

Select Board Meeting Minutes 04/26/21.

Sel. McCaffery called the Meeting to order at 7:00pm

The following persons were present via Zoom Chair James McCaffery, Vice Chair Peter Jurmain, Clerk Erin Underhill, Town Administrator Mike Guzinski, Operations Support Manager Karen Bouret.

Announcements

Sel. Underhill stated Millis Beautification Day was a success and thanked the community for all the hard work.

Sel. McCaffery reminded everyone about the upcoming Town Meeting and Town Election.

21-114 Covid Update

Town Administrator Mike Guzinski discusses reopening the Town Hall for walk in traffic for office business the day after the election (5/11) at the earliest.

Board of Health Director Jim McVeigh stated vaccinations in MA are continuing at a good rate, Millis numbers of positives are declining.

The Board decided to discuss this further and have it be added to the 5/3 meeting.

21-115 Approve the Acceptance of an Intern for Town Administrators Office – Samuel Hockenbury

Sel. Underhill made a motion to approve the Town Administrators appointment of Samuel Hockenbury as an intern in the Town Administrators office. Sel. Jurmain seconded the motion. Sel. McCaffery polled the Board and the motion passed unanimously.

21-116 Appointment of Economic Development Committee Member

Sel. Jurmain approve the appointment of Loring Barnes as a member of the Economic Development Committee. Sel. Underhill seconded the motion. Sel. McCaffery polled the Board and the motion passed unanimously.

21-117 Appointment of Cultural Council Member

Sel. Jurmain approved the appointment of Lelia Tenreyro-Viana as a member of the Cultural Council. Sel. Underhill seconded the motion. Sel. McCaffery polled the Board and the motion passed unanimously.

21-118 Approval of Fee Waiver for Millis High School Senior Project- Dugout

Sel. Underhill made a motion to waive the building permit fees for purpose of construction the dugout. Sel. Jurmain seconded the motion. Sel. McCaffery polled the Board and the motion passed unanimously.

21-119 Urban Land Institute Technical Assistance Panel Town Center Study

Robert Weiss Town Planner/Energy Manger asked the Board to set aside 30 mins at the 5/28 meeting. The Board agreed.

21-120 Approval of the Water Ban and Signage

DPW Director Jim McKay reviewed outside watering regulations for businesses and residents and asked for the Boar to put this in effect from 5/1/21-9/30/21 and not to include water well users.

Sel. McCaffery made a motion to approve the Water Ban as stated from 5/1/21-9/30/21 on an odd/even basis by house number from 9am-5pm. Sel. Jurmain seconded the motion. Sel. McCaffery polled the Board and the motion passed unanimously.

21-121 Approval of Letter of Engagement Agreement- Community Paradigm Associates, LLC

Mr. Guzinski asked the Board to retain Community Paradigm to complete 5 tasks as listed in the proposal (see attached in packet).

The Board asked for Carl Valente to be the primary point person on this and for him to continue his work.

Sel. McCaffery made a motion to accept the proposal subject to any input provided by EFAC. Sel. Jurmain seconded the motion. Sel. McCaffery polled the Board and the motion passed unanimously.

21-122 Discuss FY22 Budget Recommendations

Mr. Guzinski reviewed FinComs budget recommendations as stated in Chair Pete Berube's email dated 4/15.

The Board reviewed the FY22 Budget line by line to see where it was adjusted to account for the FinCom recommendations. The decided the bottom-line budget increase remains the same, money was just moved to different lines.

Sel. Jurmain made a motion not to accept the revised budget recommendations as outlined in the 4/15/21 version of the budget as presented. Sel. Underhill seconded the motion. Sel. McCaffery polled the Board and the motion passed unanimously.

21-123 Annual Town Meeting Warrant Articles Recommendations

Sel. Underhill made a motion for Sel. McCaffery to recommend approval of Article 1 on the SATM Warrant. Sel. Jurmain seconded the motion. Sel. McCaffery polled the Board and the motion passed unanimously.

Sel. Jurmain made a motion for Sel. McCaffery to recommend approval of Article 2 on the SATM Warrant. Sel. Underhill seconded the motion. Sel. McCaffery polled the Board and the motion passed unanimously.

Sel. Underhill made a motion for Sel. McCaffery to recommend approval of Article 3 on the SATM Warrant. Sel. Jurmain seconded the motion. Sel. McCaffery polled the Board and the motion passed unanimously.

Sel. Jurmain made a motion for Sel. McCaffery to recommend approval of Article 4 on the SATM Warrant. Sel. Underhill seconded the motion. Sel. McCaffery polled the Board and the motion passed unanimously.

Sel. Underhill made a motion for Sel. Jurmain to recommend approval of Article 5 on the SATM Warrant. Sel. Jurmain seconded the motion. Sel. McCaffery polled the Board and the motion passed unanimously.

Sel. Jurmain made a motion for Sel. Jurmain to recommend approval of Article 6 on the SATM Warrant. Sel. Underhill seconded the motion. Sel. McCaffery polled the Board and the motion passed unanimously.

Sel. Underhill made a motion for Sel. Jurmain to recommend approval of Article 7 on the SATM Warrant. Sel. Jurmain seconded the motion. Sel. McCaffery polled the Board and the motion passed unanimously.

Sel. Jurmain made a motion for Sel. Underhill to recommend approval of Article 8 on the SATM Warrant. Sel. Jurmain seconded the motion. Sel. McCaffery polled the Board and the motion passed unanimously.

Sel. Underhill made a motion for Sel. Underhill to recommend approval of Article 9 on the SATM Warrant. Sel. Jurmain seconded the motion. Sel. McCaffery polled the Board and the motion passed unanimously.

Sel. Jurmain made a motion for Sel. Underhill to recommend approval of Article 10 on the SATM Warrant. Sel. Underhill seconded the motion. Sel. McCaffery polled the Board and the motion passed unanimously.

Sel. Underhill made a motion for Sel. Jurmain to recommend dismissal of Article 11 on the SATM Warrant. Sel. Jurmain seconded the motion. Sel. McCaffery polled the Board and the motion passed unanimously.

Sel. Jurmain made a motion for Sel. Jurmain to recommend dismissal of Article 12 on the SATM Warrant. Sel. Underhill seconded the motion. Sel. McCaffery polled the Board and the motion passed unanimously.

Sel. Underhill made a motion for Sel. Underhill to recommend approval of Article 13 on the SATM Warrant. Sel. Jurmain seconded the motion. Sel. McCaffery polled the Board and the motion passed unanimously.

Sel. Underhill made a motion for Sel. Underhill to recommend approval of Article 14 on the SATM Warrant. Sel. Jurmain seconded the motion. Sel. McCaffery polled the Board and the motion passed unanimously.

Sel. Underhill made a motion for Sel. McCaffery to recommend approval of Article 15 on the SATM Warrant. Sel. Jurmain seconded the motion. Sel. McCaffery polled the Board and the motion passed unanimously.

Sel. Jurmain made a motion for Sel. McCaffery to recommend approval of Article 16 on the SATM Warrant. Sel. Underhill seconded the motion. Sel. McCaffery polled the Board and the motion passed unanimously.

Sel. McCaffery made a motion for Sel. Jurmain to recommend approval of Article 17 on the SATM Warrant. Sel. Jurmain seconded the motion. Sel. McCaffery polled the Board and the motion passed unanimously.

Sel. McCaffery made a motion for Sel. Underhill to recommend approval of Article 18 on the SATM Warrant. Sel. Underhill seconded the motion. Sel. McCaffery polled the Board and the motion passed unanimously.

Sel. Jurmain made a motion for Sel. Jurmain to recommend approval of Article 19 on the SATM Warrant. Sel. Underhill seconded the motion. Sel. McCaffery polled the Board and the motion passed unanimously.

Sel. Jurmain made a motion for Sel. Underhill to recommend approval of Article 20 on the SATM Warrant. Sel. Underhill seconded the motion. Sel. McCaffery polled the Board and the motion passed unanimously.

Sel. McCaffery made a motion to take no position on Article 21 on the SATM Warrant. Sel. Underhill seconded the motion. Sel. McCaffery polled the Board and the motion passed unanimously.

Sel. McCaffery made a motion to take no position on Article 22 on the SATM Warrant. Sel. Jurmain seconded the motion. Sel. McCaffery polled the Board and the motion passed unanimously.

Sel. Jurmain made a motion to take no position on Article 23 on the SATM Warrant. Sel. Underhill seconded the motion. Sel. McCaffery polled the Board and the motion passed unanimously.

Sel. McCaffery made a motion for Sel. McCaffery to recommend approval of Article 24 on the SATM Warrant. Sel. Jurmain seconded the motion. Sel. McCaffery polled the Board and the motion passed unanimously.

Sel. Underhill made a motion for Sel. Jurmain to recommend approval of Article 25 on the SATM Warrant. Sel. Jurmain seconded the motion. Sel. McCaffery polled the Board and the motion passed unanimously.

Sel. Jurmain made a motion for Sel. Underhill to recommend approval of Article 26 on the SATM Warrant. Sel. Underhill seconded the motion. Sel. McCaffery polled the Board and the motion passed unanimously.

Sel. McCaffery made a motion for Sel. McCaffery to recommend approval of Article 27 on the SATM Warrant. Sel. Jurmain seconded the motion. Sel. McCaffery polled the Board and the motion passed unanimously.

Sel. McCaffery made a motion for Sel. Jurmain to recommend approval of Article 28 on the SATM Warrant. Sel. Underhill seconded the motion. Sel. McCaffery polled the Board and the motion passed unanimously.

Sel. McCaffery made a motion for Sel. Jurmain to recommend approval of Article 29 on the SATM Warrant. Sel. Underhill seconded the motion. Sel. McCaffery polled the Board and the motion passed unanimously.

Sel. Jurmain made a motion for Sel. McCaffery to recommend dismissal of Article 30 on the SATM Warrant. Sel. Underhill seconded the motion. Sel. McCaffery polled the Board and the motion passed unanimously.

Sel. Jurmain made a motion for Sel. McCaffery to recommend dismissal of Article 31 on the SATM Warrant. Sel. Underhill seconded the motion. Sel. McCaffery polled the Board and the motion passed unanimously.

21-124 Discuss Relations with other Committees

Karen Bouret Operations Support Manager stated this is a notification of a possible policy change to be voted at the 5/1 meeting.

21-125 Town Administrator Evaluation

Sel. McCaffery reviewed the Town Administrator's evaluation process. Each Select Board member completed an appraisal worksheet independently then reviewed them with the Town Administrator individually. All were sent to Town Counsel who merged all the independent reviews into one formal appraisal. Sel. McCaffery summarized each area of the review.

Mr. Guzinski thanked all the staff and the Select Board for their feedback.

Sel. Jurmain made a motion to adjourn at 10:40pm. Sel. Underhill seconded the motion. Sel. McCaffery polled the Board and the motion passed unanimously.

Respectfully submitted by Victoria Schindler

Select Board Meeting Minutes 05/03/21.

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

The following persons were present via Zoom Chair James McCaffery, Vice Chair Jurmain, Clerk Underhill, Town Administrator Mike Guzinski, Operations Support Manager Karen Bouret.

Sel. McCaffery made a motion to enter executive session at 7:00pm to conduct strategy session in preparation for negotiations with union personnel (Fire Contract). Also, to conduct strategy sessions in preparation for negotiations with non-union personnel (Town Administrator). Sel. Jurmain seconded the motion. Sel. McCaffery polled the Board and the motion passed unanimously.

Sel. McCaffery made a motion to enter open session at 7:30pm. Sel. Jurmain seconded the motion. Sel. McCaffery polled the Board and the motion passed unanimously.

Announcements

Chief Barret would like to thank James McCaffery for all his hard work on the Select Board.

Sel. McCaffery thanks the Board and Residents for a successful Town Meeting.

21-129 COVID Status Update and Town Hall Reopening Discussion

Town Administrator, Mike Guzinski, discusses the COVID update. He stated vaccines are available for all ages now and the Town status has changed to "Green" and he is recommending that Town Hall be open to the public starting May 11th.

Sel. Jurmain questioned if the Board could limit the people coming in, to only vaccinated individuals. Mr. Guzinski stated it would be very hard to police and that it is not recommended

Sel. Underhill made a motion to approve the Town Administrators recommendation for reopening the Town Hall on Tuesday, May 11th and reserving him the right to close in the case of a resurgence. Sel. Jurmain seconded the motion. Sel. McCaffery polled the Board and the motion passed unanimously.

21-130 Annual Town Meeting Follow-up Discussion

Mr. Guzinski outlined the procedure for the purchase of the Village Street Farm that was approved at the Annual Town Meeting.

Sel. Jurmain made a motion to exercise the Towns option to purchase 377 Village Street subject to drafting and executing a purchase and sale and authorize the Town Administrator to execute the notice. Sel. Underhill seconded the motion. Sel. McCaffery polled the Board and the motion passed unanimously.

21-131 Discuss Town Administrator's Annual Merit Adjustment

Sel. McCaffery discuss the current contract with the Town Administrator. The current contract allows for a COL 1.5% increase and allow for an additional 1.5% increase for performance. His total adjustment will be 2.5%.

Sel. Jurmain made a motion to award the Town administrator an additional 1% for his outstanding performance in the prior year. Sel. Underhill seconded the motion. Sel. McCaffery polled the Board and the motion passed unanimously.

21-132 Service Recognition- Kathleen Lannon

Sel. McCaffery thanked Kathleen Lannon for all her service to Board of Health.

State Representative David Linsky thank her for all of her hard work over the years especially during the last year with Covid.

Sel. McCaffery made a motion to approve the declaration of Kathy Lannon. Sel. Jurmain seconded the motion. Sel. McCaffery polled the Board and the motion passed unanimously.

Sel. Jurmain made a motion to adjourn the meeting at 8:30pm. Sel. Underhill seconded the motion. Sel. McCaffery polled the Board and the motion passed unanimously.

Respectfully submitted by Victoria Schindler

Select Board Meeting Minutes 05/17/21

Sel. Jurmain called the meeting to order at 6:30pm.

In attendance: Sel. Peter Jurmain, Sel. Erin Underhill, Sel. Craig Schultze, Town Admin. Mike Guzinski, Operations Support Manager Karen Bouret

Announcements

Sel. Jurmain announced that there will be a Fairy House Exhibit on the Town Hall lawn in June.

Sel. Jurmain announced the opening of the Veterans Memorial Building (Town Hall) effective May 11th.

21-133 Reorganization of the Board

Sel. Underhill made a motion to make Pete Jurmain the Chair of the Select Board. The motion was seconded by Sel. Schultze. Sel. Jurmain polled the Board and the motion passed unanimously.

Sel. Schultze made a motion to make Erin Underhill the Vice Chair of the Select Board. The motion was seconded by Sel. Jurmain. Sel. Jurmain polled the Board and the motion passed unanimously.

Sel. Jurmain made a motion to make Craig Schultze the Clerk of the Select Board. The motion was seconded by Sel. Underhill. Sel. Jurmain polled the Board and the motion passed unanimously.

21-134 Memorial Day Proclamation

Sel. Schultze read the Memorial Day Proclamation as follows:

Whereas, Memorial Day, originally called Decoration Day, is a day of remembrance for those who have died in service of the United States of America. Over two dozen cities and towns claim to be the birthplace of Memorial Day. While Waterloo N.Y. was officially declared the birthplace of Memorial Day by President Lyndon Johnson in May 1966, it's difficult to prove conclusively the origins of the day.

Whereas, regardless of the exact date or location of its origins, one thing is clear – Memorial Day was borne out of the Civil War and a desire to honor our dead. It was officially proclaimed on 5 May 1868 by General John Logan, national commander of the Grand Army of the Republic, in his General Order No. 11. "The 30th of May 1868 is designated for the purpose of strewing with flowers, or otherwise decorating the graves of comrades who died in defense of their country during the late rebellion, and whose bodies now lie in almost every city, village and hamlet churchyard in the land," he proclaimed. The date of Decoration Day, as he called it was chosen because it wasn't the anniversary of any particular battle.

Now, Therefore, Be It Resolved that the Millis Select Board do hereby proclaim Monday, the 31st day of May 2021 as Memorial Day in the Town of Millis and urge all citizens of this community to join us in support of Memorial Day.

Sel. Underhill made a motion that the Board approves the proclamation as read by the Clerk and will sign said document. Sel. Schultze seconded the motion. Sel. Jurmain polled the Board and the motion passed unanimously.

21-135 Appointment of Recruit On Call Firefighters

Fire Chief Barrett said in an effort to restore our Call Department personnel, he is asking the Board to ratify the Town Administrator's appointment of five Recruit Call Firefighters.

Sel. Underhill made a motion to ratify the Town Administrator's appointment of Sean Marrier, Nick Cutone, Jake Munger, Brandon Greene, and Kyle Mee as Recruit Call Firefighters pending a successful physical. The motion was seconded by Sel. Schultze. Sel. Jurmain polled the Board and the motion passed unanimously.

21-136 Appointment of IT Specialist

Sel. Jurmain said IT Specialist position is currently 35 hours split as 20 hours in Millis and 15 hours in Norfolk. Mr. Guzinski recommended the appointment of James Donovan pending a successful physical.

Sel. Underhill made a motion to approve the Town Administrator's appointment of James Donovan as IT Specialist pending a successful physical. Sel. Schultze seconded the motion. Sel. Jurmain polled the Board and the motion passed unanimously.

Unanticipated Item:

Mr. Guzinski took a moment to acknowledge Mr. Samuel Hockenbury's first day of his internship, and to reintroduce in case anyone had not seen the meeting in April when the board ratified his appointment.

21-141 Rockin' Rolling 50's Event

Ms. Bouret asked the Board to approve closing the rear parking lot at the Veterans Memorial Building on Wednesday, June 30th from 11:30am-2:00pm to allow for a Council on Aging event. The event is the Rockin' Rolling 50's and will have live music and a hot dog cart.

Sel. Schultze made a motion to close the rear parking lot of the town hall for from 11:30am-2:00pm on Wednesday June 30th. Sel. Underhill seconded the motion. Sel. Jurmain polled the Board and the motion passed unanimously.

21-142 Review/Approval of Innovex Contract - Copiers

Ms. Bouret informed the board that a new lease for the copiers in the town hall was sought and that after reviewing several options she along with Mr. Guzinski and Mr. Jurmain agreed that Innovex offered the best deal for what they wanted.

Sel. Schultze motion to allow for Mr. Guzinski to sign the contract with Innovex on behalf of the Board. Sel. Underhill seconded the motion. Sel. Jurmain polled the Board, and the motion was passed unanimously.

21-137 Hearing Continuance

Sel. Underhill motion to reopen the Stormwater and Land Disturbance Hearing for 326 Orchard Street at 7:00pm. Sel. Schultze seconded the motion. Sel. Jurmain polled the Board and the motion passed unanimously.

Dan Merrikin of Legacy Engineering presented updated stormwater drainage charts to comply with Massachusetts Storm water draining regulations and the proposed design changes to the one dwelling parcel at 326 Orchard St.

Sel. Jurmain made a motion to close the hearing for 326 Orchard Street at 7:10 pm. Sel. Underhill seconded the motion. Sel. Jurmain polled the Board and the motion passed unanimously.

On a motion by Sel. Underhill, seconded by Sel. Schultze, to grant the following to The Mill Brook School Foundation, Inc. for the proposed Sparhawk Academy building:

- 1. Pursuant to Section 6.F.2 of Article I, subject to the conditions enumerated below, the Board hereby grants a Stormwater Management Permit,**
- 2. Pursuant to Section 6.F.2 of Article I, subject to the conditions enumerated below, the Board hereby grants a Land Disturbance Permit,**

All permits and approvals granted above are subject to the following conditions:

- 1. The Applicant shall construct the project substantially in accordance with the 8-sheet plan set entitled "Sparhawk Academy 376 Orchard Street Site Plan" prepared by Legacy Engineering LLC, dated July 9, 2021, with a latest revision date of January 21, 2021.**
- 2. All construction activities shall proceed in accordance with the provisions of the documents prepared by Legacy Engineering LLC entitled "Stormwater Pollution Prevention Plan (SWPPP) for a Construction Activity for Sparhawk Academy, 376 Orchard Street, Millis, MA" with a latest revision date of January 5, 2021.**
 - a. Prior to construction, the Applicant shall update the SWPPP document with the final names of the site contractor, the EPA Notice of Intent and any other incomplete information and shall submit a copy to the Select Board for review and comment.**
 - b. The Owner shall identify the name, address and phone number of the contact person for construction management of the project. Said contact person shall be available 24 hours per day, seven days per week throughout construction. Such information shall be provided to the Select Board, DPW and Police Department.**
- 3. Observation and approval of subsoil prior to installation of all infiltration basins shall be performed by a designee of the Town.**
- 4. "As-built" plans of all stormwater management facilities shall be provided to the Planning Board for its review and approval.**
- 5. The Long-Term O&M Plan with signature of the owner/operator shall be provided to the Board prior to occupancy and future responsible parties must be notified of their continuing legal responsibility to operate and maintain the stormwater management system. The Board shall be provided with an updated O&M with new signatures upon any change in site owner/operator.**
- 6. This decision shall be recorded by the Applicant with proof of recording provided to the Select Board prior to issuance of the first occupancy permit within the development.**
- 7. Wherever plans and conditions differ, conditions of the permit shall govern.**

8. **All bills for town consultants used during the permit review process must be paid by the Applicant before the permit is issued.**
9. **Construction shall commence within two years of obtaining all necessary permits or from the resolution of appeals action, whichever occurs later.**
10. **A Roof recharge system will be added.**

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

21-138 Appointment of Heavy Equipment Operator for the DPW

Mr. Guzinski said the candidate has all the qualifications for this position and will obtain a hoisting license within 6-months of employment. He asked the Board to ratify his appointment of Brandon Gorgone.

Mr. McKay said the position was posted for six months as feels confident Mr. Gorgone will be a great addition to the DPW team.

Sel. Underhill made a motion to appoint Brandon Gorgone as a Heavy Equipment Operator for the Department of Public Works pending a satisfactory CORI result, physical result and his obtaining of a MA 2v License within his first 6 months of employment. Sel. Schultze seconded the motion. Sel. Jurmain polled the Board, and the motion was passed unanimously.

21-139 Discuss Next Steps for the Town's Purchase of the Braun Property on Village Street

Mr. Guzinski said the Board received both a copy of the Purchase and Sale and Notice of Exercise of Right of First Refusal for the Braun property purchase which was approved by a vote of Town Meeting. Mr. Guzinski said Town Counsel prepared both documents.

Sel. Underhill made a motion to authorize the Town Administrator to sign the acting for the Town to exercise the right of refusal and forward the document to the property owners for negotiation of the sale. The motion was seconded by Sel. Schultze. Sel. Jurmain polled the Board, and the motion was passed unanimously.

21-143 Discuss FY22 Select Board Goals

Sel. Jurmain noted that the Board all received a combined draft list of FY22 goals put together from individual emails to the Town Administrator and noted the list can be reviewed and refined at an upcoming meeting.

Sel. Jurmain asked that the Charter Review Committee join the Select Board's meeting on 6/7 to discuss their recommendations in detail. The Board concurred.

Sel. Jurmain asked the Board to think about the PFAS issue and that they should keep it on the front burner so the town stays on the leading edge of the issue and protect the resident's drinking water.

Sel. Jurmain concluded the discussion urging the other board members to be willing to put forward issues and priorities as they see them.

21-144 Board/Committee Liaison Update

Sel. Jurmain recommended that Jim McCaffrey be appointed to replace Craig Schultze on both the PBC and ESBC as an official member.

Sel. Schultze made a motion to appoint James McCaffrey as a member of the Permanent Building Committee until June 30th and Elementary School Building Committee to the completion of the project. Sel. Underhill seconded the motion. Sel. Jurmain polled the Board and the motion passed unanimously.

Sel. Underhill made a motion to appoint Sel. Schultze as the Select Board liaison to the Permanent Building Committee and Elementary School Building Committee through June 30th. Sel. Jurmain seconded the motion. Sel. Jurmain polled the Board and the motion passed unanimously.

21-145. Approval of Water/Sewer Commitments

Mr. Guzinski asked the Board to approve the water and sewer commitment for a total \$663,060.29

Sel. Underhill made a motion to approve the water/sewer commitment for the fourth quarter of FY2021 in the order of \$663,060.29. Sel. Schultze seconded the motion. Sel. Jurmain polled the Board, and the motion was passed unanimously.

21-146 Discuss Upcoming Board Meeting Schedule

The Board approved of the proposed upcoming Select Board meeting schedule, but Sel. Schultze requested meetings start at 7 pm instead of 6:30 to accommodate his new job and work schedule.

Sel. Underhill made a motion to move at 8:00pm to Executive session to discuss the consideration of the purchase, exchange, lease or value of real property (61A Parcel Village Street & Acorn Street Parcel). Also, to conduct strategy session in preparation for negotiations with union personnel (Fire Contract). Sel. Schutze seconded this motion. Sel. Jurmain polled the Board, and the motion passed unanimously.

Respectfully submitted by Victoria Schindler

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Braun Property

Mr. Guzinski said this is just a placeholder - nothing more to add that wasn't discussed in open session.

Fire Contract

Mr. Guzinski said Sel. Underhill is the Board's representative at these negotiations. This will be a one-year agreement.

Motion to end executive session at 8:20pm. Sel. Underhill, 2nd CS. PU

Motion to adjourn CS at 8:21 pm, 2nd EU. PU

Select Board Meeting Minutes 06/07/21.

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

The following persons were present via Zoom: Chair Peter Jurmain, Vice Chair Erin Underhill, Clerk Craig Schultze, Town Administrator Mike Guzinski, Operations Support manager Karen Bouret DeMarzo.

Announcements

The Board thanks Vincent "Gerry" Howley for his long and dedicated service to the Millis Fire Department.

Sel. Schultze made a motion to authorize Saturday June 12th, 2021, as Vincent "Gerry" Howley Day.

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

Millis Fire Blood Drive will be held on Saturday June 3rd, 2021, at Millis Town Hall.

Energy Manager, Bob Weiss announced MassDEP has awarded Millis a \$50,000 grant to install the Towns first Electric Vehicle Charging Station at the municipal parking lot behind the library.

21-147 Discuss Local Government Board/Committee Meeting Protocols

Town Administrator, Mike Guzinski states that considering the lifting of the COVID-19 protocols by the state and after discussion with the Health Director, he recommends the Board approve and allow the start of in-person meetings effective June 14th.

Sel. Underhill made a motion resume all in-person Board/Committee meetings effective June 14th. Sel. Schultze seconded the motion. Sel. Jurmain polled the Board and the motion passed unanimously.

21-148 Appointment of (2) DPW Summer Seasonal Workers

Sel. Underhill made a motion to ratify the Town Administrators appointment of Brian Nichols and Christopher Gokey as DPW Summer Seasonal Workers starting June 8th, 2021- September 30th, 2021, contingent upon a successful physical. Sel. Schultze seconded the motion. Sel. Jurmain polled the Board and the motion passed unanimously.

21-149 Appointment of a Part-Time Public Safety Dispatcher

Sel. Underhill made a motion to ratify the Town Administrators appointment of Max Moran as a Part-Time Public Safety Dispatcher pending his physical and drug screen to being working on Monday June 14th. Sel. Schultze seconded this motion. Sel. Jurmain polled the Board and the motion passed unanimously.

21-150 Appointment of Economic Development Committee Member

Sel. Schultze made a motion to appoint Christy Lagos to the Economic Development Committee. Sel. Underhill seconded the motion. Sel. Jurmain polled the Board and the motion passed unanimously.

21-151 Request to Rename the Plain Street Bridge to The Wishing Bridge- Life Experience School

Sel. Schultze made a motion to rename the Plain Street Bridge to The Wishing Bridge for one year. Sel. Underhill seconded the motion. Sel. Jurmain polled the Board and the motion passed unanimously.

21-152 Discuss Sewer Connection Request 1178 Main Street

Dan Merrikin from Legacy Engineering discusses the proposed development at 1178 Main Street. The developer Mr. Howe would like to build a two-story apartment building and three duplex units, totally 38 bedrooms with an estimated maximum day sewage flow of 4,180 gpd.

Sel. Jurmain made a motion to enter Executive Session at 10:15pm to consider the purchase, exchange, lease, or value of Real Estate (61A Parcel Village Street). To strategize with respect to potential litigation regarding property on Forest Road (60 Forest Road). To strategize with respect to ongoing litigation (Comprehensive Litigation Update) only to emerge from executive session for the purpose of adjournment Sel. Underhill seconded the motion. Sel. Jurmain polled the Board and the motion passed unanimously.

Respectfully submitted by Victoria Schindler



Select Board Meeting Minutes 06/10/21

Sel. Jurmain called the meeting to order at 1:03pm.

The following persons were present: Chair Peter Jurmain, Vice Chair Erin Underhill, Clerk Craig Schultze, Town Administrator Mike Guzinski, Operations Support Manager Karen Bouret DeMarzo.

21-167 Temporary Approval of Remote Participation Policy

Sel. Jurmain made a motion to accept the Remote Participation Policy on a temporary basis for 90 days. Sel. Underhill seconded the motion. The motion passed unanimously.

Sel. Schultze made a motion to adjourn at 1:05pm. Sel. Underhill seconded the motion. Sel. Jurmain polled the Board and the motion passed unanimously.

Respectfully submitted by Victoria Schindler

REGULAR SESSION MEETING MINUTES
Monday, June 21st, 2021
SELECT BOARD
Veterans Memorial Building Room 229
900 Main Street, Millis, MA 02054

CALL TO ORDER: Sel. Jurmain called the meeting to order at 7:00 pm. The following persons were present: Sel. Peter Jurmain, Sel. Erin Underhill (remotely), Sel. Craig Schultze, Town Administrator Michael Guzinski, Select Office Clerk Maureen Canasi, and Intern Samuel Hockenbury.

ANNOUNCEMENTS

Robert Weiss the Town's Energy Manager and Planner gave an announcement about the Special Select Board meeting to take place the following week on June 28th at 7pm. The Urban Land Institute of Boston/New England would be performing a Town Center redevelopment study, and at the meeting they would present initial findings and request feedback from the board and community.

PUBLIC HEARINGS & APPOINTMENTS

21-168 Appointment of Public Health Nurse

Board of Health Director John McVeigh asked the board to appoint Sarah Ward to the open position of Public Health Nurse. Mr. McVeigh commented on the importance of nurses if the past year was any proof of that. The board expressed they were impressed with Ms. Ward's credentials.

Sel. Schultze made a motion to appoint Sarah Ward the Public Health Nurse. The motion was seconded by Sel. Underhill and passed unanimously.

21-169 Appointment of DPW/HEO Laborer

The DPW Director Jim McKay asked the board to approve the appointment of Tyler Weinacker to DPW Heavy Equipment Operator.

Sel. Schultze made a motion to appoint Tyler Weinacker to the DPW/HEO laborer position pending a physical. The motion was seconded by Sel. Underhill and passed unanimously.

21-170 Appointment of Summer Seasonal DPW Worker

The DPW Director Jim McKay asked the board to approve Colin Christie a rising senior at Millis High School to fill the Third and final Summer Seasonal employee position, effective June 22nd. Mr. Guzinski recommended the ratification of the appointment of Mr. Christie.

Sel. Underhill made a motion to appoint Colin Christie to the DPW Summer Seasonal position. Sel. Schultze seconded the motion and it passed unanimously.

21-171 Appointment of Full-Time firefighter/Paramedic

Chief Barret requested the board appoint Christopher Emswiler to be a full time firefighter/paramedic. Mr. Emswiler is currently serving as a temporary to fill in for Gerry Howley who was on medical leave. But with Mr. Howley's retirement the Chief would like to move Mr. Emswiler from temporary to permanent. Mr. Guzinski added his support for the appointment.

Sel. Underhill made a motion to appoint Christopher Emswiler to be a full-time firefighter/paramedic provided he receives certification as a Firefighter I/II level by the fire academy in his first year of

employment, the appointment would also be effective July 1st 2021. The motion was seconded by Sel. Schultze and passed unanimously.

21-172 Appointment of Conservation Committee Member Brian Hoell

The appointment was passed over and pushed to a later date

21-173 Discuss/Approve Remote Participation Policy

Sel. Chair Jurmain spoke about where the policy currently stands and the changing rules surrounding the Open Meeting Law as approved by the legislature the previous week. The pandemic inspired allowances for fully remote meetings was extended to April 1st of 2022. The Chair then asked for comments from the board and public to what they felt were good policies to draft up and work on during the intervening period between the meeting and the April 1st date. This would allow for an ongoing discussion to develop a policy that suits the requirements of the law, but also Millis' needs. Sel. Underhill expressed her gratefulness to be able to join remotely, and thinks that should continue to be an option available to people, but possibly also the public. Sel. Schultze concurred. Scott Fuzy a member of the public expressed how nice it was to be back in person but the zoom meetings were highly accessible and easy to use. Sel. Jurmain thanked those who spoke and again asked the public to provide feedback as this would be a developing policy discussion.

No further action was taken.

The Following OPEN SESSION AGENDA Items were taken OUT OF ORDER:

21-179 Approval of Statement of Interest Letter to MSBA Regarding MS/HS Renovation

Terry Wiggen the Business Manager for the School department approached the board and asked for them to approve the motion he presented as written to send a statement of interest to the MSBA. Mr. Wiggen expressed this was the starting point of a long process, would not require the town or the MSBA to commit money in any immediate future, simply to get on the radar that the town is interested in exploring a renovation of the Middle/High School. The Board commented on how they discussed this at the Meeting on the 7th and so they had no questions.

Mr. Schultze moved:

Resolved: Having convened in an open meeting on June 21st 2021, prior to the SOI submission closing date, the Board of Selectmen of Town of Millis, in accordance with its charter, by-laws, and ordinances, has voted to authorize the Town Administrator to submit to the Massachusetts School Building Authority the Statement of Interest Form dated May 26th, 2021 for the Millis Middle High School located at 245 Plain Street, Millis, Massachusetts, 02054 which describes and explains the following deficiencies and the priority category(s) for which an application may be submitted to the Massachusetts School Building Authority in the future which include 2. Elimination of existing severe overcrowding.; 4. Prevention of severe overcrowding expected to result from increased enrollments; 5. Replacement, renovation or modernization of school facility systems, such as roofs, windows, boilers, heating and ventilation systems, to increase energy conservation and decrease energy related costs in a school facility and;

7. Replacement of or addition to obsolete buildings in order to provide for a full range of programs consistent with state and approved local requirements and hereby further specifically acknowledges that by submitting this Statement of Interest Form, the Massachusetts School Building Authority in no way guarantees the acceptance or the approval of an application, the awarding of a grant or any other

funding commitment from the Massachusetts School Building Authority, or commits the Millis School District to filing an application for funding with the Massachusetts School Building Authority.

The motion was Seconded by Ms. Underhill and was approved unanimously.

21-178 Review/Approval of Building Fees Waiver for St. Thomas Church

Sel. Underhill made a motion to waive the \$900 building fee for St. Thomas to repair their roof. Sel. Schultze seconded the motion and was approved unanimously.

21-177 Review/Approval of Tangerini's Farm Request to License Town Land for Farming

A request was made by the Chiarizio's to farm on town owned open space land known as the Dewey and Cassidy properties. The land is mostly under the authority of the conservation committee, and the board was advised by Mr. Guzinski to approve the license contingent upon conservation committee approval. It was also addressed that a license can be revoked at any time, it is not a lease. The land is also designated as open space for passive recreation and farming. It would therefore be unlikely that another option or plan for the land would develop. Cathy MacInnes was then recognized to speak from the floor. She requested the board approve with conditions upon the land particularly that no generators be within 100 feet of the property lines, and that all pesticides be bird and bee friendly to accommodate abutting aviaries and apiaries. Mr. Guzinski responded he would seek guidance from council if the license could have such restrictions placed upon it.

The issue was continued by the Chair to July 19th to allow for information from council and for the conservation committee to take its actions.

Returned to Scheduled Business on time:

21-174 Sewar Moratorium recommendation discussion

The chair opened the discussion by expressing an interest on hearing from the members of the Board, Mr. Guzinski, and the public for their thoughts on the moratorium and sewer policy generally. Sel. Underhill opened the dialogue by expressing her concern of announcing a moratorium that the Board as the Water and Sewar Commissioners would not need to actually adhere to if they chose not to. She expressed her trust in her colleagues on the Board and trusted they could reasonably march on making decisions as the situation evolves and a more formal policy is created. Sel. Schultze asked what number the town must pay attention to, the projected or actual flow rates. Sel. Jurmain informed the group that both numbers must be observed. However, given clear lines of communications with the Charles River Pollution Control District (CRPCD) Millis could exceed the projected a little more than the current 102% level, if only because the actual flow is 64% of capacity. As the projects in the projection hook up the actual would rise, but the projection which is hyper inflated on a per bedroom rate would come down. And for comparison Millis will look more like Franklin with 82% projection and 78% actual, versus the situation in Medway of 116% projected and 98% actual. Sel. Schultze then commented, that the imbalance is therefore the real problem Millis is facing, and addressing the imbalance between the two numbers is the solution. To do so the town needs to get the lots and projects that are in the projection to hook up to the sewer and start actually discharging, and that would likely help bring the balance, and that is the fundamental problem. The secondary problem is once the dust settles how does the town use the remaining capacity, and how do we prioritize who gets access.

The chair then opened the discussion to the members of the public present to provide their comments on the discussion. First to speak was Richard Nichols the Chair of the Planning Board. Mr. Nichols emphasized the growth Millis is experiencing and the cyclical nature of the business and development, and right now the iron is hot and the town should not stand in the way of that and cool the situation prematurely. Not only is residential growth occurring but industrial and a moratorium would make Millis lose opportunities to other communities who appear more friendly. Mr. Nichols also mentioned that the desire for more affordable housing is admirable but 40B is not a good solution for Millis to increase its affordable housing stock to adequate levels. Millis needs a genuine policy to deal with the sewer output. Mr. Nichols also remarked on Millis being very wet, and how some alternatives like a package plan which requires certain soils would not be conducive to all lots. He concluded with hoping the town will not suffer from paralysis from analysis but did agree more needs to be learned for a fair policy to be created.

DPW Director Jim McKay was next to address the Board. He highlighted the list of major projects in town that have been granted a right to hook up and are in the sewer projections but are still in a building process. This leads to the high projected flow value with the low actual flow. Some hookups might have happened sooner had it not been for the pandemic, and so hopefully more will be happening in the near future. Mr. McKay pointed out that as long as the CRPCD continues to sign permits then the town should be okay. The issue is if the town provides approvals but the CRPCD does not permit it. A solution Mr. McKay offered was to replicate Medway and other towns which charge developers four gallons for I&I for every gallon the developer asks for in sewer hookups.

Sel. Jurmain then made a remark that he would like to see a policy developed in time to be on the warrant for the Fall town Meeting.

Cathy McInnis then stepped up to the microphone. She challenged the Board to tackle the issue head on. She argued that I&I only effects rate payers whom she considers already overburdened. She also made a call to all who have the betterment rights but are not currently hooked up to start helping paying into the system, as they are not paying for their projected flow, but the other people on the sewer are paying for that projected flow. She also challenged the Conservation commission to step up against the over development of town as not all the land in town is suitable for building.

Sel Jurmain charged the Enterprise Funds Advisory Committee to start working on developing some policies and options along these discussion line for the Board to take up and later present to a Town Meeting.

Then Alan Handel spoke to the Board. He expressed support for a moratorium to be in place while this policy was being developed. He feels that the situation needs to settle down and continuing to barrel forward could come at the long term expense. Sel. Jurmain expressed his concerns that echoed Mr. Nichols comments that a moratorium has negative unintended consequences. Mr. Handel then asked if betterment fees were transferable or surrender-able. Sel. Jurmain said that would be a question best answered by counsel.

Dan Merrikan was the next to speak. He claimed he read the agreement between Millis and the Charles River Pollution Control District and that the term "projected flow" is never mentioned. He thinks that a lawyer could make a compelling case that the CRPCD cannot fine the town for projected flows being over 100% of capacity but only if the average daily flow does so. He sees no imminent problem. Therefore a moratorium would be an overreaction. Mr. Merrikan also asked for updated data on the

projected versus actual flow because the data was from January of 2020 and we are entering July of 2021.

Samuel Hockenbury, Intern for Mr. Guzinski was the last to speak. He suggested that the policy should be based on percentage of flow left, and triage projects, and leave higher priority or types of building for when actual flow approaches 100% and cut off other kinds of projects at lower thresholds.

Sel. Jurmain continued the discussion to resume for the Meeting on July 19th.

21-175 Sewar Connection Request 1178 Main St

Dan Merrikan approached the microphone and spoke on behalf of his Client Mark Howe who was present. Dan informed the board that Mr. Howe has not purchased the land in question yet, but if he cannot be given the right to connect to the sewer then he knows to move on. Dan then added his understanding is because the property is fronted by an existing sewer line the property owner has a legal right to connect. At least that is what former administrator Charles Aspinwall told him all the time. In regards to this comment Sel. Jurmain asked Mr. Guzinski to refer this to counsel. The other members of the board felt this was an important issue to settle before making a decision.

The Chair continued the discussion to be added to the special meeting to be held on June 28th.

21-176 Discuss Sewar Connection Request – Acorn Place Condos II

Mr. Merrikan presented on behalf of his client who was not present in the meeting. Mr. Merrikan informed the board that the original acorn place project is an over 55 community with two bedrooms per unit. This information is relevant for Title 5 water and sewer calculation flows, because in this case units under these conditions are measured as 75 gallons per bedroom and not the 110 gallon calculations initially planned for. This new calculation would allow for the developer to add 16 more units without impacting the sewer flow issue, and would stay within the parameters of what was already approved.

Mr. McKay was asked to confirm this, and he replied that the developer did not put in a water meter despite being asked to because of the cost, and without a meter it would not be possible to confirm the water flow from Acorn Place. Mr. Merrikan refuted hearing of a request to put in a meter, but Mr. McKay dismissed the refutation. It was suggested then, by the board for Mr. Merrikan to ask the developer to install a meter, and then the issue could be revisited in the near but not immediate future.

Sel. Schultze asked if the application for the original project use approval of units or of sewer flow. Mr. Merrikan replied both were listed in the original project application. Sel. Schultze commented his hesitancy over the incremental approach and adding an additional project behind the first one. Sel. Underhill agreed and added if Acorn place is coming in under its projected flow rate why should they add more to the acorn place project and not use the new flow capacity on some other project in another part of town.

Sel. Jurmain asked if a decision needed the same level of speed for decision making as the previous topic (1178 Main), and Mr. Merrikan replied that the Acorn Place request is not as pressing and could wait.

The Board moved to continue the discussion to the regularly scheduled meeting in August.

Return to open session:

21-180 Approval Of Letters to State Representatives and DEP Regarding PFAS

Sel. Jurmain asked the Board if they felt the letters were improved by splitting into two letters, per the request made at the last meeting. Sel. Schultze responded with they read better to him and he thinks the two letters was the better approach.

Sel. Schultze made a motion to submit the letters as written. Sel. Underhill seconded the motion and it was passed unanimously.

21-181 Review/Approval of Stormwater Credit Application Response Letters

Sel. Jurmain briefly reviewed the purpose of the letters and how they referred to decisions of the previous board last fall as to if the applicants could receive an abatement for their stormwater enterprise fee. These letters were originally drafted by former Sel. McCaffrey and have finally made their way to a final form. Sel. Jurmain then asked if the Board had any revisions to make. No revisions were offered.

Sel. Schultze moved to accept the letters as written. Sel Underhill seconded the motion and it was passed unanimously.

Sel. Jurmain then asked if the board would be willing to meet and discuss changing the policy around stormwater credits at some future meeting, possibly in the early fall. Both Sel. Schultze and Underhill expressed an interest in doing so. Both wanted time to do more research, and Sel. Schultze expressed his primary reservation is a new policy does not shift the burden of expense onto other payers but rather lessens the overall burden to the town for mitigation efforts.

21-182 Authorize Town Administrator to Sign Purchase & Sale – Braun Property/Village Street

Mr. Guzinski presented an updated purchase and sale document with highlighted changes from counsel. Mr. Guzinski informed the board that the document was essentially the same as before, with one small change in language.

Sel. Schultze made a motion that the Town Administrator sign and approve the Purchase and Sale agreement as amended. Sel. Underhill seconded and the motion passed unanimously.

21-183 Board/Committee Liaison Update

Sel. Jurmain offered he would entertain a motion that the Select Board members vote that all liaison positions they hold on committees be non-voting effectively making them ex-officio members. This would prevent members from feeling that they have to vote on an issue twice, or feel that they are voting on behalf of the other members of the board.

Sel. Schultze made a motion that all liaison positions be made ex-officio. Sel. Underhill seconded and the motion passed unanimously.

Sel. Schultze then informed the board that the Elementary School Building committee is wrapping up and the project was well under budget. And the board collectively acknowledged the hard work of Mr. Klocko and how such a feat is typical of projects under his guidance.

Sel. Underhill discussed her attendance of the enterprise funds advisory committee and felt highly informed by them, and expects to learn a lot from the group. She also watched but did not attend the school committee meeting. The Middle/High School is unlikely to wear masks next fall, but the

Elementary School the situation remains uncertain. The school through grant funding would also be looking to maintain offering free meals to some students.

Sel. Jurmain wrapped up the session by discussing the Energy Committee and their efforts to find ways to improve homeownership energy management and consumption. He also reported attending the Charles River Pollution Control District meeting and how his understanding is they CRPCD wants to be a partner with the town and open lines of communication is key with them. Sel. Jurmain then informed the board he would not be able to attend the next meeting on July 20th, and asked if the board would be okay with Intern Sam Hockenbury stepping in to represent Millis at the meeting. The Board held no objections, and Mr. Guzinski enthusiastically agreed it would be a good experience for Mr. Hockenbury.

21-184 Set Meeting Date for Stormwater Management Policy Discussion – July 12

Per the discussion that occurred in section 21-181, the board agreed not to meet on the 12th but rather to address the issue sometime in early to mid-September.

ENTER EXECUTIVE SESSION: 9:35 PM

Sel. Underhill made a motion to enter Executive Session for the following reasons:

- **To discuss the purchase of 61A Village St parcel.**
- **To review and discussion negotiations with Firemen Union personnel contract.**
- **To conduct strategy session in preparation for negotiation with Union Personnel relating to a grievance from the SEIU the motion was seconded by Sel. Shultze**

By Roll Call Vote: Sel. Jurmain—aye, Sel. Underhill—aye, Sel. Shultze-aye

ADJURMENT:

Sel. Shultze moved to end the open session meeting at 10:10 pm. The motion was seconded by Sel. Underhill and was passed unanimously.

Respectfully submitted: Samuel Hockenbury

Select Board Meeting Minutes 06/28/21

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

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

Announcements

The Select Board recognizes Eli Elias for all his dedication to the Millis community.

21-185 Urban Land Institute- Town Center Planning Study

The Urban Land institutes being their presentation on the Town center. They have Technical Assistance Panel (TAP) including real estate developers, financial, planning, architectural, and land use professionals who studied many Millis documents, plans and maps, and spoke to business and property owners in the area.

Larry Spang, member of the TAP, discusses the study area which focused on the Exchange Street and 109 the old Clicquot site. They also looked at a parcel Saint Thomas Church owns.

Beth Reynolds, member of the TAP, discusses some of the Town's assets including well designed Town buildings, appreciation of Local history, Small Town Charm, Access to 495 and 128, etc. Some of the Town's challenges are Low affordability for housing, pedestrian access is limited, Main Street lacks identity, Town sewer capacity, etc.

David Valisilous, member of the TAP, talks about the Exchange and Main Street intersection. He suggests reinforcing the Exchange Street Brand with signage and cohesive streetscape and utilize the public spaces in that area for events for the public and businesses. He suggests investing in the Lancing Millis Memorial Building.

Andrew, member of the TAP, talks about converting underutilized railroad into recreational connection, Integrating exchange street into the Towns network of recreational land and implement complete streets principles on Main Street.

Andrew Consigli, member of the TAP, talks about exploring opportunities to simplify the zoning, consider form-based zoning, rezone encouraging housing development, also prioritize pedestrian oriented affordable development and starter homes.

21-186 Discuss Sewer Connection Request- 1178 Main Street

Mr. Howe, a representative from Legacy Engineering is requesting a sewer hook up for the proposed development of 1178 Main Street.

Sel. Jurmain stated that the Town is at their limit of capacity with Charles River Pollution Control District, and they do not have the capacity to allow the hook up.

Mr. Howe stated that the legal statute states if there is a Town Sewer main in front of their house the Board shall allow the hook up.

Sel. Jurmain stated Town counsel was very clear in saying because the Town is technically over the limit we do not have to allow a hook up.

Mr. stated that the Board can't deny this with projected numbers, it can only deny it if there is an immediate limit problem.

Sel. Schultze made a motion to approve the water/sewer hook up for 1178 Main Street. Sel. Underhill seconded the motion. Sel. Jurmain polled the board- Sel. Schultze, yay, Sel. Jurmain, yay, Sel. Underhill, abstain. The motion passes by majority.

21-187 Approve Legal Services Invoice Giarrusso, Norton, Cooley & McGlone

Sel. Underhill made a motion to increase the legal expense threshold for the legal services for PFAS to \$75,000. Sel. Schultze seconded the motion. The motion passed unanimously.

21-188 Update on Design Work for PFAS Filtration 8:50 Plant

Kristen Ryan, Senior Project Manager from Kleinfelder updates the Board with the progress on the design work of the new PFAS Filtration plant. Which include work with the current site topography, use existing water mains, keep processes at D'Angelis, demo old garage/shelter for new filter building, using a pre-engineered building. The new projected cost is \$4,964,440.

21-189 American Rescue Plan Act- Funding Approval

Sel. Schultze made a motion to accept the APRA grant in the amount of \$869,796 and to authorize the Town Administrator to sign on the Towns behalf. Sel. Underhill seconded the motion. The motion passed unanimously.

21-190 FY21 Budget Update

Finance Director, Carol Johnston, the Fiscal year ends on June 30th, but they have until July 15th to get everything in order. She stated there were two items she wanted to bring to the Boards attention. The first being snow and ice budget, it is in deficit \$79,000. She then stated the Water fund is projected to be in \$50,000 deficit.

21-191 Annual Reappointment of Board and Committee Members

Sel. Schultze made a motion to reappoint the following Board and Committee members. Sel. Underhill seconded the motion. The motion passed unanimously.

TERM	COMMITTEE	FIRST NAME	LAST NAME	TERM	COMMITTEE	FIRST NAME	LAST NAME
1 year	Agricultural Commission	Robert	Canterregal ✓	1 year	Energy Committee	Jon	Barry ✓
		Linda	Chilens ✓			Timothy	Farrar ✓
		Diane	Hubbard ✓			Craig	Gibbons ✓
3 years	Board of Assessors	Lisa Jana	Fierdin ✓			Tom	O'Connell ✓
1 year	Cable TV Advisory Committee	Steven	Catalano ✓			Kathleen	Streck ✓
		Leonard	Fennan ✓				
		Raymond	Normandin ✓				
		Madeline	Yuana ✓				
1 year	Capital Planning Committee (ex-officio)	Michael	Guzinski ✓	1 year	Enterprise Funds Advisory Committee	Robert	Canterregal ✓
1 year	Cemetery Committee	WE SERVICE JAMES	WATKINS			Edward	Chisholm ✓
		Marsha	Collins ✓			JalKaur	LaBlanc ✓
		John	Doye ✓			John	McVelgh ✓
		James	McKay ✓			Catherine	Macintus ✓
		Jeffery	Mushnick ✓			James	McKay ✓
		Charles	Vocah ✓				
3 years	Community Preservation Committee (At-Large Member)	Dave	Baker ✓				
1 year	Community Preservation Committee (Housing)	Mary Ellen	O'Espinoza ✓	1 year	Fence Viewer	Michael	Giampleiro ✓
	Community Preservation Committee (Con/Com)	Carol	Hayes ✓			Michael	Guzinski ✓
	Community Preservation Committee (Historical Commission)	Kathryn	Mullinsky ✓				
	Community Preservation Committee (Recreation)	Pamela	Sharon-Mustard ✓				
	Community Preservation Committee (Planning Board)	Nicole	Riley ✓	1 year	Finance Director	Carol	Johnston ✓
1 year	Community Preservation (Fin Com Liaison Ex-Officio)	Cathy	MacInnes ✓	3 years	Historical Commission	Mitch	Dobinski ✓
3 years	Conservation Commission	Carol	Hayes ✓			Jacqueline	Graci ✓
		James	Ledator ✓				
3 years	Council on Aging	Helen	Daly ✓				
		Herbert	Lannon ✓	1 year	Historical Commission - Associate	Rusby	Cushman ✓
3 years	Cultural Council	Melanie	Fermy ✓			Scott	Fuzy ✓
1 year	Economic Development Committee	Loring	Barnes ✓			Larry	Glatyari ✓
		Amanda	Borgman ✓			Carolyn	McNiff ✓
		Christy	Lagos ✓			Robert	Ruggeri ✓
		Nate	Mattinsky ✓			Charles	Vecchi ✓
		Nicole	Riley ✓				

TERM	COMMITTEE	FIRST NAME	LAST NAME	TERM	COMMITTEE	FIRST NAME	LAST NAME
1 year	Energy Committee	Jon	Barry ✓	1 year	Local Emergency Planning Committee	Richard	Barrett ✓
		Timothy	Perini ✓			Jim	Donovan ✓
		Craig	Gibbons ✓			John	Engler ✓
		Tom	O'Connell ✓			Michael	Guzinski ✓
		Kathleen	Strack ✓			Sandy	LeBarne ✓
						James	McKay ✓
						John	McVeigh ✓
						Donna	Scottland ✓
						Paul	Sims ✓
1 year	Enterprise Funds Advisory Committee	Robert	Cantoreggi ✓			Christopher	Softfayer ✓
		Edward	Chisholm ✓			Sarah	Ward ✓
		Jai Kaur	LeBlanc ✓	1 year	MBTA Advisory Board Delegate	Robert	Wells ✓
		John	McVeigh ✓	1 year	Metropolitan Area Planning Council Representative	Nicole	Riley ✓
		Catherine	MacInnes ✓			Robert	Wells ✓
		James	McKay ✓				
1 year	Fence Viewer	Michael	Giampietro ✓	3 years	Permanent Building Committee	Wayne	Kiecko ✓
		Michael	Guzinski ✓			John	Laurin ✓
1 year	Finance Director	Carol	Johnston ✓	1 year	Planning Board - Associate	Joshua	Guerrero ✓
3 years	Historical Commission	Mitch	Bohnaki ✓	1 year	Public Works	Kenneth	Bianco ✓
		Jacqueline	Graci ✓			Michael	Colina ✓
						Donald	Gilley ✓
						Paul	Lochore ✓
1 year	Historical Commission - Associate	Rusly	Cushman ✓			Jason	Larbone ✓
		Scott	Fuzy ✓			Julius	Murphy ✓
		Larry	Glaspieri ✓			Michael	Pulgarone ✓
		Carolyn	McNiff ✓			Scott	Ronzo ✓
		Robert	Ruggart ✓			Francis	Rosal ✓
		Charles	Vecchi ✓			John	Tresan ✓
						Robert	Trasca ✓
						Steven	Tresca ✓
TERM	COMMITTEE	FIRST NAME	LAST NAME				
1 year	Recreation Committee	Michael	Banks ✓				
		Steven	Cassidy ✓				
		Timothy	Davis ✓				
		Edin	LaFlara ✓				
		Sharon	Locke ✓				
		Pamela	Rhesume-Mustard ✓				
		Susan	Vera ✓				
1 year	Recreation Director/ ex-officio member	Kristen	Fogarty ✓				
1 year	Regional Transportation Advisory Council	Robert	Wells ✓				
1 year	Registrars of Voters	Karen	Bowen ✓				
		Mark	Cotrow ✓				
		Lisa Jane	Hardin ✓				
		Robert	Yeager ✓				
1 year	Safety Committee	Richard	Barrett ✓				
		Karen	Bowen ✓				
		John	Engler ✓				
		Sandra	LaBarne ✓				
		James	McKay ✓				
		John	McVeigh ✓				
		Paul	Sims ✓				
		Christopher	Softfayer ✓				
		Kimberly	Tolson ✓				
1 year	Southwest Area Planning Council (SWAP)	Nicole	Riley ✓				
		Robert	Wells ✓				
1 year	Surveyor of Wood and Lumber	Michael	Giampietro ✓				
1 year	Town Counsel	Jay Talamon	Mead Talamon & Costa ✓				
1 year	Town Counsel - Labor Counsel	David Jenkins	KP Law ✓				
1 year	Tree Warden	Robert	Cantoreggi ✓				
1 year	Tree Warden - Deputy	Richard	Vetour ✓				
3 years	Zoning Board of Appeals	Wayne	Carlson ✓				
1 year	Zoning Board of Appeals - Associate	William	Lawson ✓				
		Donald	Rivers ✓				

21-192 Discuss Board/ Committee Liaison Updates

Sel. Schultze attended the Permanent Building Committee where they talked about the DPW building which is all on budget and schedule.

Sel. Jurmain made a motion to adjourn at 9:30pm. Sel. Underhill seconded the motion. Sel. Jurmain polled the Board and the motion passed unanimously.

Respectfully Submitted by Victoria Schindler

08/16/21 Select Board Meeting Minutes

Chair Jurmain called the meeting to order at 7:05pm

The following persons were present: Sel. Pete Jurmain, Sel. Erin Underhill, Sel. Craig Schultze, Town Administrator-Michael Guzinski, Operations Support Manager Karen Bouret, and Board of Health Director John McVeigh

Announcements

No announcements

21-213 Appointment of COA Assistant

Mr. Guzinski asked the Board to confirm his appointment of Sandy Moore as a Department Assistant I at the Council on Aging for 19 hours per week, noting that both he and the Council on Aging Director feel she is the best candidate for the position.

Sel. Underhill made a motion to ratify the Town Administrator's appointment of Sandy Moore as Department Assistant I for the Council on Aging pending a successful CORI and physical results. The motion was seconded by Sel. Schultze. The motion passed unanimously.

21-214 Appointment of Chief Wiring Inspector

Mr. Guzinski asked the Board to confirm his appointment of Michael Giampietro, Building Commissioner, as Chief Wiring Inspector and to approve his updated job description. Mr. Guzinski said Mr. Giampietro has been Acting Chief Wiring Inspector for several months and noted that the SEIU agreed to allow Mr. Giampietro to act in both roles. Mr. Guzinski noted that this appointment will help streamline the Building Department's operations and reduce operating costs.

Sel. Underhill made a motion to ratify the Town Administrator's appointment of Michael Giampietro as Chief Wiring Inspector effective 7/1/21 and approves the updated job description as presented. The motion was seconded by Sel. Schultze. The motion passed unanimously.

21-215 Appointment of Local Emergency Planning Committee (LEPC) Member

Mr. Guzinski said the Board of Health nominated member Matthew Fuller to be their representative on the LEPC.

Sel. Underhill made a motion appoint Matthew Fuller to the LEPC for a term expiring on June 30, 2022. The motion was seconded by Craig Schultze and passed unanimously.

21-219 Approval of BAN for Village Street/Braun Purchase

Sel. Underhill made a motion to approve the vote prepared by Lock Lord, bond counsel to the Town, in connection with the Town's \$1,000,000.00 bond anticipation note that sold on August 12, 2021. The motion was seconded by Sel. Schultze and passed unanimously.

21-216 Hearing for FY22 Water/Sewer/Stormwater Rates

Sel. Jurmain made a motion to open the FY22 Water/Sewer/Stormwater rates' hearing at 7:15 pm. The motion was seconded by Sel. Underhill and passed unanimously.

Mike Schrader, Project Manager at Tighe & Bond, reviewed his recommendation for a rate increase of 3.5% for the FY22 sewer rate. Mr. Schrader said they are not recommending an increase for water or stormwater rates. Mr. McKay noted that in order to continue Infiltration and Inflow (I/I) work in Town, and since there was no rate increase last fiscal year, it is important to vote the increase in order to maintain funding in the reserve account.

Sel. Underhill made a motion to close the hearing at 7:30 pm. The motion was seconded by Sel. Schultze and passed unanimously.

Ms. Scannell noted that there has not been an increase to sewer rates since 2018.

Sel. Schultze made a motion to increase the sewer rates for FY22 by 3.5% and the water and stormwater should remain at the same rate as FY21. The motion was seconded by Sel. Underhill and passed unanimously.

21-217 Update on Status of COVID-19

Board of Health Director John McVeigh addressed the Board regarding recommendations for mask wearing since the number of DELTA variant infections of COVID have been trending upwards in the state and in town. Mr. McVeigh said the Center for Disease Control is recommending wearing a mask indoors at this time whether individuals are vaccinated to both prevent the spread of the disease and protect others.

The Board decided to schedule a tentative meeting for noon on Monday, August 23rd to review COVID numbers.

Sel. Underhill made a motion to authorize the Town Administrator in coordination with the Board of Health Director to mandate an indoor mask requirement for municipal buildings prior to August 23 if necessary due to a dramatic increase in cases in Town. The motion was seconded by Sel. Schultze and passed unanimously.

21-218 FY20 Audit Review Presentation

Scott McIntyre of Melanson gave an overview of the Financial Statements for year ending June 30, 2020. (See attached Management Letter and Financial Statements)

Mr. McIntyre said the overall audit review went very well.

21-220 ClearGov Status Update

Carol Johnston, Finance Director, gave a brief presentation on ClearGov demonstrating on the screen how to access information from the Town website but clicking on the Town Finances button on the homepage. Ms. Johnston said not all the information is completely up to date, but the majority is at this point.

21-224 Approval of Green Communities Grant Contract

Robert Weiss, Energy Manager, reviewed the Green Communities Competitive Grant.

Sel. Schultze made a motion to accept the Green Communities grant of \$62,510 from the state's Department of Energy Resources (DOER) and authorized the Town Administrator to sign on behalf of the Town. The motion was seconded by Sel. Underhill and passed unanimously.

21-223 Approval of MVP Flood Resiliency Grant Contract

Robert Weiss, Energy Manager, reviewed the MVP Flood Resiliency Grant Contract.

Sel. Underhill made a motion to accept the \$170,000 grant award from the state's Department of Energy and Environmental Affairs (EEA) to develop a Flood Resiliency Master Plan and authorize the Town Administrator to sign on the Town's behalf. The motion was seconded by Sel. Schultze and passed unanimously.

21-221 Hearing On Premises Restaurant All Alcohol License Hearing

Sel. Underhill motion to open the All-Alcohol License hearing for S & S Enterprises dba AvaLena's at 8:30 pm.

Karen Bouret introduced AvaLena's owner Steve Scioli and manager David Swift and said they are asking the Board, acting as the Local Licensing Authority (LLA), to approve an All-Alcohol License for their restaurant. The restaurant will be located at the Roche Bros. Plaza and was formerly Rock 'n' Coal Restaurant. They will serve Italian food and pizza.

Sel. Jurmain made a motion to close the hearing. Sel. Underhill seconded this motion. Sel. Juramin polled the Board and the motion passed unanimously.

Sel. Underhill made a motion that the Board, acting as the LLA, approves the request by S & S Enterprises dba AvaLena's to be located at 36B/C Milliston Road, Millis for an All-Alcohol License and for the hours of operation to be Wednesdays through Saturdays from 11:00am-1:00 am and Sundays through Tuesdays from 11:00am- 12:00am pending final approval by the ABCC and completion of all Town inspections. The motion was seconded by Sel. Jurmain and passed unanimously.

21-222 Discuss Management of Town Property

John Steadman, a representative from the Conservation Commission, presented a request to secure proposals for a master plan of Town-owned properties as a PowerPoint presentation. (See attached) Mr. Steadman said the CPC is supportive of the request.

Sel. Schultze made a motion to endorse the CON Com plan to produce an RFP and for the TA to work at the town owned properties. Sel. Jurmain seconded this motion. Sel. Jurmain polled the Boar and the motion passed unanimously.

21-226 Discuss Request for Reimbursement of Gas Permit Fee

Sel. Underhill made a motion to reimburse the applicant for \$40 for a gas permit fee. The motion was seconded by Sel. Schultze. Sel. Jurmain polled the Boar and the motion passed unanimously.

21-225 Discuss EFAC Recommendations

Sel. Jurmain spoke to a list of issues to consider for the EFAC (see attached). Sel. Underhill suggested only putting forward one issue at a time to task the EFAC with. Sel. Schultze said he would recommend moving forward with working on a bylaw for hookup to Town sewer for the November Town Meeting. Sel. Jurmain said PFAS issues need to be considered but the Board decided they should not ask the EFAC to work on this – they should be the ones to handle this issue. Sel. Schultze said the cost-split for funding could be researched by the EFAC. The Board all agreed that more public outreach is needed and the DPW Director and Kleinfelder should be able to see what other communities are providing for their residents.

Sel. Underhill made a motion to ask the EFAC to work on a sewer bylaw to require sewer hookup for residents who have paid a betterment fee. The motion was seconded by Sel. Schultze and passed unanimously.

21-227 Continued Discussion: Charter Review Committee Recommendations

Mr. Guzinski reviewed language changes that he and Town Counsel worked on based on the Board's direction at their July 19 meeting.

21-228 Approval of Farming at Con Com Land

Mr. Guzinski stated that the land that Tangerini's is requesting to farm on is Con Com land. The Board voted no objection to Con Com licensing the property to farm on.

21-229 Discuss Board/Committee Liaison Assignments

Sel. Jurmain said he met with Representative Auchincloss and the CRPCD.

Sel. Schultze voiced concerns about Medway being over on paper with no real ramifications and doesn't want Millis to be penalized for being prudent and trying to remain in compliance.

21-230 Approval of Water/Sewer Commitment

Sel. Schultze made a motion to approve the water/sewer commitment to the Collector for July for \$5,328.42. Sel. Underhill seconded this motion. Sel. Jurmain polled the Board and the motion passed unanimously.

21-231 Approval of Meeting Minutes 7/12 and 7/19

Sel. Underhill made a motion to approve the draft minutes from 7/12. Sel. Schulze seconded the motion. Sel. Jurmain polled the Board and the motion passed unanimously.

Sel. Underhill made a motion to approve the draft minutes of 7/19. Sel. Schulze seconded the motion. Sel. Jurmain polled the Board and the motion passed unanimously.

Sel. Schultze made a motion to adjourn at 10:15pm. Sel. Underhill seconded the motion. Sel. Jurmain polled the Board and the motion passed unanimously.

Respectfully submitted by Victoria Schindler

Meeting Minutes 9/13/21

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, Operations Support Manager Karen Bouret, and Board of Health Director John McVeigh.

Announcements

No announcements at this meeting

21-232 Appointment of Teen Coordinator

Kris Fogarty, Recreation Director, introduced Erin LeBlanc as the candidate she is recommending for the Teen Coordinator position which will be funded through Recreational Marijuana funds. Ms. Fogarty said Ms. LeBlanc has a lot of experience working with both children and teens and would be a great asset to the Recreation Department. Mr. Guzinski agreed and asked the Board to confirm his appointment of Ms. LeBlanc to this position.

Sel. Schultze made a motion to ratify the Town Administrator's appointment of Erin LeBlanc as Teen Coordinator for the Recreation Department pending a satisfactory physical. The motion was seconded by Sel. Underhill. Sel. Jurmain polled the Board and the motion passed unanimously.

21-233 Vote to Open the Town Meeting Warrant

Sel. Schultze made a motion to open the Fall Annual Town Meeting Warrant. The motion was seconded by Sel. Underhill. Sel. Jurmain polled the Board and the motion passed unanimously.

Mr. Guzinski said after speaking with town counsel the Board can consider moving the town meeting date from November 1 to November 8 to allow for more preparation time. Mr. Guzinski added that the Board of Health Director will attend the next Select Board meeting to give an update on COVID and any recommendations he may have regarding the Town Meeting. The Board agreed to decide on the date at the 9/27 meeting.

21-234 Discuss Current Town Meeting Articles

Mr. Guzinski reviewed the first draft of the warrant which includes eight articles as follows:

1. Unpaid Bills
2. FY22 Operational Budget Adjustments
3. Capital Items
4. Water Treatment Plant – PFAS
5. Senior Work Program Abatement Adjustment
6. Sewer Bylaw Amendment
7. Stormwater Bylaw Regulation Amendment
8. Request Special Act – Town Charter Changes
9. Snow and Ice Deficit Transfer
10. Unemployment Account Transfer

The Board discussed setting up a working meeting to draft a stormwater bylaw regulation amendment (article #7) and sending it to the Enterprise Funds Advisory Committee for their input.

Chair Jurmain announced that the warrant will close in two weeks and encouraged anyone interested in submitting an article to do so.

21-235 Town Paving Update and Approval of Additional Paving Contracts

Jim McKay, DPW Director, explained that all Chapter 90 paving projects have been completed at this time. Mr. McKay said in addition, Orchard Street paving has been completed which was funded by Toll Brothers. He noted that Bridge Street will be paved by the Dover Road Assisted Living Project contractor, hopefully this fall.

Mr. McKay asked the Board to approve paving from Spring Street from Main Street to Plain Street for \$125,435.20.

Sel. Schultze made a motion to approve the contract with Lorusso Corporation for paving of Spring Street from Main Street to Plain Street for a total of \$125,435.20 and to authorize the Town Administrator to sign on the Town's behalf. The motion was seconded by Sel. Underhill. Sel. Jurmain polled the Board and the motion passed unanimously.

21-236 Urban Land Institute's Technical Assistance Panel Study

Mr. Weiss, Economic Development Director, was unable to attend to present this item. This will be discussed at the next Board meeting.

21-237 Review/Approval of PILOT Agreement for Clyde F. Brown School Rooftop Solar

Mr. Guzinski said the final PILOT agreement is before the Board for the Clyde F. Brown Elementary School rooftops which is in lieu of the conventional tax process and the preferred method of taxation for solar in the state.

Sel. Underhill made a motion to approve the PILOT agreement for the Clyde F. Brown Solar Array between Solect Energy Development LLC and the Millis Public Schools as presented. The motion was seconded by Sel. Schultze. Sel. Jurmain polled the Board and the motion passed unanimously.

21-238 ARPA Coronavirus Local Fiscal Recovery Fund Update

Mr. Guzinski said Millis has been allotted \$1,614,120.00 from the ARPA Coronavirus Local Fiscal Recovery Fund Allocations by Municipality. Mr. Guzinski said this money will likely go to water/sewer infrastructure towards the PFAS Water treatment plant.

Carol Johnston said there are limited areas that this funding can be used for, and this is the only critical project she is aware of.

21-239 Approval of Purchase of Council on Aging Van

Mr. Guzinski said the COA was awarded a \$60,000.00 earmark for FY22 for the purchase of a vehicle to provide Transportation for Millis seniors and disabled residents and asked the Board to authorize the purchase of a van in the amount of \$64,885.00.

Sel. Underhill made a motion to authorize the purchase of a 2021 Ford T350 for an amount not to exceed \$65,000.00 and for the Town Administrator to sign on the Town's behalf. The motion was seconded by Sel. Schultze. Sel. Jurmain polled the Board and the motion passed unanimously.

21-240 Review and Approval of Classification and Compensation Study Contract

Sel. Underhill made a motion to approve a contract with GovHR USA in an amount not to exceed \$15,000.00 for a Classification and Compensation Study and for the Town Administrator to sign on behalf of the Town. The motion was seconded by Sel. Schultze. Sel. Jurmain polled the Board and the motion passed unanimously.

21-241 Review/Approval of Letter of Endorsement for Norfolk County Registrar

The Board discussed the Registrar's letter asking for support in filling the vacant position of Registry Chief Information Officer (see attached).

Sel. Underhill made a motion to authorize the Town Administrator and Chair Jurmain to craft a letter of support from the Select Board in support of a CIO position at the Registry of Deeds of Norfolk County. The motion was seconded by Sel. Schultze. Sel. Jurmain polled the Board and the motion passed unanimously.

21-242 Approval of Consultant for Azure – Mike Gilbert

Chair Jurmain asked the Board to consider approving a technical consultant for Azure to work with and explain information to the Town's IT Director. Mr. Jurmain disclosed that he has work with this consultant previously and asked the Board if they have any concerns. Sel. Schultze said he has no issue and would like to attend the meeting. No need for a vote as long as the Board is in favor.

21-243 Discuss Notice of Intent to Install KENO Monitor at Alpaca Store

Sel. Jurmain brought up concerns about having a KENO monitor and the effects of gambling. The Gambling commission has already approved the KENO monitor and the Board doesn't have much action to take.

21-244 Board/Committee Liaison Meeting Updates

Sel. Schultze said the Permanent Building Committee met and the DPW is on schedule and change orders are under control and it is going well. He also attended a affordable housing presentation and encourage the Board to watch it.

Sel. Underhill attended a Capital Planning Committee meeting, and they will meet again next Monday. It was a review of what has been submitted and they will go through the updated list at the next meeting.

21-245 Set Date for Stormwater Policy Review Workshop

The Board decided on 10/4 to discuss the current stormwater policy.

21-246 Approval of Water/Sewer Commitments

Sel. Schultze made a motion to approve the August 2021 1st Quarter water/sewer commitment to the collector in an amount of \$778,991.48. Sel. Underhill seconded the motion. Sel. Jurmain polled the Board and the motion passed unanimously.

Sel. Underhill made a motion to approve the August 2021 water/sewer commitment to the collector in an amount of \$6,957.33. Sel. Schultze seconded the motion. Sel. Jurmain polled the Board and the motion passed unanimously.

21-247 Approval of DRAFT Minutes

Sel. Underhill made a motion to approve the Draft Meeting Minutes from the Select Board meeting on August 23,2021. The motion was seconded by Sel. Schultze. Sel. Jurmain polled the Board and the motion passed unanimously.

Sel. Schultze made a motion to adjourn at 8:52pm. The motion was seconded by Sel. Underhill. Sel. Jurmain polled the Board and the motion passed unanimously.

Respectfully submitted by Victoria Schindler

Select Board Meeting Minutes 10/12/21

Sel. Underhill called the meeting to order at 7:01pm.

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

21-267 Vote to Open FATM Warrant

Sel. Schultze made a motion to open the November 8th Fall Annual Town Meeting Warrant. The motion was seconded by Sel. Underhill. Sel. Underhill polled the Board and the motion passed unanimously.

21-268 Discuss/Approve FATM Warrant Articles

John McVeigh, Board of Health Director, reviewed Article 8 which is to amend Article 1, Section 7.1 B of the Town's Stormwater Regulations by adding a new subsection. Melissa Recos, the Town's engineering consultant, said setting the bottom floor elevation of buildings at a minimum of 2'-0" above Seasonal Height Groundwater Elevation would affect construction disturbing an acre or more of land. Sel. Schultze stated that this regulation is in place in many other towns. The Board was generally in favor of this article.

Jon Barry, Chair of the Capital Planning Committee, reviewed their report dated November 2021. (See attached) Mr. Barry reviewed the items as they were ranked from highest to medium to lower priorities explaining that all are important, but these are the committee's recommendations for varying reasons.

Chair Jurmain joined the meeting at 7:13pm

A discussion ensued about what to capital items include in the warrant including some of the items listed as lower priority such as picnic tables at Pleasant Meadow Park, pickleball court sound proofing and the charging station. The Board also discussed the funding for the water treatment plant for wells 1 & 2 noting that borrowing \$5,590,000 is the cap but not necessarily what will be borrowed. The Board decided to go through the warrant sequentially and discuss each article and make changes if needed. Chair Jurmain read through the articles as follows and gave a brief explanation of each.

Article 1 – Unpaid Bills

No changes or questions

Article 2- FY22 Operational Budget Adjustments

No changes or questions

Article 3- Capital Items

Sel. Schultze asked for both the picnic tables and charging station to be added to the capital article. The Board noted they will only vote to recommend these items once final funding amounts have come in and free cash is certified. Mr. Guzinski noted that free cash has not yet been certified as of this moment but hopefully will be very soon.

A discussion ensued regarding soundproofing for the pickle ball courts and whether to add that to the capital article. The Board decided to ask the Elementary School Building Committee if there is still funding available through the school project instead at this time.

Sel. Schultze made a motion to adopt the capital item list as shown in article 3 with the addition of the picnic tables and charging station from the Capital Planning Committee's list, and to remove the

School items #12-14 with the intent to include them on the spring town meeting warrant. Sel. Underhill seconded the motion. Sel. Jurmain polled the Board and the motion passed unanimously.

Chair Jurmain asked about a request for pet software by the Clerk's office. Mr. Guzinski said since it is the cost is under \$5000 it and can reviewed and perhaps purchased within the current budget.

Article 4 –Water Treatment Plant PFAS

No changes or questions

Article 5- New Fire Engine & New Ambulance

Mr. Guzinski addressed this article and informed the board that these vehicles could take 12-18 months for replacement and that they could be combined into one General Debt.

Article 6- Senior Work Program Tax Abatement Adjustment

No changes or questions

Article 7- Sewer Bylaw Amendment

The Board noted that the language for this article will not be ready for this town meeting. The Board agreed that is incumbent upon them to add this to spring warrant and not let it go any further.

Sel. Underhill made a motion to remove article 7 from the Fall Annual Town Meeting Warrant. The motion was seconded by Sel. Schultze. Sel. Jurmain polled the Board and the motion passed unanimously.

Article 8- Stormwater Bylaw Regulation Amendment

This article discussed earlier in this meeting – no changes were made

Article 9-Request Special Act – Charter Changes

Chair Jurmain noted that Town Counsel has weighed in on this article and the language put forward. The Board discussed reordering the article and possibly reinstating renaming the Finance Committee due to the Fin Com Chair's request.

Sel. Schultze made a motion to add renaming the Finance Committee to the Warrant & Finance Committee to Article 9. Sel. Underhill seconded the motion. Sel. Jurmain polled the Board and the motion passed unanimously.

Town Account, Treasurer & Collector were removed, and Finance Director and Town Clerk were added. Mr. Guzinski noted the town counsel recommended for Item M to add - and to direct town counsel or special counsel in respect to such litigation.

And Under P – add except executive sessions

Sel. Schultze made a motion to revise Article 9 as discussed. Sel. Underhill seconded the motion. Sel. Jurmain polled the Board and the motion passed unanimously.

Mr. Guzinski noted that Attorney Kate Feodoroff, town counsel's labor expert, will attend the Finance Committee to explain what is and is not appropriate for the language of this article and the Board agreed that would prudent.

Article 10- Tree Pruning/Removal

The Board decided adding sidewalks with no real plans or specific amounts, no concrete proposal, does not make sense at this time but does see it as important for the spring. A resident asked the Board to

consider reinstating a Sidewalk Committee and Chair Jurmain said they will take that under advisement.

Article 11 – Funding for FY21 Snow & Ice Deficit

Article 12 – Unemployment Account

No changes or questions

Article 13 – OPEB Funding

No changes or questions

Article 14 – Establish Workers’ Compensation Claims Reserve Fund (111F)

Mr. Guzinski said new language was added to the current draft of the warrant

To set up an account that would help to pay for costs due to injuries on duty which Finance Director Johnson said averages about \$95,000 per year. The fund would roll over year to year if funds weren’t used – actual funding would occur in the spring.

Sel. Underhill made a motion to include the new language for Article 14 of the FATM. Sel. Schultze seconded the motion. Sel. Jurmain polled the Board and the motion passed unanimously.

Article 15 – Rescind Balance of Unneeded Borrowing Authorizations

No changes or questions

21-269 Vote to Close and Sign FATM Warrant

Sel. Underhill made a motion to close the FATM. Seconded by Sel. Schultze. Sel. Jurmain polled the Board and the motion passed unanimously.

Sel. Underhill made a motion to approve and sign the FATM warrant as amended tonight. The motion was seconded by Sel. Schultze. Sel. Jurmain polled the Board and the motion passed unanimously.

21-270 Board/Committee Liaison Updates

Sel. Underhill gave a brief update from the last School Committee meeting where they discussed vaccination rates at the school.

21-271 Review and Approve Draft Minutes

Sel. Underhill made a motion to approve the Draft Minutes for October 4, 2021. The motion was seconded by Sel. Schultze. Sel. Jurmain polled the Board and the motion passed unanimously.

Sel. Underhill made a motion to approve the Draft Minutes for October 6, 2021. The motion was seconded by Sel. Schultze. Sel. Jurmain polled the Board and the motion passed unanimously.

21-272 Review and Approve Water/Sewer Commitments

Sel. Schultze made a motion to approve the Water/Sewer commitment to the collector for September 2021 in the amount of \$5,303.37. Sel. Underhill seconded this motion. Sel. Jurmain polled the Board and the motion passed unanimously.

Sel. Underhill made a motion to adjourn, the motion was seconded by Sel. Schultze. Sel. Jurmain polled the Board and the motion passed unanimously at 9:02pm

Respectfully submitted by Victoria Schindler