's License are required.

This position receives an annual stipend of \$13,096.00 and \$40 per inspection.

Applications are available upon request at the Town Administrator's Office, Veterans Memorial Building, 900 Main Street, Millis, MA 02054, or at [millisma.gov](http://millisma.gov). Completed job application and resume should be returned to the Town Administrator's Office Town at [townadministratorsoffice@millisma.gov](mailto:townadministratorsoffice@millisma.gov)

POSTED 6/9/23

OPEN until 6/16/23 at 12:30pm

*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.*





## TOWN OF MILLIS

Millis Building Department  
Building Commissioner  
Michael A. Giampietro, C.B.O.  
900 Main Street  
Millis, Mass. 02054

1-508-376-7044

[mgiampietro@millisma.gov](mailto:mgiampietro@millisma.gov)

---

Town Administrator  
Michael Guzinski  
900 Main Street  
Millis Mass 02054

Dear Mike,

The position for the Alternate Building Commissioner has been posted and 1 application has been received by Robert Fogarty.

As you know Bob has been working here in the building department for a few years now and has gone through the certification process. His knowledge and experience are an asset to the town therefore I would recommend him to the appointment of the Alternate Building Commissioner position. Bob would be able to fill in when I am out on vacation or other issues, he also will continue to help out with inspections and has gained a fair amount of knowledge with the zoning by laws.

Feel free to contact me if you have any questions.

Thanks,



Michael A Giampietro, C.B.O.  
Building Commissioner

c.c. file

23-134

Parking Sign Request

## Karen Bouret DeMarzo

---

**From:** Melissa DeVito <devitom77@gmail.com>  
**Sent:** Wednesday, June 7, 2023 1:06 PM  
**To:** Karen Bouret DeMarzo  
**Cc:** Chief Chris Soffayer; Jim McKay; Mike Guzinski  
**Subject:** Re: Re: Parking on Exchange

**Follow Up Flag:** Follow up  
**Flag Status:** Completed

CAUTION: This email originated from outside of the Town of Millis mail system. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi Karen,

Thank you so much for looking into this! There is a telephone pole on the sidewalk directly at one of the spaces, would a sign attached to the pole there be allowed? Instead of a sandwich board style, could we get signs on poles with bases that could be placed out daily during business hours?

Attaching them to the building is tough due to all the windows but portable signs would be a great option.

I'm going to run the date by Tony and let you know later today about the meeting.

Thank you so much,  
Melissa DeVito

On Wed, Jun 7, 2023 at 12:16 PM Karen Bouret DeMarzo <[Karen.Bouret.DeMarzo@millisma.gov](mailto:Karen.Bouret.DeMarzo@millisma.gov)> wrote:

Hi Melissa,

I spoke with both Jim McKay, DPW Director, and Police Chief Soffayer about your request to install signage in front of your business to deter people from parking for long periods of time. Unfortunately, you cannot cut into the sidewalk to install regular street signs but the Chief suggested sandwich board signs that you could put out during business hours. Jim suggested possibly putting signage on the building itself. The Select Board would need to approve either request. I can request that the Chair add this as an item for the next Board meeting if that works for you. The meeting will be Tuesday 6/20

*Karen Bouret DeMarzo*

Assistant Town Administrator

Human Resources Manager

## Karen Bouret DeMarzo

---

**From:** Maria Amaya <m.amaya73@yahoo.com>  
**Sent:** Thursday, June 15, 2023 6:46 PM  
**To:** Karen Bouret DeMarzo  
**Cc:** Chief Chris Soffayer  
**Subject:** Re: Lucas Deli - Parking

**CAUTION:** This email originated from outside of the Town of Millis mail system. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hello Karen,

Thank you so much for helping me out! I will not be able to attend, but what I was looking to get approved is 2-3 spaces for our store because people who go to Victory Lane tend to park in front of our store. This problem makes our customers complain about finding parking spots, and some have asked if we have any parking because they can't find any. We mostly do pick ups and so it's helpful for us to be able to have people in and out instead of having cars park here for hours because they went to victory lane. It would be great if we could get some spaces reserved for my shop specifically.

Greatly appreciated,  
Maria

On Thursday, June 15, 2023, 4:38 PM, Karen Bouret DeMarzo <Karen.Bouret.DeMarzo@millisma.gov> wrote:

Hi Maria,

Attached please find the agenda for the Select Board's meeting next Tuesday, 6/20. I added you to the parking request by Stack'd. If you are able to attend, please do.

If not, just reply to this email with what it is you are looking for the Board to approve in relation to parking spaces. Feel free to call me with any questions!

Best,

Karen

Karen Bouret DeMarzo

23-135

Dangerous Dog Hearing



Millis/ Medway Animal Control

155 Village St

Medway MA 02053

508-533-3251

[emallette@townofmedway.org](mailto:emallette@townofmedway.org)

May 22, 2023

Dear Select Board,

I am requesting a Dangerous Dog Hearing in front of the hearing authority for "Bentley" a dog owned by Rebecca Martin of 6 Concord Circle, Millis, MA.

As you can see from the severity of the injuries and the way they were sustained, I believe this dog is a public safety concern.

I do believe with this coming to the hearing authority to determine if the dog is deemed a dangerous dog, we may be able to enact provisions that will satisfy the public, ease neighbors' fears, and reduce man hours of this department spent on these specific complaints originating at this residence.

Respectfully Submitted,

Erin Mallette

Animal Control Officer



Millis/ Medway Animal Control

155 Village St

Medway MA 02053

508-533-3251

[millis@townofmedway.org](mailto:millis@townofmedway.org)

May 26, 2023

Select Board

Town of Millis

RE: Timeline of Events

Martin 6 Concord Cir

The following is a timeline of incidents regarding the dog owned by Rebecca Martin, residing at 6 Concord Cir:

**May 13, 2023**-At approximately 7:03 PM ACO Ward was dispatched to 6 Concord Cir for the report of a dog bite. At that time the bite victim Jane Jackson was already in the ambulance. ACO Ward spoke to Rebecca Martin about the incident and advised her that her dog was to be placed on a 10-day quarantine. ACO Ward viewed the dog through the window. See ACO Wards report for further information.

**May 13, 2023**-At approximately 7:42 PM I received a call from ACO Ward regarding the incident at 6 Concord Circle. She advised me that Jane Jackson was already in the ambulance and that she did not see her injuries she only knew that she received bites to her hand and arms. She told me that she had spoken to Rebecca Martin who thought the dog was just playing at the time. It was still unclear as to what happened as she had not spoken to the victim. She stated she had viewed the dog through the window and that she advised Rebecca of the 10-day quarantine.

**May 16, 2023**-At approximately 12:50 PM I called Jane Jackson to follow up on the incident. She reported that she had sustained a broken hand and multiple deep crushing/puncture wounds. She will need to see an orthopedic surgeon. She noted she was in incredible pain and very uncomfortable. I asked her if she could tell me what happened and she said she was out for a walk when Bentley came running out of the yard and into the street. He then grabbed her arm and she said she could feel and hear the bone break. He then let go and grabbed on to the other arm. She stayed calm and yelled for Rebecca to call her dog. Rebecca retrieved her dog. At that point they both could see blood coming from her hands and arms. Jane stated she was in shock at that point, so she walked home. She told her mom that she had felt nauseous and to please call an ambulance. Millis Fire arrived on scene, and she was transported to the hospital. Pictures of her injuries are on a green, flash drive marked as evidence Exhibit A. The bite wounds sustained are a level 5 on the Ian Dunbar Bite Scale.

**May 16, 2023**-At approximately 1:10 PM I made a phone call to T.J.O Animal Control and Adoption Center in Springfield. I made an inquiry on Bentley's prior history. They stated he

came from a cruelty case where he was emaciated and left in a crate full of urine and feces. No prior bites except a nip to the vet when she was feeding him a hot dog. They attributed that to a starving dog trying to get food. He was then placed into a rescue, and they had no further information.

**May 20, 2023-** I was notified by Jane Jackson that her bite wound was infected and that she was heading back to the hospital. She would keep me updated on her condition.

**May 23, 2023-**At approximately 10:45 AM I was assisted by Millis Police Department at 6 Concord Circle to release Bentley off a 10-day quarantine. Rebecca Martin brought Bentley out of the house on leash, stayed by the door so I could view him and then brought him back in. She then returned outside to speak with me. She received two citations. One for an unprovoked bite and one for having the dog off leash. We spoke about the safety of the residents and some steps to put in place so that this doesn't happen again. Rebecca was very cooperative and visibly upset by the incident. Jane Jackson waved me down while I was leaving and told me that the wound was infected and that she was going to have it lanced tomorrow.

**May 26, 2023-**Nothing further to report at this time

**Millis/ Medway Animal Control**

**155 Village St**

**Medway MA 02053**

**508-533-3251**

**4157 21/02/2023 11:32:00 AM**

**May 22, 2023**

---

On May 13, 2023 I, ACO Ward was called by Millis dispatch at 7:03 PM to respond to a dog bite at 6 Concord Circle. Upon arriving, the victim, Jane Jackson (3/21/67) was already leaving in the ambulance. Jackson lives at 9 Concord Circle. Officers Angel and Conley reported that she had sustained bites to both arms and a possible broken hand.

I then walked over to talk to the dog owner, Rebecca Martin (2/4/78), at 6 Concord Circle. She stated that her two dogs were out in the front yard with no leash or other restraint. When Jackson came walking by the dogs started barking and the Grey Brindle Cane Corso went up to her and grabbed her arms. Martin said that she originally thought the dog was playing.

She said that the Cane Corso was newly adopted from TJO and had shown no previous signs of aggression. As we were speaking I could see the dog barking through the window. I informed Martin that she would be issued a 10 day quarantine on Monday for the dog by the animal inspector and that she was to keep the confined in her yard or on a leash.

ACO Ward

Millis Police Department

Page: 1

NARRATIVE FOR PATROL TYLER W ANGEL

Ref: 23MII-132-OF

Entered: 05/17/2023 @ 1708      Entry ID: TWA  
Modified: 05/17/2023 @ 1725      Modified ID: TWA  
Approved: 05/18/2023 @ 0925      Approval ID: KM01

On May 13, 2023 I Officer Tyler Angel was working my 3pm to 11pm shift. I was dispatched to 9 Concord Circle for a Dog attack. The caller claimed her sister was attacked by the neighbors dog at 6 Concord Circle. Officer Kevin Conley and I arrived on scene together. The person injured was Ms. Jane Jackson (3/21/67) she had injuries all over her arms. It appeared to be severe injuries.

We then walked over to 6 Concord Circle where the dog owner lives. A Ms. Rebecca Martin (2/4/78) claims her dogs were off leash roaming her front yard. When Jane walked by the Dog, the Dog sniffed her then attacked her. The dog was a Brindle Cane Corso. Jane was transported to Milford Hospital, The ACO was called and talked to the Dog owner.

Nothing Further to Report.

Officer Tyler Angel  
Patrolman





Millis Police Department  
Incident Report

Page: 1  
05/18/2023

Incident #: 23MII-132-OF  
Call #: 23-5654

Date/Time Reported: 05/13/2023 1855  
Report Date/Time: 05/17/2023 1705  
Status: No Crime Involved

Reporting Officer: Patrol TYLER ANGEL  
Assisting Officer: Patrol Kevin Conley  
Approving Officer: Sergeant Kristopher Maxant

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

# INVOLVED

SEX RACE

1 MARTIN, REBECCA D  
6 CONCORD CIR  
MILLIS MA 02054

F W

Military Active Duty: N

HEIGHT: 504 - 506

WEIGHT:

HAIR: BLACK

EYES: NOT AVAIL.

BODY: NOT AVAIL.

COMPLEXION: NOT AVAIL.

DOB: 02/14/1978

PLACE OF BIRTH: NOT AVAIL.

LICENSE NUMBER: MA S65646890

ETHNICITY: NOT HISPANIC

PCF #: N/A

[APPEARANCE]

GLASSES WORN: NO

# EVENTS(S)

LOCATION TYPE: Residence/Home/Apt./Condo  
9 CONCORD CIR  
MILLIS MA 02054

Zone: South

1 Assist Fire/EMS DOG BIT

Millis Police Department  
Incident Report

Page: 2  
05/18/2023

Incident #: 23MII-132-OF  
Call #: 23-5654

#	VICTIM(S)	SEX	RACE	AGE	SSN	PHONE	
1	JACKSON, JANE A 9 CONCORD CIR MILLIS MA 02054-1419  DOB: 03/21/1967 INJURIES: Severe Laceration, Possible Internal Injuries ETHNICITY: Not of Hispanic Origin RESIDENT STATUS: Resident TAKEN TO: MILFORD HOSPITAL TAKEN BY: Millis Fire Department TREATED DATE: 05/13/2023 @ 1707 VICTIM CONNECTED TO OFFENSE NUMBER(S): 1 CONTACT INFORMATION: CallBack Number (Primary) 760-805-5807	F	W				

## Animal Control Officer-Animal Bite/ Scratch Report

DB: 20 23 # 0216ACO: Kelley Ward  
Office Phone # 508-533-3251Town of: MillisDate Reported: 5/13/23

## Bite/Victim Information:

Name: Jane Jackson Address: 9 Concord Circle Town: Millis  
State: MA Zip Code: 02054 Phone # 760-805-5807 Age: 56 Male ☒ Female ☐  
Owner/ Guardian: \_\_\_\_\_

## Bite Event Information:

Date Occurred: 5/13/23 Time: 7 am ☒ pm Location of Wounds: left arm right handRunning Loose ☐ Restrained ☐ Off Owner/ keeper Property ☒ On Owner/ Keeper Property ☐ Other ☐Address Where Bite Occurred: 6 Concord CircleDescribe Incident: The dogs were in owners front yard. Jane was walking by on the sidewalk. Bentley 2yr Cane Corso ran over and grabbed Jane's arms

\*\*\*Attached Report Y N

## Treatment Information:

Treated at Scene ☒ N Treated By Own Doctor: Y N Treated at Hospital ☒ N Refused Treatment: \_\_\_\_\_Hospital: Milford Phone # \_\_\_\_\_NOTES: fractured metatarsal, bilateral dog bites l/r arm/hand

## Animal Owner/ Keeper Information:

Owner/ Keeper: Rebecca Martin Address: 6 Concord Cir  
State: MA Zip Code: 02054 Phone # 857-266-1799 Related to Victim: Y ☒ N ☐

## Animal Information:

Dog: ☒ Cat: \_\_\_\_\_ Other (specify type): \_\_\_\_\_Current Rabies ☒ N Rabies Expiration date: 6-6-23 Vet: Dr. T.J. O'Connor Adoption CtrAddress: 627 Cottage St State: MA Phone # 413-781-1484Name: Bentley Breed Cane Corso Sex: ☒ Male ☐ Female Spayed ☐ Neutered ☒Colors (s): grey brindle Microchip # \_\_\_\_\_Current License ☒ N Tag # 2287 Town issued: Needham Millis State: MA

## Quarantine location:

Address: 6 Concord Cir Town: millis State: MA

## Animal Euthanized:

Date: \_\_\_\_\_ Vet: \_\_\_\_\_ Rabies Result: Positive Negative

White Copy-Animal Control

Yellow Copy-Animal Owner

Pink Copy- Victim/ Owner



# TOWN OF MILLIS

Notice of Violation  
Town By-Law or Regulation

NO 4446

(Date of this Notice) 5/13/2023

To: Rebecca Martin  
(Name of Offender)

6 Concord Circle  
(Address of Offender)  
Mills, MA 02053  
(City, State, Zip Code)

YOU HAVE BEEN OBSERVED VIOLATING: XI Sect 2  
(Specific Law, By-Law or Regulation)

By unprovoked bite to person  
(Act Constituting Violation)

at 7:20 (A.M.P.M.) on 5/13/2023  
(Time and Date of Violation)

6 Concord Circle  
(Place of Violation)  
Enforcing Dept. ACO  
(Signature of Enforcing Person)

I HEREBY ACKNOWLEDGE RECEIPT OF THE FOREGOING CITATION:

Rebecca Martin  
(Signature of Offender)

( ) Unable to obtain signature of Offender

THE FINE FOR THIS OFFENSE IS \$ 25.00 YOU HAVE THE FOLLOWING  
ALTERNATIVES WITH REGARD TO DISPOSITION OF THIS MATTER:

1. You may elect to pay the above fine, either by appearing in person during regular office hours, or by mailing a check, money order or postal note WITHIN 21 DAYS OF THE DATE OF THIS NOTICE to:

Mills Town Clerk  
900 Main Street  
Mills, MA 02054

2. If you desire to contest this matter, you may do so by making a written request for a non-criminal hearing, and enclosing a copy of this citation WITHIN 21 DAYS OF THIS NOTICE to:

Clerk-Magistrate  
District Court Dept.  
Wrentham, MA 02098  
District Court of Western Norfolk

3. If you fail to pay the above fine or to request a hearing within 21 days, or if you fail to appear for the hearing or to pay any fine determined at the hearing to be due, a criminal complaint may be issued against you.

( ) I HEREBY ELECT THE FIRST OPTION above, confess to the offense charged, and enclose payment in the amount of \$

( ) I HEREBY REQUEST A NONCRIMINAL HEARING on this matter.

Signature: \_\_\_\_\_  
COPIES: Original-Offender/Duplicate-Town Clerk/Triplicate-Enforcer  
(This form approved by Chief Justice of District Court)



# TOWN OF MILLIS

Notice of Violation  
Town By-Law or Regulation

NO 4447

(Date of this Notice) 5/13/2023

To: Rebecca Martin  
(Name of Offender)

6 Concord Circle  
(Address of Offender)  
Mills, MA 02053  
(City, State, Zip Code)

YOU HAVE BEEN OBSERVED VIOLATING: XI Sect 2  
(Specific Law, By-Law or Regulation)

By off leash off property  
(Act Constituting Violation)

at 7:20 (A.M.P.M.) on 5/13/2023  
(Time and Date of Violation)

6 Concord Circle  
(Place of Violation)  
Enforcing Dept. ACO  
(Signature of Enforcing Person)

I HEREBY ACKNOWLEDGE RECEIPT OF THE FOREGOING CITATION:

Rebecca Martin  
(Signature of Offender)

( ) Unable to obtain signature of Offender

THE FINE FOR THIS OFFENSE IS \$ 25.00 YOU HAVE THE FOLLOWING  
ALTERNATIVES WITH REGARD TO DISPOSITION OF THIS MATTER:

1. You may elect to pay the above fine, either by appearing in person during regular office hours, or by mailing a check, money order or postal note WITHIN 21 DAYS OF THE DATE OF THIS NOTICE to:

Mills Town Clerk  
900 Main Street  
Mills, MA 02054

2. If you desire to contest this matter, you may do so by making a written request for a non-criminal hearing, and enclosing a copy of this citation WITHIN 21 DAYS OF THIS NOTICE to:

Clerk-Magistrate  
District Court Dept.  
Wrentham, MA 02098  
District Court of Western Norfolk

3. If you fail to pay the above fine or to request a hearing within 21 days, or if you fail to appear for the hearing or to pay any fine determined at the hearing to be due, a criminal complaint may be issued against you.

( ) I HEREBY ELECT THE FIRST OPTION above, confess to the offense charged, and enclose payment in the amount of \$

( ) I HEREBY REQUEST A NONCRIMINAL HEARING on this matter.

Signature: \_\_\_\_\_  
COPIES: Original-Offender/Duplicate-Town Clerk/Triplicate-Enforcer  
(This form approved by Chief Justice of District Court)

**Milford  
Regional**

Medical Center

Patient: Jackson, Jane

Acct #: [REDACTED] Unit #: [REDACTED]

DOB: [REDACTED] Age: [REDACTED]

Sex: [REDACTED] Adm/Ser: 05/13/2023

Attending: Steinberg, Gregory

## ANIMAL BITE REPORTING FORM

Patient's Name: Jackson, Jane

Age: 58Y

Address: 9 Concord Cir.

Phone: 760-805-5807

Millis, MA 03054

760-805-5807

Date of Injury: 5/13/23 Time: 6:50 pm

Date of Treatment: 5/13/23 Time: [REDACTED]

City/Town Bite Occurred: Millis, MA

Type/Location of Injury: Bite LFA + (R) HAND

Diagnosis: Ex Metatarsal, Bilateral Dog Bites

Treatment: antibiotics, splinting, amputations surgery

Disposition: to home

Doctor: Gretta Steigauf-Pegan

Type of Animal: Dog

Breed: Pitt Mix

Name of Owner: Rebecca Martin

Phone: 857-266-1799

Address: Concord Cir.

Millis

Animal bites MUST be reported within 24 hours to the Inspector of Animals/Animal Control Officer of the city or town where the bite occurred. Mail or fax this report to town or city Inspector of Animals/Animal Control Officer.



















7008 1300 0000 2167 3134

U.S. Postal Service™	
<b>CERTIFIED MAIL™ RECEIPT</b>	
(Domestic Mail Only; No Insurance Coverage Provided)	
For delivery information visit our website at <a href="http://www.usps.com">www.usps.com</a>	
<b>OFFICIAL USE</b>	
Postage	\$
Certified Fee	
Return Receipt Fee (Endorsement Required)	
Restricted Delivery Fee (Endorsement Required)	
Total Postage & Fees	\$
Sent To	
Street, Apt. No., or PO Box No.	
City, State, ZIP+4	
PS Form 3800, August 2006	
See Reverse for Instructions	

June 7, 2023

# TOWN OF MILLIS

## TOWN ADMINISTRATOR

Memorial Building  
 Street • Millis, MA 02054  
 ne: 508-376-7041  
 tratorsoffice@millisma.gov

Michael Guzinski  
 Town Administrator  
[mguzinski@millisma.gov](mailto:mguzinski@millisma.gov)

Karen Bouret DeMarzo  
 Assistant Town Administrator  
 Human Resources Manager  
[Karen.bouret.demarzo@millisma.gov](mailto:Karen.bouret.demarzo@millisma.gov)

Victoria Schindler  
 Principal Assistant  
[Vsindler@millisma.gov](mailto:Vsindler@millisma.gov)

Delivered Via Certified and First-Class Mail

Ms. Rebecca Martin  
 6 Concord Circle  
 Millis, MA 02054

**RE: Notice of Hearing To Be Held Pursuant to G.L. c. 140, §157**

Dear Ms. Martin:

Please be advised that on June 20, 2023, at 8:00 p.m., the Millis Selectboard will conduct a Dangerous Dog hearing, pursuant to G.L. c. 140, §157, to determine whether your dog, identified as "Bentley" is a dangerous dog" as defined by G.L. c. 140, §136A.

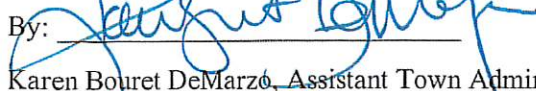
In the event that the Board finds that Bentley is a dangerous dog, it will also determine what measures are to be taken to protect the public from them, in accordance with G.L. c. 140, §157(c).

The subjects to be discussed at the hearing will include, but not be limited to, the following:

- (1) Whether, on May 13, 2023, Bentley attacked Jane Jackson while Ms. Jackson was walking on the street past your home located at 6 Concord Circle. Ms. Jackson sustained bite wounds to her hand and arms requiring her to seek medical care.

The hearing will be held pursuant to the provisions of G.L. c. 140, §157. You may appear on your own behalf and/or with an attorney, call and question witnesses and present evidence.

The Millis Select Board

By:   
 Karen Bouret DeMarzo, Assistant Town Administrator



# TOWN OF MILLIS

## OFFICE OF THE TOWN ADMINISTRATOR

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

Michael Guzinski  
Town Administrator  
[mguzinski@millisma.gov](mailto:mguzinski@millisma.gov)

Karen Bouret DeMarzo  
Assistant Town Administrator  
Human Resources Manager  
[Karen.bouret.demarzo@millisma.gov](mailto:Karen.bouret.demarzo@millisma.gov)

Victoria Schindler  
Principal Assistant  
[Vschindler@millisma.gov](mailto:Vschindler@millisma.gov)

June 13, 2023

**RE: Abutter's Notice of Public Hearing  
Dangerous Dog Complaint**

Dear Resident:

Pursuant to Chapter 140, Section 157 of the Massachusetts General Laws, the Millis Select Board has received a Dangerous Dog Complaint regarding "Bentley", a dog owned by Rebecca Martin of 6 Concord Circle, Millis, MA 02054. You are invited to attend the Public Hearing which will be held regarding this matter at 8:00 p.m. on Tuesday, the 20th day of June 2023 at the Veterans Memorial Building in Room 229, 900 Main Street, Millis, MA 02054.

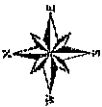
The Millis Select Board

By: \_\_\_\_\_

Karen Bouret DeMarzo, Assistant Town Administrator



June 14, 2023



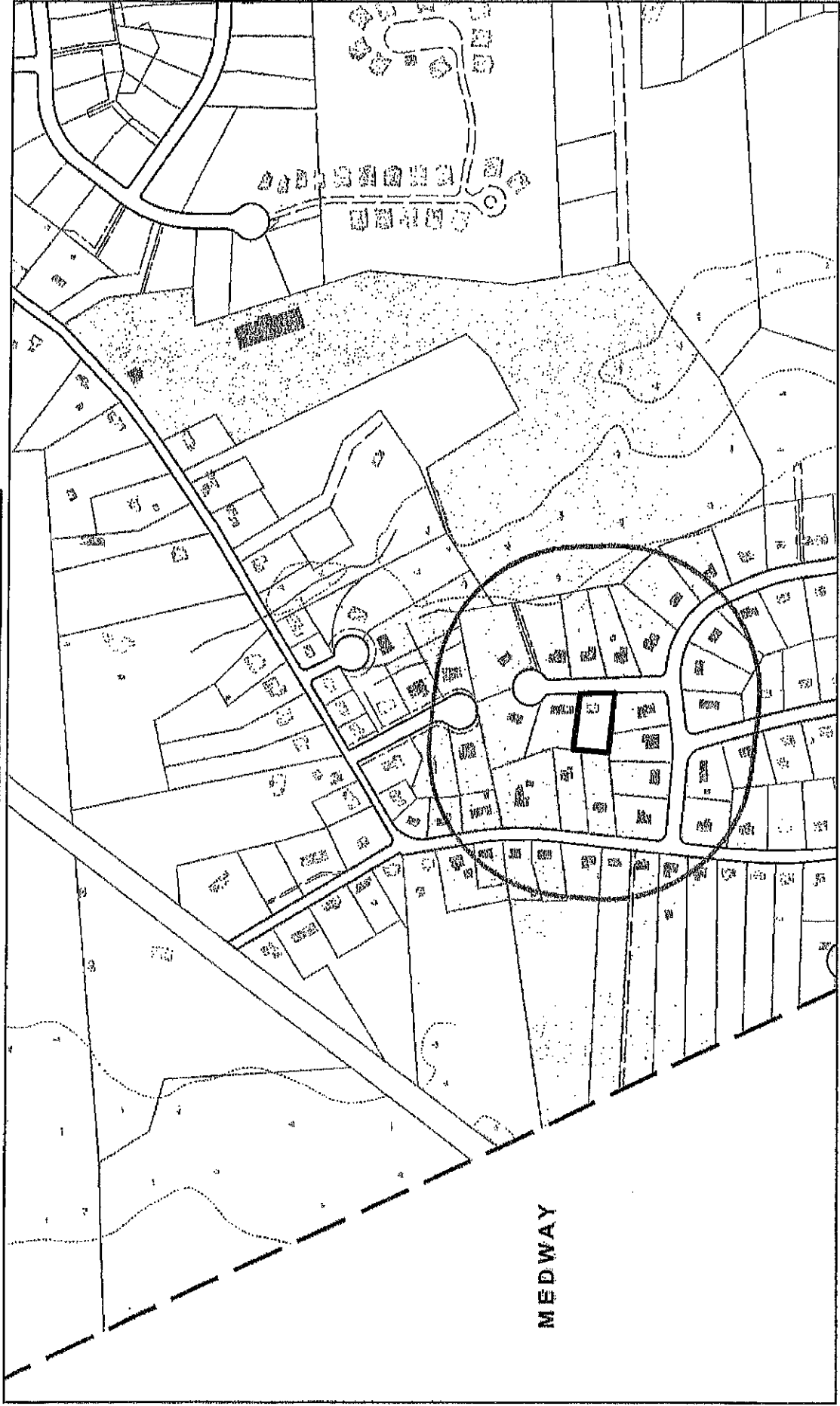
# Abutter's List 6 Concord Circle

Millis, MA

1 inch = 475 Feet



[www.cai-tech.com](http://www.cai-tech.com)



Data shown on this map is provided for planning and informational purposes only. The municipality and CAI Technologies are not responsible for any use for other purposes or misuse or misrepresentation of this map.

**Ad Preview**

**6 CONCORD CIRCLE  
LEGAL NOTICE  
NOTICE OF PUBLIC  
HEARING**

Pursuant to Chapter 140, Section 157 of the Massachusetts General Laws, the Millis Select Board has received a Dangerous Dog Complaint regarding "Bentley", a dog owned by Rebecca Martin of 6 Concord Circle, Millis, MA 02054. A Public Hearing will be held regarding this matter at 8:00 p.m. on Tuesday, the 20th day of June 2023 at the Veterans Memorial Building in Room 229, 900 Main Street, Millis, MA 02054 in person.

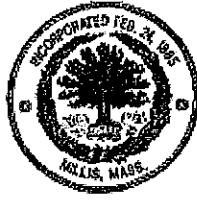
Town of Millis Select Board

AD# 8927391  
DN: 6/13/2023



23-136

FY24 Purchase of Lawnmower for DPW



## ***TOWN of MILLIS***

### **DEPARTMENT OF PUBLIC WORKS**

900 MAIN STREET, MILLIS, MA 02054

**TO:** Michael Guzinski, Town Administrator  
**FROM :** James F. McKay, Director of Public Works  
**DATE :** June 14, 2023  
**SUBJECT :** Zero turn

---

I would ask that you approve and sign a state contract FAC116 effective 7/1/2023 with:

Norfolk Power Equipment  
5 Cushing Drive  
Wrentham, MA 02093  
Not to exceed \$ 15,999

The purchase is for 1 - 72" zero turn mower.

---

Michael Guzinski, Town Administrator

Date:



www.norfolkpower.com  
Info@norfolkpower.com

Ship To: IN STORE PICKUP

5 Cushing Drive  
Wrentham, MA 02093  
Tel: (508) 384-0011  
Fax: (508) 384-8667

846 Bronco Highway  
Burrillville, RI 02830  
Tel: (401) 710-9911  
Fax: (401) 710-9466

45 North Main Street  
Carver, MA 02330  
Tel: (774) 213-9190  
Fax: (508) 465-0931

\*\*\*Please remit payment to Wrentham address\*\*\*

Invoice To: MILLIS DPW  
900 MAIN STREET  
MILLIS MA 02054

Branch 01 - WRENTHAM		
Date 06/14/2023	Time 8:21:49 (O)	Page 1
Account No MILLI021	Phone No 7749939181	Est No 02 Q18180
Ship Via		Purchase Order JIM MCKAY
Tax ID No		
CHRIS BURNS		Salesperson CTB

### EQUIPMENT ESTIMATE - NOT AN INVOICE

Description

EXPIRY DATE: 07/13/2023

Amount

\*\*\*\*STATE CONTRACT FAC116\*\*\*\*DELIVER JULY 3RD\*\*\*\*\*  
JIM MCKAY 508 376-5424 JMCKAY@MILLISMA.GOV

New WRIGHT WZXT72S61GE1 72" ZERO TURN WITH 40HP VANGUARD EFI 15999.00

Subtotal: 15999.00  
Quote Total: 15999.00

WHOLEGOODS RETURN POLICY: (1) All new equipment comes with a written manufacturer's warranty. Any defects in material workmanship are subject to repair according to the manufacturer's warranty. Unless directed by the manufacturer, equipment will not be replaced. (2) Equipment returned within seven business days in new unused conditions may be exchanged or refunded for the full amount. (3) Equipment returned within seven business days and has been used subject to a thirty percent restocking fee. (4) No returns after seven business days. (5) All special orders subject to a twenty percent cancellation fee. (6) Special order units are non-returnable. Norfolk Power Equipment, Inc. reserves the right to add a price increase to any quote or customer order prior to shipment; in order to address increases in commodity prices and surcharges imposed by manufacturers during the period from the date hereof to the shipment date. Norfolk Power Equipment, Inc. will notify the buyer of the finance price due prior to assembly of new machine. The buyer shall have the right to cancel the order within 10 days of receipt of final price. At that time the unit will become available to the next customer in line.

\*\*\*All new equipment quotes valid for 10 days unless stated otherwise.\*\*\*

**Thank You For Your Business!**

23-137

FY24 SB Goals

23-138

FY24 SB Board/Committee Appointments

COMMITTEE	LAST NAME	FIRST NAME
Agricultural Commission	Hubbard	Diane
Agricultural Commission	Cantoreggi	Robert "Brutus"
Agricultural Commission	Chiarizio	Linda
Board of Assessors	Jurmain	Diane
Cable TV Advisory Committee (Sch Comm Liaison)	Catalano	Steven
Cable TV Advisory Committee	Forman	Leonard
Cable TV Advisory Committee	Normandin	Ray
Cable TV Advisory Committee (ex-officio)	Yusna	Madeline
Capital Planning Committee (ex-officio)	Guzinski	Michael
Capital Planning Committee (Member At Large)	McCaffrey	James
Cemetery Committee	Collins	Marsha
Cemetery Committee	Doyle	John
Cemetery Committee	McKay	James
Cemetery Committee	Mushnick	Jeffery
Cemetery Committee	Simpson	Wayne
Cemetery Committee	Vecchi	Charles
Community Preservation Committee (Member at Large)	McKay	James
Conservation Commission	Gavin	Christine
Conservation Commission	McPhee	Scott
Council on Aging	Brown	William
Council on Aging	Bojardi	Joyce
Cultural Council	O'Gara	Judy
Economic Development Committee	Barnes	Loring
Economic Development Committee	Borgman	Amanda
Economic Development Committee	Iorlano	Matt
Economic Development Committee	Maltinsky	Nate
Economic Development Committee	Riley	Nicole
Enterprise Advisory Committee	Duffy	Jim
Enterprise Advisory Committee	De Souza	Bryan
Enterprise Advisory Committee	Quinter	Todd

COMMITTEE	LAST NAME	FIRST NAME
Enterprise Advisory Committee (DPW Liaison)	McKay	James
Enterprise Advisory Committee (BOH Liaison)	McVeigh	John
Energy Committee	Barry	Jon
Energy Committee	Farrar	Timothy
Energy Committee	Gibbons	Craig
Energy Committee	Jurmain	Pete
Energy Committee	O'Connell	Tom
Energy Committee	Streck	Kathleen
Energy Committee	Ward	Cullen
Energy Committee- (ex-officio)	Weiss	Robert
Fence Viewer	Giampietro	Michael
Fence Viewer	Guzinski	Michael
Finance Director	Johnston	Carol
Historical Commission - Associate	Cushman	Rusty
Historical Commission - Associate	Fuzy	Scott
Historical Commission	Gannon	Joanne
Historical Commission - Associate	Giargiari	Larry
Historical Commission	Maltinsky	Nathan
Historical Commission - Associate	McNiff	Carolyn
Historical Commission	Prufer	Cheryl
Historical Commission - Associate	Ruggeri	Robert
Historical Commission - Associate	Vecchi	Charles
Historical Commission	Wilkes	Margaret
Local Emergency Planning Committee (Fire)	Barrett	Richard
Local Emergency Planning Committee (Town Administration)	Bouret DeMarzo	Karen
Local Emergency Planning Committee (IT)	Donovan	Jim
Local Emergency Planning Committee (Facilities)	Engler	John
Local Emergency Planning Committee (BOH Member)	Fuller	Matthew
Local Emergency Planning Committee (Town Administration)	Guzinski	Michael
Local Emergency Planning Committee (Sch Transportation)	LaBarge	Sandy

COMMITTEE	LAST NAME	FIRST NAME
Local Emergency Planning Committee (DPW)	McKay	James
Local Emergency Planning Committee (BOH Director)	McVeigh	John
Local Emergency Planning Committee (Police)	Soffayer	Christopher
Local Emergency Planning Committee (SB Liaison)	Underhill	Erin
Local Emergency Planning Committee (Public Health Nurse)	Ward	Sarah
Metropolitan Area Planning Council Representative	Weiss	Robert
Metropolitan Area Planning Council Representative	Riley	Nicole
Norfolk County Advisory Board Designee	Rosenfeld	Ellen
Parking Clerk	Bouret DeMarzo	Karen
Permanent Building Committee	McCaffrey	James
Planning Board - Associate	Yered	George
Public Weighers	Bianco	Kenneth
Public Weighers	Collins	Michael
Public Weighers	Gilleney	Donald
Public Weighers	Lapierre	Paul
Public Weighers	Lariviere	Jason
Public Weighers	Murphy	Arthur
Public Weighers	Pukanasis	Michael
Public Weighers	Rorrie	Scott
Public Weighers	Rossi	Francis
Public Weighers	Tresca	John
Public Weighers	Tresca	Robert
Public Weighers	Tresca	Steven
Recreation Committee (Chair)	Banks	Michael
Recreation Committee	Cassidy	Steven
Recreation Committee (Ex-Officio)	Fogarty	Kristen
Recreation Committee	Jarvis	Amanda
Recreation Committee	Locke	Sharon
Recreation Committee	Rheaume-Mustard	Pamela
Recreation Committee	Smith	Stephen



COMMITTEE	LAST NAME	FIRST NAME
Recreation Committee	Sussman	Rose
Regional Transportation Advisory Council	Weiss	Robert
Registrars of Voters	Bouret DeMarzo	Karen
Registrars of Voters	Conroy R	Mark
Registrars of Voters	Hardin (D)	Lisa Jane
Registrars of Voters	Yeager R	Robert R
Right-To-Know Coordinator	McVeigh	John
Safety Committee	Barrett	Richard
Safety Committee	Bouret DeMarzo	Karen
Safety Committee	Engler	John
Safety Committee	McKay	James
Safety Committee	McVeigh	John
Safety Committee	Soffayer	Christopher
Safety Committee	Tolson	Kimberly
Safety Committee	LaBarge	Sandra
State Ethics Committee Liaison	Bouret DeMarzo	Karen
Surveyor of Wood and Lumber	Giampietro	Michael
Town Counsel	Mead Talerman & Costa	Jay Talerman
Town Counsel - Labor Counsel	KP Law	David Jenkins
Tree Warden	Cantoreggi	Robert
Tree Warden - Deputy	Vatour	Richard
Tri-County School Committee Representative	Hardin	Jane
Zoning Board of Appeals	Fogarty	Robert
Zoning Board of Appeals - Associate	MacDonald	Bonnie
Zoning Board of Appeals - Associate	Rivers	Donald

23-139

Letter to Legislators

Millis Housing

23-140

Approval of Integrated

FF CBA

23-141

Liaison Updates

23-142

Approval of DRAFT Minutes (4)

Select Board Meeting 11/01/21

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

The following persons were present via Zoom Sel. Underhill, Sel. Schultze, Town Administrator Mike Guzinski, and Operations Support Manager Karen Bouret Demarzo.

Announcements

Karen Bouret DeMarzo announced that the Millis Boys Varsity Soccer Team won the Tri-Valley League Small School Division, sharing the title with Medway. This is the first time in school history that boys' soccer has earned the title. They move on to playoffs in the upcoming week.

21-287 Veterans Day Information

John Moore, Veterans Director, reviewed the upcoming Veterans' Day events as they will be held in Millis.

Sel. Schultze read the Veterans' Day Proclamation for 2021.

**Sel. Schultze made a motion to accept the 2021 Veterans' Day Proclamation as read by the Clerk. The motion was seconded by Sel. Underhill. Sel. Underhill polled the Board and the motion passed.**

21-288 Review/Approval of Avalena's Common Victualler and Entertainment Licenses

Ms. Bouret said Avalena's, a bar and grill to be located at 36B Millston Commons, has been working diligently and is anticipating opening to the public around Thanksgiving weekend. Ms. Bouret said the Building Department, Fire Department and Board of Health have all been doing inspections and are in favor of the Board granting both a Common Victualler License and Entertainment License at this time. Ms. Bouret noted the All-Alcohol license has already been granted by the Board.

**Sel. Schultze made a motion to grant a Common Victualler License and Entertainment License to S&S Enterprises, LLC DBA Avalena's Bar and Grille. Sel. Underhill seconded this motion. Sel. Underhill polled the Board and the motion passed unanimously.**

21-289 Discuss Fall Annual Town Meeting Articles (& 21-291 Speaking Roles)

Mr. Guzinski said the Finance Committee voted to approve Article 2 with the exception of a School Town-Wide Social Worker position for \$60,000. Robert Mullaney, Millis High School Superintendent, spoke to the Board about this request noting it would be funded by Marijuana Impact Funds as shown on the warrant. Mr. Mullaney provided statistics on marijuana use among students and urged the Board to consider funding this important position. The Board, like the Finance Committee, agreed that more research and development is needed but would like to see this on the Spring Town Meeting Warrant.

Sel. Underhill reviewed the articles and the Board voted on speaking roles for each.

Article 1: Sel. Underhill

Article 2: Sel. Underhill

Article 3: Sel. Schultze

Article 4: Sel. Underhill

Article 5: Sel. Schultze

Article 6: Sel. Schultze

Article 7: Sel. Schultze

Article 8: Sel. Underhill

Article 9: Sel. Schultze

Article 10: Sel. Underhill  
Article 11: Sel. Schultze  
Article 12: Sel. Underhill  
Article 13: Sel. Schultze  
Article 14: Sel. Schultze  
Article 15: Sel. Underhill

21-290 Town Meeting Procedures

Mr. Guzinski said there have been several preparation meetings regarding the upcoming FATM. There is detailed information on the home page of the website.

**Sel. Schultze made a motion to adjourn at 7:55pm. The motion was seconded by Sel. Underhill. Sel. Underhill polled the Board and the motion passed unanimously.**

Respectfully submitted by Victoria Schindler

Select Board Meeting Minutes 12/06/21

**Sel. Jurmain Called the meeting to order at 7:00pm**

The following persons were present via Zoom: Sel. Peter Jurmain, Sel. Erin Underhill, Town Administrator Mike Guzinski and Operations Support Manager Karen Bouret DeMarzo.

Announcements

Holiday Hours for the Transfer Station- Open: 12/24 8-11 & 12-3:30, Closed: 12/25, Open: 12/31 8-11 & 12-3:30, Closed: 1/1

Karen Bouret DeMarzo, congratulates the Millis High School Varsity Soccer Team for their outstanding season. They have broken all Millis High School Soccer records.

21-307 Appointment of Conservation Committee Member

**Sel. Underhill made a motion to appoint David Larsen to the Conservation Commission. Sel. Jurmain seconded the motion. The motion passed unanimously.**

21-308 Review/Approval of American Rescue Plan Act (APRA) Grant Agreement

**Sel. Underhill made a motion to approve and sign the American Rescue Plan Act Grant Agreement. Sel. Jurmain seconded the motion. The motion passed unanimously.**

21-309 Review/Approval of PFAS Water Treatment Plant Design Amendment

Kristen Ryan, Project Manager from Kleinfelder, explained that the bidding process will start in January and construction starting in March. She explained the additional design services that are being requested to address liquefiable soils and hazardous building material. She is requesting a change order of \$75,000 for the cost impacts.

**Sel. Underhill made a motion to approve and authorize the Town Administrator to sign on the Town's behalf the change order request #2 for \$75,000 for the PFAS Water treatment plant plan for Wells 1 & 2. Sel. Jurmain seconded the motion. The motion passed unanimously.**

21-310 Stormwater & Land Disturbance Hearing: Lot 19 Evergreen Terrace & Lot 20A Beech Street

**Sel. Underhill made a motion to open the public hearing for 10 Evergreen Terrace (Lot 19) and 2 Beech Street (Lot 20A). Sel. Jurmain seconded the motion. The motion passed unanimously.**

Dan Merrikin from Legacy Engineering discussed the Southend Farm Subdivisions Lots 19 Evergreen Terrace and 20A Beech Street and the application for Stormwater Management and Land Disturbance Permits Peer Review.

**Sel. Underhill made a motion to close the public hearing for 10 Evergreen Terrace (Lot 19) and 2 Beech Street (Lot 20A). Sel. Jurmain seconded the motion. The motion passed unanimously.**

**Sel. Underhill made a motion to grant a storm water management permit and a land disturbance permit for 10 Evergreen Terrace based on the finding identified in the draft decisions dated December 2, 2021, and subject to the conditions enumerated therein. Sel. Jurmain seconded the motion. The motion passed unanimously.**



Sel. Underhill made a motion to grant a storm water management permit and a land disturbance permit for 2 Beech Street based on the finding identified in the draft decisions dated December 2, 2021, and subject to the conditions enumerated therein. Sel. Jurmain seconded the motion. The motion passed unanimously.

21-311 Review/Approval of Contract Amendments for FY22 Annual Paving

Sel. Underhill made a motion to approve the contract amendments for the FY22 Annual Paving contract 1 in the amount of \$22,422.58 which bring the new total to \$436,551.58. and authorize the Town Administrator to sign on the Towns behalf. Sel. Jurmain seconded the motion. The motion passed unanimously.

Sel. Underhill made a motion to approve the contract amendments for the FY22 Annual paving contract 2 in the amount of \$6,188.00 which brings the new total to \$115,900.00 and authorize the Town Administrator to sign on the Towns behalf. Sel. Jurmain seconded the motion. The motion passed unanimously.

21-312 Approval of Letter to Senator Raush re: PFAS Grant Aid

Sel. Underhill made a motion to approve the letter to Senator Raush. Sel. Jurmain seconded the motion. The motion passed unanimously.

21-313 Approval of Water/Sewer Department

Sel. Underhill made a motion to approve the water/sewer collector for November 2021 in the amount of \$1,915.02. Sel. Jurmain seconded the motion. The motion passed unanimously.

21-314 Approval of DRAFT Minutes

No minutes to approve

Sel. Jurmain made a motion to enter executive session at 8:04 pm to conduct strategy sessions in preparation for union and non-union personnel (Police Chief & Massachusetts Coalition of Police Local 171 and Millis Police Association Dispatchers) emerging only to adjourn. Sel. Jurmain polled the Board and the motion passed unanimously.

Respectfully submitted by Victoria Schindler

## Select Board Meeting minutes 12/20/21

### **Sel. Jurmain Called the meeting to order at 7:00pm**

The following persons were present via Zoom: Sel. Peter Jurmain, Sel. Erin Underhill, Sel. Craig Schultze, Town Administrator Mike Guzinski and Operations Support Manager Karen Bouret DeMarzo.

### Announcements

There are no announcements

### 21-315 COVID Status Update & Town Mask Policy

Board of Health Director, John McVeigh, stresses the importance of getting vaccinated to protect against the new variant. He suggests continuing masking and keeping distance.

### 21-316 Approval of Memorial Bench Donation

Sel. Underhill made a motion to approve the memorial bench donation. Sel. Schultze seconded the motion. The motion passed unanimously.

### 21-317 Appointment of Department of Public Works Department Assistant 1

Sel. Schultze made a motion to ratify the Town Administrators appointment of Kathleen White as Department Assistant 1 starting on 1/3/22 pending a physical exam. Sel. Underhill seconded the motion. The motion passed unanimously.

### 21-318 Appointment of Department of Public Works Office Manager

Sel. Schultze made a motion to ratify the Town Administrators appointment of Delrdre Gilmore as the DPW office manager effective immediately. Sel. Underhill seconded the motion. The motion passed unanimously.

### 21-319 Appointment of On-Call Firefighter/Intern

Sel. Underhill made a motion to ratify the Town Administrator appointment of Andrew O'Reilly as On-Call Firefighter/Intern pending physical, CORI, and drug screen. Sel. Underhill seconded the motion. The motion passed unanimously.

### 21-320 Appointment of Department Assistant 1 Recreation

Sel. Underhill made a motion to ratify the Town Administrators appointment of Erin LeBlanc as the 10 hour/week Department Assistant 1 in the Recreation Department. Sel. Schultze seconded the motion. The motion passed unanimously.

### 21-321 Appointment of (2) Recreation Committee members

Sel. Underhill made a motion to appoint Stephen Smith and Joyce Boiardi to the Millis Recreation Committee. Sel. Schultze seconded the motion. The motion passed unanimously.

### 21-322 Appointment of On-Call Snow Removal Worker

Sel. Underhill made a motion to ratify the Town Administrator appointment of William Bouret as on On-Call Snow Removal Worker for Town Building subject to a physical and CORI. Sel. Schultze seconded the motion. The motion passed unanimously.

### 21-323 Review/Approval of Catch Basin Cleaning Contract

Sel. Schultze made a motion to approve and authorize the Town Administrator to sign on the Town behalf the Catch Basin Contract not to exceed the amount of \$16,146.00. Sel. Underhill seconded the motion. The motion passed unanimously.

### 21-324 DPW Building Project Status Update

DPW Director, Jim McKay, updates the Board regarding the DPW Building Project, he states employees are currently moving into the building. They are going to finish the demolition of the garage area by the first of the year. They painted the ceiling of the truck areas.

### 21-325 PFAS Mitigation- Progress Update

DPW Director, Jim McKay, updated the Board regarding the PFAS Mitigation. He states the project completion time is projected to be 450 days. The plans must be submitted to MassDEP.

### 21-326 Review/Approve Select Board Licenses for 2022

Sel. Jurmain made a motion to approve the following Licenses for 2023 except the businesses highlighted below in yellow. Sel. Underhill seconded this motion. The motion passed unanimously.

NAME/OWNER	DRA	LICENSE TYPE	LICENSE #	ADDRESS	NAME/OWNER	DRA	LICENSE TYPE	LICENSE #	ADDRESS
132 Exchange Street, Inc.	Richard Food Stop	Alcohol Pkg Store - Wine and Malt	0008-FW-0719	132 Exchange Street	Mills Pkg Store Corp.	Warehous	Al Alcohol Package Store	00016-FW-0716	1113 Main Street
Audi, Inc.	Miles House of Parts	Common Vehicle	18	245 Main Street	Mills Used Auto Parts, Inc.	Miles Used Auto Parts	Class II	75	1405 Main Street
AM Vets Post #35 MSA, Inc.	245 Main	All Alcohol - Veterans Club	00037-CL-0216	404 Village Street	Napier Construction, Inc.	Nonreside	Alcohol Pkg Store - Wine and Malt	00017-FW-0716	301 Main Street
		Amusement	190		Napper Tandy MSA, Inc.	Warehous	Al Alcohol Package Store	00024-FW-0716	379 Main Street
		Entertainment	19				Common Vehicle	190	
		Food Table	11				Entertainment	190	
Arakawa's	Arakawa's	All Alcohol Restaurant	00027-FW-0719	300000 Madison Road			Class II	7	1372 Main Street
		Common Vehicle	110				Class II	7	1372 Main Street
		Entertainment	110				Common Vehicle	110	20 Exchange Street
Barker & Johnson, Entertainers, Inc.	Victory Lane Bar and Grill	All Alcohol Restaurant	00007-FW-0719	32 Exchange Street	PFAS, LLC	New England Auto Salvage	Class II	2	100 Main Street
		Amusement	63		Pawtux, LLC	Indian Groceries & Deli	Common Vehicle	110	20 Exchange Street
		Entertainment	64		Pathways Center, Inc.	Shirley's Tea House & Cafe	Common Vehicle	110	100 Main Street
		Entertainment	65		Phymark, Inc.	Warehous	Al Alcohol Package Store	00009-FW-0716	28 Pleasant Street
Bethany House Breweries, Inc.	Bethany House Brew. Client	Amusement	11	1134 Main Street			Common Vehicle	110	
Big Red, Inc.	Big Red	Common Vehicle	436	1209 Main Street			Entertainment	110	
		Entertainment	437		R & R Auto Repair, Inc.	Auto Collision	Class II	7	1405 Main Street
Black Cow Ice Cream	Black Cow Ice Cream	Common Vehicle	107	1202 Main Street	Robert & Elva's Bar	Auto Auto Body	Class II	7	1405 Main Street
Campan, Inc.	Campan	Amusement	477	1202 Main Street	Robert Brothers Supermarket	Robert Brothers Supermarket	Common Vehicle	110	1405 Main Street
Country Kitchen Donuts & Muffins, Inc.	Country Kitchen Donuts & Muffins	Common Vehicle	404	1145 Main Street	Ryan Family Amusement, Inc.	Amusement	Alcohol on Premises - Wine and Malt	00010-FW-0719	1110 Main Street
		Entertainment					Amusement	110	
Charm, Inc.	Charm's Place	Common Vehicle	7	1404 Main Street			Boating Safety (B)	110	
Export Auto/Miles	Export Auto of Miles	Class II	15	10191 Union Street			Entertainment	110	
Farm Street Auto Sales	Farm Street Auto Sales	Class II	1	30 Farm Street	Garage Hardware	Garage Hardware	Common Vehicle	110	16 Exchange Street
Fox Fur & Feather Club	Fox Fur & Feather Club	Hotel & Trip Sleeping	15	1001 North Road	Gelsa Group, LLC	Alcohol	Common Vehicle	110	100 Main Street
Foreign Car Repair	Foreign Car Repair	Class II	5	1405 Main Street	H. Dineen & Co. Mary, Inc.	Auto's Pharmacy	Common Vehicle	110	100 Main Street
Jalapa Mexican Grill, LLC	Jalapa Mexican Grill	All Alcohol Restaurant	00023-FW-0719	409 Main Street	Rockwell Enterprises, LLC	Rockwell Enterprises & More Co.	All Alcohol Package Store	00015-FW-0716	40 Exchange Street
		Common Vehicle	110				Common Vehicle	110	
Ju King, Inc.	Ju King Restaurant	Alcohol on Premises - Wine and Malt	00006-FW-0716	34 Madison Road	Seems No Long Corp.	Seems No Long Corp.	Alcohol Package Store	00015-FW-0716	10 Madison Road
		Common Vehicle	110		Shen Fung, Inc.	Shen Fung, Inc.	Common Vehicle	110	100 Main Street
Phara, LLC	Phara, LLC	All Alcohol Package Store	00015-FW-0716	402 Main Street	Shen Fung, Inc.	Shen Fung, Inc.	Common Vehicle	110	100 Main Street
Main Street Market, Inc.	Main Street Market	Alcohol Pkg Store - Wine and Malt	00024-FW-0716	102 Main Street	Shen Fung, Inc.	Shen Fung, Inc.	Common Vehicle	110	100 Main Street
Miles Donuts, Inc.	Donuts Donuts	Common Vehicle	110	100 Main Street	Shen Fung, Inc.	Shen Fung, Inc.	Common Vehicle	110	100 Main Street
Miles Fitness, Inc.	Miles Fitness	Common Vehicle	110	100 Main Street	Shen Fung, Inc.	Shen Fung, Inc.	Common Vehicle	110	100 Main Street
		Entertainment	110		Shen Fung, Inc.	Shen Fung, Inc.	Common Vehicle	110	100 Main Street

Sel. Schultze made a motion to approve the AM vets Licenses contingent on providing Fire Alarm Report by January 10<sup>th</sup>. Sel Underhill seconded the motion. The motion passed unanimously.

Sel. Schultze made a motion to approve the Napper Tandy's Licenses contingent on providing Sprinkler Report by January 10<sup>th</sup>. Sel Underhill seconded the motion. The motion passed unanimously.

Sel. Jurmain made a motion to approve the Ryan Family Amusements Licenses contingent on providing Sprinkler and Fire Alarm Report by January 10<sup>th</sup>. Sel Underhill seconded the motion. The motion passed unanimously.

### 21-327 Approval of Water/Sewer Commitments

N/A

### 21-328 Approval of DRAFT Minutes

**Sel. Underhill made a motion to approve the DRAFT minutes from 11/22/21. Sle. Schultze seconded the motion. The motion passed unanimously.**

Last minute added item by the Town Administrator

The Town Administrator asks the Board to close all non-emergency municipal buildings on December 23<sup>rd</sup>.

**Sel. Schultze made a motion to close all non-emergency municipal buildings on December 23<sup>rd</sup> at 1pm. Sel. Underhill seconded the motion. The motion passed unanimously.**

**Sel. Jurmain made a motion to enter executive session at 8:11pm to conduct strategy sessions in preparation for union and non-union personnel (Police Chief & Massachusetts Coalition of Police Local 171 and Millis Police Association Dispatchers) only emerging to adjourn. Sel. Jurmain polled the Board and the motion passed unanimously.**

Respectfully Submitted by Victoria Schindler

Select Board Meeting Minutes 01/10/22

**Sel. Jurmain Called the meeting to order at 7:00pm**

The following persons were present via Zoom: Sel. Peter Jurmain, Sel. Erin Underhill, Sel. Craig Schultze. Town Administrator Mike Guzinski and Operations Support Manager Karen Bouret Demarzo.

Announcements

Fire Chief Rick Barrett remembered former Fire Chief Warren Champagne and Veterans Services Officer John Moore remembered volunteer Mark Slayton. Both men passed away recently. Chair Pete Jurmain asked for everyone to have a moment of silence to honor these men. Sel. Erin Underhill noted a recent article in

22-001 Board of Health COVID-19 Update

John McVeigh, Board of Health Director, spoke about the current COVID situation with the new omicron variant spreading rapidly. Mr. McVeigh said the vast majority of Millis is vaccinated at this point, but the positivity rate is now at 13% with considerable transmission ongoing. Mask mandates have been extended in schools by the state. Mr. McVeigh reiterated that masks are required in all municipal buildings per order of the Select Board and strongly advised at other businesses in town. A discussion ensued about possibly mandating masks at other town businesses and the Board decided to continue to watch the situation closely. The Board strongly recommended that all public board and committee meetings are held virtually for the time being.

22-002 Approval of Senior Project for AED

Colin Christie, a senior at Millis High School, stated that his senior project will be to have a CPR training class to raise money for an AED at town park. Chief Barret said an AED is an automated external defibrillator. He asked the Board to approve the location. Sel. Schultze made a motion to approve Colin Christie's senior project including locating a new AED near the tennis courts at Town Park. The motion was seconded by Sel. Underhill. Sel. Jurmain polled the Board and the motion passed unanimously.

22-003 Appointment of Department Assistant II – BOA

Sel. Schultze made a motion to ratify the Town Administrator's appointment of Elizabeth Rand as Department Assistant II at the Board of Assessors. The motion was seconded by Sel. Underhill. Sel. Jurmain polled the Board and the motion passed unanimously.

22-004 Appointment of Regional Animal Control Officer

Sel. Schultze made a motion to ratify the Town Administrator's appointment of Erin Mallette as Regional Animal Control Officer pending a successful CORI, physical and drug screening. The motion was seconded by Sel. Underhill. Sel. Jurmain polled the Board and the motion passed unanimously.

22-005 Appointment of Assistant Animal Control Officer

Sel. Schultze made a motion to ratify the Town Administrator's appointment of Kelley Ward as Assistant Animal Control Officer pending a successful CORI, physical and drug screening. The motion was seconded by Sel. Underhill. Sel. Jurmain polled the Board and the motion passed unanimously.

22-006 Hearing: Stormwater/Land Disturbance at 2 Frontier Lane

Chair Jurmain made a motion to enter a stormwater and land disturbance hearing for 2 Frontier Lane. The motion was seconded by Sel. Underhill. Sel. Jurmain polled the Board and the motion passed unanimously.

**9:05 PM**

**Executive Session Included Chief Soffayer**

Mr. Guzinski reviewed the proposals put forth by the Police union and suggested responses from the Town for the Board to consider. Mr. Guzinski noted that there will be a proposal from the Town to respond to all of these as one package that will be accepted or not.

**Move to exit ES**

**EU Then CS at 9:40 pm**

**EU then CS adjourn at 9:41 pm**

DRAFT