



TOWN OF MILLIS

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

OFFICE OF THE SELECT BOARD

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

Michael J. Guzinski
Town Administrator
mguzinski@millisma.gov

Karen Bouret DeMarzo
Assistant Town Administrator
kbouret@millisma.gov

SELECT BOARD MEETING AGENDA WEDNESDAY, JANUARY 4, 2023; 7:00 PM VETERANS MEMORIAL BUILDING ROOM 229

	Topic	Time	Speaker
I.	Call to Order	7:00 PM	Chair Underhill
II.	Announcements		
III.	Scheduled Appointments & Hearings		
23-001	Ratification of Appointment of Seasonal On-Call Snow Contractor	7:00 PM	M. Guzinski
23-002	Approval of Installation Agreement for Library Lighting Replacement - Prism	7:05 PM	R. Weiss K. Tolson
23-003	Complete Streets Presentation	7:10 PM	R. Weiss J. Maxtutis/BETA
23-004	Approval of Engineering Services for Pleasant, Plain, and Spring Sidewalk Design - GCG	7:30 PM	J. McKay
23-005	DPW Director's General Update <ul style="list-style-type: none">Sewer Work NoticeWater IssuesPFAS Grant Announcement	7:35 PM	J. McKay
IV.	Open Session Items		
23-006	Approval of Contract for Asset Management Grant Program Phase 3 - Kleinfelder		J. McKay
23-007	Discuss Proposed Sewer Policy and Related Committee		E. Underhill
23-008	Ratification of AFSCME Council 93 Union MOA		M. Guzinski
23-009	Board/Committee Liaison Updates		Sel. Underhill

V. Executive Session

To discuss and conduct strategy sessions with respect to collective bargaining with union personnel.
(SEIU/Millis Firefighters Union)

To discuss strategy with respect to litigation if an open meeting may have a detrimental effect on the government's litigating position.
(12-14 Exchange Street)

VI. Adjournment**Proposed Upcoming Meeting Schedule**

Date	Time	Location
Monday, January 23, 2023	7:00 pm	Rm 229 VMB
Monday, February 6, 2023	9:00 am Budget Mtg.	Rm 229 VMB
Monday, February 13, 2023	7:00 pm	Rm 229 VMB
Monday, February 27, 2023	7:00 pm	Rm 229 VMB

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

Zoom (Broadcast only)
Meeting ID: 852 638 7223
Passcode: SBMeeting

23-001

Ratification of Appointment

Seasonal Worker



TOWN OF MILLIS

OFFICE OF THE TOWN ADMINISTRATOR

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

Michael Guzinski
Town Administrator
mguzinski@millisma.gov

Karen Bouret DeMarzo
Operations Support Manager
Karen.bouret.demarazo@millisma.gov

ON CALL SNOW REMOVAL CONTRACTOR

The Town of Millis is seeking qualified candidates for the temporary, seasonal on call position of Snow Removal Contractor through April 30, 2023. This non-benefited position is responsible for snow removal including shoveling, snowblower operation, ice removal, and salting/sanding walkways and other areas.

Hourly pay is \$24.21/hour 7AM-6PM or \$36.21/hour nights and weekends.

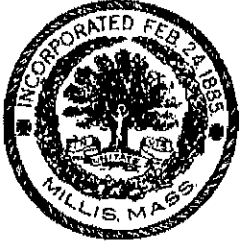
Applications are available upon request at the Town Administrator's Office, Veterans Memorial Building, 900 Main Street, Millis, MA 02054, or at www.millisma.gov. Completed applications should be returned to the Town Administrator's office via post or emailed to townadministratorsoffice@millisma.gov

Joseph Majkut

23-002

Approval of Installation Agreement

Library Lighting



TOWN OF MILLIS

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Michael J. Guzinski, *Town Administrator*

Robert Weiss, Millis Energy Mgr.

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

TO: Select Board
FROM: Robert Weiss, Energy Manager
DATE: January 4th, 2023
RE: Motion to Authorize and Sign Millis Public Library Lighting Improvement Contract

Through the hard work of Millis’s Public Library Director Kim Tolson and the terrific effort of Senator Becca Rausch, the Town of Millis received an earmark for \$30,000 to improve the library’s lighting system. The funding was enacted by the state legislature earlier this year and was accepted at the Town’s recent Fall Town Meeting. This evening we are pleased to present the project for which these funds are to be applied.

We are asking the Board this evening to authorize the Town Administrator to sign an installation agreement between the Town and Prism Energy Services for \$33,155.00 to install a new lighting system in multiple rooms of the library. This installation is only the first phase of a lighting replacement plan that will tie in areas of the building which have had lighting issues. It will also provide new LED technology to the building’s lights and thus reduce operations cost. This project includes improvements needed in the children’s room and incorporates occupancy sensors, wall controls, app technology and dimmers. Kim will be seeking capital funding and other possible sources of funding to tie the rest of the building onto the system in a second phase down the line.

Cost of Installation	\$33,155.00
Utility Incentive (MassSave)	-1,628.00
Earmark Payment	<u>-30,000.00</u>
Balance of Payment	\$ 1,527.00

The Balance of Payment will come out of the Library’s budget or State Aid funding.

Installation work will take place this winter.

----- Suggested Motion -----

Madame Chair, I move the Select Board approve the lighting installation agreement and apply the earmark funding toward the payment of the work, and to delegate the balance of payments to the discretion of the Library Director, and authorize the Town Administrator to sign the agreement on behalf of the Town.

Customer Name	<u>Millis Public Library</u>
Address	<u>961 Main St, Millis, MA 02054</u>
Contact Name	<u>Kim Tolson, Library Director</u>
Customer Phone Number	<u>508-376-8282</u>

Job No.
EMU 1078

INSTALLATION AGREEMENT

Eversource Municipal Program

Total Cost	\$33,155.00
Total Incentive	\$1,628.00
Total Customer Investment	\$31,527.00

Invoices to be submitted upon delivery of materials and/or services rendered
Balance due upon completion

Prism Energy Terms and Conditions:

- 1 All costs and incentives are estimated. Incentives are subject to utility approval prior to installation
- 2 Estimated costs include only measures and quantities itemized on the scope summary
- 3 Proposal includes cost of labor, materials, and permits and/or inspection fees.
- 4 Prism reserves the right to substitute equal or better fixtures for those proposed.
- 5 No ceiling grid work included in scope: customer responsible for all ceiling tile replacements if required.
- 6 No patching or painting included in scope.
- 7 Proposal assumes disposal of non-regulated project debris in owner's dumpster (a dumpster can be provided at additional cost).
- 8 Scope changes may result in changes to your incentive.
- 9 Work not included in original proposal will be approved by the customer prior to being performed.
- 10 Customer is responsible to provide unobstructed and timely access to all installation areas.
- 11 Prism offers a 1 year warranty for labor and materials. Additional warranty on materials may be offered through the manufacturer.
- 12 LEDs may not be compatible with all dimming systems or occupancy sensors.
- 13 Unless specified, no 480V fixtures are included in scope.
- 14 Utility incentives will be reflected in the final invoice.
- 15 Final invoice is due upon receipt.

Prepared on:	December 28, 2022
Proposal firm through	January 12, 2023

Please authorize work for: Millis Public Library by signing below

Authorized Signature	Title	Date
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2022

Existing Buildings

Lighting – Systems & Sensors



Apply online at www.MassSaveApplicationPortal.com



Program Administrators

WE ARE MASS SAVE®:



Berkshire Gas
Tel: 1-800-944-3212
www.berkshiregas.com
efficiency@berkshiregas.com



Cape Light Compact
Tel: 1-800-797-6699
www.capelightcompact.org
efficiency@capelightcompact.org



Eversource Energy
Tel: 1-844-887-1400
www.eversource.com
efficiency@eversource.com



Liberty Utilities
Tel: 1-508-324-7811
www.libertyutilities.com
efficiency@libertyutilities.com



National Grid
Tel: 1-800-787-1706
www.nationalgridus.com
efficiency@nationalgrid.com



Unitil
Tel: 1-888-301-7700
www.unitil.com
efficiency@unitil.com

The Retrofit Program is designed for commercial and industrial customers to help replace aging, inefficient equipment and systems with energy efficient technologies. The Retrofit Program provides a customer with incentives that will facilitate the installation of premium efficient lighting.

Application Instructions

For Replacement of Operating Equipment

1. Is your project eligible?

- Equipment shall be new and shall be installed in a commercial, industrial, institutional, educational, or municipal building within an electric Program Administrator's (PA's) service territory

2. Is the equipment you intend to buy eligible?

- Product types listed in this form are eligible for prescriptive incentives. However, other measures not listed here may be eligible for custom incentives using the Custom Retrofit Application
- Equipment that has received an incentive at the distributor level through the "Bright Opportunities" Upstream Lighting Program or through any other offering of the Massachusetts Program Administrators is not eligible for the incentives on this application. The incentive amounts within this application cannot be combined with any other incentives offered by the Massachusetts Program Administrators.

3. Pre-Approval requirements:

- Contact your Program Administrator before purchasing and installing the equipment
- To see if the energy efficient measure (EEM) qualifies for an incentive:
 - i. Review the Terms and Conditions governing the program, then submit a completed application form with an authorized signature
 - ii. Submit a copy of the Manufacturer's technical specification sheets ("cut sheets") for each type of eligible equipment to be purchased
 - iii. Once pre-approved, a "pre-approved incentive letter" will be issued

4. Installation and incentive requirements:

- Once pre-approved, purchase and install the qualifying equipment within twelve (12) months of PA's pre-approval
- Return the required information to your Program Administrator within 30 days of the installation:
 - i. A copy of the completed and signed pre-approval application
 - ii. If there is a change in equipment, please submit a new manufacturer's technical specification sheets ("cut sheets") for each type of eligible equipment purchased
 - iii. A copy of your invoice indicating Proof of Purchase must indicate type, size, make, and model number of the equipment and date of purchase and installation
 - iv. At the post-installation verification, the customer is required to sign the post-installation customer acknowledgement section of the original application

Program details:

This incentive program covers applications created on or after January 1, 2022. Details including incentive levels, are subject to change without prior notice. Contact your Program Administrator for the latest program details.

Once completed, send this Application Form to the Program Administrator serving the specific customer account where the selected efficiency measure(s) will be installed. Contact information for all Program Administrators can be found on Page 1 of this Application.

Alternatively, Applications can be created and submitted online using the Mass Save Application Portal (www.MassSaveApplicationPortal.com). The Portal makes it possible to create and submit a single Application regardless of the number of measures, the number of end uses involved, and the types of projects or programs they span.

NOTE: If you are interested in financing your project, please contact your energy efficiency Program Administrator to discuss terms and eligibility prior to purchasing your qualifying equipment. Further information can also be found on www.masssave.com/en/learn/business/the-mass-save-financing-for-business-program/.

ALL FIELDS ON THIS PAGE ARE REQUIRED TO COMPLETE YOUR APPLICATION

Indicate the Program Administrator for this Application

Cape Light Compact Eversource National Grid Unitil


CUSTOMER/ACCOUNT HOLDER INFORMATION

COMPANY NAME Millis Public Library		CONTACT PERSON Kim Tolson		APPLICATION DATE 11/21/22
INSTALL SITE Millis Public Library		PHONE 508-376-8282	FAX NUMBER	
EMAIL ADDRESS ktolson@minlib.net		SQUARE FEET (COVERED BY THIS APPLICATION) 10,000		
STREET ADDRESS 961 Main St		CITY Millis	STATE MA	ZIP 02054
MAILING ADDRESS (IF DIFFERENT)		CITY	STATE	ZIP
ELECTRIC COMPANY NAME Eversource (Eastern MA)		ELECTRIC ACCOUNT NUMBER 268 938 0021		
GAS COMPANY NAME		GAS ACCOUNT NUMBER		
BUILDING TYPE (PLEASE PLACE "X" IN APPROPRIATE BALLOT BOX)				
<input type="checkbox"/> ASSEMBLY	<input type="checkbox"/> FAST FOOD	<input type="checkbox"/> HOTEL	<input type="checkbox"/> MULTI STORY RETAIL	<input type="checkbox"/> RELIGIOUS
<input type="checkbox"/> AUTOMOTIVE	<input type="checkbox"/> FULL SERVICE RESTAURANT	<input type="checkbox"/> LARGE REFRIGERATED SPACE	<input type="checkbox"/> MULTIFAMILY HIGH-RISE	<input type="checkbox"/> K-12 SCHOOL
<input type="checkbox"/> BIG BOX	<input type="checkbox"/> GROCERY	<input type="checkbox"/> LARGE OFFICE	<input type="checkbox"/> MULTIFAMILY LOW-RISE	<input type="checkbox"/> SMALL OFFICE
<input type="checkbox"/> COMMUNITY COLLEGE	<input type="checkbox"/> HEAVY INDUSTRIAL	<input type="checkbox"/> LIGHT INDUSTRIAL	<input checked="" type="checkbox"/> OTHER:	<input type="checkbox"/> WAREHOUSE
<input type="checkbox"/> DORMITORY	<input type="checkbox"/> HOSPITAL	<input type="checkbox"/> MOTEL	Public Library	



PAYMENT METHOD (PAYEE MUST SUBMIT A W-9 FORM)

PAYMENT TO: <input type="checkbox"/> CUSTOMER <input checked="" type="checkbox"/> VENDOR/INSTALLER	CUSTOMER – TAX ID# (REQUIRED)	VENDOR/INSTALLER – TAX ID# (REQUIRED IF RECEIVING INCENTIVE) 04-3437153
CHECK PAYABLE TO: Prism Energy Services	CUSTOMER COMPANY TYPE: <input type="checkbox"/> INC. <input type="checkbox"/> NOT INCORP. <input type="checkbox"/> EXEMPT	VENDOR COMPANY TYPE: <input type="checkbox"/> INC. <input type="checkbox"/> NOT INCORP. <input type="checkbox"/> EXEMPT

VENDOR INFORMATION

VENDOR/INSTALLER Prism Energy Services		CONTACT NAME Doug McLeod		
STREET ADDRESS 1150 Hancock St, Ste 400		CITY Quincy	STATE MA	ZIP 02169
PHONE (617) 328-9896, ext. 124		EMAIL ADDRESS dougm@prismenergyservices.com		
DATE 11/21/22	VENDOR/INSTALLER AUTHORIZED SIGNATURE (NOT APPLICABLE IF CUSTOMER IS PAYEE.)  Douglas R. McLeod			

CUSTOMER ACCEPTANCE OF TERMS

PRE-INSTALLATION		I CERTIFY THAT ALL STATEMENTS MADE IN THIS APPLICATION ARE CORRECT TO THE BEST OF MY KNOWLEDGE AND THAT I HAVE READ AND AGREE TO THE TERMS AND CONDITIONS ON THE BACK OF THIS FORM.	ANTICIPATED COMPLETION DATE
DATE	PRINT NAME	AUTHORIZED SIGNATURE 	
POST-INSTALLATION			
I CERTIFY THAT I HAVE SEEN THE ENERGY EFFICIENCY MEASURES THAT HAVE BEEN INSTALLED AND I AM SATISFIED WITH THEIR INSTALLATION.			
DATE	PRINT NAME	AUTHORIZED SIGNATURE 	

FOR PROGRAM ADMINISTRATORS ONLY

REQUIRED INSPECTIONS	DATE	INSPECTOR	PROJECT COSTS:	
PRE-INSPECTION:				
POST INSPECTION:				
APPROVAL	DATE	PROGRAM MANAGER	LABOR \$:	
PRE-APPROVED INCENTIVE:			MATERIAL \$:	
FINAL INCENTIVE:				

Lighting Systems


Eligibility Requirements and Incentive Details

Facility lighting must average a minimum of 2,000 hours per year.




- Equipment that has received an incentive at the distributor level through the Commercial & Industrial Upstream Lighting Program or through any other offering of the Mass Save Program Administrators is not eligible for the incentives on this application.
- All LED fixtures must meet Design Lights Consortium (DLC) technical requirements as indicated per Product code. For information on technical requirements visit www.designlights.org.

Fixture Types that are not defined by the categories below or not included in the current Design Lights Consortium – Technical Requirements Table V5.0 may be eligible for incentives under a Custom application. Contact your Program Administrator for more details.

Lighting Systems Eligibility and Incentive Levels (Complete Retrofit Lighting Systems Inventory Worksheet)

Product Code	Product Description	Per Lamp Incentive	Eligibility Criteria	Min. Watts Saved	Image
Linear Lamp/Ballast Replacement Options					
81AT8	T8 Linear Replacement Lamps: 2', 3', 4' & 8' T8 UL Type A, B, or AB Lamps	\$5			
81AT5	T5 Linear Replacement Lamps: 4' T5 & 4' T5HO UL Type A, B, or AB Lamps	\$10	DLC Technical Requirements for Linear Replacement Lamps	10	
81ATB	U-Bend Linear Replacement Lamps: UL Type A, B, or AB Lamps	\$10			
81	T8 LED Linear Retrofit Tube Kits: UL Type C LED tubes that use the existing bi-pin fluorescent sockets are not eligible.	\$8 (per lamp incentive within a qualifying kit)	T8 LED Linear Retrofit Tube Kits and Driver. Eligible Retrofit LED Tube Kits are required to be listed by the Design Lights Consortium and must meet DLC Technical Requirements.	10	
81D	T5 LED Linear & U-Bend Retrofit Tube Kits: UL Type C LED tubes that use the existing bi-pin fluorescent sockets are not eligible.	\$18 (per lamp incentive within a qualifying kit)	T5 LED Linear & U-Bend Retrofit Tube Kits and Driver. Eligible Retrofit LED Tube Kits are required to be listed by the Design Lights Consortium and must meet DLC Technical Requirements.	20	

Lighting Systems Eligibility and Incentive Levels (Complete Retrofit Lighting Systems Inventory Worksheet)

Product Code	Product Description	Per Lamp Incentive	Eligibility Criteria	Min. Watts Saved	Image
Screw & Plug Base Lamps					
81A60	A-Line, 40/60W Equivalent	\$4	ENERGY STAR qualified or DLC equivalent	10	
81A75	A-Line, 75/100W Equivalent	\$5			
81A16	PAR16 or MR16 (pin or GU10 base type)	\$6			
81A20	PAR20/R20	\$8			
81A30	PAR30 or BR30 or R30	\$10			
81A38	PAR38 or BR40 or R40	\$12			
81G23	G23 and 2G11 Base	\$10			
81G24	G24 Base	\$12			
81AD	Decoratives (Globe, Candle, B-Shapes)	\$6			
80A	Down Light Kit/Fixture - Hard Wired, Screw-base or GU-24 base (250-3,500 lumens)	\$20			
81M	Mogul Screw-Base (E39/E40) Replacements for HID Lamps: Indoor Low Bay, Outdoor Low Output & Mid Output Lamps	\$50	LED Mogul Screw-Base (E39/E40) Replacement for HID Lamps are required to be listed by the Design Lights Consortium and must meet DLC Technical Requirements	100	
81MH	Mogul Screw-Base (E39/E40) Replacements for HID Lamps: Indoor High Bay, Outdoor High Output & Very High Output Lamps	\$70	LED Mogul Screw-Base (E39/E40) Replacement for HID Lamps are required to be listed by the Design Lights Consortium and must meet DLC Technical Requirements.	200	

Lighting Systems Eligibility and Incentive Levels (Complete Retrofit Lighting Systems Inventory Worksheet)

Product Code	Product Description	Per Fixture Incentive	Eligibility Criteria	Min. Watts Saved	Image
Indoor Luminaires & Indoor Retrofit Kits					
88A	LED Indoor Retrofit Kits: 1x4, 2x2, and 2x4 Troffers	\$40	LED Indoor Retrofit Kits for 1x4, 2x2 and 2x4 Troffers - Eligible kits are required to be listed by the Design Lights Consortium and must meet DLC Technical Requirements for Indoor Retrofit Troffer Kits.	23	
88B	LED Indoor Troffers: 1x4, 2x2, and 2x4	\$60	LED Indoor 1x4, 2x2 and 2x4 Troffer Fixtures - Eligible fixtures are required to be listed by the Design Lights Consortium and must meet DLC Technical for Indoor Troffer Luminaires.	23	
89	LED Linear Ambient	\$40	LED Linear Ambient: Direct or with Indirect Component. Eligible luminaires or kits are required to be listed by the Design Lights Consortium and must meet DLC Technical Requirements for Indoor Luminaires or Indoor Retrofit Kits - Linear Ambient with greater than 375 lumens per foot.	23	
91	LED Interior Directional: Wall Wash, Track, or Mono-Point Directional Luminaires	\$40	LED Interior Directional - Wall Wash, Track, or Mono-Point Directional Luminaires either surface or recessed mounted. Eligible fixtures are required to be listed by the Design Lights Consortium or must meet DLC Technical Requirements for Indoor Interior Directional Luminaires.	23	
82A	LED Display Case: Retail, Cooler, Freezer Case or Refrigerated Shelving Fixtures	\$40	Eligible LED Display Case fixtures are required to be listed by the Design Lights Consortium and must meet DLC Technical Requirements for Indoor Luminaires - Case Lighting with greater than 50 lumens per foot.	20	
80A	Down Light Kits/Fixtures - Hard Wired, Screw-base or GU-24 base (250-3,500 lumens)	\$20	Eligible LED Down Lights are required to be hardwired, GU-24, or screw base fixtures with 250 - 3,500 lumens and listed as a Commercial LED product by ENERGY STAR. (for more information see www.energystar.gov)	20	
80B	Down Light Kits/Fixtures - Hard Wired, Screw-base or GU-24 base (>3,500-7,000 lumens)	\$50	Eligible LED Down Lights are required to be hardwired, GU-24, or screw base fixtures with greater than 3,500 to 7,000 lumens and listed as a Commercial LED product by ENERGY STAR. (for more information see www.energystar.gov)	40	
80C	Down Light Kits/Fixtures - Hard Wired, Screw-base or GU-24 (>7,000 Lumens)	\$100	Eligible LED Down Lights are required to be hardwired, GU-24, or screw base fixtures with greater than 7,000 lumens and listed as a Commercial LED product by ENERGY STAR. (for more information see www.energystar.gov)	60	

Lighting Systems Eligibility and Incentive Levels (Complete Retrofit Lighting Systems Inventory Worksheet)

Product Code	Product Description	Per Fixture Incentive	Eligibility Criteria	Min. Watts Saved	Image
Indoor Luminaires & Indoor Retrofit Kits (Continued)					
86A	Low Bay: Mid Output (5,000-10,000 lumens)	\$100	LED Indoor Low Bay - Eligible fixtures and kits are required to be listed by the Design Lights Consortium and must meet DLC Technical Requirements for Indoor Luminaires or Indoor Retrofit Kits - Low Bay with 5,000-10,000 lumen minimum light output.	75	
86B	High Bay: High Output (>10,000-30,000 Lumens)	\$150	LED Indoor High Bay - Eligible fixtures and kits are required to be listed by the Design Lights Consortium and must meet DLC Technical Requirements for Indoor Luminaires or Indoor Retrofit Kits - High Bay with 10,000-30,000 lumen minimum light output.	100	
86C	High Bay: Very High Output (>30,000 Lumens)	\$200	LED Indoor High Bay - Eligible fixtures and kits are required to be listed by the Design Lights Consortium and must meet DLC Technical Requirements for Indoor Luminaires or Indoor Retrofit Kits - High Bay with greater than 30,000 lumen minimum light output.	150	
Outdoor Luminaires & Outdoor Retrofit Kits					
85A	Low Output (250-5,000 lumens)	\$100	LED Outdoor Luminaires and Retrofit Kits - Eligible fixtures are required to be listed by the Design Lights Consortium and must meet DLC Technical Requirements for Low Output Luminaires or Kits.	75	
85B	Mid Output (>5,000-10,000 lumens)	\$150	LED Outdoor Luminaires and Retrofit Kits - Eligible fixtures are required to be listed by the Design Lights Consortium and must meet DLC Technical Requirements for Mid Output Luminaires or Kits.	100	
85C	High Output (>10,000-30,000 Lumens)	\$200	LED Outdoor Luminaires and Retrofit Kits - Eligible fixtures are required to be listed by the Design Lights Consortium and must meet DLC Technical Requirements for High Output Luminaires or Kits.	150	
85D	Very High Output (>30,000 Lumens)	\$250	LED Outdoor Luminaires and Retrofit Kits - Eligible fixtures are required to be listed by the Design Lights Consortium and must meet DLC Technical Requirements for Very High Output Luminaires or Kits.	200	

Lighting Systems Inventory Worksheet

Building and Room Identification (Installation Site): _____

		Existing Fixtures (Retrofit only)					Proposed Fixtures					
	Location	Qty	Lamp/Ballast Description	Device Code	Existing Watts per Fixture/Device	Product Code	Qty	Manufacturer & Model #	Proposed Watts per Fixture/Device	*Annual Operating Hours	Unit Incentive \$	Total Incentive \$
Ex.	Lobby-East Entrance	4	4'3 lamp T12 Magnetic	3F40SEM	110 watts	88A	4	ABC Corp. - Model #123	35 watts	3,200 hours	\$50	\$200
1												\$ 0
2												\$ 0
3												\$ 0
4												\$ 0
5												\$ 0
6												\$ 0
7												\$ 0
8												\$ 0
9												\$ 0
10												\$ 0
11												\$ 0
12												\$ 0
13												\$ 0
14												\$ 0
15												\$ 0
16												\$ 0
17												\$ 0
18												\$ 0
19												\$ 0
20												\$ 0
<i>If necessary, use embedded Excel file to document additional inventory.</i> <input type="button" value="Open File"/>											Total Requested Incentive (this page):	\$ 0





NOTE: An electronic version (Excel) of this sheet must be submitted for inventories exceeding this page.

* Facility lighting must average a minimum of 2,000 hours per year, except Municipal Facilities who must contact their Program Administrator for more information on eligibility requirements.




Lighting Sensors

As an alternative to the prescriptive incentives below, consider the Mass Save Performance Lighting Controls Program which offers potential to achieve over 50% energy savings. Contact your Program Administrator for more information or visit <https://www.masssave.com/en/saving/business-rebates/lighting-and-lighting-control-upgrades/>

Lighting Sensor Eligibility Criteria and Incentive Levels (Complete Retrofit Lighting Sensor Inventory Worksheet)

Product Code	Product Description	Per Sensor Incentive	Eligibility Criteria	Controlled Watts	Image
Sensors & Control Systems					
61	Remote Mounted Occupancy Sensor	\$30	Comply with manufacturer's coverage recommendations. Ceiling mounted control. No manual "ON" overrides permitted.	40	
62	Daylight Dimming System and/or Occupancy Controlled Dimming System	\$15 (per fixture)	LED drivers must be automatically controlled based on occupancy or daylight levels.	20 (per fixture)	
63	Interior Integral Fixture Mounted Dual Sensors	\$30 (per fixture)	Integral fixture mounted dual sensors with motion and photocell/ambient light sensors. System to control motion response and illumination levels. Only one incentive per fixture.	20 (per fixture)	
63A	Integral Fixture Mounted Dual Sensors and Network-Capable Controls	\$40 (per fixture)	Integral, fixture-mounted, addressable sensors with motion and photocell/ambient light-sensing capabilities along with embedded programming that can be configured and networked. System to control motion response, illumination levels, and scheduling. Must document that the fixtures have been tuned and commissioned after installation. Only one incentive per fixture. See the Specification and QPL for specific requirements: https://www.designlights.org/lighting-controls/	50 (Total wattage of networked group)	
64	Wall Mounted Occupancy Sensors	\$20	Occupancy Sensors must operate as Automatic On and Off. Sensors are wall mounted devices only. Vacancy Sensors with Manual ON/OFF options are allowed, however, manual "ON" overrides are not permitted.	20	

Lighting Sensor Eligibility Criteria and Incentive Levels (Complete Retrofit Lighting Sensor Inventory Worksheet)

Product Code	Product Description	Per Sensor Incentive	Eligibility Criteria	Controlled Watts	Image
Sensors & Control Systems (Continued)					
65	Outdoor Sensor with Integral Dual Sensors	\$25	Integral fixture mounted dual sensors with motion and photo-cell/ambient light sensors. System to control motion response and illumination levels. Only one incentive per fixture.	50	
65A	Outdoor Integral Dual Sensors with Adaptive, Network-Capable Controls	\$50 (per fixture)	Outdoor integral controller (may be NEMA mounted). Controller to be programmable and able to report, monitor, schedule, and control lamp/driver illumination levels. Communication capable between fixtures and a centralized network. System would allow network communication to receive and transmit data for configuring groups, addressability, reporting and advanced scheduling. Only one incentive per networked fixture.	100 (Total wattage of networked group)	
68	Integral Occupancy Sensor for High Bay Fixtures	\$25 (per fixture)	Fluorescent ballasts or LED drivers must be automatically controlled based on occupancy. Systems with manual "ON" or override switches are not eligible. Occupancy sensors must be integral to (built into) or permanently attached to each fixture.	50 (per fixture)	

Lighting Sensor Inventory Worksheet

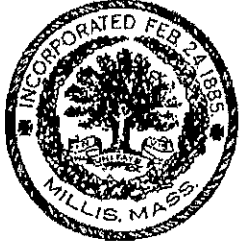
Building and Room Identification (Installation Site): _____

	Location of Senors	Product Code	Manufacturer & Model #	Qty of Sensors	# of Fixtures Controlled by Sensors	Fixture Description	Total Watts per Sensor	Annual Hours of Operation	Unit Incentive \$	Total Incentive \$
Ex.	Lobby-East Entrance	61	ABC Corp. - Model #123	1	4	(4) 26 watt LED Downlights	104 watts	2500 hours	\$30	\$30
1										\$ 0
2										\$ 0
3										\$ 0
4										\$ 0
5										\$ 0
6										\$ 0
7										\$ 0
8										\$ 0
9										\$ 0
10										\$ 0
11										\$ 0
12										\$ 0
13										\$ 0
14										\$ 0
15										\$ 0
16										\$ 0
17										\$ 0
18										\$ 0
19										\$ 0
20										\$ 0
<i>If necessary, use embedded Excel file to document additional inventory.</i> <input type="button" value="Open File"/>									Total Requested Incentive (this page):	\$ 0

Note: An electronic version (Excel) of this sheet must be submitted for inventories exceeding this page.

23-003

Complete Streets Presentation



TOWN OF MILLIS

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

Economic Development & Planning
Veterans Memorial Building
900 Main Street • Millis, MA 02054
Phone: 508-376-7040
Fax: 508-376-7053
rweiss@millisma.gov

Robert Weiss, *Economic Development & Planning Dir.*

TO: Select Board
FROM: Robert Weiss, Energy Manager
DATE: January 4, 2023
RE: Motion to Approve Millis's Complete Streets Prioritization Plan

This evening, Dept. of Public Works Director Jim McKay and I are asking the Board to approve Millis's Complete Streets Prioritization Plan.

On March 14th this year, the Select Board approved the Town of Millis's Complete Streets Policy, which finalized Tier 1 of a 3-tier process. This evening's presentation of the Prioritization Plan constitutes the fulfillment of Tier 2. Once approved by the Board, the Plan will be submitted to the Mass. Department of Transportation (Mass DOT) for their approval for its next funding round. Mass DOT will be able to contribute up to \$500,000 of hard costs for the installation of these projects (Tier 3). Millis's matching contribution will pay for engineering and design, which usually amounts to around 15% of the hard costs.

The Prioritization Plan in your packet presents 20 Complete Street projects that were evaluated by both the Town's Economic Development Committee and a selected group of Town staff and EDC members. Projects 1 – 4, especially, can be funded in the next fiscal year through Mass DOT. These projects consist of building new sidewalks to help complete the existing fragmentary network along different streets and to bring existing crosswalks up to accessibility standards by installing detectable warning panels and curb ramps. The other 16 projects, though unfunded, will remain on the plan for five years, when the plan will be updated. These include redesigning various intersections to create safer travel for pedestrians and vehicles, new sidewalks to fully complete and expand the pedestrian network, creating bike lanes, the realignment of street intersections, and more. All these projects will improve pedestrian connections and general walkability by completing sidewalk projects the Town began but did not finish.

Millis's Complete Streets Program is designed to create a more mobile town, safer and more convenient for residents using all modes of transportation. It will complete our sidewalk network, connect different parts of Town with other parts, including our Town Center. It will allow safer and greater access for residents whether they walk, bike, or drive to their destination.

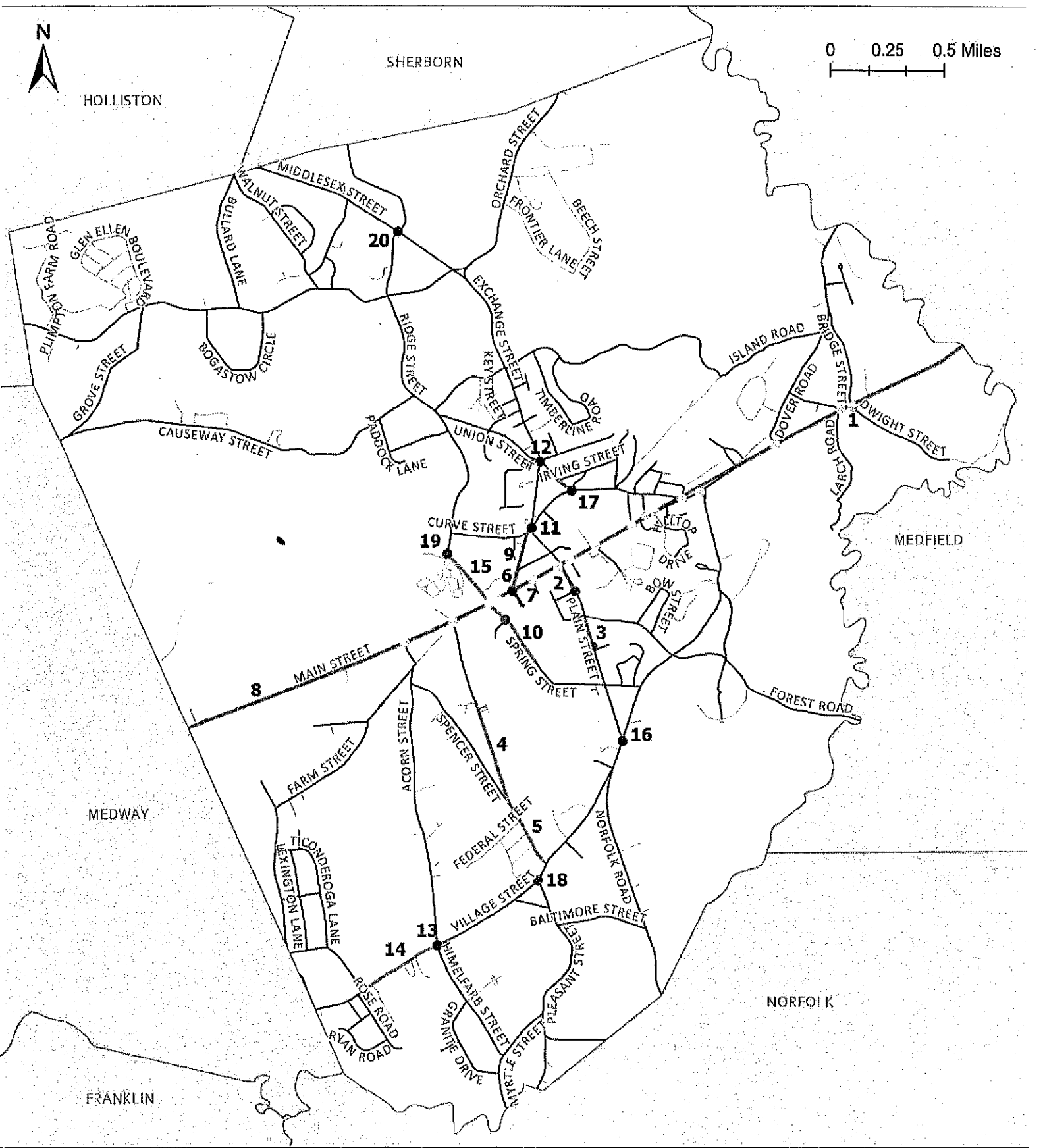
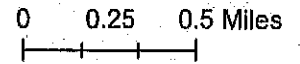
-----Suggested Motion -----

"Madam Chair, I move that the Board approve the Millis Complete Streets Prioritization Plan as presented."



HOLLISTON

SHERBORN



- Type**
- Crossing Improvement
 - Detectable Warning Panels Only
 - Intersection Improvement; Intersection Improvement
- Type**
- Bike Lanes
 - Shared Use Path
 - Sidewalk

Complete Streets Projects



Source: MassDOT and MassGIS



Complete Streets Funding Program Project Prioritization Plan

Municipality	Millis
MassDOT District	3
Name	Robert Weiss
Title	Economic Development and Planning Director
Date	12/14/2022

Project Basics			
Project Priority Ranking	Project Name	Project Description	Project Source
1	A Main Street (Route 109) Pedestrian Detectable Warning Panels	Install 66 detectable warning panels at crosswalks along Main Street (Route 109) between Hammond Lane and Bridge Street (approximately 2.25 miles). The project will improve accessibility and safety for Plan/Assessment pedestrians in the downtown area.	
2	H Plain Street Sidewalk (Route 115) (north)	Construct 850 feet of 4.5-5-foot-wide asphalt sidewalk and curb on the west side of Plain Street between Main Street and #155 Plain Street. Provide a new crosswalk, two pedestrian ramps and detectable warning panels across McCabe Avenue west of Plain Street. Provide a new Stop sign on the McCabe Avenue approach. Provide two new pedestrian ramps and detectable warning panels at the existing crosswalk across Plain Street south of McCabe Avenue. Provide two new crosswalk signs and two advance signs. The project will fill a gap in the pedestrian network and improve pedestrian safety, mobility, and accessibility and will provide a sidewalk connection from Main Street to the Clyde F Brown Elementary School and playing fields west of Plain Street.	CS Needs Assessment

3	I Plain Street Sidewalk (Route 115) (south)	Construct 600 feet of 5-foot-wide asphalt sidewalk and curb on the west side of Plain Street between #207 Plain Street and the Middle/High School driveway. Provide a new crosswalk, two pedestrian ramps and detectable warning panels across the Middle/High School driveway. Relocate existing crosswalk across Plain Street south of the Middle/High School Driveway and provide two new pedestrian ramps and detectable warning panels. The project will fill a gap in the pedestrian network and improve pedestrian safety, mobility, and accessibility and will provide a sidewalk connection to the Middle/High School.	CS Needs Assessment
4	C Pleasant Street Sidewalk (north)	Construct a five-foot-wide asphalt sidewalk and berm on the east side of Pleasant Street between Spencer Street and Pleasant Park (approximately 2,600 feet). On the north end the sidewalk will connect with an existing sidewalk at Pleasant Park. The project will fill a gap in the pedestrian network and improve pedestrian safety and mobility in a residential area and provide a connection to the Pleasant Meadows conservation and hiking area.	CS Needs Assessment
5	B Pleasant Street Sidewalk (south)	Construct a five-foot-wide asphalt sidewalk and berm on the east side of Pleasant Street between Spencer Street and #143 Pleasant Street (approximately 1,300 feet). On the south end the sidewalk will connect with an existing sidewalk near #143 Pleasant Street that continues south to Village Street. The project will fill a gap in the pedestrian network and improve pedestrian safety, connectivity, and mobility in a residential area.	CS Needs Assessment
6	P Main Street (Route 109) and Exchange Street Intersection Improvements	Construct an 1,800 square foot curb extension on the northwest corner of the Main Street and Exchange Street unsignalized Intersection. Provide a new pedestrian raised refuge island on Exchange Street and construct three new pedestrian ramps and detectable warning panels. Stripe a bike box in green paint on the Exchange Street approach. Provide landscaping in the curb extension area including six to eight street trees. The project will reduce pedestrian crossing distance across Exchange Street from 105 feet to 70 feet, improve safety for all travel modes, and reduce impervious pavement. The project will serve as a gateway to the Exchange Street commercial and historic area.	CS Needs Assessment
7	Q Shared Use Path between Main Street (Route 109) and Clyde F. Brown Elementary School	Reconstruct an existing stone dust path between the south side of Main Street (at Exchange Street) to the playing fields north of Clyde F. Brown Elementary School. Widen the existing path to eight feet and extend the stone dust path to connect with sidewalks at the school. The total length is approximately 450 feet. The project will improve the walking connection from Main Street and downtown to the school and encourage students to walk to school. The project will fill a gap in the pedestrian network and improve connectivity, mobility, safety, and accessibility.	CS Needs Assessment

8	N Main Street (109) Bike Lanes	Stripe five-foot-wide bicycle lanes with buffer where feasible on both sides of Main Street for four miles. May require reducing lane widths from 12 feet to 11 feet wide and eliminating some on-street parking at pinch points. The project will fill a gap in the bicycle network and improve bicycle connectivity, safety and mobility in the downtown area, and reduce stress for riders.	CS Needs Assessment
9	O Exchange Street Bike Lanes	Stripe five-foot-wide bicycle lanes with buffer where feasible on both sides of Exchange Street between Main Street and Curve Street (1,400 feet). Reduce travel lane width from 14 feet to 10.5 feet and repurpose the existing 1.5-foot-wide shoulders. The project will fill a gap in the bicycle network and improve bicycle safety and mobility in this commercial area, connect the Main Street and Exchange Street commercial areas including the Millis Historic Train Station, and reduce stress for riders.	CS Needs Assessment
10	J Spring Street Sidewalk	Construct a new 4-5-wide asphalt sidewalk and curb on the west side of Spring Street between Main Street and #120 Spring Street. Construct four pedestrian ramps and detectable warning panels at the exiting crosswalks on Spring Street across Betty DeAngelis Way (driveway to Clyde F Brown Elementary School) and across Spring Street north of this driveway. Install new Stop sign on Betty DeAngelis Way. The project will fill a gap in the pedestrian network and improve safety, accessibility and mobility for pedestrians and improve walking connections between Main Street, the Clyde F Brown Elementary School, Middle/High School, and the Tangerini's Spring Street Farm which is a popular site for local residents and visitors.	CS Needs Assessment
11	L Plain Street (Route 115), Exchange Street, and Curve Street Intersection and Road Diet Improvements	Close Curve Street westbound approach making it one-way eastbound. Construct new curb extension between Exchange St and Curve St with new sidewalk, two new crosswalks, four new crosswalk signs, and four pedestrian ramps and detectable warning panels. Repurpose existing westbound travel lane to greenspace with trees and Construct new curb extension on north side of Exchange St with new sidewalk, crosswalk and two pedestrian ramps and detectable warning panels and construct curb extension between Plain St and Exchange St west leg with new sidewalk and two new pedestrian ramps and detectable warning panels. and provide new asphalt five-foot wide sidewalk by convenience store. The project will reduce crossing distances, slow vehicles, improve intersection operations by eliminating one travel lane on intersection approach, improve pedestrian accessibility and mobility, and safety for all users.	CS Needs Assessment

12	K Exchange Street (Route 115) and Union Street Intersection Improvements	<p>Construct curb extensions on three corners of the unsignalized intersection and realign the Van Kleek Road approach so it intersects with the Union Street east leg at 90 degrees. Shift the west side lanes and centerline so they align the east side of the intersection to eliminate the existing offset. Provide a new stop sign and stop bar on the Van Kleek Road approach. Relocate the stop sign and stop on the westbound Union Street approach. Rebuild four pedestrian ramps and detectable warning panels at the two crosswalks across Exchange Street south of Union Street and Union Street east of Exchange Street. Provide two new crosswalk signs at the Exchange Street crosswalk. Provide street trees within the landscaped curb extension areas. The project will reduce pedestrian crossing distances, slow vehicles turning through the intersection and improve pedestrian accessibility and mobility, and improve safety for all users.</p>	CS Needs Assessment
13	E Village Street and Himelfarb Street Intersection Improvements	<p>Extend curbs on the southwest, northwest and northeast corners of the intersection (approximately 1,500 square feet of new grass area and 700 linear feet of new asphalt berm curb). Trim vegetation to improve sight lines on the southwest corner. Move stop bar four feet from the crosswalk on the northbound Himelfarb Street approach. Restripe crosswalk, rebuild the two existing pedestrian ramps and install detectable warning panels at the crosswalk across the south leg of Himelfarb Street. Construct approximately 20 feet of new five-foot-wide asphalt sidewalk on the south side of the intersection west of Himelfarb Street. The project will improve pedestrian safety, mobility, and accessibility, shorten pedestrian crossing distances, and slow vehicles turning the through the intersection.</p>	CS Needs Assessment
14	F Village Street Sidewalk Reconstruction	<p>Reconstruct approximately 2,000 feet of existing 3-4-foot-wide concrete sidewalk in poor condition with new 5-foot-wide asphalt sidewalk and new asphalt berm on the south side of Village Street between Millis Amvets Post 495 driveway and Woodside Montessori School driveway. Narrow the two travel lanes on Village Street from 11.5 feet to 11 feet wide. Cut back vegetation overhanging the sidewalk area. The project will improve pedestrian safety, accessibility, and mobility and slow vehicle speeds along Village Street. The project will improve the connections between the residential neighborhood, the Montessori school, and the recreational walking paths near the west end of the project.</p>	CS Needs Assessment
15	M Auburn Road Sidewalk	<p>Construct a new five-foot-wide asphalt sidewalk and curb with buffer strip on the west side of Auburn Road between Main Street (Route 109) and Ridge Street (1,400 feet). The project will fill a sidewalk gap and provide a new pedestrian connection between the Main Street downtown area, Prospect Hill Cemetery and Auburn Road which is used for recreational purposes by residents and high school sports teams for jogging. The Project will improve pedestrian safety, mobility, and connectivity.</p>	CS Needs Assessment

16	T Plain Street and Village Street Intersection Improvements	<p>Realign Plain Street where it intersects Village Street as an unsignalized T-intersection. Construct a curb extension on the southwest corner of the intersection (approximately 1,400 square feet) with asphalt curb which will create a 90-degree T-intersection. Provide ground cover and up to three trees in the curb extension, and around 60 feet of five foot wide asphalt sidewalk. Reconstruct two pedestrian ramps with detectable warning panels. The project will improve safety for pedestrians and vehicles by reducing crosswalk distances, lowering vehicle speeds, and improving visibility. It will approve pedestrian accessibility and mobility and improve driver awareness.</p>	CS Needs Assessment
17	S Union Street Sidewalk and Union Street and Curve Street Realignment	<p>Realign the unconventional alignment of the unsignalized five-way intersection of Union Street and Curve Street. Construct curb extensions (3,300 square feet) with asphalt berm (250 feet) on the north side between Union Street (north) and Curve Street (north) and on the west side between Union Street (north) and Curve Street (west). Construct a new crosswalk across Union Street (north) with two new pedestrian ramps and detectable warning panels. Reconstruct two crosswalks and four pedestrian ramps across Curve Street (west) and the driveway on the south leg and provide four detectable warning panels. Provide two new crosswalk signs for Curve Street crosswalk. Provide a new section of asphalt sidewalk connecting the crosswalk to the sidewalk in the new north curb extension and rebuild section of concrete sidewalk with a grass buffer and granite curb extending from the intersection along Union Street to #262 Union Street. Remove the existing diagonal crosswalk between the south side of Union/Curve Street and north side of Union/Curve Street. The project will improve safety for pedestrians and reduce crosswalk distances. It will improve pedestrian accessibility and mobility and improve driver awareness and slow vehicle speeds.</p>	CS Needs Assessment
18	D Village Street Pedestrian Crossing Improvements	<p>Reconstruct the existing raised traffic island on Village Street west of Pleasant Street to provide a pedestrian refuge island with ADA compliant ramps and detectable warning panels. Reconstruct the southwest corner of the intersection with a small curb extension and asphalt sidewalk replacement. Reconstruct the two existing pedestrian ramps on Village Street and provide detectable warning panels. Provide two advance pedestrian crosswalk signs. The project will improve pedestrian safety and accessibility and slow vehicles turning right from Village Street to Pleasant Street.</p>	CS Needs Assessment

19	R Auburn Road and Ridge Street Intersection Realignment	<p>Realign Ridge Street where it intersects Auburn Road as an unsignalized T-intersection. Construct a curb extension on the southwest corner of the intersection (approximately 1,200 square feet) with asphalt curb which will create a 90-degree T-intersection. Provide ground cover and up to 12 trees on the landscaped curb extension. Remove the existing raised circular traffic island. Provide a new stop sign and stop bar on the Ridge Street approach and provide delineation on the curb extension. The project will simplify a confusing intersection and traffic circulation that provides access to the Prospect Hill Cemetery. It will improve safety for all travel modes and slow vehicles turning into Ridge Street from Auburn Road.</p>	CS Needs Assessment
20	G Middlesex Street and Ridge Street Intersection Improvements	<p>Construct curb extensions on all four corners of the four-way unsignalized intersection (approximately 1,200 square feet of grass area). Provide two intersection ahead signs on Middlesex Street and trip vegetation to improve sight lines. The project will improve safety for all users, slow turning traffic, and reduce pedestrian crossing distances.</p>	CS Needs Assessment
			CS Needs Assessment
			CS Needs Assessment
			CS Needs Assessment
			CS Needs Assessment
			CS Needs Assessment
			CS Needs Assessment
			CS Needs Assessment

23-004

Approval Engineering Contract

Sidewalk Design



TOWN of MILLIS

DEPARTMENT OF PUBLIC WORKS

900 MAIN STREET, MILLIS, MA 02054

TO: Michael Guzinski, Town Administrator
FROM : James F. McKay, Director of Public Works
DATE : December 14, 2022
SUBJECT : GCG Contracts

I would ask that you approve and sign the following contracts for roadway and sidewalk design:

Engineering Services for Pleasant Street:

GCG Associates
84 Main Street
Wilmington, MA 01887
Not to exceed: \$ 39,390.00

Engineering Services for Plain Street and Spring Street:

GCG Associates
84 Main Street
Wilmington, MA 01887
Not to exceed: \$ 32,740.00

Michael Guzinski, Town Administrator

Date:

December 13, 2022

Mr. James McKay, Director
Public Works
Town of Millis
900 Main Street
Millis, MA

RE: Proposal Engineering Services
Pleasant Street Sidewalk Design

Dear Mr. McKay

We are pleased to present our proposal for engineering and surveying services for the design of a proposed sidewalk on Pleasant Street from Village Street to 1 Country Village Way (approximately 3,800 feet).

SCOPE OF SERVICE

SURVEY – Phase 1

GCG will perform detailed field survey identifying all pertinent topographic features within the roadway to be utilized for the project. Field data, including elevations, are to be collected but not be limited to:

Roadway/Sidewalk Data:

- a. Roadway/Sidewalk limits including edge of pavement and centerline at a maximum 50' cross section interval as applicable.
- b. Location and material of drives, sidewalks, and residential walkways. Walkway and drive survey shall extend 10' beyond the back of right-of-way.
- c. Sidewalks limits including back of sidewalk and front of sidewalk/limit of grass strip.
- d. Curb location, with top/bottom elevations and type.
- e. Curb ramp locations including location/elevation of all grade breaks.
- f. Pavement Markings

Utility Data:

- a. Sewer and drainage structures (including rims and inverts) and mains (including size and material type).
- b. Drainage culverts with inverts, material type, and size.
- c. Utility poles with pole numbers, associated guy wires, etc.
- d. Electric, telephone, cable television conduits, transformers, vaults, hand holes, etc.
- e. Water main (including material and size), valves, curb stops and hydrants.
- f. Gas main including shut offs and vaults.

Topographic Data:

- a. Trees (greater than 4" caliper within ROW)
- b. Fence lines (within 10' of ROW)
- c. Guardrails

- d. Walls
- e. Stairways
- f. Mailboxes
- g. Bollards/Hitching posts
- h. Utility Pole
- i. Light Pole
- j. Traffic control equipment (Mast arms, cabinets, pedestrian signal pole, etc.)
- k. Signs

Property Data (from available Town information, to be provided):

- a. Limit of ROW
- b. Monumentation (IP, Bounds, etc.) at ROW.
- c. Limit of sewer drain and ROW easements.
- d. Approximate abutting lot lines (extending 50' from ROW)
- e. Abutter information (N/F, Address, Map/Parcel)

Wetlands Delineation and Location Limit of ROW

- a) Flag Wetlands within 100 feet of layout along the project limits.
- b) Locate wetland flags by a ground survey and show on the existing conditions plan.

All data shall be provided in the Mass State Plane Coordinate System and NAVD88.

GCG will provide plans, which will include the following:

- 1.) All drawing data will be provided in magnetic media Civil 3D 2018.
- 2.) Drawing size will be 36 inches wide x 24 inches high. A profile grid approximately 8 inches x 24 inches will be positioned on the lower half of the drawing for plans and profile drawings. The area above the title block will be left blank for engineering notes and Engineers' stamps.

DESIGN – Phase 2

The project involves the preparation of contract plans and construction documents for the construction of sidewalks. The design shall meet ADA. Standards for Sidewalks.

Preliminary Design: GCG will review the proposed route of the sidewalk and recommend the most feasible side of the street the walk should be placed on or both sides if appropriate. Preliminary design plans would be prepared with a layout and estimated for constructing the sidewalk. A brief report would be provided detailing recommendation and potential impacts on abutting properties.

Final Design: GCG would include the following:

- I GCG will prepare design plans at a scale of 1"=20'. Included on these plans shall be the following information.
 - Cross sections of sidewalks as necessary to allow for construction of the proposed sidewalk and curbing improvements.
 - Final grades and elevations.
 - Drainage improvements if deemed necessary.
 - Retaining wall design which may include architectural block walls to address grading issues and impacts on abutting property.
 - Develop plans for trees to be removed.
 - Details regarding sidewalk construction.

- II GCG will prepare a cost estimate for the project including construction cost and contingencies. GCG will prepare contract documents and special provisions for bidding.
- III GCG will attend two meetings with the Department of Public Works. The first meeting shall be at 75% completion. The second meeting shall be at 95% completion of the design and shall include the submittal of three review copies of the contract documents.
- IV. GCG will prepare a Notice of Intent for filing with the conservation commission to make sidewalk improvements and attend up to two meetings.

Bid Process

- 1. GCG Associates will coordinate the preparation of the final contract documents with the Millis Town Administrator.
- 2. GCG Associates will provide complete sets of final plans, specifications and contract documents for use during the project bid process and construction phase of the project.
- 3. GCG Associates will assist the Millis Town Administrator on the preparation of a bid notice and advertisement.
- 4. GCG Associates will be available to provide technical assistance, as appropriate to all prospective bidders.
- 5. GCG Associates will work with the Millis Town Administrator to coordinate all phases of the bid process, including:
 - (a) Bid opening
 - (b) Bid reference and qualifications check
 - (c) Bid recommendations

FEE SCHEDULE

For the services as outlined above, GCG Associates, Inc. proposes the estimated fee for the preparation of sidewalk design.

Phase I - Survey	\$ 14,560
Phase II - Design	\$ 22,370
Phase III - Bidding	<u>\$ 2,460</u>
Total	\$ 39,390

The fees are shown on the attached schedule. Attached is Exhibit "A" detailing hourly rates and estimated man-hours. Fees related to certified mailings shall be considered a reimbursable expense.

We appreciated the opportunity to submit the proposal for this work and look forward to collaborating with you on this project. Should you have any further questions please do not hesitate to contact our office at (978) 657-9714. We look forward to hearing from you. Thank you.

Respectfully submitted,
GCG ASSOCIATES, INC.

Michael J. Carter

Michael J. Carter, P.E., P.L.S.
President

GCG Associates, Inc.
 84 Main Street
 Wilmington, MA 01887
 (978) 657-9714

Estimated Fee

12/13/2022

Town: Mills
 Project: Pleasant Street Sidewalk

	Project Manager	Project Engineer	Engineer	Survey Tech	Survey	Subcontractor	Total
	\$160.00	\$135.00	\$100.00	\$95.00	\$100.00	Reimbursibles	
Phase I							
Survey							
Task 1 Recon and Field Survey - ROW	2	0	0	0	32		\$3,520.00
Task 1A Drone Survey/Mapping	2	0	0	0	8	500	\$1,620.00
Task 2 Develop Existing Conditions Plan	2	0	0	64	0		\$6,400.00
Task 3 Wetland Flagging	2	0	0	0	0	1200	\$1,520.00
Task 4 Locate Flags	2	0	0	4	8		\$1,500.00
						Subtotal	\$14,560.00
Design							
Task 1 - Evaluation of Sidewalk location - Prel. Design	2	4	40	0	0		\$4,860.00
Task 2 - 100% Design and Estimate	2	16	80	0	8		\$11,280.00
Task 3 Estimate	2	2	16	0	8		\$2,990.00
Task 4 Meetings	2	4	0	0	0		\$860.00
Task 5 Notice of Intent	4	4	12	0			\$2,380.00
						Subtotal	\$22,370.00
Bidding							
Task 1 Bidding	2	4	8	0	0	800	\$2,460.00
					Total Fee		\$39,390.00

December 13, 2022

Mr. James McKay, Director
Public Works
Town of Millis
900 Main Street
Millis, MA

RE: Proposal Engineering Services
Plain Street Sidewalk Design

Dear Mr. McKay:

We are pleased to present our proposal for engineering and surveying services for the design of adding sidewalk on the west side of Plain Street in the following two sections.

- Plain Street – Village Street to Forest Street – 2900 feet
- Plain Street – 155 Plain Street to Main Street – 840 feet
- Spring Street – Plain Street to Village – 840 feet
- Plain and Village Intersection Improvements

SCOPE OF SERVICE

SURVEY – Phase 1

GCG will perform detailed field survey identifying all pertinent topographic features within the roadway to be utilized for the project. Field data, including elevations, are to be collected but not be limited to:

Roadway/Sidewalk Data:

- a. Roadway/Sidewalk limits including edge of pavement and centerline at a maximum 50' cross section interval as applicable.
- b. Location and material of drives, sidewalks, and residential walkways. Walkway and drive survey shall extend 10' beyond the back of right-of-way.
- c. Sidewalks limits including back of sidewalk and front of sidewalk/limit of grass strip.
- d. Curb location, with top/bottom elevations and type.
- e. Curb ramp locations including location/elevation of all grade breaks.
- f. Pavement Markings

Utility Data:

- a. Sewer and drainage structures (including rims and inverts) and mains (including size and material type).
- b. Drainage culverts with inverts, material type, and size.
- c. Utility poles with pole numbers, associated guy wires, etc.

- d. Electric, telephone, cable television conduits, transformers, vaults, hand holes, etc.
- e. Water main (including material and size), valves, curb stops and hydrants.
- f. Gas main including shut offs and vaults.

Topographic Data:

- a. Trees (greater than 4" caliper within ROW)
- b. Fence lines (within 10' of ROW)
- c. Guardrails
- d. Walls
- e. Stairways
- f. Mailboxes
- g. Bollards/Hitching posts
- h. Utility Pole
- i. Light Pole
- j. Traffic control equipment (Mast arms, cabinets, pedestrian signal pole, etc.)
- k. Signs

Property Data (from available Town information, to be provided):

- a. Limit of ROW
- b. Monumentation (IP, Bounds, etc.) at ROW.
- c. Limit of sewer drain and ROW easements.
- d. Approximate abutting lot lines (extending 50' from ROW)
- e. Abutter information (N/F, Address, Map/Parcel)

All data shall be provided in the Mass State Plane Coordinate System and NAVD88.

GCG will provide plans, which will include the following:

- 1.) All drawing data will be provided in magnetic media Civil 3D 2018.
- 2.) Drawing size will be 36 inches wide x 24 inches high. A profile grid approximately 8 inches x 24 inches will be positioned on the lower half of the drawing for plans and profile drawings. The area above the title block will be left blank for engineering notes and Engineers' stamps.

DESIGN – Phase 2

The project involves the preparation of contract plans and construction documents for the construction of sidewalks. The design shall meet ADA, Standards for Sidewalks.

- I GCG will prepare design plans at a scale of 1"=20'. Included on these plans shall be the following information.
 - Cross sections of sidewalks as necessary to allow for construction of the proposed sidewalk and curbing improvements.
 - Final grades and elevations.
 - Drainage improvements if deemed necessary.
 - Retaining wall design which may include architectural block walls to address grading issues and impacts on abutting property.
 - Develop plans for trees to be removed.
 - Details regarding sidewalk construction.
 - Intersection improvements to Village and Plain
- II GCG will prepare a cost estimate for the project including construction cost and contingencies. GCG will prepare contract documents and special provisions for bidding.

III GCG will attend two meetings with the Department of Public Works. The first meeting shall be at 75% completion. The second meeting shall be at 95% completion of the design and shall include the submittal of three review copies of the contract documents.

Bid Process

1. GCG Associates will coordinate the preparation of the final contract documents with the Millis Town Administrator.
2. GCG Associates will provide complete sets of final plans, specifications and contract documents for use during the project bid process and construction phase of the project.
3. GCG Associates will assist the Millis Town Administrator on the preparation of a bid notice and advertisement.
4. GCG Associates will be available to provide technical assistance, as appropriate to all prospective bidders.
5. GCG Associates will work with the Millis Town Administrator to coordinate all phases of the bid process, including:
 - (a) Bid opening
 - (b) Bid reference and qualifications check
 - (c) Bid recommendations

FEE SCHEDULE

For the services as outlined above, GCG Associates, Inc. proposes the estimated fee for the preparation of sidewalk design and intersection improvements.

Phase I - Survey	\$ 12,100
Phase II - Design	\$ 18,120
Phase III - Bidding	<u>\$ 2,430</u>
Total	\$ 32,740

The fees are shown on the attached schedule. Attached is Exhibit "A" detailing hourly rates and estimated man-hours. Fees related to certified mailings shall be considered a reimbursable expense.

We appreciated the opportunity to submit the proposal for this work and look forward to collaborating with you on this project. Should you have any further questions please do not hesitate to contact our office at (978) 657-9714. We look forward to hearing from you. Thank you.

Respectfully submitted,
GCG ASSOCIATES, INC.

Michael J. Carter

Michael J. Carter, P.E., P.L.S.
President

GCG Associates, Inc.
 84 Main Street
 Wilmington, MA 01887
 (978) 657-9714

Estimated Fee

12/13/2022

Town: Millis

Project: Plain Street Sidewalk/ Spring Street/Village and Plain Intersection

	Project Manager	Project Engineer	Engineer	Survey Tech	Survey	Subcontractor	Total
	\$160.00	\$135.00	\$100.00	\$95.00	\$100.00	Reimbursibles	
Phase I							
Survey							
Task 1 Recon and Field Survey - ROW	2	0	0	0	36		\$3,920.00
Task 1A Drone Survey/Mapping	2	0	0	0	8	500	\$1,620.00
Task 2 Develop Existing Conditions Plan	2	4	0	60	0		\$6,560.00
						Subtotal	\$12,100.00
Design							
Task 1 - 100% Design and Estimate	2	24	100	0	8		\$14,360.00
Task 2 Estimate	2	2	16	0	8		\$2,990.00
Task 3 Meetings	2	4	0	0	0		\$860.00
						Subtotal	\$18,210.00
Bidding							
Task 1 - Bid Project	1	2	12	0	8		\$2,430.00
						Total Fee	\$32,740.00

23-005

DPW Update



SEWER WORK NOTICE



GCG Associates, Inc.

The Town of Millis, MA DPW with the assistance of GCG Associates, Inc. is conducting a sewer system evaluation to identify sources of extraneous groundwater and stormwater in the sewer system. The results of this program will be used to eliminate these extraneous sources of water and, therefore, reduce the chances of sewer surcharges (backups) as well as overall treatment and conveyance costs. One of the items associated with this program is the inspection of all buildings/properties in study areas where excessive amounts of extraneous water was found in the sewer system. If you are receiving this notice, your home/building is located in one of those areas. The objective of the inspection program is to verify sanitary sewer service connections, roof leader and downspout configuration and connections, and sump pump connections to the Town's sewer and drain systems.

The Town of Millis DPW has contracted Flow Assessment Services to conduct the building/property inspection program. The inspection will consist of two to three Flow Assessment Services employees that will visit your home/building to inspect the exterior and the interior (typically just the basement) of your home/building. The inspection team will be evaluating the building's roof drain and downspout disposition as well as configuration and discharge points of sanitary receptacles. Inspections will be conducted Monday through Friday from 8:00 AM to dusk and will take approximately 15-20 minutes.

Members of the inspection team will be sensitive to your privacy and will be as non-disruptive as possible. All building inspection personnel will be carrying and prominently display project identification badges.

Building inspections will commence in December 2022 and continue through February 2023 (eight to twelve weeks).

Please contact Flow Assessment Services at 1-888-311-9799 should you have any questions or concerns.



Flow Assessment Services | 72 Priscilla Ln. | Auburn, NH 03032
PH: 603-656-9799 | www.flowassessment.com

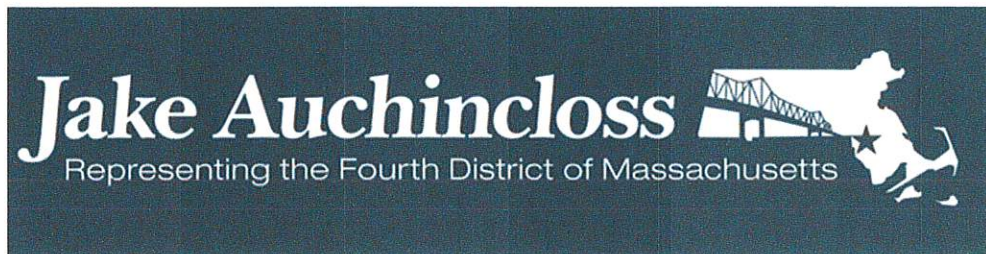
Karen Bouret DeMarzo

Subject: FW: RELEASE: Auchincloss Secures District Wins in Passage of Federal Budget

From: Corridoni, Matt <Matt.Corridoni@mail.house.gov>

Sent: Friday, December 23, 2022 2:28 PM

Subject: RELEASE: Auchincloss Secures District Wins in Passage of Federal Budget



FOR IMMEDIATE RELEASE:

December 23, 2022

CONTACT:

Matt Corridoni, matt.corridoni@mail.house.gov

RELEASE: Auchincloss Secures District Wins in Passage of Federal Budget

“Omnibus” Funding Bill Includes Auchincloss Community Project Funding Requests

Washington, DC — Today, Congress passed a government funding bill that will now be signed by President Biden and includes key wins for the Fourth District. Included in passage was funding for 15 **[Community Project Funding \(CPF\) requests](#)** sponsored by Congressman Auchincloss.

“The Massachusetts Fourth, from Fall River to Brookline, is a powerhouse of talent and work ethic,” **said Auchincloss**. “These critical funds will make our communities cleaner, stronger, and safer. Investing in infrastructure and getting localities the funds they need to reach their full economic potential will help our District and Commonwealth reach the next level.”

- **Reconstruction of the West Street / Route 27 Intersection, Medfield**
Amount Received: \$1,300,000
- **South Street East Bridge Replacement Project**
Amount Received: \$5,000,000
- **Millis Water Supply PFAS treatment planning, design, construction, Millis**
Amount Received: \$3,452,972
- **Newton Commuter Rail Stations Accessibility Improvements, Newton**
Amount Received: \$7,000,000
- **Ten-Mile River Dredging, Town of North Attleborough**
Amount Received: 1,482,900
- **Town of Sharon's PFAS Water Treatment Plant, Sharon**
Amount Received: \$3,452,972
- **Hot & Cold Lane Tank THM Removal System, Somerset**
Amount Received: \$3,200,000

To learn more about Congressman Jake Auchincloss, visit <https://auchincloss.house.gov> or connect with him on [Facebook](#), [Twitter](#), [Instagram](#), or [YouTube](#).

###

23-006

Contract Asset Management Phase III



TOWN of MILLIS

DEPARTMENT OF PUBLIC WORKS

900 MAIN STREET, MILLIS, MA 02054

TO: Michael Guzinski, Town Administrator
FROM : James F. McKay, Director of Public Works
DATE : December 20, 2022
SUBJECT : Asset Management Grant Program Phase 3

I would ask that you approve and sign the following contract:

Kleinfelder Northeast, Inc.

One Beacon Street

Boston, MA 02108

Not to exceed \$260,000

State Funding - \$ 150,000.00

Town Matching Amount - \$ 86,500.00

In Kind Services Amount - \$ 13,500.00

Michael Guzinski, Town Administrator

Date:



Revised October 10, 2022
August 12, 2020

Mr. James F. McKay, Director
Town of Millis Department of Public Works
900 Main Street
Millis, MA 02054

SUBJECT: SCOPE OF WORK FOR ASSET MANAGEMENT PLAN PHASE 3

Dear Jim:

We are happy to provide the Town of Millis (Town) with the attached scope of services to continue support of the Town's Asset Management Program ("Program"). Kleinfelder assisted the Town in obtaining grant funding for Phases 1 and 2 of this Program, and the Town is eligible to reapply for funding Phase 3 under the same grant. This scope of work will assist the Town with water, stormwater, and sewer infrastructure planning efforts by incorporating data into decision making.

Overview

The three Phases of this Program are summarized below. Phases 1 was implemented in 2019-2020, and Phase 2 was completed in 2021. The proposed Phase 3 would begin in Winter 2022/23.

In Phase 1, which began in August 2019, the Town:

- Developed an inventory of infrastructure
- Assessed data gaps and the condition of infrastructure
- Defined levels of service objectives for infrastructure performance
- Developed a quantitative approach to prioritizing improvements
- Completed an assessment of water main risk
- Developed a preliminary 5-year Capital Improvement Plan (CIP)
- Identified needs for Asset Management software, purchased and began configuration of Esri ArcGIS online and Cityworks

In Phase 2, which began in August 2020, the Town:

- Improved the asset inventory, with a focus on facilities
- Further implemented and trained on the Asset Management software
- Collected condition data through inspections (outfalls, facilities) and developed a hydraulic model for the water system
- Developed a rate analysis for the stormwater utility that accounts for anticipated revenues and expenditures
- Refined the preliminary Capital Improvement Plan (CIP)

In Phase 3, which would begin as soon as winter 2022/23, the Town will:

- Digitize physical documents and link data (such as condition records) to assets to update the asset inventory
- Refine levels of service and begin tracking performance to streamline regulatory reporting and improve customer service
- Identify sewer and stormwater infrastructure condition defects through investigations and prioritize improvements based on risk (through a subcontract with GCG Associates or another vendor, if desirable to the Town)
- Assess water and sewer rates (through a subcontract with Raftelis)
- Provide on-going maintenance and training support on software and hardware
- Incorporate data from this project into an updated Capital Improvement Plan

Grant

In 2020, Kleinfelder supported the Town to develop an application to the MassDEP State Revolving Fund (SRF) Asset Management Planning (AMP) Grant Program to assist with funding this scope work. The attached scope of work was prepared in a manner that maximizes the value of the grant to the Town. It is right sized to achieve incremental progress with developing the Town's Program. The total project value is approximately \$250,000. At this project value, \$150,000 is funded by the grant and \$100,000 would be matched through a combination of cash and/or in-kind labor. The Town is required to appropriate funding prior to the start of work. Much of the project budget is dedicated towards activities which the Town must complete to comply with regulatory requirements and were strategically scoped to help the Town offset these costs grant funding.

The grant application was approved by MassDEP in 2020 for the full value of the application (\$150,000), however due to timing, the Town has held work to-date. Based on this timing, Kleinfelder has reviewed the proposal dated 8/12/20, and updated based on 2022 rates and re-evaluated scope to meet MassDEP grant requirements.

Project Schedule

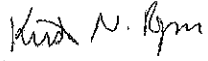
MassDEP's SRF AMP Grant Program application and approval must follow MassDEP's schedule. Below is an approximate outline of grant program schedule milestones. These dates are subject to change based on timing of authorization.

- | | |
|--|-----------------|
| • Deadline for Town's Application | August 21, 2020 |
| • MassDEP's Intended Use Plan Issued | January 2021 |
| • Town Appropriates Funding at Town Meeting | November 2022 |
| • Town Submits Application for Funding | October 2022 |
| • MassDEP Issues Notice to Proceed | November 2022 |
| • Town and MassDEP enter Agreement (Project Start) | January 2023 |
| • Project Completion | January 2024 |

Please do not hesitate to contact me if you have any questions.

Sincerely,

KLEINFELDER



Kirsten Ryan, PG
Program Manager



Greg Avenia, PE, CFM
Project Manager

Attachments: A. Scope of Services - Asset Management Plan

ATTACHMENT A: SCOPE OF SERVICES ASSET MANAGEMENT PLAN FOR WATER, DRAIN, AND SEWER INFRASTRUCTURE

TASK 1 – INVENTORY OF INFRASTRUCTURE

The Town is working to develop a more complete inventory of its water, sewer, and drainage infrastructure assets. The Department of Public Works (DPW) maintains a Geographic Information System (GIS) inventory of its infrastructure assets. Typical data that is stored in the GIS includes asset type, location, material, size, and year of installation. Digitizing records, such as tie cards and physical plans, and incorporating the information into the Town's inventory would help improve the Town's asset inventory and address data gaps identified in an earlier phase of this program. Additionally, some of the Town's asset inventory is stored in CAD format. These data should be converted into a GIS format to improve how the Town makes decisions about capital investments.

In Task 1, Kleinfelder will:

- Review the Town's current GIS and assess data gaps
- Perform records research of readily available documents, plans, and engineering/planning reports to fill in data gaps
- Update the Town's GIS based on these records data using the schema developed in prior phases of the program
- Document progress in addressing data gaps in a data dictionary
- Recommend workflows to address additional data gaps (through field data collection, maintenance, etc.)
- Kleinfelder assumes a total effort of 110 hours for this task.

Task 1 Deliverables:

1. Updated GIS database for drinking water, sewer, and stormwater systems within their respective existing schemas
2. Technical Memorandum describing data gaps (the accuracy and level of completeness) and efforts to improve the inventory

TASK 2 – CONDITION DATA COLLECTION

Sewer

The Town is implementing an inflow and infiltration (I/I) program to identify and eliminate sources of excessive flow into their sewer system. The most recent report for the sewer system was written in 2019 and described that the Town has completed investigations in four of its nine sewersheds. While the Town has implemented measures to rehabilitate and improve the condition of inspected areas, additional inspections are

needed to identify, prioritize, and resolve structural and maintenance related defects across the system.

Through this task, Kleinfelder will work with the Town to identify both structural and maintenance related defects to reduce I/I and plan for improvement projects by:

- Developing suitable workflows and data collection forms for sewer gravity main and manhole inspections in the Town's Asset Management software
- Prioritizing areas (sewershed or sub-area) for investigation and developing an investigation plan based on existing consequence of failure, recommendations from prior studies, and improvement recommendations for other buried infrastructure (such as planned water main replacement projects)
- Conducting camera inspections, sewer manhole inspections, external building inspections, smoke testing. Condition defects will be logged based on National Association of Sewer Service Companies (NASSCO) classifications
- Using inspections to update spatial accuracy, connectivity, and attribute data for sewer manhole structures and gravity mains. Updates to attributes would focus on invert depth, material, and diameter
- Incorporating results of sewer camera inspection and sewer manhole inspections into the Town's risk framework by assigning condition scores to pipe segments and manhole structures in GIS

Findings will be incorporated into a technical memorandum that documents completed investigations and recommendations.

Stormwater

The Town is currently completing condition inspections of parts of the stormwater system through procedures outlined in their Stormwater Management Plan (SWMP). The Town prioritized each of their approximately 160 MS4 outfalls for condition inspections and will complete these by spring 2021. 96 of these outfalls are classified as either "problem" or "high priority" in their SWMP, which means catchment investigations should begin by 2021.

Through this task, Kleinfelder will work with the Town to conduct catchment investigations and condition inspections of assets within the catchment area of their problem and high priority outfalls. The investigation process will include:

- Developing suitable data collection forms for stormwater manhole inspections and catchment area investigations
- Conducting up to 4 catchment investigations, which includes inspection of (key) junction manholes and documentation of visible defects and CCTV/video of drainage lines, if needed
- Recording condition inspection findings and/or condition scores in Cityworks
- Using inspections to update spatial accuracy, connectivity, and attribute data for stormwater manhole structures and drainage lines

Findings will be incorporated into a technical memorandum that documents completed investigations and recommendations.

Task 2 Deliverables:

1. Inspection forms in the Town's Asset Management software for manhole inspections and catchment investigations
2. Up to 50 manhole structure inspections and 5,280 linear feet of sewer CCTV and smoke testing. Kleinfelder has assumed the following:
 - Light cleaning of pipes is assumed to be required. One day of heavy-duty cleaning is assumed.
 - 3 days of smoke testing are assumed.
 - All inspections will be completed on consecutive days.
 - Police details, if needed, are assumed to be provided by the Town at no cost to Kleinfelder.
3. Up to 4 drainage catchment investigations by Kleinfelder and up to 12 additional investigations completed by Town Staff as in-kind services. Kleinfelder has assumed the following:
 - 5 field days' effort, including 2 full days of camera inspection & drain cleaning.
 - Inspections will be completed concurrently with sanitary sewer inspections previously described.
 - Police details, if needed, are assumed to be provided by the Town at no cost to Kleinfelder.
4. Updated GIS data for inspected sewer and stormwater assets
5. Technical memoranda documenting findings and recommendations relating to the completed sewer assessments and stormwater catchment investigations

TASK 3 – RISK PRIORITIZATION AND CAPITAL IMPROVEMENT PLAN UPDATES

The Town previously completed a capital improvement planning process for its water system based on asset-specific risk scores. To-date, stormwater and wastewater capital improvement projects were developed and prioritized primarily based on institutional knowledge and preferences due to lack of attribute and condition data for these assets.

Through this Task, Kleinfelder will complete risk-based analyses of sewer and stormwater assets (sewer gravity mains and drainage lines). Likelihood of failure scores for sewer and stormwater assets will be assigned based on the Town's existing framework (developed in 2019) and will largely be based on condition data collected in Task 2, as well as age, estimated service life, and material data from the GIS. Consequence of failure will be assessed using the Town's GIS based on the predetermined framework. Risk scores will be populated for each of these asset types.

Kleinfelder will develop excel-based models to make recommendations for maintenance, renewal, and replacement actions for sewer gravity mains and stormwater

drainage lines, based on the findings of the risk analysis and other available information. Kleinfelder will assign unit costs to each type of recommended action. Results will be summarized in the CIP.

Additionally, Kleinfelder will prepare an updated CIP for the Town's drain and sewer infrastructure. Each project will include estimated costs and start years. Additional projects, such as rehabilitation to other asset types like sewer manholes and pump stations, will be added to the CIP and prioritized based on the Town's input and available documentation. These draft recommendations will be discussed with the Town during a workshop described in Task 4, which is dedicated to financial planning. With the Town's input, Kleinfelder will finalize this CIP for use in subsequent tasks.

Task 3 Deliverables:

1. Risk scores and GIS-based maps for sewer gravity mains and stormwater drainage lines
2. Excel-based models for developing rehabilitation, replacement, and maintenance recommendations for sewer gravity mains and stormwater drainage lines
3. Capital Improvement Plan for drainage and wastewater with projects prioritized based on risk

TASK 4 – FINANCIAL PLANNING

The Town of Millis routinely assesses water, sewer, and stormwater rates. Kleinfelder and Raftelis previously supported the Town through a separate effort in 2020-2021 with an evaluation of stormwater utility rates. Through this task, Kleinfelder, along with the Town's consultant Raftelis, will conduct a rate analysis for the water and sewer utilities. The evaluation will incorporate the recommendations from the Town's CIP developed in Task 3. The rate analysis will be used to recommendations for the Town in the financial sustainability for the water and sewer systems by establishing rates that support the cost of the capital improvements and provide sufficient budget to properly maintain assets.

Kleinfelder will support Raftelis in performing the following tasks as part of the rate analysis:

- Kickoff meeting to discuss the rate model and the current Town budgeting process (line-items and organization)
- Evaluate multiple financing options to meet rate setting objectives and assess customer impacts
- Review policies and practices for funding operations, capital improvements, and debt service requirements and those will be discussed with the Town
- Facilitate two (2) workshops with the Client to garner input on the development of the financial analyses
 - The first workshop will be focused on anticipated program costs and funding strategies for the water and sewer systems

- The second workshop will be for Kleinfelder and Raftelis to review financing scenarios, discuss the findings of the financial model, and provide training for Client Staff on the maintenance and use of the water and sewer financial model
- Documentation of recommendations and presentation at a rate setting hearing

Task 4 Deliverables:

1. Materials from kickoff meeting and two workshops
2. Short-term and long-term financial plan for the Client's water and sewer utilities, based on existing and future costs of operating the system
3. Water and sewer rate model that can forecast revenue needs, evaluate multiple scenarios, and calculate rate impacts on customer.
4. Recommendations on rates for water and sewer utilities

TASK 5 – ASSET MANAGEMENT SOFTWARE IMPLEMENTATION

Through this task, the Town will further implement its Asset Management software, Cityworks, to track data and report trends that will support capital planning and decision making. The Town developed Levels of Service for each of the systems in the first phase of the Asset Management Program (2019-2020). Through this task, the Town will evaluate progress towards achieving these targets. The evaluation will use data from service requests, work orders, inspections, the Town's GIS, and other resources. Results may be visualized using dashboard functionality within Cityworks, Excel, ArcGIS Online, Power BI, or another similar software. To facilitate this task, Kleinfelder will schedule up to 2 workshops with the Town. The objectives of these workshops are outlined below:

- Workshop #1 – Levels of Service Framework and Data Availability
 - Discuss preliminary Levels of Service and revise to meet current needs
 - Assess data availability for qualitative or quantitative measurements for each performance goal and update if needed
- Workshop #2 – Results
 - Discuss the Town's progress on 1) Cityworks software implementation for data tracking and 2) Levels of Service performance
 - Discuss root causes, if applicable, for Levels of Service targets that the Town did not measure properly or achieve consistently
 - Discuss recommended workflow changes and/or operational changes needed to improve data tracking and/or achieve performance goals

The methodology used to assess performance results will be summarized in a brief technical memorandum, to be presented in draft form at Workshop #2 and attached in the Town's Asset Management Plan report as a final document.

Through this task, Kleinfelder will also provide on-going support to the Town with implementing features within Cityworks. This task budget assumes an expenses budget

of \$15,000 for Cityworks software licenses, Esri ArcGIS product licenses, and 3 iPads, and 3 cellular data plans.

Task 5 Deliverables:

1. Workshop meeting materials
2. Implementation support and/or staff training
3. Software license and hardware purchases
4. Technical Memorandum documenting levels of service, software implementation progress, and next steps

TASK 6 – ASSET MANAGEMENT PLAN AND OUTREACH

Asset Management Plan

Through this Task, Kleinfelder will update the Town’s Asset Management Plan (AMP) with the methods, findings, and recommendations from Tasks 1-5 specific to each utility.

Outreach

Kleinfelder will prepare presentations for two public meetings. Presentations will summarize the grant project plan, project progress, and recommended next steps.

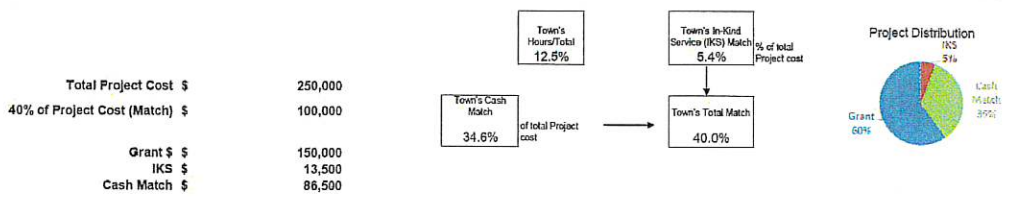
Task 6 Deliverables:

1. Draft and Final Asset Management Plan
2. PowerPoint presentations for two public meetings

BUDGET

Town of Millis, MA - FY22 Asset Management Grant

Tasks	Kleinfelder Hours	Average Kleinfelder Rate	Kleinfelder Labor Fee	Project Expenses (Mileage, Printing)	Town's IKS Hours	Town's Average Rate	Estimated In-Kind Service Match	Sub-Consultant / Software / Hardware Vendor Fee	Task Cost	Grant Amount Requested
TASK 1 - Asset Inventory	110	\$ 123.09	\$ 13,540	\$ 64	16	\$ 75	\$ 1,200	\$ -	\$ 14,804	\$ 8,882
TASK 2 - Condition Assessment	348	\$ 110.17	\$ 38,340	\$ 600	100	\$ 75	\$ 7,500	\$ 30,100	\$ 76,540	\$ 45,924
TASK 3 - Risk & CIP	244	\$ 143.11	\$ 34,920	\$ 88	16	\$ 75	\$ 1,200	\$ -	\$ 36,208	\$ 21,725
TASK 4 - Financial Planning	98	\$ 155.82	\$ 15,270	\$ 292	8	\$ 75	\$ 600	\$ 23,000	\$ 39,162	\$ 23,497
TASK 5 - Asset Management Software and Training	234	\$ 131.62	\$ 30,800	\$ 228	32	\$ 75	\$ 2,400	\$ 15,000	\$ 48,428	\$ 29,057
TASK 6 - Asset Management Plan	222	\$ 153.29	\$ 34,030	\$ 228	8	\$ 75	\$ 600	\$ -	\$ 34,858	\$ 20,915
Total Project	1256	\$ 132.88	\$ 166,900	\$ 1,500	180	\$ 75	\$ 13,500	\$ 68,100	\$ 250,000	\$ 150,000



Note: The above budget reflects Kleinfelder’s best estimation of anticipated cost necessary to complete the proposed Phase III Asset Management project for the Town of Millis. Actual costs / level of effort may vary within the total proposed budget authorization (\$236,500 consultant plus expenses fees).

23-007

Sewer Policy Discussion



Charles River Pollution Control District

Franklin · 1973 · Medway

December 29, 2022

Michael Guzinski
Millis Town Administrator
900 Main Street
Millis, MA 02054

Re: Future Connections – Sewer Capacity

Dear Mr. Guzinski,

The Charles River Pollution Control District (District) has had a number of conversations and meetings with the Town of Millis (Town) in regard to its sewer capacity at the District. This letter summarizes the messages conveyed during those meetings.

At the beginning of each year, the District evaluates each Town's sewer flows to the District and how it compares to the reserved capacity each Town owns at the District. The District uses the average of the last 3 calendar years of average daily flow in this comparison to account for variability in flows with wet or dry years. Next, the Town and the District work together to determine the projected flows. The projected flows are the projects/homes that have been approved for construction by the Town and are anticipated to tie into the sewer system. These projects/homes have not been connected to the sewer system and therefore they do not discharge any current sewer flow. Additionally, the projected flows include any betterments for sewer connections. These projected flows are calculated by using the sewer flows as given in the Massachusetts Title V regulations 310 CMR 15.203. For a single family home, the estimated flow is 110 gallons per day per bedroom. This flow is typically higher than the actual sewer flows discharged by a home, but accounts for peak flows that can be seen with high rainfall and any infiltration and inflow that may be in the sewer system. This value is widely used in the industry and is standard practice for projecting sewer flows.

Proper planning is vital to ensure that the Town maintains sewer flows below their reserved capacity. Should the Town exceed its reserved capacity, the District will be forced to consider whether it must exercise its authority pursuant to the wastewater treatment agreements between the Town and District to approve or deny any new sewer connection permit that causes the Town to further exceed its reserved capacity.

Please contact me if you have any questions regarding this correspondence.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Elizabeth Taglieri'.

Elizabeth Taglieri, P.E.
Executive Director


cc: Jim McKay, Director of Public Works, Town of Millis

23-008

Ratification of AFSCME Contract



TOWN OF MILLIS

TO: Select Board
CC: Karen Bouret DeMarzo, Assistant Town Administrator
FROM: Michael Guzinski, Town Administrator 
DATE: December 29, 2022

RE: Formal Vote to approve the MOA with AFSCME Council 93 Local 3901

Greetings,

Enclosed in your packet is the fully executed MOA with AFSCME Council 93 Local 3901, which you signed during your last executive session. Massachusetts General Law requires that the Board also take a formal vote on the agreement in open session.

I would like to thank the Select Board and the members of AFSCME's negotiating team for working together to negotiate a fair agreement between the two parties. I would like to especially thank Selectman Craig Schultz, Director Jim McKay, and Assistant Town Administrator Karen Bouret DeMarzo for all of their hard work in bringing these negotiations to a successful conclusion.

Please let me know if you have any questions in regards to this important matter.

Thank you.

MEMORANDUM OF AGREEMENT
BETWEEN
THE TOWN OF MILLIS
AND
AMERICAN FEDERATION OF STATE COUNTY AND MUNICIPAL EMPLOYEES,
COUNCIL 93

December 19, 2022

WHEREAS, the Town of Millis (the "Town") and the AFSCME, Council 93 (the "Union") have been negotiating for a successor contract to the collective bargaining agreement which terminates June 30, 2022; and

WHEREAS, the parties and the Union have, subject to ratification by the Union and the Select Board and funding by Town Meeting, come to terms relative to a new agreement between the parties; and


WHEREAS, the parties have agreed to execute a Memorandum of Agreement pending the final drafting of a new agreement.

NOW, THEREFORE, the Town and the Union agree as follows:

1. The parties agree that the existing contract shall continue in force and effect and its terms except to the extent specifically amended as below which shall be incorporated with the successor agreement.

2. The parties agree to amend the Wage Article to provide for the following base wage increases:

July 1, 2022 2%



July 1, 2023 2%

July 1, 2024 2%

Retroactive payments will be made only to members of the bargaining unit as of the date of ratification

The parties further agree to add 2 steps to top end of pay scale - 2.5%/step (prior to 20 year step)

3. The parties agree to amend the Duration Article for a three-year agreement running from July 1, 2022 through June 30, 2025
4. The parties agree to amend Article 14 to add Juneteenth as a paid Holiday
5. The parties agree to amend Article 16 Section 4 to allow carry over up to two (2) weeks of vacation
6. The parties agree to amend Article 24 Section 8 to increase clothing allowance to \$1,200 per year (\$600 payment in July, \$600 in January) effective July 1, 2023.
7. The parties agree to amend Article 29 to increase Longevity to the following:

5 years	\$900
10 years	\$1,000
15 years	\$1,100
20 ears	\$1,200
8. The parties agree to amend Article 31 Section 6 to change mileage reimbursement rate to IRS rate.
9. The parties agree that all bargaining unit employees shall be paid through direct deposit.
10. The parties agree that all bargaining unit employees shall track materials and work time through the Town's formal work order systems as directed by the DPW Director.



11. Upon ratification and subject to Town Meeting funding the parties agree that the contract will be amended to Increase DPW Superintendent hourly pay by \$2.75/hour upon obtaining and holding a General Contractor License as part of the job description. All other bargaining unit employees with a General Contractor's License will be paid an additional \$2.75/Hour for all hours directly worked in the role of a General Contractor, as approved by the DPW Director.
12. The parties agree that the contract will be amended to increase meal allowance from \$12 to \$14 per established pay periods.
13. The Town agrees to add one Licensed Water Technician.
14. The parties agree that the contract be amended to increase D2 T1 Stipend from \$80 to \$100 per pay period.
15. The parties agree that a new title/job description to Appendix A "DPW Foreman". The DPW Foreman will report directly to the DPW Superintendent and assists overseeing the daily operation of the Department. The new position will reactivate the General Foreman Class A in Appendix A Compensation Schedule the new title will be DPW Foreman. A new job description for this position will be completed and reviewed by the Union.

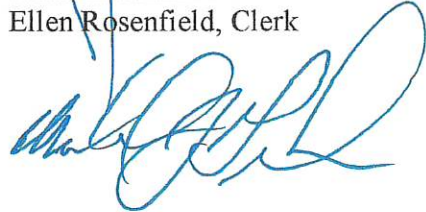
FOR THE TOWN



Erin Underhill, Chair

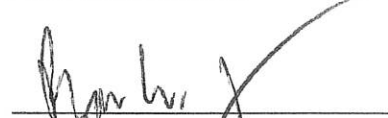


Craig Schultze, Vice Chair



Ellen Rosenfield, Clerk

FOR THE UNION



23-009

Board/Committee Updates

23-010

DRAFT Minutes

6/6/22

9/12/22

Select Board Minutes 6/6/22

Chairperson Erin Underhill called the meeting to order at 7pm. The following persons were present: Vice Chair Craig Schultze, Clerk Ellen Rosenfeld, Town Administrator Mike Guzinski, and Operations Manager Karen Bouret DeMarzo

Announcements

Buddy Shropshire, one of the oldest Millis residents, turns 95 years old tomorrow, on June 7th. In honor of this, he was presented with the ceremonial Boston Post Cane and subsequent proclamation that historically has been presented to the oldest resident of the town. The Board also deemed his birthday to be Edward Buddy Shropshire Day.

The Millis Public Library is honoring Pride Month by having a pride themed rock painting event On Sat, June 11th at 1:30pm. Elijah T. Grasshopper's Rainbow Dance Party, an event geared towards children ages 2-8 years old on the same day at 11:00am.

Another Senior Center focus group will take place on June 7th at the Millis Housing Authority (310 Exchange St) at 2:00pm.

There will be a PFAS 101 Informational Seminar hosted by the Millis Board of Health. This will be held at the Millis Public Library on June 21st at 7:00pm.

22-127 Acceptance of Grant Awards

The town of Millis was awarded two grants: the Community Impact Fiber Grant and the Skid Steer Grant.

Jim Donovan, Director of IT, presented information on the Fiber Grant, which connects all the town buildings into one central location. This will reduce the cost of things like lighting and HVAC and strengthen cybersecurity that affects the water and sewer system. The Fiber Grant amounts to \$133,475. Mr. Guzinski recommends that the Board accept this grant.

Sel. Schultze made a motion to accept the Fiber Grant in the amount of \$133,475 on behalf of the Town of Millis. Sel. Rosenfeld seconded this motion. The motion passed unanimously.

Director of Dept. of Public Works James McKay presented information about a grant the Town received for the purchase of a Skid Steer. This grant comes from Mass DOT, in the amount of \$49,999 which is reimbursement-based. The May Annual Town Meeting approved appropriation of \$54,720.58 for the purchase of a skid steer. The cost of the skid steer will likely come in under the amount town meeting approved so the remainder of these funds will likely be transferred for other capital projects for the fall town meeting.

Sel. Schultze made a motion to accept the Steer Skid Grant from the Shared Streets and Space program in the amount of \$49,999 for a purchase of a Skid Steer. Sel. Rosenfeld seconded this motion. The motion passed unanimously.

22-128 FY21 Financial Audit Statements Presentations

Scott McIntyre, of the auditing firm Melanson Heath, reviewed the FY21 town audit which he oversaw. The audit showed that the town's books and records were in working order, which meant that the town needed no auditing procedures to rectify errors. There were no

disagreements between the town and Melanson about how to apply the accepted accounting principles.

Mr. McIntyre highlighted the town's two largest Liabilities: The Net Pension and Net OPEB Liabilities. He recommends that the town adjust the accepted future earnings of the Net Pension plan down from 7.75% to around 6.75-7%. The town also exceeded the unassigned fund balance by being greater than 10% of the total fund balances. Mr. McIntyre also recommended updating several financial policies that haven't been changed in recent years.

22-130 Review/Approval of Proposed Sewer Policy

Chair Underhill led the Board in a discussion about a proposed sewer policy and the existing sewer moratorium. Since the Town is almost at capacity Ms. Underhill suggested that construction projects which require new connections must be part of a package treatment plant or use septic.

Sel. Schultze introduced the idea of a reserve capacity fee of \$100-\$150 for those who have the right to connect but have not yet connected and are reserving space in the sewer capacity. The fee will go away once you connect to sewer. He also introduced the idea that those who have not paid a betterment fee will have a timeframe of 10-12 months to connect to the sewers. More discussion ensued. The Board will take another look at the policy at a future meeting.

22-129 FY23 Road Paving Proposal Presentations and Approval

Mr. McKay Presented a preliminary proposal to the Board regarding upcoming plans to pave several roads across town, perform crack sealing and possibly build sidewalks.

The Board will vote on the final proposal at their next meeting.

22-131 Adoption: Resolution Endorsing the International Holocaust Remembrance Alliance's Working Definition of Antisemitism

Sel. Rosenfeld read a document regarding the adoption of the International Holocaust Remembrance Alliance's Working Definition of Antisemitism.

The main definition is as follows: "Antisemitism is a certain perception of Jews, which may be expressed as hatred toward Jews: Rhetorical and physical manifestations of antisemitism are directed toward Jewish or non-Jewish individuals and/or their property, toward Jewish community Institutions and religious facilities." (See attached for the full document)

Sel. Schultze made a motion to accept the Working Definition of Antisemitism provided by the International Holocaust Remembrance Alliance as read. Sel. Rosenfeld seconded this motion. The motion passed unanimously.

22-132 Review/Approval of Sign License Agreement Anthology (Assisted Living)

Ms. Bouret DeMarzo discussed the sign license agreement approved February 10, 2020, between the Town and Barberrry Homes, former owner of a proposed Assisted Living Facility in Millis. The ownership of the Assisted Living Facility has since been changed to Anthology, and Ms. Bouret DeMarzo proposed that the Board update the policy accordingly.

Sel. Schultze made a motion to switch the License for the Assisted Living Facility from Barberrry Homes to Anthology. Sel. Rosenfeld seconded this motion. The motion passed unanimously.

22-133 Discuss Board/Committee Liaison Appointments

Chair Underhill led a discussion about the Board's positions as Liaisons on several different town committees.

Chair Underhill made a motion to approve the appointments of the following Committee Liaison appointments for this coming year: Sel. Craig Schultze for Cable TV Advisory, Economic Development Committee, Capital Planning Advisory Committee, and Local Emergency Planning Committee; Sel. Ellen Rosenfeld for Energy Committee, Norfolk County Advisory Board Designee, Community Preservation Committee, and School Committee; Chair Erin Underhill for Permanent Building Committee, Cemetery Committee and Charles River Pollution Control District Meetings. Sel. Rosenfeld seconded this motion. The motion passed unanimously.

22-134 Senior Center Programming Committee Discussion

Sel. Rosenfeld took the opportunity to urge all members of the Millis Community to join the Senior Center focus groups, not just senior citizens. Sel. Rosenfeld proposed the creation of a new committee to further research into the development of a senior center beyond focus groups.

Enter Executive Session at 8:30 pm

Chair Underhill made a motion to enter an executive session to consider the purchase, exchange, lease or value of real property if the chair declares that an open meeting may have a detrimental effect on the negotiating position of the public body (Prospect Hill Cemetery), as well as to conduct strategy sessions in preparation for negotiations with union personnel (SEIU & AFSCME). The motion was seconded by Sel. Schultze.

Sel. Underhill roll called the vote. Sel. Underhill, yay, Sel. Schultze, yay, Sel. Rosenfeld, yay.

The Board emerged from Executive Session at 9:10pm and voted as follows:

Sel. Underhill made a motion to adjourn the meeting. The motion was seconded by Sel. Schultze and passed unanimously.

Respectfully Submitted,
Katherine Farrar

Select Board Meeting Minutes 9/12/22

Chairperson Erin Underhill called the meeting to order at 7pm.

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

Announcements

A Playground Communication Board was installed at Oak Grove Farm to assist children with difficulties communicating.

On September 8th, the state dubbed the drought in the Southeast region of Massachusetts to be a Level II Significant Drought. It was previously a Level III Critical Drought. This means that the use of handheld hoses is permitted except during the hours of 5pm-9am.

Paving will continue on Pleasant, Exchange, and Village Street. Once that is finished, they will continue working up Route 109. This should continue for the next few nights barring any poor weather.

Larry Koh, the Production Coordinator at Millis Community Media, is leaving after 7 years with the company. He and MCM are responsible for filming and documenting many events in the town, including town meetings such as this one.

The Select Board would like to thank the Norfolk County Sheriff's Office and their Community Service Program for their continued help around town, specifically in their efforts to help the DPW with cleaning sidewalks up Route 109.

22-186 Acceptance of Gift – LifeVac Lifesaving Equipment for Fire/Rescue

Chief Barrett asked the Board to allow the acceptance of 51 LifeVac anti-choking tools, gifted by Millis Resident Jeff Mushnik. All Fire and Rescue staff have already been trained on how to use this equipment. The device is single use, but the manufacturer will replace used products at no cost to the town.

Sel. Schultze made a motion to accept the gift of the LifeVac Life Saving Equipment for Fire/Rescue and general town use.

Sel. Rosenfeld seconded this motion. The motion passed unanimously.

22-187 Appointments

Chief Soffayer asked the Board to consider the appointment of Kelly Fritts as a Part-Time Dispatcher for the Police Department. She has 17 years of experience as a Public Safety Dispatcher for the Town of Wellesley, and has all the required training and certifications to complete the job. The Town Administrator also recommended the board to ratify this appointment as well.

Sel. Schultze made a motion to ratify the appointment of Kelly Fritts as a Part-Time Dispatcher for the Town of Millis.

Sel. Rosenfeld seconded this motion. The motion passed unanimously.

Director of the Recreation Department, Kris Fogarty, requested that the Board appoint Amanda Jarvis to the Millis Recreation Committee.

Sel. Schultze made a motion to appoint Amanda Jarvis to the Millis Recreation Committee.

Sel. Rosenfeld seconded this motion. The motion passed unanimously.

The Town Administrator asked the Board to ratify the appointment of Jim McCaffery as an Election worker for the upcoming vote.

Sel. Schultze made a motion to ratify the appointment of Jim McCaffery as an Election Worker.

Sel. Rosenfeld seconded this motion. The motion passed unanimously.

22-188 Discuss/Vote on Town Policy for Lift Assist at Assisted Living & Nursing Home Facilities

The Town Administrator supports Chief Barrett's prior proposal with the caveat of including a 10% fee in addition to the flat \$500 lift charge, raising the total cost to \$550 per lift. This fee is similar to the one implemented for Police Details and will cover the administrative costs. Chief Barrett updated the Board on the progress of this Policy; there is a tentative date scheduled later this month to meet with the Anthology Company in order to finalize the terms of the policy.

Sel. Schultze made a motion to write an official policy to instate a \$550 charge per lift assist in nursing home facilities without a transport.

Sel. Rosenfeld seconded this motion. The motion passed unanimously.

22-189 Presentation by Town Social Worker

Town Social Worker Amy Leone discusses her new employment at the Millis Police Department. She informed the Board about the progress she has made towards assisting those with substance abuse issues and describes her upcoming plan to help those in the local schools to learn about the dangers of substances.

If you or someone you know is struggling with a related issue, feel free to reach out to Ms. Leone on the MPD website or Facebook Page, or over the phone through the Police Station.

22-190 Police Department Chief's Update

Chief Soffayer discussed the incoming shipment of Radios for the MPD that were approved for ordering by the Board in a previous meeting. They should be installed by the end of October.

He also discussed the newest MPD recruit, Nitro the police dog. Nitro graduated from his training in July and is slated to take a course in Drug Detection this winter.

Chief Soffayer further updated the Board that he has two officers who will undergo training in order to learn how to write and apply for grants in order to fund future MPD endeavors. They currently have an Equipment and 911 Training Grant for \$50,000 incoming and have recently applied for a MASSDOT Grant for \$12,000 that may be applied to local schools for the purpose of improving safety. The MPD has also received a BulletProof Vest Grant intended to replace

lifesaving vests for officers on duty, and they are working to apply for a grant to install security and traffic cameras around the pickleball court and the town line.

Officer Zitoli, a new hire, will be ready for action after she graduates from training on September 30th, and will begin her rotation on October 1st.

The final update from Chief Soffayer is about the annual audit. He hopes to hire an outside agency to conduct the audit.

22-191 Discuss and Vote to Set Fall Town Meeting Date Vote to Open Fall Town Meeting Warrant

The Town Administrator began the discussion by letting the Board know that the finance Director from the town council has recommended that they schedule a meeting around the week of November 7th in order to solidify the towns tax rate and plans. Chair Underhill expressed a preference for scheduling the meeting on November 10th. Election Warden Christine McCaffrey reminded the Board of the upcoming State Election on November 8th and asked that the meeting not be held on that day.

Chair Underhill made a motion to schedule the Fall Town Meeting for Thursday November 10th at 7:30pm. Sel. Schultze seconded this motion. The motion passed unanimously.

The Town Administrator asked the Board to vote to open the proposed Warrant Article for the Fall Annual Town meeting. He also suggested that the Board vote to close the Warrant at the next Select Board meeting on September 26th.

Sel. Schultze made a motion to open the Warrant for the Fall Annual Town Meeting. Sel. Rosenfeld seconded this motion. The motion passed unanimously.

22-194 Discuss Proposed Sewer Policy

Chair Underhill discussed the new draft of the town Sewer Policy with updated Connection Fee rates and Allocation policies. The new draft is still missing a calculation on Developer connections and agreements within the policy.

The Board will revise this policy and will write a new draft for their meeting next week.

22-195 Review/Approval of Cell Tower Request for Proposals (RFP)

Ms. Bouret DeMarzo spoke on the previous approval of the Select Board's jurisdiction to allocate land for a cell tower in town, and Verizon's ability to restart construction on that tower. She asks that the Board approve the issuance of an RFP for lease of ground space for the installation and operation of wireless communications equipment for 121 Norfolk Road, the area previously allocated for construction from the original vote in 2018.

Sel. Schultze made a motion to proceed with the RFP for the Cell Tower on 121 Norfolk Road, subject to adjustments suggested by the Town Council. Sel. Rosenfeld seconded this motion. The motion passed unanimously.

22-192 Consideration of Proposed Warrant Article

Lisa Hardin, a Millis Resident, came to the Board with the proposal of a Citizen's Petition about purchasing the Rocklawn Van Kleeck Mansion and converting it into a Town Landmark. She hopes that this will be voted on at the upcoming Fall Annual Town Meeting.

Ms. Hardin hopes that the town's purchase of the historic building would prevent the private sale to a developer who would tear it down. This building has served as a residence, a holiday store, and a restaurant, implying that it could serve many municipal purposes. She hopes to convert it into a historical site, with town artifacts and possibly a cafe/community space.

22-196 Board/Committee Liaison Updates

Sel. Rosenfeld attended a School Committee meeting and reported that 23 new teachers and staff have been hired.

Sel. Schultze went to the Economic Development Committee and reported that they discussed the upcoming installation of several town signs. He also spoke about their ongoing discussion on the MBTA Zoning Agreement, which will be continued at their meeting this upcoming Thursday.

Chair Underhill made a motion to adjourn the meeting at 8:05pm.

Sel. Rosenfeld seconded the motion. The motion passed unanimously

Enter Executive Session at 8:06

Sel. Craig Schultze made a motion to enter an executive session with the purpose of conducting strategy sessions in preparation for negotiations with union personnel. (SEIU/AFSCME), and also to discuss strategy with respect to litigation. (Site Investigation & AFFF)

Respectfully submitted by Katherine Farrar