



TOWN OF MILLIS

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

OFFICE OF THE SELECT BOARD
Veterans Memorial Building (VMB)
900 Main Street • Millis, MA 02054
Phone: 508-376-7041

Michael J. Guzinski
Town Administrator
mquzinski@millisma.gov

Karen Bouret DeMarzo
Assistant Town Administrator/
Human Resources Manager
kbouret@millisma.gov

SELECT BOARD MEETING AGENDA
MONDAY, JANUARY 8, 2024; 7:00 PM
VETERANS MEMORIAL BUILDING ROOM 229

	Topic	Time	Speaker
I.	Call to Order	7:00 PM	Chair Schultze
II.	Announcements		
III.	Open Session Items		
24-001	Hearing: Special Permit Application for 1480-86 Main Street	7:10 PM	M. Carter T. Cannon
24-002	Discuss Request for Building and Wiring Permit Refunds – Freedom Forever, LLC		M. Giampietro
24-003	Award Contract for Designer Services for MHS Building Project – Tappe Architects		D. Jurmain J. D’Amico
24-004	Board/Committee Liaison Updates		Select Board
24-005	Ratification of MOA for MA Coalition of Police, Local 171 – Light Duty		M. Guzinski
24-006	Approval of DRAFT Minutes		Select Board
24-007	Approval of Water/Sewer Commitment		M. Guzinski
IV.	Adjournment		

Proposed Upcoming Meeting Schedule

Date	Time	Location
Monday, January 22, 2024	7:00 pm	Room 229 VMB
Monday, February 5, 2024	7:00 pm	Room 229 VMB
Monday, February 12, 2024	7:00 pm	Room 229 VMB

Monday, February 26, 2024

7:00 pm

Room 229 VMB

Select Board meetings are broadcast, whenever possible, through Millis Community Media on Comcast channel 6 and Verizon channel 11 and Zoom

Zoom (Broadcast only)

Meeting ID: 852 638 7223

Passcode: SBMeeting

24-001

Hearing: 1480-86 Main Street

January 3, 2024

Mr. Schultze, Chairperson
Select Board
Town of Millis
900 Main Street
Millis, MA 02054

RE: 1480-1486 Main Street, Site Plan and Special Permit Applications
Map 21, Parcels 21-09, 21-26, 21-28, 21-29, 21-30 and Map 32, Parcel 32-02.

Dear Mr. Schultze:

GCG has reviewed the following information for the Select Board Special Permit and Planning Board Site Plan Approval application for the Proposed Site Improvements Plan at 1480 - 1486 Main Street in the Town of Millis Massachusetts. This is an existing industrial site in the I-P-2 Zoning District, the existing/proposed use to process and treat raw materials for the purpose of producing firewood, mulch, and compost in the regular course of business meets the "Wholesale, Transportation, & Industrial" use item #2 and is authorized under Select Board Special Permit (Section V, Table 1). This site also required a Planning Board Site Plan Review and Approval under Section V - C. & E. and provisions of Section XIII.C. The site parcels 21-09, 21-26, 21-28, 21-29, 21-30 are in the FEMA Zone 'X' district - Areas determined to be outside the 0.2% annual chance floodplain and the Section XI, Special Flood Hazard District ("SFH" District), per Federal Emergency Management Agency (FEMA), Flood Insurance Rate Map (FIRM) Map number 25021C0142E, effective date July 17, 2012 and modified by a FEMA Letter of Map Amendment (LOMA) Determination Document (Removal), Case number 21-01-1530A, dated October 21, 2021. Site parcel 32-2 is partially in the Flood Zone 'A' Section XI, SFH district per FIRM Map panel 25021C0142E. However, no works have been proposed on parcel 32-02. The western portion of Parcels 21-09, 21-28, and 32-02 are in the Section XV – Groundwater Protection District (Zone II). Only pavement stripping, fence repair, handicap parking signs and poles and a pylon sign works are proposed within the Zone II area. There are wetland resource areas identified on the westerly portion of Parcels 21-09, 21-28, and 32-02. The wetland delineation and proposed work (only pavement stripping proposed within the 100' BVW buffer zone) requires Conservation Commission approval.

Plan References: "Proposed Site Improvements for 1480 Main Street, Millis, MA.", prepared by Strongpoint Engineering Solutions, Inc., dated November 01, 2023.

Documents: Select Board Special Permit Application for/with Site Plan Approval, under Section V, Industrial Use Regulations (Table 1), application package, prepared by the project attorney Edward V. Cannon, Jr., Esq. representing Arborway Tree Care, Inc., dated November 3, 2023.

Waiver of Site Plan Approval Request for 1480-1486 Main Street letter, prepared by the project attorney Edward V. Cannon, Jr., Esq. representing Arborway Tree Care, Inc., dated November 9, 2023.

Millis Fire/Rescue Department comments letter to Arborway Tree Care, Inc., prepared by the Fire Chief, dated/received 11/13/23.

The applicant has submitted the Special Permit and Site Plan Approval application for the existing industrial site at 1480-1486 Main Street for site improvements to process and treat raw materials for the purpose of producing firewood, mulch, and compost in the regular course of business. The proposed use requires a Select Board Special Permit under Section V – Use Regulations (Table 1), in the I-P-2, Industrial Park 2 District.

Based upon our review of the above information, we offer the following comments with respect to compliance with Town of Millis Zoning By-Law. Stormwater Management (Article I) and Land Disturbance and Post Stormwater Management Bylaw. The numerical section of the regulations is referenced at the beginning of each comment as it relates to a specific Bylaw.

General Comment

The subject parcel 1480-1486 Main Street (Map 21, Parcels 21-09, 21-26, 21-28, 21-29, 21-30 and Map 32, Parcel 32-02.) consists of 1,619,877 s.f. or 37.19+/- acres lot area and located in the Industrial Zoning I-P-2 District. Partial of Lot 32-02 is in Section XI, Special Flood Hazard District “SFH” as identified in the FEMA FIRM Panel 25021C0142E with an effective date dated July 17, 2012. And modified by a FEMA Letter of Map Amendment (LOMA) Determination Document (Removal), Case number 21-01-1530A, dated October 21, 2021. The site parcel is in the Special Flood Hazard Areas (SFHAs) ‘A’ and subject to inundation by the 1% annual chance flood, (also known as 100-year/base flood). Two wetland resource areas (Bordering Vegetated Wetland, BVW series A and B) were delineated on the western portion of Parcels 21-09, 21-28, and on Parcel 23-02 by Environmental Consulting & Restoration, LLC in October 2020. Both BVW wetland areas are subject to MGL Chapter 131, Section 40 – Wetland Protection Act and 310 CMR 10.00 - Wetlands Protection, the Millis Wetlands Protection Bylaw Article XIX, and the Wetlands Protection Bylaw Rules and Regulations jurisdictions. Any work within the SHFAs and within 100 feet buffer of the BVW should file a Notice of Intent with the Millis Conservation Commission and MassDEP. The western portion of Parcels 21-09, 21-28, and 23-02 are in the Groundwater Protection District (Zone II), However, only minor works is proposed within the Zone II area. (Pavement stripping, fence repair, handicap parking signs and poles and a pylon sign). The work should not have any negative impact to the Groundwater Protection District.

There are no NHESP estimated priority habitats for rare species and rare wildlife identified in the project vicinity per MassMapper/MassGIS layers.

The Planning Board has granted the Site Plan Review waiver for this project. Therefore, GCG’s comments are based on the Special Permit requirements only.

Plan Comments

1. The existing sewer service should be shown on the plan to prevent conflict with the proposed underground utilities (Electric and cable/wire, (E-T-C)), to be determined by the utility provider.
2. Install erosion control as needed based on the final underground E-T-C trench location.

3. Install erosion control along the tree clearing and existing edge of parking lot pavement area. Install stabilized (stone) construction entrance/exist at the clearing area entrance with pavement sweeping schedule during construction.
4. Install erosion control (compost wattle or approved equal) along the western wetland to protect BVW resource area. Since there is no other drainage facility on-site. GCG recommends maintaining the erosion control permanently with a site operation and maintenance plan.
5. Provide proposed grading contour within the tree/underbrush clearing area. Existing contours show 6% to 9% slope adjacent to the pavement area. GCG recommends grading the stockpile area relatively level and slightly lower than the existing pavement grade to allow stormwater runoff sediment and infiltration.
6. Site Improvement note item #2 states "Size and number of compartments may vary dependent on need." GCG recommends identifying concrete storage bins' maximum height on the plan. Waiver of Site Plan Approval Request letter (Cover Letter) stated approximately eight to ten feet high. Size and number of compartments should be governed by the building permit. Wherever more than 300 cubic yards of mulch is produced or stored, permits are required from the Fire Department. See Millis Fire/Rescue comments.
7. The Cover Letter stated, "The applicant's tree company will bring timber to the site for conversion into either firewood or wood chips." The applicant should show the timber delivery access path and stockpile location(s). Stockpile should comply with the 25 feet property line clearance at the base of the pile, per 527 CMR Chapter 31, 31.3.6.4.3 (see Millis Fire/Rescue comments). The applicant should further clarify the firewood and woodchips conversion process, machinery, equipment, operation locations and hours, and associated noise and dust control.
8. Additional traffic trips are expected from the proposed site improvements. The applicant should provide an estimated traffic trips and operation hours generated from the proposed use. GCG does not anticipate any major adverse impacts from the use.
9. The Cover Letter stated, "The maintenance of the site shall consist of the periodic use of a street sweeper, which the applicant purchased specifically for the maintenance of this site. The street sweeper shall be used to sweep up, as needed, any materials from the paved driveway to prevent the dragging of material on to the public way." GCG recommends providing a pavement sweeping schedule as part of the site Operation and Maintenance plan to protect the wetland resource area and prevent vehicle tracking of sediment or debris onto the public street.
10. Plan should show the nearby existing buildings and call out the open yard stacking setback (minimum 15 feet required) to buildings, see Millis Fire/Rescue comments 31.3.3.4.1.1.
11. The proposed work limit is less than an acre. Therefore, it should not require a National Pollutant Discharge Elimination System (NPDES) Construction General Permit (CGP) filing.
12. There is minor work proposed within the 100 feet BVW buffer, a filing or determination by the Conservation Commission may be necessary.
13. The Applicant should address all Millis Fire/Rescue's 527 CMR Chapter 31 Forest Products and Biomass Feedstocks comments, and any other conditions imposed by the Conservation Commission.

If you have any questions regarding these matters, please contact our office.

Respectfully Submitted,
GCG Associates

Michael J. Carter

Michael J. Carter, P.E.
Project Manager



TOWN OF MILLIS

SELECT BOARD
Veterans Memorial Building
900 Main Street • Millis, MA 02054
Phone: 508-376-7040
townadministratorsoffice@millisma.gov

SPECIAL PERMIT APPLICATION FOR/WITH SITE PLAN APPROVAL

To the Millis Board:

The undersigned hereby petitions the Select Board for a Special Permit under Section V - Industrial Use Regulation pg. 32 of the Town of Millis Zoning By-Law.

Applicant's Name Arborway Tree Care, Inc. Company

Address 10 A Street

Town Hyde Park State/Zip MA Phone Contract Through Counsel

Property Location 1480-1486 Main Street

Assessors' Map 21 & 32 Parcel 21-26, 21-28, 21-29, 21-09, 21-30, and 32-02

Zoning District(s) I-P / I-P2

Owner's Name GTE Millis Realty LLC

Address 120 Bergeron Way

Town Stoughton State/Zip MA 02072 Phone _____

Summary of work to be done:

Applicant intends to utilize the lots located at 1480-1486 Main Street to process and treat raw materials for the purpose of producing firewood, mulch, and compost in the regular course of business. Applicant's operations will include some lot clear as the property is currently overgrown. All clearing work will be done under the supervision of Tree Warden and Building Commissioner.

For a more detailed description including environmental impact please refer to Attorney Edward Cannon's letter to the Planning Board dated September 21, 2023 enclosed herein.

Signature of Applicant

Date 11/3/23 Attorney for Applicant

Signature of Land Owner

Date 11/3/23 Attorney for owner



TOWN OF MILLIS

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

OFFICE OF THE SELECT BOARD & 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
Assistant Town Administrator
karen.bouret.demarzo@millisma.gov

January 2, 2024

Abutter Notice: 1480-1486 Main Street Millis, MA
Special Permit Application

Please be advised that a public hearing will be held by the Millis Select Board on Monday, January 8, 2024, at 7:10 pm in Room 229 of the Veterans Memorial Building. The purpose of this hearing is to consider a special permit application for 1375 Main Street, Millis by Joint Venture, LLC for the re-purposing of the facility located at said location for the processing and treating of raw materials and milling operations. Such use is authorized under the Town of Millis Bylaws in the industrial IP-2 district by the Select Board as Special Permit Granting Authority.

You are invited to attend the hearing to provide comments and ask any questions you may have regarding this special permit.

The Millis Select Board



Stephen J. DiGianfilippo*
Daniel J. Vieira*
Roxanne E. Richard*
Matthew S. Porter
Randy J. Spencer
Michelle L. Tiewis
Kyle J. Vieira
Wendy J. Kamens

480 Turnpike Street
South Easton MA 02375
Phone: 508-238-2510
Fax: 508-238-2309

Joseph M DiGianfilippo (1942-2009)

November 3, 2023

Millis Planning Board
Veteran's Memorial Building
900 Main Street
Millis, MA 02054

Dear Sir/Madam,

Please be advised that this office represents GTE Millis Realty LLC, the owner of 1480 Main Street, Millis, MA, who is under agreement to sell the property to Chad Beauregard. Upon the completed sale of the property, the existing special permit for the marijuana facility will be null and void.

Very truly yours,

VIEIRA & DIGIANFILIPPO LTD.

Matthew S. Porter, Esq.



TOWN OF MILLIS

Richard Nichols, *Chair*
Nicole Riley, *Clerk*
Alan Handel
James McKay
Bodha B. Raut Chhetry
George Yered, *Associate*

OFFICE OF THE PLANNING BOARD


900 Main Street • Millis, MA 02054

Phone: 508-376-7045

Fax: 508-376-7053

Camille Standley
Administrative Assistant
cstandley@millisma.gov

TO: Michael Giampietro, Building Inspector

FROM: Richard Nichols, Chair 
Planning Board

DATE: November 15, 2023

RE: Waiver of Site Plan Review: 1480-1486 Main Street
Applicant: Chad Beaugard; Arborway Tree Care, Inc.

At a meeting of the Planning Board held on Tuesday, November 14, 2023, the Planning Board met with Mr. Chad Beaugard, President of Arborway Tree Care, Inc., and Atty. Edward Cannon. Atty. Cannon, representing the applicant, presented the waiver request, dated September 21, 2023 (attached). (Note: the waiver request was initially discussed at the October 2, 2023, Planning Board meeting, however, the Board continued the discussion to the November 14, 2023, meeting to allow for submittal of a plan and supplemental information.)

The applicant seeks to run his Arborway Tree Care business at 1480-1486 Main Street, which consists of the wholesale of wood chips and firewood. No composting nor retail sales shall take place. As discussed, the materials shall be kept in concrete storage bins as described in Atty. Cannon's letter, dated November 9, 2023. The applicant purchased a street sweeper to maintain the site and keep the entrance clear. There will also be some clearing of underbrush and five trees in the easterly area of the site that has not been maintained. Mr. Beaugard will also comply with the state requirements as discussed in Fire Chief Barrett's letter (attached). The Board reviewed the plan entitled, "Arborway Tree Care, Proposed site Improvements for 1480 Main Street, Mills, MA," prepared by Strongpoint Engineering Solutions, Inc., dated November 1, 2023. The Board found that what Mr. Beaugard proposes will enhance and improve the existing site conditions.

On a motion made by Mr. Richard Nichols, and seconded by Ms. Nicole Riley, it was voted unanimously, pursuant to Section XIII (Special Permit Conditions) C., of the Town of Millis Zoning By-laws, to waive the requirements of Site Plan Review for 1480-1486 Main Street for Chad Beaugard, Arborway Tree Care, Inc., and conditions as stated in the attached letters and plans shall be satisfied by the applicant.

Thank you.
Richard Nichols, Chair

cc: Atty. Edward Cannon (via email); file
1480 & 1486 Main St. Arborway Tree Care SPR Waiver 11-15-2023.doc



Industrial Park Two

Millis, MA

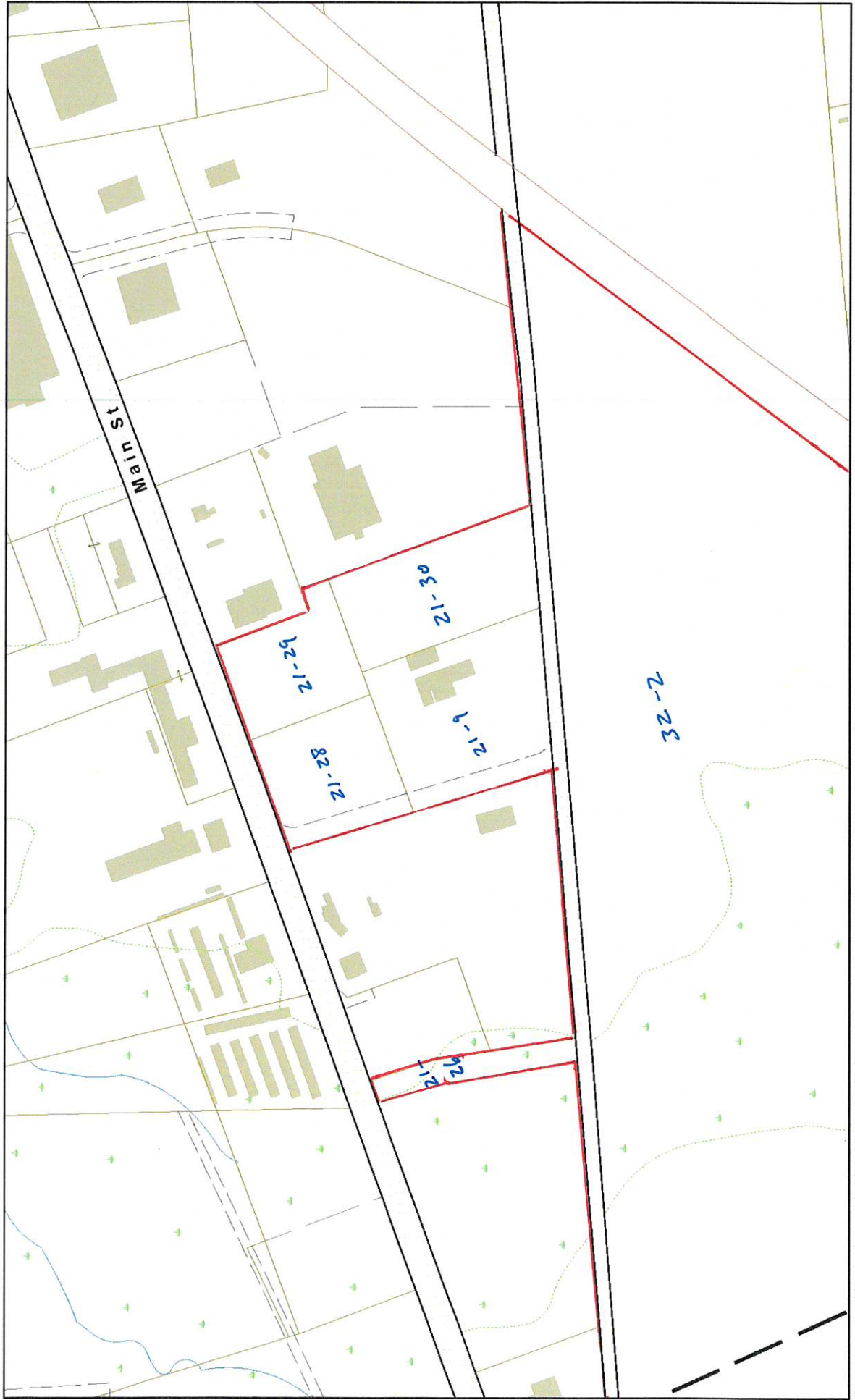
1 inch = 279 Feet



May 24, 2023



www.cai-tech.com



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

NON T
O F E O F F I C I A L
M A I N S T R E E T
(PUBLIC - 57.75' WIDE)
N 68° 52' 55" E 1336.84'
430.10'

TO MILLIS

LEG 26.01' Non B

558.48

562.40' OF E

24742

L D

H U N A

R O S E N F E L D

558.48

562.40' OF E

L D

H U N A

R O S E N F E L D

558.48

562.40' OF E

L D

H U N A

R O S E N F E L D

558.48

562.40' OF E

L D

H U N A

R O S E N F E L D

558.48

562.40' OF E

L D

H U N A

R O S E N F E L D

558.48

562.40' OF E

L D

H U N A

R O S E N F E L D

558.48

562.40' OF E

L D

H U N A

R O S E N F E L D

558.48

562.40' OF E

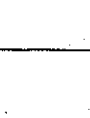
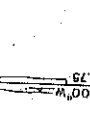
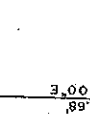
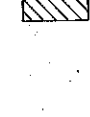
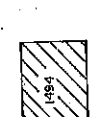
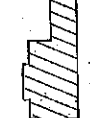
L D

H U N A

R O S E N F E L D

558.48

562.40' OF E



AREA = 5.66 ACRES

INDUSTRIAL ZONE

INDUSTRIAL ZONE

INDUSTRIAL ZONE

INDUSTRIAL ZONE

INDUSTRIAL ZONE

INDUSTRIAL ZONE

INDUSTRIAL ZONE

INDUSTRIAL ZONE

INDUSTRIAL ZONE

INDUSTRIAL ZONE

INDUSTRIAL ZONE

INDUSTRIAL ZONE

INDUSTRIAL ZONE

INDUSTRIAL ZONE

770.70' To Medway Town Line

50.03'

188.17.00' W

126.75'

50.00'

132.68'

581.17.00' E

20.92545 F

NOT to be considered as a separate building lot under existing zoning.

292.31'

508.23.00' E

50.00'

285.24'

50.00'

50.00'

SEE LOT 4 Plan 160 of 1955

JOSEPH B. ANNE B. TRAVERS

BROOK

54.02'

54.02'

54.02'

54.02'

54.02'

54.02'

54.02'

54.02'

54.02'

54.02'

54.02'

54.02'

538.34'

PUBLIC VARIABLE WIDTH

CEDAR LAND COURT # 26326A

STREET

STREET

STREET

STREET

STREET

STREET

STREET

STREET

STREET

STREET

STREET

STREET

L.C.B. 1800'

L.C.B. 1800'

L.C.B. 1800'

L.C.B. 1800'

L.C.B. 1800'

L.C.B. 1800'

L.C.B. 1800'

L.C.B. 1800'

L.C.B. 1800'

L.C.B. 1800'

L.C.B. 1800'

L.C.B. 1800'

L.C.B. 1800'

L.C.B. 1800'

L.C.B. 1800'

COMPILED

PLAN OF LAND IN

MILLIS,

PROPERTY OF: GORDON W. & RHODA H. McFETERIDGE

SCALE: 1" = 40'

MARCH 26, 1969

BOWIE ENGINEERING CO.

CIVIL ENGINEERS - LAND SURVEYORS

707 MAIN ST.

MILLIS, MASS.

MILLIS PLANNING BOARD

Approval under the Subdivision Control Law not to be considered as a separate building lot under existing zoning.

JOSEPH B. ANNE B. TRAVERS

BROOK

54.02'

54.02'

54.02'

54.02'

54.02'

54.02'

54.02'

54.02'

54.02'

54.02'

54.02'

54.02'

54.02'

54.02'

54.02'

54.02'

54.02'

54.02'

54.02'

54.02'

54.02'

54.02'

54.02'

54.02'

54.02'

54.02'

54.02'

54.02'

54.02'

54.02'

54.02'

54.02'

54.02'

54.02'

54.02'

54.02'

54.02'

54.02'

54.02'

54.02'

54.02'

54.02'

54.02'

54.02'

54.02'

54.02'

54.02'

54.02'

54.02'

54.02'

54.02'

54.02'

54.02'

54.02'

54.02'

54.02'

54.02'

54.02'

54.02'

54.02'

54.02'

54.02'

54.02'

54.02'

54.02'

54.02'

54.02'

54.02'

54.02'

54.02'

54.02'

54.02'

54.02'

54.02'

54.02'

54.02'

54.02'

54.02'

54.02'

54.02'

54.02'

54.02'

54.02'

54.02'

54.02'

54.02'

54.02'

54.02'

54.02'

54.02'

54.02'

54.02'

54.02'

54.02'

54.02'

54.02'

54.02'

54.02'

54.02'

54.02'

54.02'

54.02'

54.02'

54.02'

54.02'

54.02'

54.02'

54.02'

54.02'

54.02'

54.02'

54.02'

54.02'

54.02'

54.02'

54.02'

54.02'

54.02'

54.02'

54.02'

54.02'

54.02'

54.02'

54.02'

54.02'

54.02'

54.02'

54.02'

54.02'

54.02'

54.02'

54.02'

54.02'

54.02'

54.02'

54.02'

54.02'

54.02'

54.02'

54.02'

54.02'

54.02'

54.02'

54.02'

54.02'

54.02'

54.02'

54.02'

54.02'

54.02'

54.02'

54.02'

54.02'

54.02'

54.02'

54.02'

54.02'

54.02'

54.02

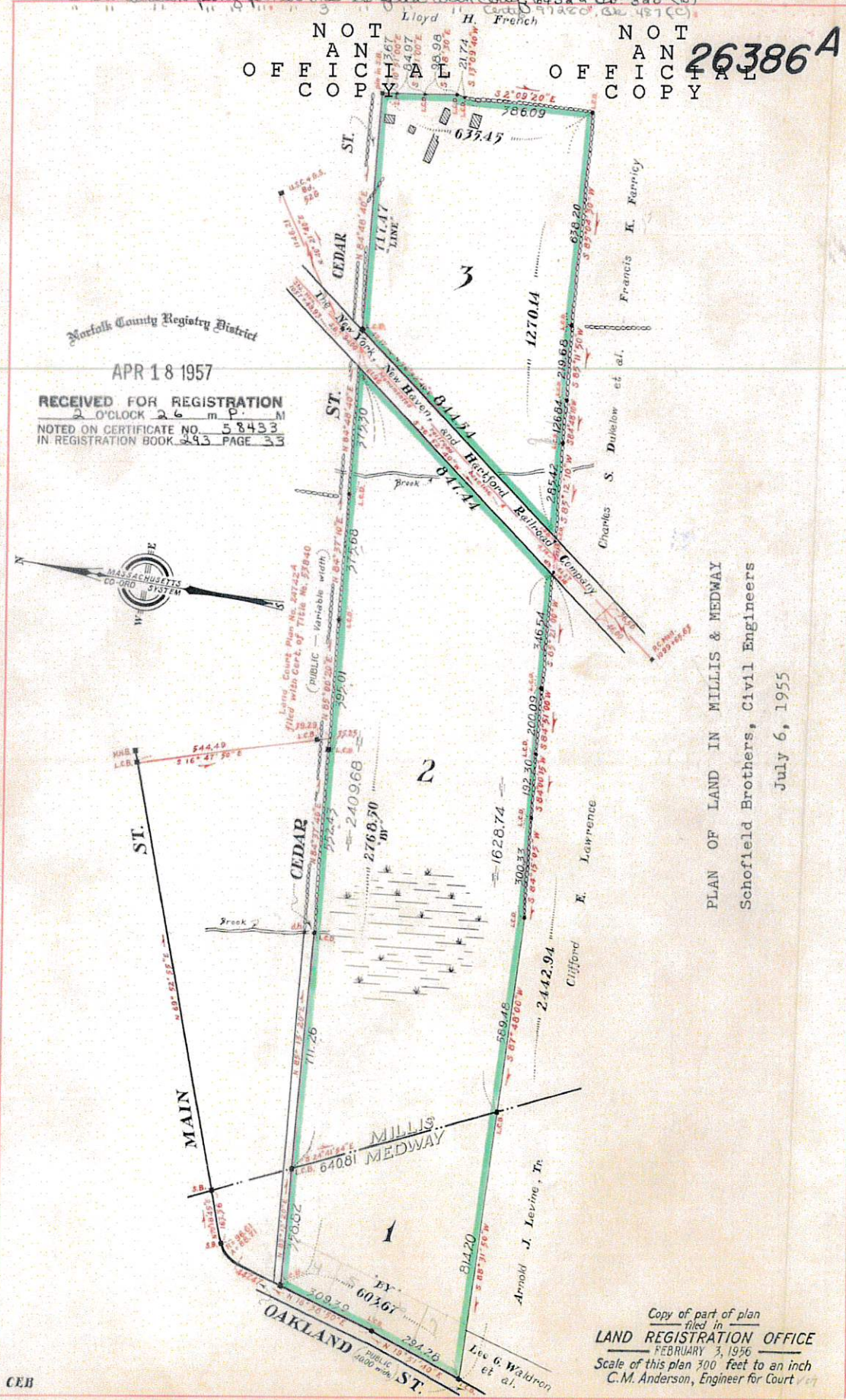
M A subdivision plat of lot 3 is filed with cert. 142085, OR 711 (P)
A subdivision plat of lot one is filed with cert. 145223 Bb 223 (B)
Cert. 97020, OR 487 (C)

NOT OFFICIAL COPY
NOT OFFICIAL COPY
26386A

Norfolk County Registry District

APR 18 1957

RECEIVED FOR REGISTRATION
2 O'CLOCK 26 m P. M
NOTED ON CERTIFICATE NO. 58433
IN REGISTRATION BOOK 293 PAGE 33



PLAN OF LAND IN MILLIS & MEDWAY
Schofield Brothers, Civil Engineers

July 6, 1955

Copy of part of plan filed in
LAND REGISTRATION OFFICE
FEBRUARY 3, 1956
Scale of this plan 300 feet to an inch
C. M. Anderson, Engineer for Court

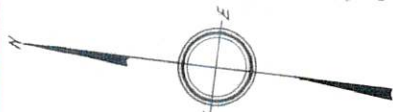
CEB

P.B. 0211

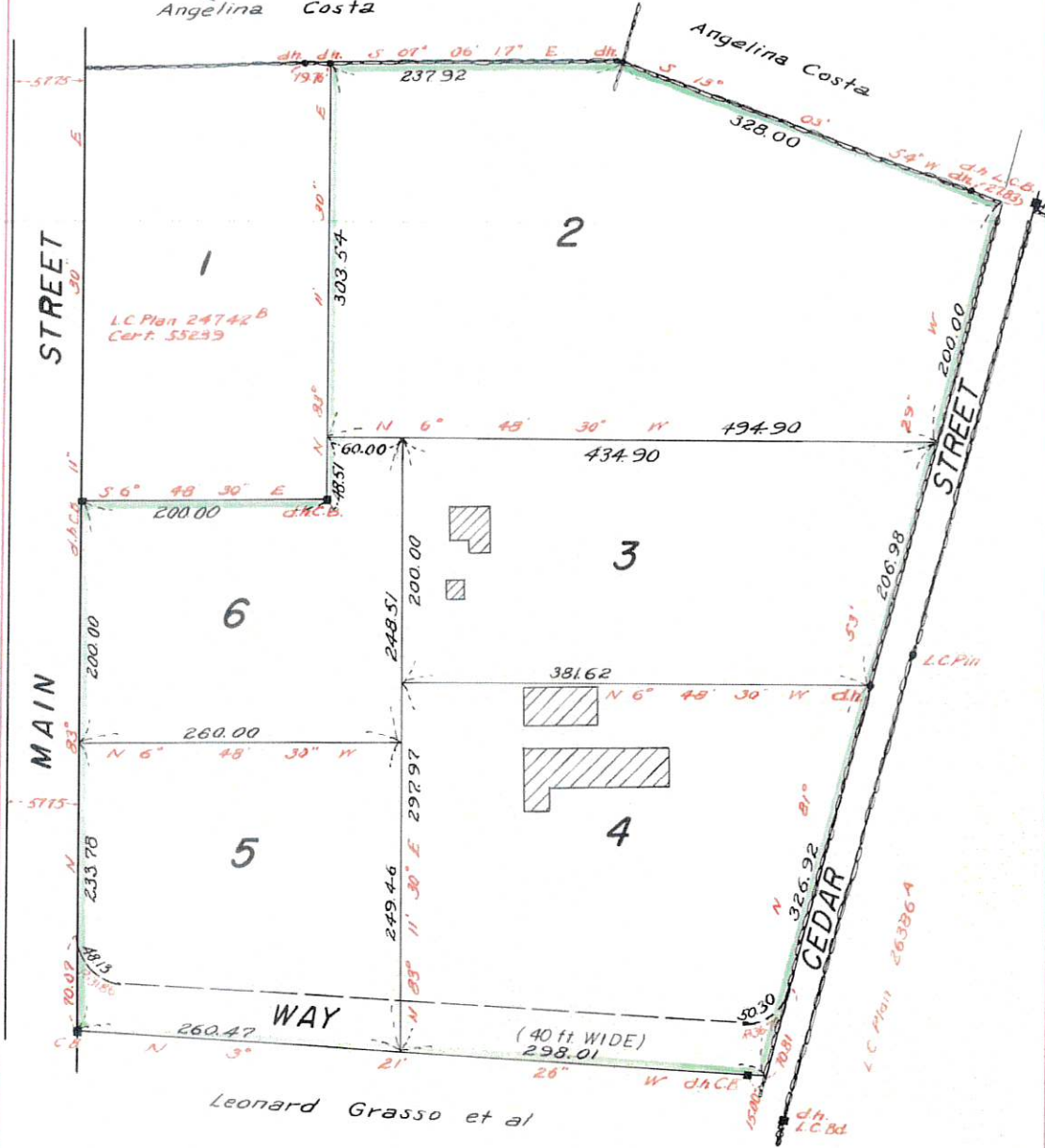
SUBDIVISION PLAN OF LAND IN MILLIS

Rowie Engineering Co., Surveyor
 OFFICIAL COPY
 February 1972

NOT AN OFFICIAL COPY
 24742^C



Angelina Costa



Subdivision of part of Land
 Shown on Plan 24742^A
 Filed with Cert. of Title No. 53940
 Registry District of Norfolk County

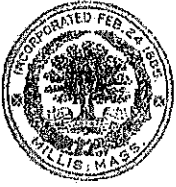
Separate certificates of title may be issued for land
 shown hereon as LOTS 2 thru 6
 By the Court.

JUNE 16, 1970

Maryann M. Daly
 Recorder.

RECEIVED FOR SUBSTRATION
 MAR - 4 1971
 NOTED ON CERTIFICATE NO. 24742
 IN REGISTRATION BOOK 947 PAGE 20

Copy of part of plan
 filed in
 LAND REGISTRATION OFFICE
 JUNE 16, 1970
 Scale of this plan 100 feet to an inch
 R.L. Woodbury, Engineer for Court 1/2



Millis Fire/Rescue

885 Main Street
Millis, Massachusetts 02054

Phone: 508-376-2361

Fax: 508-376-4339



Richard Barrett
Chief

Chad Beauregard
Arborway Tree Care Inc
10 A Street
Hyde Park MA 02136

Andrew Hladick
Deputy Chief

Mr. Beauregard,

Thank you for providing me with the plot plan for your storage facility. Below are the state requirements for material storage as detailed in 527 CMR Ch 31. Please feel free to contact me with any questions.

Chapter 31 Forest Products and Biomass Feedstocks

31.1 General. *The outside storage of forest product materials within the purpose and scope of this Chapter shall be in accordance with the provisions of this Chapter.

31.3.2.1.4 Where the storage of materials regulated by this Chapter are permitted to accumulate in a quantity or location that may constitute an undue public safety hazard, adequate fencing of not less than six (6) ft. (1.8388 m) in height with an approved locked gate located as necessary to allow the entry of fire department apparatus, shall be provided. The fencing shall encompass the material or property.

31.3.3.3.4 Where stacks are supported clear of the ground, 6 in. (150 mm) of clearance shall be provided for cleaning operations under the stacks or, as otherwise approved by the AHJ.

31.3.3.4.1.1 Open yard stacking shall be located with not less than 15 ft. (4.6 m) clear space to buildings or, as otherwise approved by the AHJ.

31.3.3.4.1.2 Boundary posts with signs designating stacking limits shall be provided to designate the clear space to unsprinklered buildings in which hazardous manufacturing or other operations take place or, as otherwise approved by the AHJ.

31.3.6.4.3 Property line clearance of not less than 25 ft. (7.62 m) at the base of the pile shall be provided.

Mulch pile size is limited because large piles can spontaneously combust from the heat they generate. Mulch piles must not be taller than 60ft in height and 300ft in width.

There must be 30-feet between mulch piles. Unless there are appropriate barriers placed between each pile. The distance prevents a fire in one from easily spreading to another or to a building.

Permits are required from the fire department wherever more than 300 cubic yards of mulch is produced or stored.

Respectfully,


Richard Barrett

Fire Chief

Rec'd 11/13/23
-cs

24-002

Refund Request – Building/Wiring Permits

Karen Bouret DeMarzo

From: Mike Giampietro
Sent: Thursday, December 7, 2023 12:37 PM
To: Karen Bouret DeMarzo
Cc: Mike Guzinski; Craig Schultze
Subject: Re: Town of Millis | Permit Refund Request

How much does it cost the town per hour for me. And how much for dept assistant ? We have to receive the application log it in , check for correct fee, deposite funds then review application for proper license review engineers documents, review for proper insurance, then ship it over to fire chief for him to sign off on his review.

Then once approved the applications have to be entered into computer, obtain permit numbers and permits . Then mail them to applicants ...

If it was me I would only refund the inspection cost.

\$40 for each electrical

\$ 40 for each building

\$ 160 total

My opinion

Sent from my iPhone

On Dec 7, 2023, at 12:27 PM, Karen Bouret DeMarzo <Karen.Bouret.DeMarzo@millisma.gov> wrote:-----

The next Select Board meeting is 12/18.

Mike Gi. Please provide any information and/or recommendations on this request.

Thank you,
Karen

Karen Bouret DeMarzo

Assistant Town Administrator
Human Resources Manager

900 Main Street
Millis, MA 02054
508.376.7041

This email is intended for municipal use only and must comply with the Town of Millis' policies and state/federal laws. Under Massachusetts Law, any email created or received by an employee of The Town of Millis is considered a public record. All email correspondence is subject to the requirements of M.G.L. Chapter 66. This email may contain confidential and privileged material for the sole use of the intended recipient. Any review or distribution by others is strictly prohibited. If you are not the intended recipient please contact the sender and delete all copies.

From: Permits Refund <PermitRefund@freedomforever.com>
Sent: Thursday, December 7, 2023 12:22 PM

To: Karen Bouret DeMarzo <Karen.Bouret.DeMarzo@millisma.gov>
Subject: Town of Millis | Permit Refund Request

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

Greetings,

I am requesting a permit refund due to the homeowner(s) not moving forward with solar project.

<u>Permit #</u>	<u> Type</u>	<u> Fee</u>	<u> Site Address</u>	<u> Internal Ref#</u>
5763	Building	\$320.00	75 Bullard Ln	354722
12958	Wiring	\$228.00	75 Bullard Ln	354722
5587	Building	\$460.00	52 Dover Rd	317251
12837	Wiring	\$275.00	52 Dover Rd	317251

Please reach out with anything else needed to process and move forward with this refund request.

We have been informed our request will be presented at the next board meeting. Can you please advise when the meeting will be held and when we can expect a response?

If approved, please advise how is refund issued?

We request all refunds be sent to:

Freedom Forever LLC
Attn: Permit Refunds
6569 Las Vegas Blvd S.
Bldg. Q, Ste. 200
Las Vegas, NV 89119

<Outlook-Freedom
Michael Shaw
Po.gif>
Permit Support Coordinator
M: 725.295.8365

Freedom Forever

www.freedomforever.com/careers

Join one of the fastest-growing
solar companies in America!

24-003

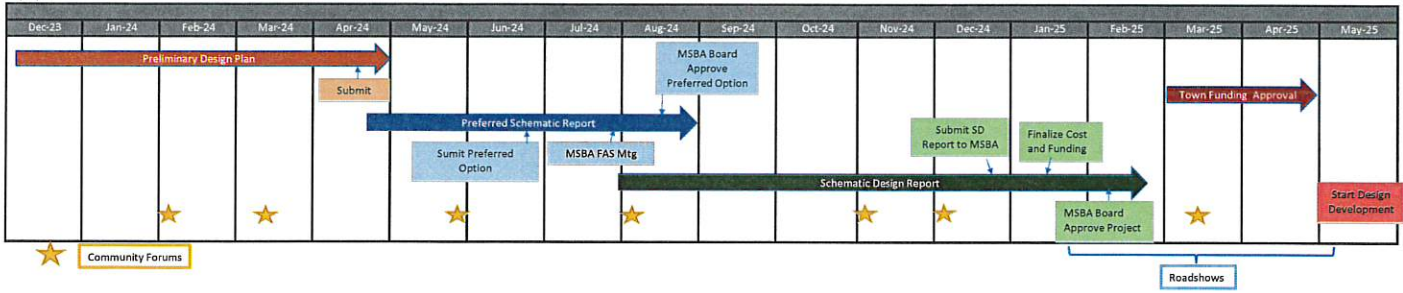
Award Contract

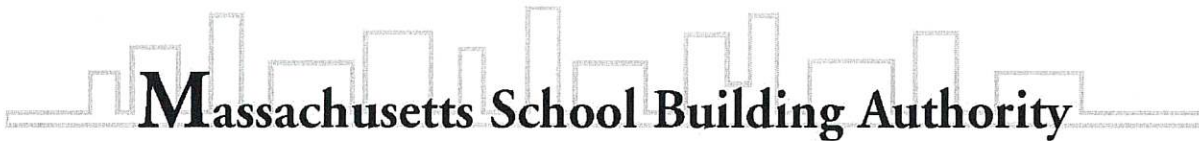
Tappe Architects

Project Timeline

Town of Millis Middle/High School Project

12/29/23





Massachusetts School Building Authority

Deborah B. Goldberg
Chair, State Treasurer

James A. MacDonald
Chief Executive Officer

Mary L. Pichetti
Executive Director / Deputy CEO

December 5, 2023

Mr. Michael Guzinski, Town Administrator
Town of Millis
900 Main Street, Room 220
Millis, MA 02054

Re: Town of Millis, Millis High School, Designer Selection Panel Meeting

Dear Mr. Guzinski:

On Tuesday, December 5, 2023, the Massachusetts School Building Authority (the “MSBA”) Designer Selection Panel (the “DSP”) interviewed the finalists for the Millis High School School project in the Town of Millis (“the District”). The following individuals represented the District at the DSP:

- Richard Nichols, CEO Designee, Town of Millis
- Bob Mullaney, Superintendent of Schools, Millis Public Schools
- Denise Gibbons, School Committee Designee, Town of Millis

In accordance with the provisions of Massachusetts General Laws, Chapter 7C, Sections 44 through 58, and the MSBA Designer Selection Procedures, the DSP voted to rank the finalists, in order of qualifications, as follows for the above- referenced project:

1. Tappe Architects, Inc.
2. Raymond Design Associates, Inc
3. TSKP Studio

The District should now take the appropriate local steps necessary to award the contract for designer services to the first ranked firm and authorize fee and contract negotiations. Please use the MSBA’s standard contract for designer services, which can be downloaded from our website: <https://www.massschoolbuildings.org/building/team/dsp>

Upon completion of contract and fee negotiations with the first ranked firm, please forward a copy of the fully executed contract to Jennifer Flynn, Senior Project Coordinator, at the MSBA

Sincerely,



Karl Brown, AIA Design Director

Cc: Legislative Delegation

Page 2

December 5, 2023

Millis HS DSP Meeting Results Letter

Craig Schultze, Chair, Millis Select Board

Marc Conroy, Chair, Millis School Committee

Richard Nichols, Chair, Millis School Building Committee

Robert Mullaney, Superintendent, Millis Public Schools

Terry Wiggin, Director of School Finance and Human Resources, Millis Public Schools

File: 10.2 Letters (Region 4)

CONTRACT FOR DESIGNER SERVICES
(BASE CONTRACT FOR DESIGN BID BUILD OR CM at RISK PROJECT)

This Contract is made as of this 20th day of December in the year 2023 between
the Town of Millis, 900 Main Street
(Owner) (street)
Millis, Massachusetts, 02054
(City) (State) (Zip Code)
hereinafter called "the Owner" and Tappe Architects Inc
(Designer)

6 Edgerly Place, Boston, MA, 02116
(street) (city) (State) (Zip Code)
hereinafter called "the Designer" for the Designer to provide the designer services required to complete the Basic and
Extra Services described herein at **The Millis Middle High School associated with an addition and renovation to
the existing facility or alternatively the feasibility of a replacement facility on the existing site or an alternative
site if available. A schematic design package will be prepared for the preferred option. Milestone submissions
are preliminary design program, preferred schematic report and schematic design.**

(name/description of Project)

The Designer is authorized to perform the services required by this Contract through the Feasibility Study Phase and, pending receipt of a written Approval to proceed from the Owner, through the Schematic Design Phase. At the Owner's option, the Designer may be authorized to perform services for subsequent design phases and/or the Construction Phases and Completion Phase, at which time a mutually agreed upon amendment to this Contract will be executed between the Owner and the Designer. If the Owner elects to construct the Project using the CM at Risk ("CM-R") construction delivery method pursuant to M.G.L. c. 149A, this Contract shall be amended using the Authority's Standard Amendment for CM-R, as it may be amended from time to time by the Authority. If the Owner elects to construct the Project using the Design-Bid-Build ("DBB") construction delivery method pursuant to M.G.L. c. 149, this Contract shall be amended using the Authority's Standard Amendment for DBB, as it may be amended from time to time by the Authority.

For the performance of the services required under this Contract for the Feasibility Study Phase and the Schematic Design Phase, and excluding those services specified under Articles 7.5, 7.6, 7.7, 7.8, 7.9, 7.10, and 8.3, the Designer shall be compensated by the Owner for Basic Services in accordance with the Payment Schedule included as Attachment A.

Designer's Project Architect/Engineer: Charles Hay

The Subconsultants to provide services, either as Basic or Extra Services, to the Designer under this contract may include the following, as identified on the RFS:

	Name of Firm	Name of Principal	MBE/ WBE
Civil Engineering	Nitsch Engineering	Michelle Callahan	
Landscape Architecture	Warner Larson	David Warner	
Structural Engineering	Engineers Design Group	Mehul Dhruv	MBE
Fire Protection Engineering	CA Crowley	Raymond Vincent	WBE
Plumbing Engineering	CA Crowley	Raymond Vincent	WBE
HVAC Engineering	Griffith and Vary	Wayne Mattson	
Electrical/Lighting/	Griffith and Vary	Robert Bravo	
Data/Communications	Edvance Technology	Douglas Faria	
Environmental Permitting	Nitsch Engineering	Michelle Callahan	

Geotechnical Engineering	Weston & Sampson	Stefanie Bridges	
Hazardous Materials	Universal Engineering	Ammar Dieb	
Cost Estimating	PM&C	Peter Bradley	
Kitchen/Food Service Consultant	Crabtree McGrath	John Sousa	
Laboratory Consultant	Tappe Architects	Wendy Hynes	
Acoustical Consultant	Cavanaugh Tocci	Lincoln Berry	
Specifications Consultant	Kalin Associates	Mark Kalin	
Library/Media/Audio Visual Consultant	Tappe Architects	Wendy Hynes	
Technology Consultant	Edvance Technology	Doug Faria	
Theatrical Consultant			
Sustainable/Green Design/Renewable Energy Consultant	Andelman & Lelek	Magda Lelek	WBE
Code Consultant	Hastings Consulting	Kevin Hastings	
Accessibility Consultant	Hastings Consulting	Kevin Hastings	
Traffic Consultant	Howard Stein Hudson	Keri Pyke	
Furniture, Fixtures and Equipment Consultant	Stefura Associates	Marcy Stefura	WBE
Site Surveying	Nitsch Engineering	Mark Viollette	
Security Consultant	Perini Consulting	Pamela Perini	WBE

IN WITNESS WHEREOF, the Owner and the Designer hereby agree to the terms of the Contract and have caused this Contract to be executed by their respective authorized officers or other authorized representatives.

OWNER

(print name)

(print title)
By _____
(signature)
Date _____

DESIGNER

Tappe Architects
(print name)

Charles Hay Principal
(print title)
By _____
(signature)
Date 12-20-23

TABLE OF CONTENTS

PROJECT DESCRIPTION, FEE AND SIGNATURES

ARTICLE 1 DEFINITIONS

ARTICLE 2 RELATIONSHIP OF THE PARTIES.....

ARTICLE 3 RESPONSIBILITIES OF THE OWNER.....

ARTICLE 4 RESPONSIBILITIES OF THE DESIGNER.....

ARTICLE 5 SUB-CONSULTANTS

ARTICLE 6 COMPENSATION

ARTICLE 7 BASIC SERVICES.....

ARTICLE 8 EXTRA SERVICES

ARTICLE 9 REIMBURSABLE EXPENSES

ARTICLE 10 COMPENSATION AND RESPONSIBILITY FOR CHANGE ORDERS

ARTICLE 11 RELEASE AND DISCHARGE

ARTICLE 12 ASSIGNMENT, SUSPENSION, TERMINATION, NO AWARD

ARTICLE 13 NOTICES

ARTICLE 14 INDEMNIFICATION

ARTICLE 15 INSURANCE

ARTICLE 16 OWNERSHIP OF DOCUMENTS.....

ARTICLE 17 STATUTORY REQUIREMENTS.....

ARTICLE 18 MISCELLANEOUS

ATTACHMENT A PAYMENT SCHEDULE

ATTACHMENT B REQUEST FOR DESIGNER SERVICES (RFS)

ATTACHMENT C M/WBE PARTICIPATION SCHEDULE

ATTACHMENT D LETTER OF INTERNAL CONTROL (DESIGNER)

ATTACHMENT E LETTER FROM CPA ON INTERNAL CONTROLS

ATTACHMENT F FORM OF DESIGNER CONTRACT AMENDMENT

ARTICLE 1: DEFINITIONS

All terms that this Contract defines may be used with or without initial capital letters. Other terms, abbreviations and references are defined as they appear herein. Words and abbreviations that are not defined in the Contract Documents but which have recognized technical or trade meanings are used in accordance with those meanings.

APPLICABLE LAWS – All applicable laws, statutes, ordinances, by-laws, codes, rules and regulations, of the Commonwealth of Massachusetts, its political subdivisions, and the Federal Government applicable to the Project.

APPROVAL -- A written communication from the Owner approving the work of the current Phase, as identified on Attachment A, or authorizing the Designer to proceed to the next Phase or approving the scope and compensation for either Extra Services or Reimbursable Expenses.

AUTHORITY – Massachusetts School Building Authority or its authorized representative, created by St. 2004, c. 208.

BASIC SERVICES – The scope of services to be provided by the Designer under this Contract, unless the Contract is otherwise terminated pursuant to Article 12, as described in Article 7 of this Contract, and as it may be amended pursuant to Article 18.4.

CERTIFICATE OF FINAL COMPLETION – The form prescribed by the Authority which contains the certification of the Designer, OPM and the Owner that the Project has reached Final Completion.

CERTIFICATE OF SUBSTANTIAL COMPLETION – The certificate prepared by the Designer and approved by the Owner to the effect that the Work has reached Substantial Completion.

CHANGE ORDER – A written instrument prepared by the Designer and signed by the Owner, Owner's Project Manager, Contractor or CM at Risk, and Designer, stating their agreement on a change in the Construction Contract Documents, including, but not limited to, a change in the Contract Sum and/or Contract Time, and/or any other specification in the Construction Contract Documents.

COMMISSIONING CONSULTANT – A person or firm engaged by the Authority to provide building commissioning services, including advisory services during design and construction.

CONSTRUCTION CONTRACT DOCUMENTS – The Construction Contract Documents consist of the Owner-Contractor or Owner-CM at Risk Agreement, Advertisement, Instructions to Bidders, Bidding Documents, Contract Forms, Conditions of the Contract, Drawings, Plans, Technical Specifications, all addenda issued prior to execution of the Construction Contract, and other documents approved after execution of the Owner-Contractor or Owner-CM at Risk Agreement relating thereto.

CONSTRUCTION MANAGEMENT AT RISK or CONSTRUCTION MANAGEMENT AT RISK SERVICES or CONSTRUCTION MANAGEMENT AT RISK DELIVERY METHOD or CM at RISK DELIVERY METHOD - a construction method described in

M.G.L. c. 149A wherein a Construction Management at Risk firm provides a range of preconstruction services and construction management services which may include cost estimation and consultation regarding the design of the building project, the preparation and coordination of bid packages, scheduling, cost control, and value engineering, acting as the general contractor during the construction, detailing the Trade Contractor scope of work, holding the trade contracts and other subcontracts, prequalifying and evaluating Trade Contractors and subcontractors, and providing management and construction services, all at a Guaranteed Maximum Price, which shall represent the maximum amount to be paid by the public agency for the building project, including the cost of the work, the general conditions and the fee payable to the Construction Management at Risk Firm.

CONSTRUCTION MANAGER AT RISK, CONSTRUCTION MANAGEMENT at RISK FIRM or CM at RISK – the individual, corporation, partnership, sole proprietorship, joint stock company, joint venture or other entity with whom the Owner has contracted pursuant to M.G.L. c. 149A, §§ 6 & 7, to provide Construction Management at Risk Services.

CONTRACT – This Contract, inclusive of all Attachments, between the Owner and the Designer; all written amendments to this Contract; and all Approvals issued pursuant to this Contract.

CONTRACTOR OR GENERAL CONTRACTOR – The person or firm with whom the Owner has contracted pursuant to M.G.L. c. 149, §§ 44A-44M to perform the construction for this Project.

CONTRACTOR APPLICATION AND CERTIFICATE FOR PAYMENT – The form prescribed by the Owner which contains the Contractor's or CM at Risk's application or requisition for periodic or final payment for Work performed in accordance with the Construction Contract Documents and the Designer's certificate for payment as approved by the OPM and the Owner.

DESIGNER – The individual, corporation, partnership, sole proprietorship, joint stock company, joint venture or other entity identified as such on page one of this Contract performing architecture, landscape architecture, and/or engineering services under this Contract and which meets the qualifications set forth in M.G.L. c. 7C § 44.

DESIGNER SERVICES – The services to be performed by the Designer and its Subconsultants under this Contract including developing and providing all data, designs, drawings, specifications and estimates required for the Project.

DISTRICT – see "OWNER."

EXTRA SERVICES – Services requested by the Owner to be performed by the Designer but which are additional (or "extra") to the services performed as Basic Services.

FEASIBILITY STUDY AGREEMENT – The agreement between the Owner and the Authority that sets forth the terms and conditions pursuant to which the Authority will collaborate with the

24-004

Board/Committee Liaison Updates

24-005

Ratification of Light Duty MOA

Police



TOWN OF MILLIS
MEMORANDUM OF AGREEMENT
BETWEEN
TOWN OF MILLIS
AND
MASSACHUSETTS COALITION OF POLICE,
LOCAL 171

Modified Work/Light-Duty
January 8, 2024

An injured employee, or an employee who is partially disabled in any circumstance where he/she is not confined to their home and where he/she is determined to be capable of performing modified duty assignments, may be required to work modified duty provided the following holds true:

- 1) Capability to perform modified duty shall be determined by the employee's physician and Town's physician. If they fail to agree, a third physician mutually agreeable between the parties shall examine said employee and the opinion of the physician so selected shall be conclusive on the parties. The cost of the examination will be paid for by the Town.
 - a) In the event that the employee's private physician and the Town's physician cannot agree on a third physician to examine said employee, the employee shall be required to be examined at an accredited Occupational Health Facility, paid by the Town. The results of the examination shall be conclusive on the parties.
 - b) Alternatively, the Town may require the employee to have the employee's treating physician complete the "Physician's Release To Return To Work" form established by the Town in advance of any examination by the Town's physician. The Town shall have the discretion to accept the employee's physician's capability determination as set forth on said form in lieu of requiring the employee to be examined by the Town's physician.
 - c) The granting of light duty pursuant to any of the above methods is subject to review by the Town at intervals of thirty (30) days. Such review may include, but is not necessarily limited to, a requirement that the employee provide an updated "Physician's Release To Return To Work" form from the employee's treating physician.
- 2) Modified duty assignments will be defined as clerical work such as; filing, assist in the issuing of permits, and other duties as assigned by the Police Chief.
- 3) Prior to reporting to modified duty, the employee must be informed of the type of work he/she must do and the shift to which assigned. This must be done before the

examination of the impartial physician referred to in subparagraph (1) above. This will aid the doctors in determining if modified duty is possible.

- 4) The employee must be granted time off for doctor's visits and therapy.
- 5) Modified duty assignments shall in no way further impair or add to the employee's injury.
- 6) The policy shall apply only where the incapacity is expected to be temporary and irrespective of whether the injury is sustained on or off the job. The modified duty assignment policy shall apply only to injuries for which the incapacity for full duty is expected to exceed one (1) month. In addition, modified duty assignments shall not themselves begin within the one-month period except by mutual agreement of the employee's doctor, the Chief of the Department and the employee.
- 7) If an employee sustains an injury which results in modified duty for a period of more than six (6) months, the Police Chief shall review the circumstances and consult with the employee's assigned physicians to determine if the policy of modified duty shall remain in effect, or if other terms shall be applicable.
- 8) An employee who expects to be incapacitated from full duty for a period exceeding one (1) month may submit a request to return to work on a light duty basis. In making such a request, the employee must have their treating physician complete the "Physician's Release To Return To Work" form established by the Town. The completed form must be submitted to the Police Chief. The Town will review the information provided and notify the employee as to whether the employee's request can be accommodated and if so, under what terms. Additional information may be requested from the employee and/or the employee's physician where the Town determines that it requires additional information in order to make an informed decision on the employee's request. The Town's decision on whether or not to grant an employee's request for light duty shall not be subject to the grievance and arbitration procedure of the collective bargaining agreement.

For the Town:

Massachusetts Coalition of Police, Local 171

24-006

No DRAFT Minutes for Approval

24-007

Approval of Water/Sewer Commitment



**THE COMMONWEALTH OF MASSACHUSETTS
TOWN OF MILLIS**

WATER / SEWER DEPARTMENT COMMITMENT TO COLLECTOR

To: Jennifer Scannell, Collector of Taxes for the Town of Millis, in the County of Norfolk
IN THE NAME OF THE COMMONWEALTH OF MASSACHUSETTS, you are hereby required to levy on and collect from the several persons named in the utility billing list herewith committed to you the amount of the utility charges assessed to each such person on Water and Sewer services to include Capital Assessment charges as set for the below, with interest and miscellaneous charges, the sum total of such list being.

ACCT #	COMMIT #	WATER	FINAL	SEWER	CROSS CONNECT	ON OFF	PAINE	TOTAL
35000002	F3764	35.71	47.25	73.37				156.33
35001006	F3765	27.17	47.25	56.49				130.91
35400045	F3766	31.44	47.25	64.93				143.62
301560100	F3767	65.60	47.25					112.85
101752300	F3769	35.71	47.25	73.37				156.33
22708005	F3768	61.33	47.25	124.01				232.59
35001126	F3770	31.44	47.25	64.93				143.62
201148700	F3771	65.60	47.25					112.85
200172420	F3772	112.57	47.25	225.29				385.11
Total Commitment for December 2023								1574.21

And you are to pay over said charges, fees, and interest to the Treasurer of Millis and also to give the Treasurer an account of all charges, fees and interest collected by you.

And in the levy and collection of the amounts hereby committed to you, and of interest, charges, and fees as provided by law, you are to have and to exercise all the powers conferred by laws of the Commonwealth upon Collectors.

Given under our hands this 8th day of January, 2023 - 2024

Town of Millis Water Commissioners: _____
