

**SELECT BOARD  
MEETING MINUTES  
Monday, March 25, 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, Clerk Erin Underhill, Town Administrator Mike Guzinski, Assistant Town Administrator/HR Manager Karen Bouret DeMarzo.

Present via Zoom: Vice Chair Ellen Rosenfeld.

Announcements

Millis Beautification Day will be held on Saturday April 27<sup>th</sup> from 9am-12pm.

The Annual Town Meeting will be held on May 7<sup>th</sup>, 2024, at 7:30pm.

The Annual Town Election will be held on May 13<sup>th</sup>, 2024, from 7:00am-8:00pm.

The COA is taking nominations for the Lansing Millis Legacy Award – Please visit the homepage on the Town website for more information.

24-050 Approve & Sign Letter of Commitment to Meet Climate Leader Community Requirements

Energy Manager Bob Weiss requests the Board approve the Energy Committee's letter of commitment to the state to provide technical assistance in meeting their net zero goals.

**Sel. Underhill made a motion to approve and authorize the Chair to sign a letter of commitment to meet the Climate Leader Community Requirement and to send it to the Massachusetts Department of Energy Resources. Sel. Rosenfeld seconded the motion. Sel. Schultze polled the Board, Underhill – yay, Rosenfeld – yay, Schultze – yay. The motion passed unanimously.**

24-051 Discuss/Vote on FY25 Budget Recommendation

Town Administrator Mike Guzinski reviews his budget recommendations for FY25. The budget proposal contemplates limiting overall budget increases in the municipal and school budgets to 4.42%. This budget level is in line with the School Department's (non-override) FY25 budget request. The increase in revenues supports this level of much-needed increase in the operational budgets. The three documents located in the meeting agenda packet include recommended use of the HCH (Host Community Agreement) funds, FY25 Budget requests above level service, and FY25 Budget Department SB which is the general operating budget and contains the budget requests of all departments as well as my recommendations. In addition to the FY25 budget documents presented here there are funding requests from the school department, Police Departments, Fire Department, and Department of Public Works whose funding would require the successful passage of a Proposition 2 ½ override.

**Sel. Underhill made a motion that the Board vote to support and recommend to the Annual Town Meeting, the Fiscal Year 2025 Budget as submitted and recommended by the Town Administrator, as described in the agenda packet. Sel. Rosenfeld seconded the motion. Sel. Schultze polled the Board, Underhill – yay, Rosenfeld – yay, Schultze – yay. The motion passed unanimously.**

24-052 Discuss & Approve Proposition 2 ½ Override Ballot Question for FY25

Town Administrator Mike Guzinski reviews the 3 different Ballot questions for the Annual Town Election.

The Board unanimously agrees with the Town Administrator on choosing the first question.

**Sel. Underhill made a motion to place option one on the Ballot for the Annual Town Election for the Town of Millis to be held on May 13, 2024. Sel. Rosenfeld seconded the motion. Sel. Schultze polled the Board, Underhill – yay, Rosenfeld – yay, Schultze – yay. The motion passed unanimously.**

24-053 Open 5/7/24 Town Meeting Warrant

**Sel. Underhill made a motion to open the Annual Town Meeting Warrant of Mary 7, 2024. Sel. Rosenfeld seconded the motion. Sel. Schultze polled the Board, Underhill – yay, Rosenfeld – yay, Schultze – yay. The motion passed unanimously.**

24-054 Discuss, Add, Remove Warrant Articles

Town Administrator Mike Guzinski reviews Article 20 which is being requested by the Veterans Services Officer, this article provides for additional real estate tax exemptions for certain veterans and surviving spouses who meet specific criteria.

**Sel. Underhill made a motion to add Article 20 to the Annual Town Meeting Warrant. Sel. Rosenfeld seconded the motion. Sel. Schultze polled the Board, Underhill – yay, Rosenfeld – yay, Schultze – yay. The motion passed unanimously.**

24-055 Close 5/7/24 Town Meeting Warrant

**Sel. Underhill made a motion to close the Annual Town Meeting Warrant of Mary 7, 2024. Sel. Rosenfeld seconded the motion. Sel. Schultze polled the Board, Underhill – yay, Rosenfeld – yay, Schultze – yay. The motion passed unanimously.**

24-056 Vote to Recommend FY25 Personnel Plan Changes for Approval at Town Meeting

Town Administrator Mike Guzinski recommends changes to the Personnel Plan for FY25 including 2% salary/Stipend, one-time adjustment to the salary of the part time dispatchers, remove the position of Sealer of Weights in Measures, and other changes.

**Sel. Underhill made a motion to open the Annual Town Meeting Warrant of Mary 7, 2024. Sel. Rosenfeld seconded the motion. Sel. Schultze polled the Board, Underhill – yay, Rosenfeld – yay, Schultze – yay. The motion passed unanimously.**

24-057 Transfer of Common Victualler License – Millis House of Pizza

**Sel. Underhill made a motion to approve the transfer of the Common Victualler License at Millis House of Pizza to Mohammad pending receipt of business license. Sel. Rosenfeld seconded the motion. Sel. Schultze polled the Board, Underhill – yay, Rosenfeld – yay, Schultze – yay. The motion passed unanimously.**

24-058 Review/Approval of Change of Ownership Interest – Mobil

**Sel. Underhill made a motion to approve the change in ownership interest at Millis Mobil. Sel. Rosenfeld seconded the motion. Sel. Schultze polled the Board, Underhill – yay, Rosenfeld – yay, Schultze – yay. The motion passed unanimously.**

24-059 Approve Contract for COA Vehicle

**Sel. Underhill made a motion to approve the purchase and sales agreement with McGovern MHQ for a 224 Sonata Hybrid for use with the Coa with a not to exceed amount of \$33,507.52, and to authorize the Town Administrator to sign on the Board's behalf. Sel. Rosenfeld seconded the motion. Sel. Schultze polled the Board, Underhill – yay, Rosenfeld – yay, Schultze – yay. The motion passed unanimously.**

24-060 Approve Contract for Microsoft License

**Sel. Underhill made a motion to approve and authorize the Town Administrator to sign a contract with Shi International for Microsoft Licensing in the amount not to exceed \$27,500.00. Sel. Rosenfeld seconded the motion. Sel. Schultze polled the Board, Underhill – yay, Rosenfeld – yay, Schultze – yay. The motion passed unanimously.**

24-061 Board/Committee Liaison Updates

Sel. Rosenfeld attended the Chales River Pollution Control meeting where they mentioned Millis is far below capacity.

Sel. Schultze attended the Capital Planning Committee where they finalized the ranking of the Capital requests. He also attended a 3A MBTA Advisory Committee meeting where they decided to push the vote to the November Town Meeting.

Sel. Underhill did not attend any meetings.

24-062 Approval of DRAFT Minutes

**Sel. Underhill moved that the Board vote to approve the draft minutes of 3/11/2024 as written. Sel. Rosenfeld seconded the motion. Sel. Schultze polled the Board, Underhill – yay, Rosenfeld – yay, Schultze – yay. The motion passed unanimously.**

**Sel. Underhill made a motion to adjourn at 7:35. Sel. Rosenfeld seconded the motion. Sel. Schultze polled the Board, Underhill – yay, Rosenfeld – yay, Schultze – yay. The motion passed unanimously.**

Respectfully Submitted by Victoria Schindler