

**SELECT BOARD
MEETING MINUTES
Monday, February 12, 2024
Veterans Memorial Building Room 229
900 Main Street, Millis, MA 02054**

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

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

Announcements

The Millis High School is holding a Comedy Cancels Cancer Fundraiser on 3/1/24 to support Aedan Wetherbee who is a Millis High School Student battling a rare cancer. Tickets are \$20 per ticket for the public and free for Millis High School students. The show starts at 8pm at the Millis High School Auditorium.

Bob Weiss, Economic Development Director, announced the Town has been awarded \$433,195.00 from the Complete Streets Grant Program.

Kris Fogarty Recreation Director announced Erin LeBlanc has won the 2024 Massachusetts Recreation and Park Association's Community Professional of the Year Award. This award is given to a member of the MRPA that has provided outstanding service and dedication to their community. She also would like to recognize Sharon Locke, a Millis resident, and a member of the Recreation Committee, who received the Peter and Erin O'Brien Award, the highest award presented by the MRPA for being an influential active member of the community.

Sel. Schultze stated there are many open positions for those looking to serve the Millis Community including Town Moderator, Planning Board, Select Board, School Committee, Board of Health, Library Trustees. You can pick up nomination papers at the Town Clerks office and get 45 signatures to qualify.

24-014 Approve and Sign 3/5/24 Presidential Primary Election Warrant

Sel. Rosenfeld made a motion that the Board approve and sign the March 5th, 2024, Presidential Primary Election Warrant. Sel. Underhill seconded the motion. Sel. Schultze polled the Board and the motion passed unanimously.

24-015 Vote to set Annual Town Meeting Date/Vote to Open Annual Town Meeting Warrant

Sel. Rosenfeld made a motion that the Board set the date of Annual Town Meeting for Tuesday, May 7th, 2024, at 7:30pm. Sel. Underhill seconded the motion. Sel. Schultze polled the Board and the motion passed unanimously.

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

A resident stated concern for the day and time of the Town Meeting reasoning it is not accessible for all residents. She questions if a daytime Saturday meeting was considered. The Board said this had been previously considered a few years ago when there was a Town Meeting procedure study by a town meeting committee, and they concluded it would disproportionately affect other age groups from being able to attend.

Town Clerk Lisa Hardin is requesting the Fall Annual Town Meeting be moved from the Monday night before the Presidential Election to another night to allow seniors that may be working the Election are able to do both.

24-016 Hearing: Installation of Anchor Guy at Pole #34/11

Sel. Rosenfeld made a motion to open a hearing for the installation of Anchor Guy at Pole #34/11. Sel. Underhill seconded the motion. Sel. Schultze polled the Board and the motion passed unanimously.

Christine Cosby from Eversource reviewed the order for joint or identical location for poles. They are looking to add a guide wire anchored into the ground to the top of the pole and remove the dead tree.

Sel. Rosenfeld made a motion to close a hearing for the installation of Anchor Guy at Pole #34/11. Sel. Underhill seconded the motion. Sel. Schultze polled the Board and the motion passed unanimously.

Sel. Rosenfeld made a motion that the Board grants joint or identical locations for the erection or construction of poles, to be owned and used in common by them, and for such other fixtures including anchors and guys as may be necessary to sustain or protect the wires of the line, said poles to be located, substantially as shown on the plans made by K. Rice, dated October 5, 2023, and filled herewith, upon along and across the following public way of Millis : Forest Road – Southerly side opposite Bow Street, install one (1) anchor guy at pole #34/11. Sel. Underhill seconded the motion. Sel. Schultze polled the Board and the motion passed unanimously.

24-017 Appointment of Snow Removal Contractor

Sel. Rosenfeld made a motion that the Board ratify the Town Administrator’s appointment of Kevily Riani Gimenez as a Snow Contractor under the Personnel Plan from February 13, 2024-March 15, 2024. Sel. Underhill seconded the motion. Sel. Schultze polled the Board and the motion passed unanimously.

24-018 Consideration/Approval of No Parking Signs at Adams Street & Parnell Street

Police Chief Chris Soffayer reviewed the consideration for No Parking Signs at Adams Street & Parnell Street because of the ongoing issue of trucks parking on Union Street and blocking the driveway of residents at 84/86 Union Street. Despite several complaints, this issue remains unresolved and continues to cause significant inconvenience to the affected residents.

Sel. Rosenfeld made a motion that the Board approve the request to purchase and install “No Parking this Side of Street” signs on Union Street from Adams Street up to Parnell Street. Sel. Underhill seconded the motion. Sel. Schultze polled the Board and the motion passed unanimously.

24-019 Hearing: Continued – Special Permit for 1480-1486 Main Street

Attorney Ted Cannon representing the applicant reviews the planning board decision regarding the waiver of site plan which they waived with conditions. The use of the site requires the use of a Special Permit from the Select Board which is why they are here today.

Eric Dias from Strongpoint Engineering Solutions reviews the comments from the peer review which including existing sewer service should be shown on the plan, he follows up by stating the site is served by septic system that is located south of the existing building. The peer review also commented on installing erosion control as needed, quantify the additional traffic trips expected to the proposed site, they are approximating 50 trips per day between 7am -7pm Monday through Friday and 7am -4pm on Saturdays. He also stated there were concerns with the possibility of debris dirtying the roadway, the applicant bought a street sweeper specifically for this property to make sure it is maintained. Mike Carter from GCG peer review associates states the applicant and engineer have addressed all of the comments made during the peer review. He suggests when giving the special permit add writing towards a definitive Street sweeping schedule.

Sel. Rosenfeld questioned if there are buildings on the property and if they would be keeping them. The applicant answered yes, they will be keeping the buildings.

Sel. Rosenfeld made a motion that the Board close the special permit hearing for 1480-1486 Main Street. Sel. Underhill seconded the motion. Sel. Schultze polled the Board and the motion passed unanimously.

Sel. Rosenfeld made a motion that the Board approves a special permit for 1480-1486 Main Street for proposed site improvements as presented in the plan dated 11/1/2023 for processing and treating raw materials for the purpose of

producing firewood, mulch, and compost in the regular course of business. Sel. Underhill seconded the motion. Sel. Schultze polled the Board and the motion passed unanimously.

24-020 Approve/Sign FY25 Green Communities Grant

Bob Weiss, Energy Manager, reviews the project for a new heat pump at our Village Street Sewer Facility. The Millis Energy Committee has secured a Green Communities grant to go towards the cost of the new heat pump.

Sel. Rosenfeld made a motion that the Board approves and authorizes the Town Administrator to sign the Massachusetts Department of Energy Resources' grant of \$5,450.21 to fund a portion of installation of a heat pump at the Village Street sewer facility. Sel. Underhill seconded the motion. Sel. Schultze polled the Board and the motion passed unanimously.

24-021 Review/Approve Recommended Building Department Permit Fees

Mike Giampietro Building Commissioner reviews the surrounding Town's Building Department Fees concluding they all have recently increased their fees and the last time Millis increased the fee was 2015. He is suggesting that the Town adopted the presented fees effective 5/1/2024.

Sel Underhill questioned if a resident was pulling permits and doing the work themselves would they be charged the same. Mr. Giampietro stated they would just be charged the minimum permit fee. The proposed fee is for contracted contractors.

Town Administrator Mike Guzinski suggested the permit fees 7/1/24 to align with our fiscal year.

Sel. Rosenfeld made a motion that the Board approve Building Department Fees including building, plumbing and gas, and electrical, as presented and to implement the fees starting on July 1, 2024. Sel. Underhill seconded the motion. Sel. Schultze polled the Board and the motion passed unanimously.

24-022 Discuss Finance Director Recruitment Process

Town Administrator Mike Guzinski stated Carol Johnston, the Town's Finance Director will be retiring June 30th, 2024. He asked the Board to review the Job Description and Advertisement for the position so it can be posted in several locations, including the BEACON and linked in. Sel. Underhill volunteered Sel. Schultze to help the Town Administrator and Assistant Town Administrator/HR Manager in the recruitment process.

24-023 Review/Approve Rave Alert System Quote

Sel. Rosenfeld made a motion that the Board approve the renewal quote for Rave Alert for Swift911Customers for a three-year term at \$5,094.90 per year for a total amount not to exceed \$15,284.70 for FY25-FY27 and authorize the Town Administrator to sign on the Town's behalf. Sel. Underhill seconded the motion. Sel. Schultze polled the Board and the motion passed unanimously.

24-024 Vote to Ratify Library Director's Contract

Sel. Rosenfeld made a motion that the Board ratify the employment agreement between the Town and Kimberly Tolson, Library Director, for a three-year term beginning January 29, 2024, and ending January 28, 2027. Sel. Underhill seconded the motion. Sel. Schultze polled the Board and the motion passed unanimously.

24-025 Board/Committee

Sel. Rosenfeld did not attend any meetings.

Sel. Schultze attended the Finance Committee meeting where they listened to the Fire/Rescue budget presentation where the Finance committee asked many questions regarding mutual aid. He also attended the Economic Development Committee where they discussed the \$170,000 grant potential for Downtown revitalization.

Sel. Underhill did not attend any meetings.

24-026 Approval of DRAFT Minutes

Sel. Rosenfeld moved that the Board vote to approve the draft minutes from 1/27/24 as written. Sel. Underhill seconded the motion. Sel. Schultze polled the Board and the motion passed unanimously. Sel. Underhill seconded the motion. Sel. Schultze polled the Board and the motion passed unanimously.

24-027 Review/Approval of Water/Sewer Commitment

I move that the Board approves the water/sewer commitment to the collector for January 2024 for a total of \$1,631.95. Sel. Underhill seconded the motion. Sel. Schultze polled the Board and the motion passed unanimously.

Sel. Rosenfeld made a motion to adjourn at 8:10pm. Sel. Underhill seconded the motion. Sel. Schultze polled the Board and the motion passed unanimously.

Respectfully Submitted by Victoria Schindler