



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
mguzinski@millisma.gov

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

SELECT BOARD MEETING AGENDA MONDAY, JANUARY 22, 2024; 7:00 PM VETERANS MEMORIAL BUILDING ROOM 229

	Topic	Time	Speaker
I.	Call to Order	7:00 PM	Chair Schultze
II.	Announcements Upcoming events at Niagara Hall		
III.	Open Session Items		
24-008	Approval of Conservation Commission Members' Disclosure Letters	7:05 PM	M. Guzinski
24-009	Hearing: Continued: Special Permit for 1480-86 Main Street	7:10 PM	M. Carter T. Cannon
24-010	Millis Hazard Mitigation Plan – Public Hearing #1	7:20 PM	M. Pillsbury Chief Barrett R. Weiss
24-011	Review/Approve Energy Cost Savings Proposal for Lighting Efficiency Upgrade at Library		M. Guzinski
24-012	Board/Committee Liaison Updates		Select Board
24-013	Approval of DRAFT Minutes <ul style="list-style-type: none">12/18/231/8/24		Select Board
IV.	Executive Session <i>To discuss strategy with respect to collective bargaining and strategy in preparation for negotiations with non-union personnel if an open meeting may have a detrimental effect on the government's bargaining position. (SEIU, Library Director)</i>		
V.	Adjournment		

Proposed Upcoming Meeting Schedule

Date	Time	Location
Monday February 5, 2024	9:00 am	FY25 Budget Presentations Room 229 VMB
Monday, February 26, 2024	7:00 pm	Room 229 VMB
Tuesday, February 27, 2004	7:00pm	Tri-Board Meeting
Monday, March 11, 2024	7:00pm	Room 229 VMB
Tuesday, March 25, 2004	7:00pm	Tri-Board Meeting

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

Announcements

COMEDY!

THE NORTHEAST'S BEST
STAND-UP COMEDY
2024

IS BACK



Starring
Medfield's own
Kathe Farris

**NIAGARA
COFFEE HAUS**

MILLIS, MA

PRESENTED BY:
**BOSTON
COMEDY CLUB**

**7:30 PM
SATURDAY,
JANUARY 27**

* Recommended for 18 plus

COMEDY!



Sponsored by Middlesex Savings Bank

Niagara Coffee Haus
presents

BOOK LAUNCH -

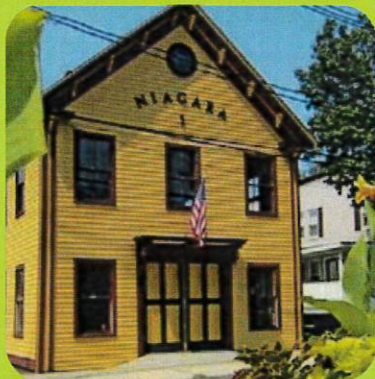
Meet and Greet
with author **Paul Rooney!**

Widows Cove: A Rob Ragusa Thriller

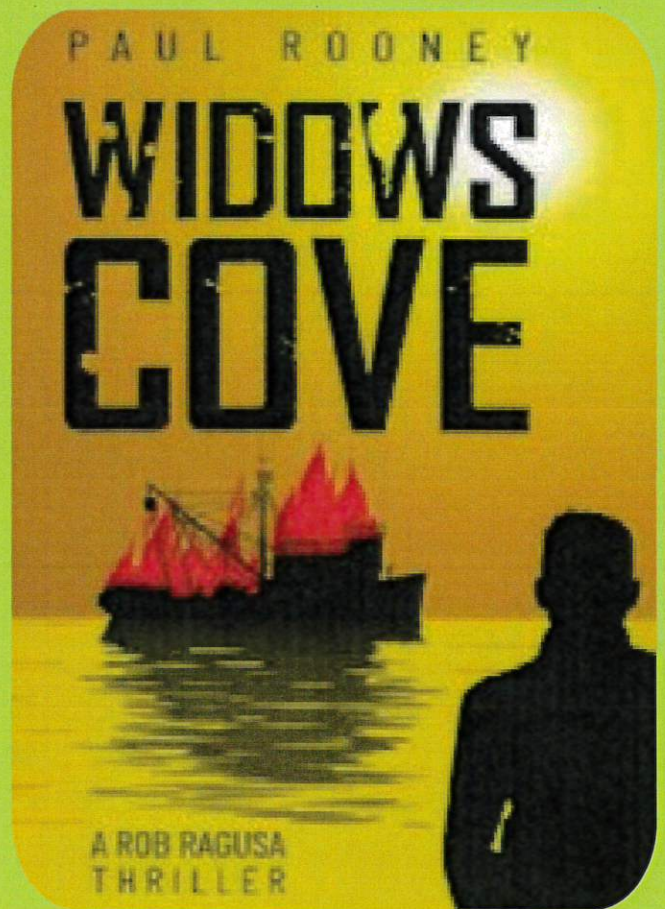
A Deadly Game in the Heart of a
Historic City: Where Shadows
Whisper Secrets and Every
Corner Holds a Clue.

Book Purchase Info:

Paul Rooney will be
selling paperback editions
of the book, which he will
autograph with purchase.
\$20.00 - Check or Cash
accepted. A limited
number of Hardcover
books will be available for
\$30.00 each.



Individuals with disabilities, please contact us for seating.
Special thanks to Friends of the Niagara. The Coffee Haus is
supported in part by a grant from the Millis Cultural Council,
a local state agency.



About the Author:

Paul Rooney, a Holliston native,
holds a PhD in Psychology and runs
a private psychotherapy practice in
New Bedford, Massachusetts. His
rich insights into human behavior
and his connection to New
Bedford's history vividly come alive
in his writing. "Widows Cove: A Rob
Ragusa Thriller", mirrors his passion
for storytelling, psychology, and his
city's legacy.

This is his first novel. . .



**SATURDAY,
FEBRUARY**

17

2:30 PM

**NIAGARA
HALL**

**8 EXCHANGE STREET
MILLIS, MA**

Nirvana
tea house & cafe

NAPPER TANDY'S
Millis

24-008

Approval of Con Com Disclosure Letters



TOWN OF MILLIS

TO: Select Board

FROM: Michael Guzinski, Town Administrator

A handwritten signature in blue ink, appearing to be "Michael Guzinski", is written over the "FROM:" line.

DATE: January 18, 2024

RE: Approve Disclosure Letters-MGL Ch268A Section 19-Con. Comm. Members

Greetings,

Please see the attached letter of recommendation from the Chair of the Conservation Commission relating to two letters of disclosure relating to issues before the Commission.

The Conservation Commission is seeking your approval, under MGL Ch268A Section 19(b). They are specifically seeking a determination that the financial interest held by the two members of the Conservation Commission (John Steadman & David Larsen) are "not so substantial as to be deemed likely to affect the integrity of the services which the municipality may expect" from them (see enclosed).

Please let me know if you have any questions regarding this matter.

Thanks.

Mike

Part IV CRIMES, PUNISHMENTS AND PROCEEDINGS IN CRIMINAL CASES

Title I CRIMES AND PUNISHMENTS

Chapter 268A CONDUCT OF PUBLIC OFFICIALS AND EMPLOYEES

Section 19 MUNICIPAL EMPLOYEES, RELATIVES OR ASSOCIATES;
FINANCIAL INTEREST IN PARTICULAR MATTER

Section 19. (a) Except as permitted by paragraph (b), a municipal employee who participates as such an employee in a particular matter in which to his knowledge he, his immediate family or partner, a business organization in which he is serving as officer, director, trustee, partner or employee, or any person or organization with whom he is negotiating or has any arrangement concerning prospective employment, has a financial interest, shall be punished by a fine of not more than \$10,000, or by imprisonment in the state prison for not more than 5 years, or in a jail or house of correction for not more than 2 1/2 years, or both.

(b) It shall not be a violation of this section (1) if the municipal employee first advises the official responsible for appointment to his position of the nature and circumstances of the particular matter and makes full disclosure of such financial interest, and receives in advance a written determination made by that official that the interest is not so substantial as to be deemed likely to affect the integrity of the services which the municipality may expect from the employee, or (2) if, in the case of an

elected municipal official making demand bank deposits of municipal funds, said official first files, with the clerk of the city or town, a statement making full disclosure of such financial interest, or (3) if the particular matter involves a determination of general policy and the interest of the municipal employee or members of his immediate family is shared with a substantial segment of the population of the municipality.



TOWN OF MILLIS

Dr. James A. Lederer, *Chair*
Carol Hayes, *Vice Chair*
Edward Chisholm
Christine Gavin
John Steadman
Scott McPhee
David Larsen


OFFICE OF THE CONSERVATION COMMISSION

900 Main Street • Millis, MA 02054
Phone: 508-376-7045

Camille Standley
Administrative Assistant
cstandley@millisma.gov

January 16, 2024

To: Craig Schultze, Select Board Chair
Ellen Rosenfeld, Vice Chair
Erin Underhill, Clerk

From: James A. Lederer, Chair 
Conservation Commission

Re: Recommendation for Approval of Commission Members' Disclosure Letters

The Millis Conservation Commission respectfully recommends the approval of the attached disclosure letters submitted by our esteemed members, Mr. John Steadman and Mr. David Larsen, regarding potential conflicts of interest. The disclosure letters outline the nature of any potential conflicts and the steps they intend to take to mitigate any undue influence on their decision-making process regarding the Regency at Glen Ellen development.

At the Conservation Commission meeting held on Monday, January 8, 2024, the Commission reviewed the disclosure letters. On a motion made by Ms. Carol Hayes, seconded by Dr. James Lederer, it was voted unanimously to recommend the approval of the letters by the Select Board. Voting on the motion were Dr. James Lederer, Ms. Carol Hayes, Mr. Ed Chisholm, Ms. Chris Gavin, and Mr. Scott McPhee.

As the Conservation Commission's appointing authority, we hope you consider our recommendation. If you have any questions or require further information, please do not hesitate to contact us. We appreciate your attention to this matter and look forward to your prompt consideration.

Thank you.

John Steadman

26 Glen Ellen Blvd.
Millis, MA 02054
December 29, 2023

Mr. James Lederer
Chair, Millis Conservation Commission
900 Main Street
Millis, MA 02054

RE: Disclosure of direct interest in matters related to The Regency at Glen Ellen

Dear Dr. Lederer:

There are several issues related to the Orders of Conditions for the Regency at Glen Ellen, 225-0400, that will or are likely to come before the Commission in 2024 and 2025. In addition to consideration regarding full or partial Certificates of Compliance, there are a number of issues that may come before the Commission including:

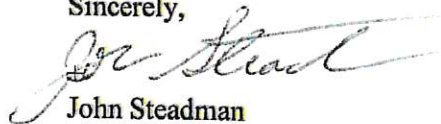
1. Connecting well #2 to the irrigation system that will involve disturbance within the riverfront area,
2. Repairs to a failing culvert on Bogastow Brook,
3. Unauthorized clearing of vegetation in a protected area that is a repeat offense,
4. Removal of dead and dying trees,
5. Removal of invasive species including Tree of Heaven.

I am a resident of the Regency at Glen Ellen, and as a unit owner, I am a member of the Condominium Trust. I am not a Trustee, and consequently have no authority to act on behalf of the Condominium Trust or vote on any matter that might come before that body from the Conservation Commission. As a unit owner, I have a 1/324th ownership in the trust and am responsible to pay that percentage of costs incurred by the Trust (as the community is still under construction, my interest in 2024 is 1/304.3). I cannot benefit financially, and any costs that the Commission requires that the Trust incur will be *de minimus* (in 2024, my share in a \$1,000 expenditure would equate to \$3.286). I believe that my knowledge of the property is of value to the Commission.

I request approval and authorization to discuss and vote on any matter related to the Regency at Glen Ellen that may come before the Commission. I will be objective, fair, and impartial in discharging my responsibility to administer and enforce the Wetlands Protection Act and the Millis Wetlands Protection Bylaw Article XIX to the best of my ability.

I appreciate your consideration of this request.

Sincerely,



John Steadman

cc: Carol Hayes, Camille Standley

122 Glen Ellen Boulevard
Millis, MA 02054
January 9, 2024

Mr. James Lederer
Chair, Millis Conservation Commission
900 Main Street
Millis, MA 02054

RE: Disclosure of direct interest in matters related to The Regency at Glen Ellen

Dear Dr. Lederer:

The Commission's recent discussions have shown that there are several issues related to the Orders of Conditions for the Regency at Glen Ellen, 225-0400, that we may be considering as action items in the near and distant future. We are aware that the developer or the HOA plan to rehabilitate well #2 for the irrigation system, repair a failing culvert on Bogastow Brook, remove dead trees and invasive species as well as the need to address unauthorized clearing of vegetation in a protected area (a repeat offense).

The purpose of this letter is to declare that I am a resident of the Regency at Glen Ellen, and, as a unit owner, that I am a member of the Condominium Trust. I am not a Trustee, and have no authority to act on behalf of the Condominium Trust or vote on any matter that might come before that body from the Conservation Commission.

As a unit owner, I will have a 1/324th ownership in the trust and am responsible to pay that percentage of costs incurred by the Trust. I cannot benefit financially, and any costs that the Commission requires that the Trust incur will be de minimus based on the stated percentage of my ownership.

I request approval and authorization to discuss and vote on any matter relating to the Regency at Glen Ellen that comes before the Commission. I will be objective, fair, and impartial in acting to administer and enforce the Wetlands Protection Act and the Millis Wetlands Protection Bylaw Article XIX to the best of my ability.

I appreciate your consideration of this request.

Sincerely,

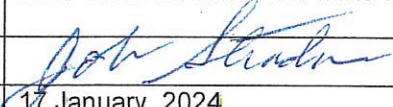


David A. Larsen

cc: Carol Hayes, Camille Standley

**DISCLOSURE BY NON-ELECTED MUNICIPAL EMPLOYEE OF FINANCIAL INTEREST
AND DETERMINATION BY APPOINTING AUTHORITY
AS REQUIRED BY G. L. c. 268A, § 19**

MUNICIPAL EMPLOYEE INFORMATION	
Name:	John Steadman
Title or Position:	Conservation Commissioner
Municipal Agency:	Millis Conservation Commission
Agency Address:	900 Main Street Millis, MA 02054
Office Phone:	508-376-7045
Office E-mail:	jsteadman@millisma.gov
	My duties require me to participate in a particular matter, and I may not participate because of a financial interest that I am disclosing here. I request a determination from my appointing authority about how I should proceed.
PARTICULAR MATTER	
Particular matter E.g., a judicial or other proceeding, application, submission, request for a ruling or other determination, contract, claim, controversy, charge, accusation, arrest, decision, determination, or finding.	Please describe the particular matter. Matters related to the administration of the Wetland Protection Act and related to the Order of Conditions for the Regency at Glen Ellen. This includes discussions related to issuing full and partial certificates of compliance.
Your required participation in the particular matter: E.g., approval, disapproval, decision, recommendation, rendering advice, investigation, other.	Please describe the task you are required to perform with respect to the particular matter. I am a voting member of the Commission. I am also a resident of the condominium association and know the public open space very well.
FINANCIAL INTEREST IN THE PARTICULAR MATTER	
Write an X by all that apply.	<input checked="" type="checkbox"/> I have a financial interest in the matter. <input type="checkbox"/> My immediate family member has a financial interest in the matter. <input type="checkbox"/> My business partner has a financial interest in the matter. <input type="checkbox"/> I am an officer, director, trustee, partner or employee of a business organization, and the business organization has a financial interest in the matter. <input type="checkbox"/> I am negotiating or have made an arrangement concerning future employment with a person or organization, and the person or organization has a financial interest in the matter.
Financial interest	Please explain the financial interest and include a dollar amount if you know it.

in the matter	<p>The community is largely completed and I have a divided interest. As of 12/31/2023 it was 1/292 and at full build out will be 1/324.</p> <p>There is no foreseeable way that I could benefit financially, but would bear my prorated share of any expenses that the Condominium Trust may incur to comply with the Wetland Protection Act and or the Millis Wetland Bylaw.</p>
Employee signature:	
Date:	17 January, 2024

DETERMINATION BY APPOINTING OFFICIAL

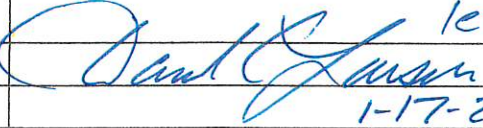
APPOINTING AUTHORITY INFORMATION	
Name of Appointing Authority:	
Title or Position:	
Agency/Department:	
Agency Address:	
Office Phone:	
Office E-mail:	
DETERMINATION	
Determination by appointing authority:	As appointing official, as required by G.L. c. 268A, § 19, I have reviewed the particular matter and the financial interest identified above by a municipal employee. I have determined that the financial interest is not so substantial as to be deemed likely to affect the integrity of the services which the municipality may expect from the employee.
Appointing Authority signature:	
Date:	
Comment:	

Attach additional pages if necessary.

The appointing authority shall keep this Disclosure and Determination as a public record.

**DISCLOSURE BY NON-ELECTED MUNICIPAL EMPLOYEE OF FINANCIAL INTEREST
AND DETERMINATION BY APPOINTING AUTHORITY
AS REQUIRED BY G. L. c. 268A, § 19**

MUNICIPAL EMPLOYEE INFORMATION	
Name:	<i>David Larsen</i>
Title or Position:	<i>Conservation Commission Member</i>
Municipal Agency:	<i>Conservation Commission</i>
Agency Address:	<i>900 Main Street Millis, MA 02054</i>
Office Phone:	
Office E-mail:	
My duties require me to participate in a particular matter, and I may not participate because of a financial interest that I am disclosing here. I request a determination from my appointing authority about how I should proceed.	
PARTICULAR MATTER	
Particular matter <small>E.g., a judicial or other proceeding, application, submission, request for a ruling or other determination, contract, claim, controversy, charge, accusation, arrest, decision, determination, or finding.</small>	Please describe the particular matter. <i>Anticipate issues relating to the Regency At Glen Ellen Condominium Trust will come before the Conservation Commission, for example, irrigation well #2, culvert repair, tree removal.</i>
Your required participation in the particular matter: <small>E.g., approval, disapproval, decision, recommendation, rendering advice, investigation, other.</small>	Please describe the task you are required to perform with respect to the particular matter. <i>As a member of the Conservation Commission, I may be called to vote on these matters related to the RGE condominium Trust.</i>
FINANCIAL INTEREST IN THE PARTICULAR MATTER	
Write an X by all that apply.	<input checked="" type="checkbox"/> I have a financial interest in the matter. <input type="checkbox"/> My immediate family member has a financial interest in the matter. <input type="checkbox"/> My business partner has a financial interest in the matter. <input type="checkbox"/> I am an officer, director, trustee, partner or employee of a business organization, and the business organization has a financial interest in the matter. <input type="checkbox"/> I am negotiating or have made an arrangement concerning future employment with a person or organization, and the person or organization has a financial interest in the matter.
Please explain the financial interest and include a dollar amount if you know it.	

Financial interest in the matter	As a resident of Regency At Glen Ellen, I have a 1/324 ownership in the Condominium Trust. See also my letter dated 1/9/2024.
Employee signature:	
Date:	1-17-2024

DETERMINATION BY APPOINTING OFFICIAL

APPOINTING AUTHORITY INFORMATION	
Name of Appointing Authority:	
Title or Position:	
Agency/Department:	
Agency Address:	
Office Phone:	
Office E-mail	
DETERMINATION	
Determination by appointing authority:	As appointing official, as required by G.L. c. 268A, § 19, I have reviewed the particular matter and the financial interest identified above by a municipal employee. I have determined that the financial interest is not so substantial as to be deemed likely to affect the integrity of the services which the municipality may expect from the employee.
Appointing Authority signature:	
Date:	
Comment:	

Attach additional pages if necessary.

The appointing authority shall keep this Disclosure and Determination as a public record.

24-009

Hearing: Special Permit 1480-86 Main St



84 Main Street
Wilmington, MA 01887
Phone: (978) 657-9714

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
townadministratoroffice@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. Tlews
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

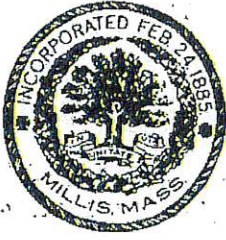
Dear Sir/Madam,

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 Beauregard; Arborway Tree Care, Inc.

At a meeting of the Planning Board held on Tuesday, November 14, 2023, the Planning Board met with Mr. Chad Beauregard, 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. Beauregard 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. Beauregard 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 Beauregard, 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

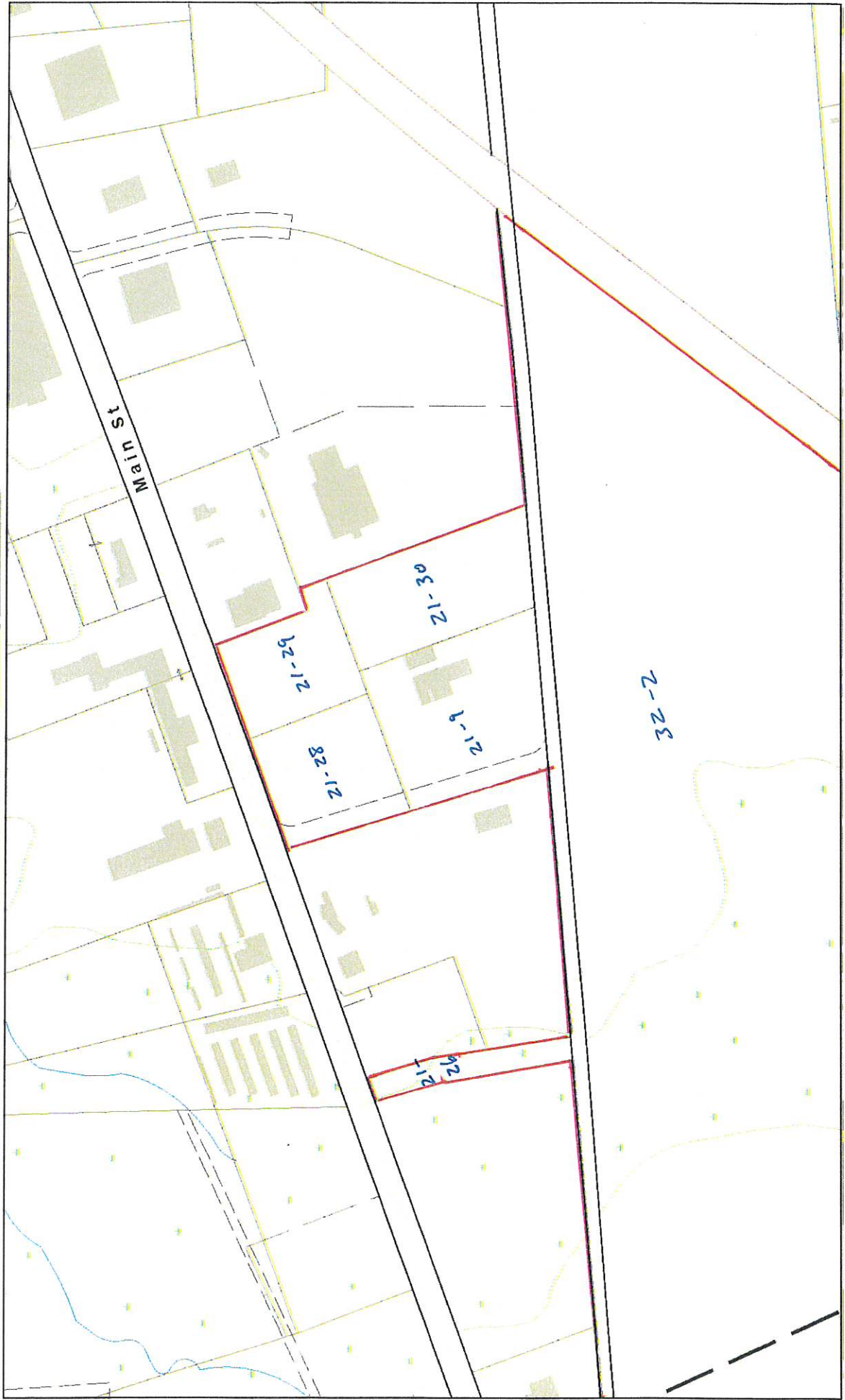
1 inch = 279 Feet



May 24, 2023



www.cai-tech.com

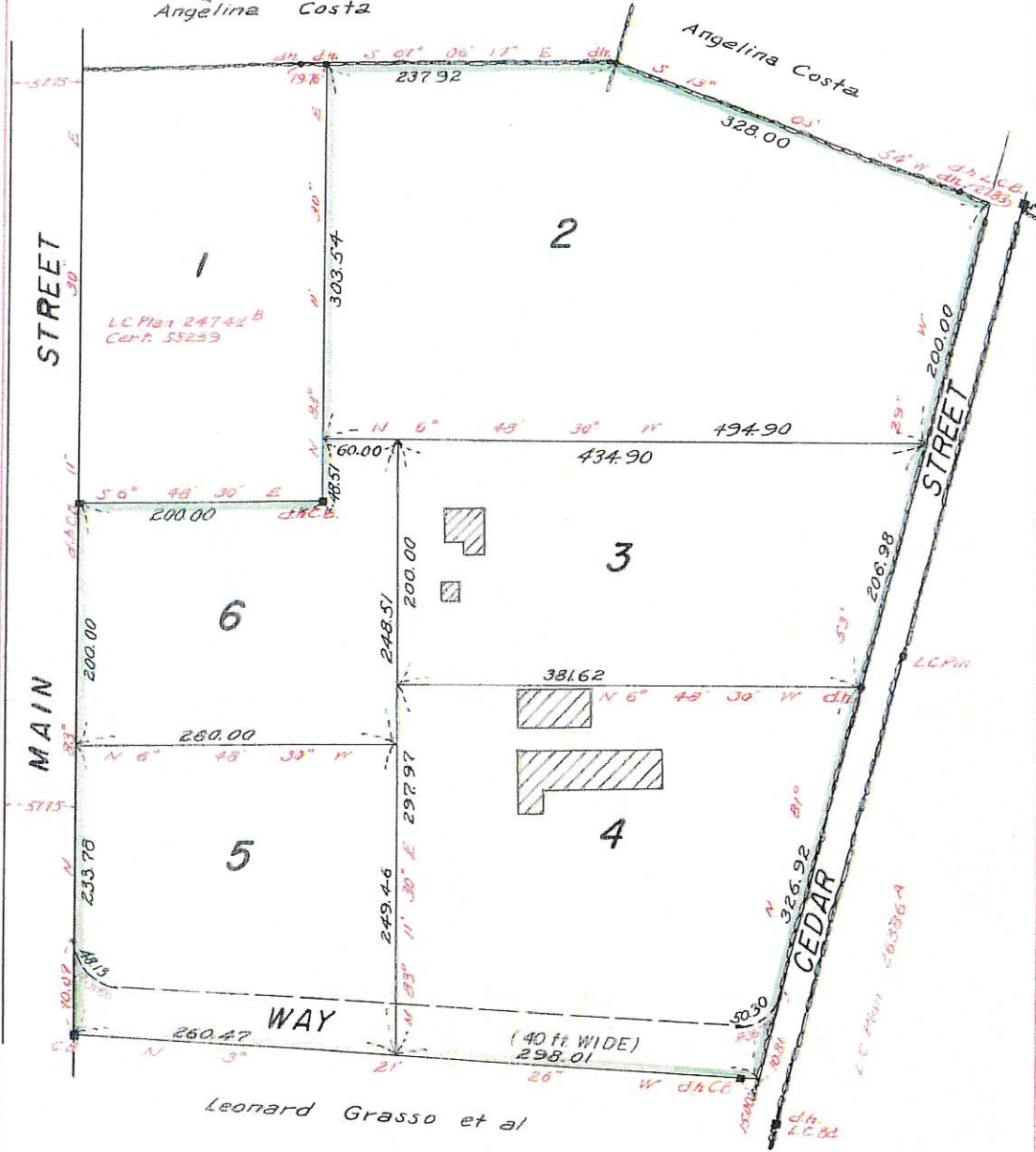
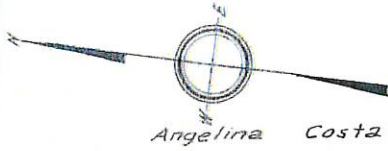


Data shown on this map is provided for planning and informational purposes only. The municipality and CAI Technologies are not responsible for any use for other purposes or misuse or misrepresentation of this map.

SUBDIVISION PLAN OF LAND IN TITLES

NOT AN OFFICIAL COPY
Sowie Engineering Co., Surveyor
February 1972

NOT AN OFFICIAL COPY
24742C



Leonard Grasso et al

Subdivision of part of Land
Shown on Plan 24742A
Filed with Cert. of Title No. 5380
Registry District of Norfolk County

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

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

JUNE 16, 1970

Margaret M. Early
Recorder

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

GENERAL NOTES:

1. ALL DIMENSIONS ARE IN FEET AND INCHES UNLESS OTHERWISE NOTED.
2. ALL DIMENSIONS ARE TO FACE UNLESS OTHERWISE NOTED.
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SITE IMPROVEMENT NOTES:

1. ALL DIMENSIONS ARE TO FACE UNLESS OTHERWISE NOTED.
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19. ALL DIMENSIONS ARE TO FACE UNLESS OTHERWISE NOTED.
20. ALL DIMENSIONS ARE TO FACE UNLESS OTHERWISE NOTED.

ZONING SCHEDULE, INDUSTRIAL PARK 2

MAX. LOT AREA	MIN. LOT AREA	MIN. LOT FRONT	MIN. LOT DEPTH	MIN. FRONT SETBACK	MIN. SIDE SETBACK	MIN. REAR SETBACK
10,000 SQ. FT.	5,000 SQ. FT.	40 FT.	100 FT.	25 FT.	10 FT.	10 FT.
15,000 SQ. FT.	7,500 SQ. FT.	50 FT.	125 FT.	30 FT.	10 FT.	10 FT.
20,000 SQ. FT.	10,000 SQ. FT.	60 FT.	150 FT.	35 FT.	10 FT.	10 FT.
25,000 SQ. FT.	12,500 SQ. FT.	70 FT.	175 FT.	40 FT.	10 FT.	10 FT.
30,000 SQ. FT.	15,000 SQ. FT.	80 FT.	200 FT.	45 FT.	10 FT.	10 FT.
35,000 SQ. FT.	17,500 SQ. FT.	90 FT.	225 FT.	50 FT.	10 FT.	10 FT.
40,000 SQ. FT.	20,000 SQ. FT.	100 FT.	250 FT.	55 FT.	10 FT.	10 FT.
45,000 SQ. FT.	22,500 SQ. FT.	110 FT.	275 FT.	60 FT.	10 FT.	10 FT.
50,000 SQ. FT.	25,000 SQ. FT.	120 FT.	300 FT.	65 FT.	10 FT.	10 FT.
55,000 SQ. FT.	27,500 SQ. FT.	130 FT.	325 FT.	70 FT.	10 FT.	10 FT.
60,000 SQ. FT.	30,000 SQ. FT.	140 FT.	350 FT.	75 FT.	10 FT.	10 FT.
65,000 SQ. FT.	32,500 SQ. FT.	150 FT.	375 FT.	80 FT.	10 FT.	10 FT.
70,000 SQ. FT.	35,000 SQ. FT.	160 FT.	400 FT.	85 FT.	10 FT.	10 FT.
75,000 SQ. FT.	37,500 SQ. FT.	170 FT.	425 FT.	90 FT.	10 FT.	10 FT.
80,000 SQ. FT.	40,000 SQ. FT.	180 FT.	450 FT.	95 FT.	10 FT.	10 FT.
85,000 SQ. FT.	42,500 SQ. FT.	190 FT.	475 FT.	100 FT.	10 FT.	10 FT.
90,000 SQ. FT.	45,000 SQ. FT.	200 FT.	500 FT.	105 FT.	10 FT.	10 FT.
95,000 SQ. FT.	47,500 SQ. FT.	210 FT.	525 FT.	110 FT.	10 FT.	10 FT.
100,000 SQ. FT.	50,000 SQ. FT.	220 FT.	550 FT.	115 FT.	10 FT.	10 FT.

BARING REQUIREMENTS SCHEDULE

TYPE OF BARE AREA	MIN. PERCENT BARE	MAX. PERCENT BARE
1. ALL BARE AREAS	10%	25%
2. ALL BARE AREAS	10%	25%
3. ALL BARE AREAS	10%	25%
4. ALL BARE AREAS	10%	25%
5. ALL BARE AREAS	10%	25%
6. ALL BARE AREAS	10%	25%
7. ALL BARE AREAS	10%	25%
8. ALL BARE AREAS	10%	25%
9. ALL BARE AREAS	10%	25%
10. ALL BARE AREAS	10%	25%
11. ALL BARE AREAS	10%	25%
12. ALL BARE AREAS	10%	25%
13. ALL BARE AREAS	10%	25%
14. ALL BARE AREAS	10%	25%
15. ALL BARE AREAS	10%	25%
16. ALL BARE AREAS	10%	25%
17. ALL BARE AREAS	10%	25%
18. ALL BARE AREAS	10%	25%
19. ALL BARE AREAS	10%	25%
20. ALL BARE AREAS	10%	25%



STRONGPOINT

PROJECT NUMBER: 2170_020
 DATE OF ISSUE: NOVEMBER 1, 2023
 SCALE: 1" = 40'
 DRAWING NO.: 20
 CHECKED BY: [Signature]
 DESIGNED BY: [Signature]

PROPOSED SITE IMPROVEMENTS FOR
ARBORWAY TREE CARE
 107A STREET
 HYDE PARK, MA 02130

145 LANA STREET
 MILLS, MA

PROPOSED SITE IMPROVEMENTS SHEET
C-1

GRAPHIC SCALE 1" = 40'



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

24-010

Hazard Mitigation Plan – Public Meeting

Public Meeting

MILLIS HAZARD MITIGATION PLAN

Monday, January 22, 7:15 PM

Veterans Memorial Building, Room 229

900 Main Street, Millis, MA

Millis experiences natural hazards that can impact residents and businesses, including flooding, winter storms, and droughts.

The Town is updating its Hazard Mitigation Plan to assess its vulnerability to natural hazards and strategies to increase the Town's resilience.

We want to hear from you! Join us at a meeting of the Millis Select Board to learn about the Town's plan. Please send any questions or feedback to MAPC at ResilientMillis@mapc.org

**Please join us on January 22
for a Hazard-Ready Millis!**



Millis Hazard Mitigation Plan 2024 Update

Public Meeting #1

January 22, 2024
Millis Select Board Meeting



Martin Pillsbury
Metropolitan Area Planning Council

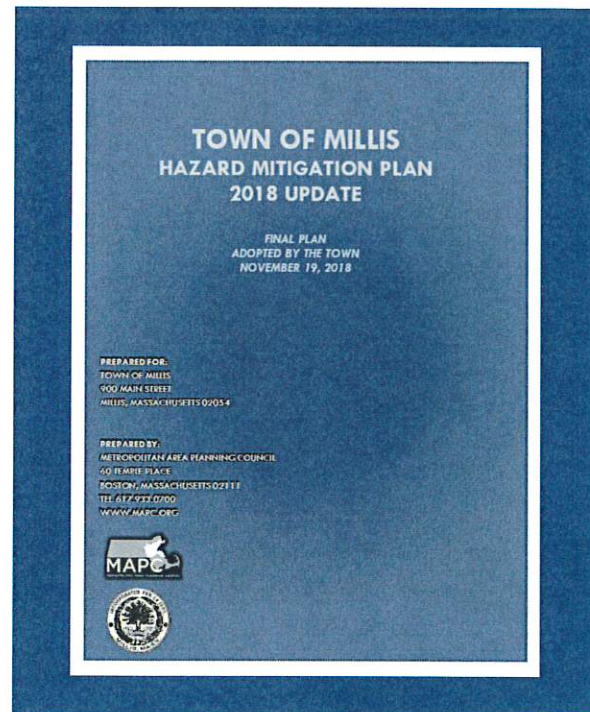


Background: What is Hazard Mitigation?



Overview of Hazard Mitigation Planning

- **Disaster Mitigation Act of 2000:**
FEMA guidelines for local & state Hazard Mitigation Plans
- **Pre-Disaster Mitigation:**
*Plan for resilience **before** disaster*
- **5-year plan update cycle:**
Update plan data and mitigation strategies
- **FEMA grant eligibility:**
Approved plan makes the Town eligible for FEMA project grants



Overview of Hazard Mitigation Planning

Mitigation:

Actions to reduce the impacts of natural hazards with strategies including policy, projects, and programs.

1. What preventative actions are being taken now to reduce risks and damages?
2. What additional actions can be taken to increase the Town's resilience?

A plan for Multiple Natural Hazards



Flooding (coastal and inland)



Wind events (thunderstorms, hurricanes, tornadoes)



Winter hazards (blizzards, nor'easters)



Geologic hazards (earthquakes, landslides)

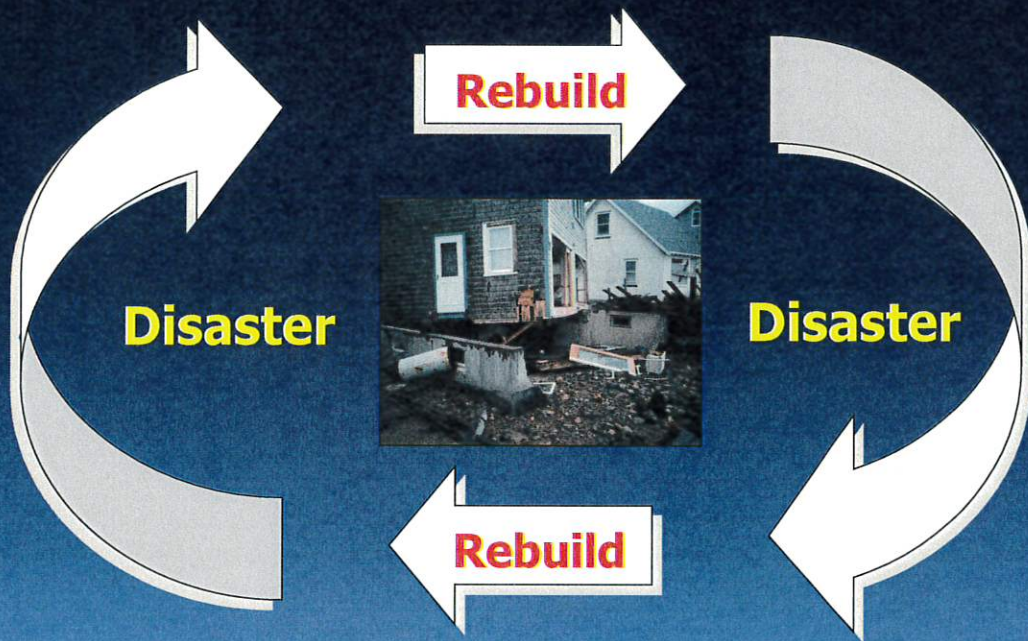


Wildfires



Extreme temperatures and drought

Breaking the Cycle of Disaster & Rebuilding



Techniques for Hazard Mitigation



Prevention (*planning and zoning*)

Property Protection (*building elevation*)

Public Education (*public outreach*)

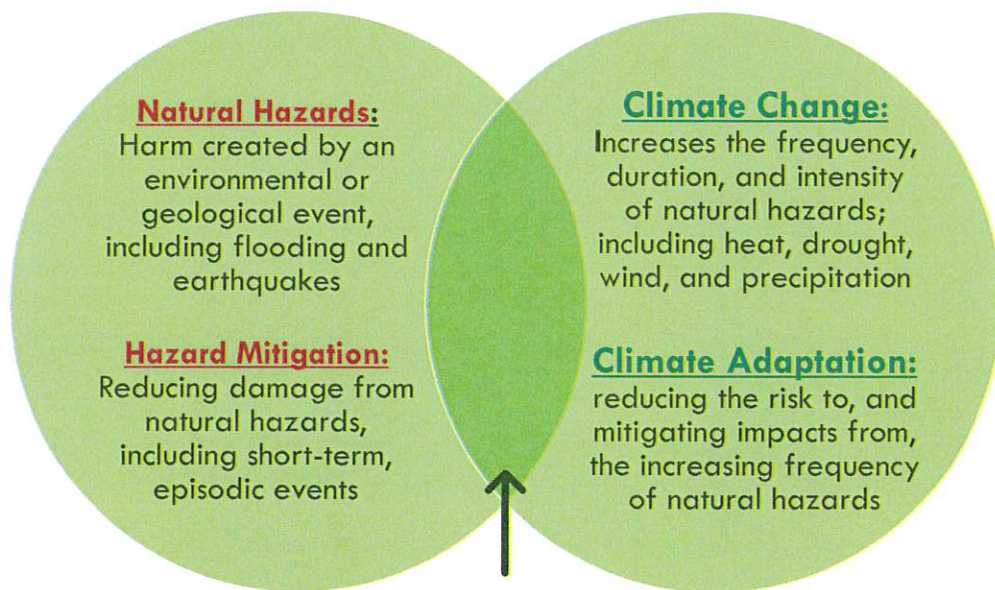
Protect Natural Resources (*wetlands, floodplains*)

Structural Projects (*culverts, pumps, drainage*)

Emergency Services Protection
(*protection of emergency facilities & infrastructure*)



Natural Hazards and Climate Change



Adapting to the expected impacts
of climate change is a form
of hazard mitigation

The Planning Process



Plan Development Process



Process Guided by the Local Hazard Mitigation Team



Local Team Role:

- Participate in four meetings
- Review and endorse plan goals
- Provide local data & expertise on critical facilities and hazards
- Review & endorse the mitigation strategy for the updated plan

Representatives from:

- Town Manager
- Fire Chief
- Planning & Economic Dev.
- Police Chief
- Dept. of Public Works
- Select Board
- Board of Health
- Council on Aging
- Bus Transportation

What We've Heard



What We've Heard: Examples of Critical Facilities & Infrastructure

Municipal Facilities

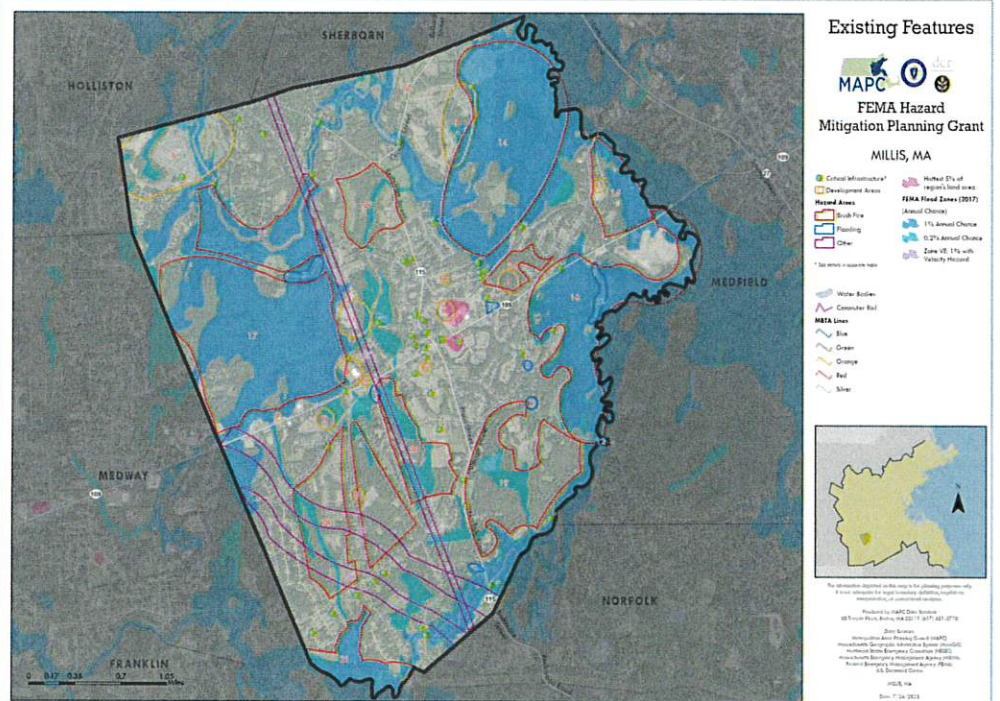
- Town Hall
- Public Safety Facilities
- DPW Facility
- Millis Public Schools
- Millis Housing Authority

Infrastructure

- Wells & Water Tanks
- Sewer Pump Stations
- Communications Tower

Community Facilities

- Millis Public Housing
- Anthology Assist. Living
- Family Health Center
- Sparhawk Academy



What We've Heard: Examples of Local Hazard Areas

Flooding area examples:

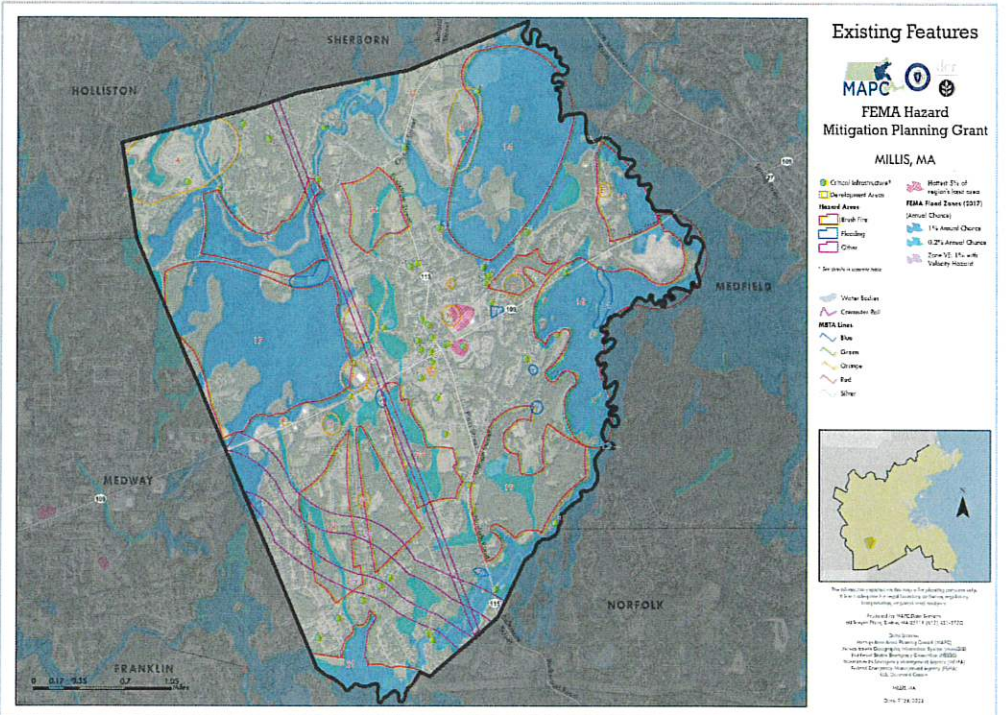
- Pleasant Street
- Baltimore Road
- Causeway Street
- Village St. & Birch St.
- Forest St. & Birch St.
- Union St/Parnell St. Triangle
- Larch Road

Brushfire Hazards:

- Army Corps Sites #1, 2, 3
- Great Black Swamp
- Boggastowe Meadow

Microbursts / Tornado

- Larch Rd. / Orchard to Dover



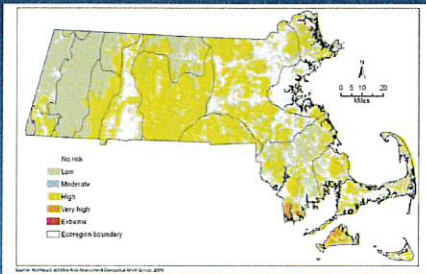
Other Natural Hazards

Extreme Heat

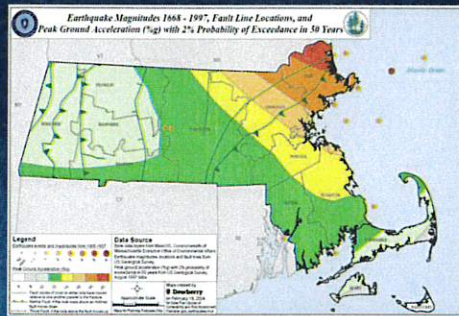
Relative Humidity (%)	Temperature (°F)																
	40	41	42	44	46	48	50	52	54	56	58	60	62	64	66	68	70
40	81	81	81	82	82	83	83	84	84	85	85	86	86	87	87	88	88
45	80	80	80	81	81	82	82	83	83	84	84	85	85	86	86	87	87
50	79	79	79	80	80	81	81	82	82	83	83	84	84	85	85	86	86
55	78	78	78	79	79	80	80	81	81	82	82	83	83	84	84	85	85
60	77	77	77	78	78	79	79	80	80	81	81	82	82	83	83	84	84
65	76	76	76	77	77	78	78	79	79	80	80	81	81	82	82	83	83
70	75	75	75	76	76	77	77	78	78	79	79	80	80	81	81	82	82
75	74	74	74	75	75	76	76	77	77	78	78	79	79	80	80	81	81
80	73	73	73	74	74	75	75	76	76	77	77	78	78	79	79	80	80
85	72	72	72	73	73	74	74	75	75	76	76	77	77	78	78	79	79
90	71	71	71	72	72	73	73	74	74	75	75	76	76	77	77	78	78
95	70	70	70	71	71	72	72	73	73	74	74	75	75	76	76	77	77
100	69	69	69	70	70	71	71	72	72	73	73	74	74	75	75	76	76

Category	Heat Index	Health Hazards
Extreme Caution	131°F - Higher	Heat Stroke or Sunstroke is day, with death a possibility
Danger	105°F - 129°F	Sunstroke, muscle cramps, and/or heat exhaustion possible with prolonged exposure and/or physical activity
Extreme Caution	91°F - 104°F	Sunstroke, muscle cramps, and/or heat exhaustion possible with prolonged exposure and/or physical activity
Caution	80°F - 90°F	Fatigue possible with prolonged exposure and/or physical activity

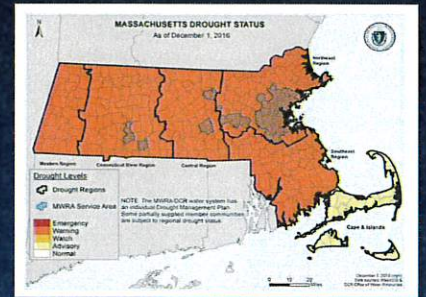
Wildfires



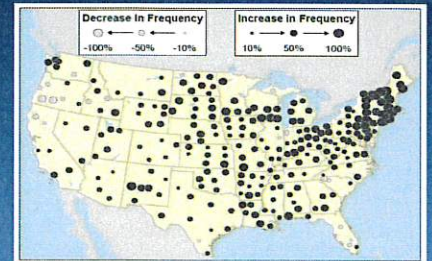
Earthquakes



Drought



Extreme Precipitation



Wind & Winter Hazards: Nor'easters/Blizzards

Storm Event	Date
Severe Winter Storm and Snowstorm	March 2018
Severe Winter Storm, Snowstorm, Flooding	January 2015
Severe Winter Storm, Snowstorm, Flooding	February 2013
Hurricane Sandy	October/November 2012



What We've Heard: Examples of Existing Mitigation Measures

Multiple Hazard Mitigation:

Municipal Vulnerability Preparedness (MVP)
Local Emergency Management Comm. (LEPC)
Comp. Emergency Management Plan (CEMP)

Flood Mitigation:

- National Flood Insurance Program (NFIP)
- Zoning – Floodplain Overlay District
- Stormwater Bylaw & Utility
- Several culvert & drainage upgrades
- Millis Flood Resiliency Plan
- Building Resiliency Across the Charles River (Climate Compact flooding model).

Brush Fire Mitigation:

- Permits required for outdoor burning
- Fire department review of subdivision plans for fire safety

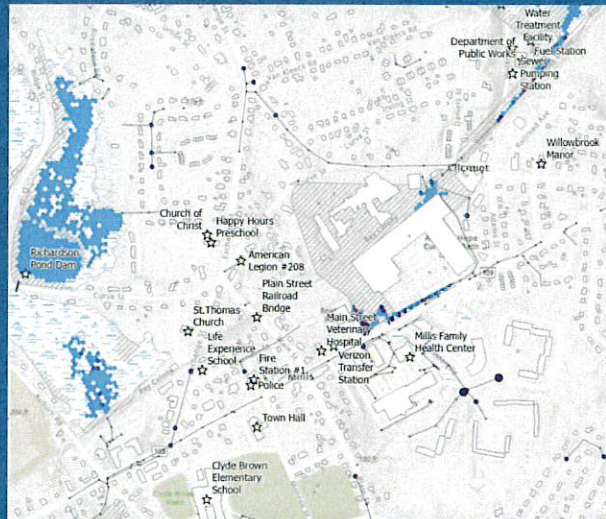
Winter Hazard Mitigation:

- Snow removal operations, roadway treatments

Wind and Winter Mitigation:

- Enhanced trees trimmed for resilience to wind and ice hazards / power outages
- MA State Building Code

Next Steps



Next Steps for Developing the Plan

- **3rd Local Team Meeting** – Review status of mitigation from 2018 plan (February)
- **4th Local Team Meeting** – Prepare Updated Mitigation Strategy (March)
- **2nd Public Meeting** – Present Draft Plan, public comments (April)
- **Submit Draft Plan** – review of draft plan by MEMA & FEMA (April)
- **Town Adoption of Final Plan** – Select Board vote to adopt the final plan
- **FEMA Approval** – the Town will receive a letter approving the plan for 5 years

After FEMA approval of the plan, Millis will be eligible for FEMA grants for hazard mitigation projects

We want to hear from you: please take our *brief* survey!

We are interested in:

1. What hazards you are most concerned about
2. How hazards have impacted you
3. What mitigation actions you would like the
Town to consider

Please visit mapc.ma/MillisSurvey

Or scan this QR code:



Thank You!

Questions and Comments may be sent to:

Robert Weiss, LEED AP

Economic Development & Planning Director

Energy Manager

rweiss@millisma.gov

and/or

Martin Pillsbury

MAPC Environmental Director

MillisResilience@mapc.org



24-011

Lighting Efficiency Upgrade Approval Library



TOWN OF MILLIS

TO: Select Board

FROM: Michael Guzinski, Town Administrator

A handwritten signature in blue ink, appearing to be "Michael Guzinski", is written over the "FROM:" line.

DATE: January, 18, 2024

RE: Approve Contract with Prism - Lighting Efficiency Upgrade at the Library

Greetings,

Attached you will find the proposed agreement with Prism Energy Services for the installation of a new lighting system at the Library which will improve the efficiency and effectiveness of the system. These funds were recently approved at the Fall Annual Town Meeting. We have done a great deal of work with Prism in the past and we're confident that they will successfully complete this project within budget and in a timely manner.

I am recommending that the Board approve this agreement.

Please let me know if you have any questions regarding this important matter.

Thank you.



Energy Cost Savings Proposal

Lighting Efficiency Upgrade

Prepared on January 12, 2024 for:

Millis Public Library Millis, MA



Prism Energy Services
A Division of Environ Energy, LLC
1150 Hancock Street, 4th Floor, Quincy, MA 02169
Wendy Simmons: 617-328-9896 x 114

Table Of Contents

Energy Efficiency Project Summary	Page 3
Project Scope	Page 4
Installation Agreement	Page 7

Lighting Efficiency Upgrade Project Summary

Millis Public Library, 961 Main St

Prepared on January 12, 2024

Total Project Cost	\$95,059
Utility Incentive	\$2,520
Total Customer Investment	\$92,539
Annual Savings	\$1,714
Annual Return on Investment	2%

Estimated Project Cost Analysis

Total Project Cost	Utility Incentive	Total Customer Investment
\$95,059	\$2,520	\$92,539

Estimated Cost Savings Analysis

Existing Annual Lighting Costs	Annual Savings	Annual Lighting Cost Reduction
\$6,261	\$1,714	27%

Estimated Energy Savings Analysis

Demand Savings	Electrical Savings
3.23 kW	9,210 kWh

Estimated Financial Benefits

Annual ROI
2%

(617) 328-9896



The information contained in this proposal is disclosed in confidence to the individual(s) identified within.
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Lighting Efficiency Upgrade Project Scope

Millis Public Library, 961 Main St

Prepared on January 12, 2024

Fixtures/Retrofits

Line No.	Existing Condition	Total Existing Quantity	Proposed Measure	Total Proposed Quantity
1	11W LED 4.5" I.D 5.75" O.D. Recessed Can, 3500K	7	19W LED 4" I.D. 5.5" O.D. Recessed Can, 3500K w/ Integral Control	7
2	11W LED 5.5" I.D 7" O.D. Recessed Can, 3500K	8	19W LED 6" I.D. 7.5" O.D. Recessed Can, 3500K w/ Integrated Controls	8
3	11W LED 5.75" I.D. 7" O.D. Recessed Can, 3500K	12	19W LED 6" I.D. 7.5" O.D. Recessed Can, 3500K w/ Integrated Controls	12
4	11W LED 5.5" I.D 7" O.D. Recessed Can, 3500K w/ EBB	10	19W LED 6" I.D. 7.5" O.D. Recessed Can, 3500K w/ Integrated Controls & EBB	10
5	1L2' 17WT8/ELIG 2' Task Light Surface Mount Strip, 3500K	23	1L2' 8W LED T8 Relamp/New LED Driver, 3500K	23
6	1L3' 25W T8/ELIG 3' Narrow Surface Mount Strip, 3500K	2	1L3' 10W LED T8 Relamp/New LED Driver, 3500K	2
7	1L3' 21W T5/ELIG Narrow Recessed Strip, 3500K	4	1L3' 13W LED T5HE Relamp/New LED Driver, 3500K	4
8	1L4' 25W T8EE/ELEE 4' Narrow Surface Mount Strip, 3500K	10	1L4' 12W LED T8 Relamp/New LED Driver, 3500K	10
9	1L4' 25W T8EE/ELEE 4' Narrow Surface Mount Strip, 3500K w/ EBB	2	1L4' 12W LED T8 Relamp/New LED Driver, 3500K w/ EBB	2
10	1L4' 28W T5/ELIG Narrow Recessed Strip, 3500K	11	1L4' 15W LED T5HE Relamp/New LED Driver, 3500K	11
11	1L4' 28W T5/ELIG 4' Narrow Recessed Strip, 3500K	1	1L4' 15W LED T5HE Relamp/New LED Driver, 3500K	1
12	2L4' 28W T5/ELIG 4' 50/50 Cable Mount Direct/Indirect, 3500K Double Switched	1	1L4' 15W LED T5HE Relamp/New LED Driver, 3500K	2
13	2L4' 25W T8EE/ELEE 2X4 Prismatic Recessed Troffer, 3500K	5	23W LED 2X4 Volumetric Recessed Troffer, 3500K	5
14	2L4' 25W T8EE/ELEE 4' Standard Surface Mount Strip, 3500K w/ EBB	2	25W LED 4' Standard Surface Mount Wrap, 4000K w/ EBB & Integral Control	2
15	2L4' 25W T8EE/ELEE 4' Standard Surface Mount Strip, 3500K w/ Wire Guard	1	25W LED 4' Standard Surface Mount Wrap, 4000K w/ Integral Control	1
16	2L3' 21W T5/ELIG Narrow Recessed Strip, 3500K	1	2L3' 13W LED T5HE Relamp/New LED Driver, 3500K	1



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Fixtures/Retrofits

17	2L4' 28W T5/ELIG Narrow Recessed Strip, 3500K	16	2L4' 15W LED T5HE Relamp/New LED Driver, 3500K	16
18	2L4' 28W T5/ELIG 4' 50/50 Cable Mount Direct/Indirect, 3500K	18	2L4' 15W LED T5HE Relamp/New LED Driver, 3500K	18
19	2L4' 28W T5/ELIG 8' 50/50 Cable Mount Direct/Indirect, 3500K	7	2L4' 15W LED T5HE Relamp/New LED Driver, 3500K	7
20	4L4' 28W T5/ELIG 8' 50/50 Cable Mount Direct/Indirect, 3500K Double Switched	3	2L4' 15W LED T5HE Relamp/New LED Driver, 3500K	6
21	2L4' 28W T5/ELIG Narrow Recessed Strip, 3500K w/ EBB	4	2L4' 15W LED T5HE Relamp/New LED Driver, 3500K w/ EBB	4
22	2L4' 28W T5/ELIG 4' 50/50 Cable Mount Direct/Indirect, 3500K w/ EBB	2	2L4' 15W LED T5HE Relamp/New LED Driver, 3500K w/ EBB	2
23	2L4' 25W T8EE/ELEE 2X4 Prismatic Recessed Troffer, 3500K	1	31W LED 2X4 Volumetric Recessed Troffer, 4000K w/ Integral Control	1
24	3L4' 25W T8EE/ELEE 50/50 Cable Mount Direct/Indirect, 3500K w/ EBB	34	3L4' 12W LED T8 Relamp/New LED Driver, 3500K	34
25	3L4' 25W T8EE/ELEE 50/50 Cable Mount Direct/Indirect, 3500K w/ EBB	2	3L4' 12W LED T8 Relamp/New LED Driver, 3500K w/ EBB	2
26	2L4' 31W T8/NP 1 5/8" Cable Mount Cylinder, 3500K	16	45W LED Cable Mount Cylinder, 3500K	8
Total Existing		203	Total Proposed	199

No Change (Not Included in Scope)

Line No.	Existing Condition	Total Existing Quantity	Proposed Measure	Total Proposed Quantity
1	11W LED 5.5" I.D 7" O.D. Recessed Can, 3500K	9	No Change - Already EE	9
2	11W LED 5.5" I.D 7" O.D. Recessed Can, 3500K w/ EBB	5	No Change - Already EE	5
3	11W LED 5.75" I.D. 7" O.D. Recessed Can, 3500K	23	No Change - Already EE	23
4	13W LED PAR38 - 40° Screw-In Lamp, 3000K	12	No Change - Already EE	12
5	22W LED Cable Mount Decorative, 3500K	10	No Change - Already EE	10
6	65W LED Flood Style Wall Mount Wallpack, 5000K w/ Integral Control	7	No Change - Already EE	7
7	11W LED 4.5" I.D 5.75" O.D. Recessed Can, 3500K	8	No Change - Completed on Prior Scope	8
Total Fixtures Not Included In Scope		74		74



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Controls

Line No.	Location	Control Description	Total Control Quantity
1	MEETING ROOM 109 - DI/IND	Ceiling - Mounted Wireless Occ Sensor	2
2	PARKING LOT ENTRANCE VESTIBULE 101	Ceiling - Mounted Wireless Occ Sensor	1
3	CIRCULATION DESK 116 - ROW 1	Ceiling - Mounted Wireless Occ Sensor	2
4	ADULT READING 115	Ceiling - Mounted Wireless Occ Sensor	1
5	A.V. 129 - ROW 1	Ceiling - Mounted Wireless Occ Sensor	1
6	ADULT READING & COMPUTERS 137	Ceiling - Mounted Wireless Occ Sensor	2
7	PUBLIC STACKS 136	Ceiling - Mounted Wireless Occ Sensor	4
8	PUBLIC STACKS 136 - CYLINDERS	Ceiling - Mounted Wireless Occ Sensor	1
9	MAIN ST. ENTRANCE VESTIBULE 135	Ceiling - Mounted Wireless Occ Sensor	1
10	QUIET READING 134	Ceiling - Mounted Wireless Occ Sensor	1
11	STAFF HALLWAY	Ceiling - Mounted Wireless Occ Sensor	1
12	BOOK DROP 103	Integral - nLight Air	1
13	SPRINKLER 130	Integral - nLight Air	1
14	ELECTRICAL 125	Integral - nLight Air	1
15	LAN CLOSET 124	Integral - nLight Air	1
16	EXTERIOR	Remote PE - PE	2
17	MEETING ROOM 109/CIRCULATION DESK/PUBLIC STACKS	Wireless Dimmer Control	5

Total Proposed Control Quantity 28



Initial Here for Acceptance _____

(617) 328-9896

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

Job No.
EMU 1136

INSTALLATION AGREEMENT

Total Cost	\$95,059.00
Total Incentive	\$2,520.00
Total Customer Investment	\$92,539.00

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, lift fees, regulated waste disposal, permits, and taxes (as applicable)
- 4 Due to new and changing tariffs imposed on some products, pricing is subject to change prior to material ordering
- 5 Prism reserves the right to substitute equal or better fixtures for those proposed
- 6 Proposal assumes project is exempt from Massachusetts State Sales Tax.
- 7 No ceiling grid work included in scope: customer responsible for any ceiling tile replacements
- 8 No patching or painting included in scope
- 9 Emergency backup drivers included in proposal only as specified
- 10 Proposal assumes secure on-site storage area to be provided by customer
- 11 Proposal assumes disposal of non-regulated project debris in owner's dumpster (a dumpster can be provided at additional cost)
- 12 Scope changes may result in changes to your incentive
- 13 Work not included in original proposal will be approved by the customer prior to being performed
- 14 Customer is responsible to provide unobstructed and timely access to all installation areas
- 15 Prism offers a 1 year warranty for labor and materials. Additional warranty on materials may be offered through the manufacturer.
- 16 LEDs may not be compatible with all existing dimming systems or occupancy sensors
- 17 Unless specified, no 480V fixtures are included in scope
- 18 Final invoice is due upon receipt

Prepared on:	January 12, 2024
Proposal firm through	February 11, 2024

Please authorize work for: Millis Public Library by signing below

Authorized Signature Date

(617) 328-9896



24-012

Board/Committee Liaison Updates

24-013

Draft Minutes

**SELECT BOARD
MEETING MINUTES
Wednesday December 20, 2023
Veterans Memorial Building Room 229
900 Main Street, Millis, MA 02054**

Chair Schultze called the meeting to order at 2:15pm.

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

Announcements

12/31 Millis Comedy Show will be held at Niagara Coffee House at 7:30pm. Tickets are sold on Eventbrite or at the door.

The Board thanked the Fire Department, Police Department, Department of Public Works, Town Administration, and our State Representatives for all their hard work during the Storm on 12/18/23.

Fire Chief Barrett reviewed the damage from the storm on 12/18. He stated there was an unprecedented 94% power outages throughout the Town, and 86 emergency calls. He expressed concern and frustration with communication with Eversource, and noted specific changes he will suggest to the L.E.P.C. (Local Emergency Planning Council).

Town Administrator Mike Guzinski reviewed a letter from Governor Healy's office which states that as part of the "Fari Share Amendment" the Town has been award \$152,428.00 for road improvements.

23-244 Appointments

- *Part-Time Public Safety Dispatchers*
Sel. Rosenfeld made a motion that the Board ratifies the Town Administrators appointment of Steven Smith, Nicholas Alizio, and Emma Slade as part-time public safety dispatchers pending successful physical and drug screening. Sel. Underhill seconded the motion. Sel. Schultze polled the Board and the motion passed unanimously.
- *Temporary Public Health Nurse*
Sel. Rosenfeld made a motion that the Board ratifies the Town Administrators appointment of Anne McManus as a temporary public health nurse for up to 10 hours per week through March 15, 2024, to cover a temporary leave of absence. Sel. Underhill seconded the motion. Sel. Schultze polled the Board and the motion passed unanimously.

23-245 Discuss Potential Locations for Millis Housing Authority Expansion

The Board continues the discussion about a request made by the Millis Housing Authority for the town to provide land and then the housing authority will build and maintain the development. The Board questioned the process of how to get land transferred, Town Administrator Mike Guzinski answered this will have to be approved at a Town Meeting and the timeline will be based on the state. Sel. Rosenfeld reviewed the current Town owned land and the Board agreed the two best potential lands are the Braun property and Cassidy Fam. Cassidy Farm is a large piece of land with a lot of wetlands, and the Braun property is a large property with a potential river bifurcating it. The Board would like to figure out the cost to have preliminary delineation for both properties to take the next steps of getting community input. The Board agrees to bring Candace Avery from the Millis Housing Authority back to further explain the need for more affordable units.

23-246 Review & Approval of 2024 Select Board Licenses

Sel. Rosenfeld made a motion to approve the renewal of an all-alcohol license for calendar year 2024 for Tangerini's Farm subject to, final inspection of the premises to include the temporary tent structure by the building official and fire chief, and subject to the execution of an annual memorandum of understanding with the Town which demonstrates compliance with an agricultural exemption as specified in said MOU, Sel. Underhill seconded the motion. Sel. Schultze polled the Board and the motion passed unanimously.

Sel. Rosenfeld made a motion that the Board, acting as the Local Licensing Authority approves all 2024 Common Victualler, Alcohol, Entertainment, Bowling Alley, Junk/Metals Dealer, Pool Table, Retail Marijuana, Skeet and Trap Shooting, Class II and Class III license renewals listed on the document presented at this meeting. Sel. Underhill seconded the motion. Sel. Schultze polled the Board and the motion passed unanimously. (see list below)

LICENSE TYPE	NAME	DBA
Alcohol on Premises - Wine & Malt	Jiu Xing, Inc.	Lilac House Restaurant
Alcohol on Premises -Wine & Malt	Ryan Family Amusements, Inc.	Ryan Family Amusements
Alcohol Pkg Store - Wine and Malt	132 Exchange Street, Inc.	Richdale Food Shop
Alcohol Pkg Store - Wine and Malt	Main Street Mobil, Inc.	Main Street Mobil
Alcohol Pkg Store - Wine and Malt	Namaste Convenience, Inc.	Namaste
All Alcohol -Package Store	Kiara, LLC	One Stop Liquors
All Alcohol -Package Store	Millis Pkg Store Corp	Harkeys
All Alcohol -Package Store	Swami Ne Sang Corp.	Liquor World
All Alcohol -Veterans Club	AM Vets Post 495 Millis, MA, Inc.	AM Vets
All Alcohol-Restaurant	AvaLena's	AvaLena's
All Alcohol-Restaurant	Barrett & Johnson Enterprises, Inc.	Victory Lane Bar and Grill
All Alcohol-Restaurant	Napper Tandys Millis, Inc	Napper Tandys
All Alcohol-Restaurant	Primavera, Inc.	Primavera Ristorante
All Alcohol-Restaurant	Tangerini's Spring Street Farm, Inc.	Tangerini's Spring Street Farm
Automatic Amusement	AM Vets Post 495 Millis, MA, Inc.	AM Vets
Automatic Amusement	Barrett & Johnson Enterprises, Inc.	Victory Lane Bar and Grill
Automatic Amusement (37)	Ryan Family Amusements, Inc.	Ryan Family Amusements
Bowling Alley (22)	Ryan Family Amusements, Inc.	Ryan Family Amusements
Class II	Export Auto of Millis	Export Auto of Millis
Class II	Foreign Car Repair	Foreign Car Repair
Class II	NEAS, LLC	New England Auto Salvage
Class II	R & R Auto Repair, Inc.	R & R Auto Repair
Class II	Robert & Ellen Santos	Bob's Auto Body
Class III	Farm Street Auto Sales	Farm Street Auto Sales
Class III	Millis Used Auto Parts, Inc.	Millis Used Auto Parts, Inc
Class III	NEAS, LLC	New England Auto Salvage
Class III	W.T. Holmes Transportation Co., Inc.	W.T. Holmes Transportation Co., Inc.
Common Victualler	AJRK, Inc.	Millis House of Pizza
Common Victualler	AvaLena's	AvaLena's
Common Victualler	Barrett & Johnson Enterprises, Inc.	Victory Lane Bar and Grill
Common Victualler	Big Beef, Inc.	Big Beef
Common Victualler	Black Cow Ice Cream	Black Cow Ice Cream
Common Victualler	Country Kitchen Donuts & Muffins, Inc.	Country Kitchen Donuts & Muffins
Common Victualler	Elkarma, Inc.	Marinho's Pizza
Common Victualler	Jiu Xing, Inc.	Lilac House Restaurant
Common Victualler	Millis Donuts, Inc.	Dunkin Donuts

Common Victualler	Millis Fitness, Inc.	Encompass Fitness
Common Victualler	Napper Tandys Millis, Inc	Napper Tandys
Common Victualler	Pathways Center, Inc.	Nirvana Tea House & Café
Common Victualler	Primavera, Inc.	Primavera Ristorante
Common Victualler	Roche Brothers Supermarket	Roche Brothers Supermarket
Common Victualler	Romaya, LLC	Luca's Italian Deli
Common Victualler	Saigon Restaurant	Saigon Restaurant
Common Victualler	Sellia Group, LLC	McDonald's
Common Victualler	St. George & St. Mary, Inc.	Louie's Pizzeria
Common Victualler	Stacked Enterprises, LLC	Stack'd Sandwich & Slice Co.
Common Victualler	Tangerini's Spring Street Farm, Inc.	Tangerini's Spring Street Farm
Common Victualler	Thes Pizza, Inc.	Kravings Pizza & Ice Cream
Common Victualler	Twist Bakery & Café, Inc.	Twist Bakery & Café
Entertainment	AM Vets Post 495 Millis, MA, Inc.	AM Vets
Entertainment	AvaLena's	AvaLena's
Entertainment	Barrett & Johnson Enterprises, Inc.	Victory Lane Bar and Grill
Entertainment	Big Beef, Inc.	Big Beef
Entertainment	Country Kitchen Donuts & Muffins, Inc.	Country Kitchen Donuts & Muffins
Entertainment	Millis Donuts, Inc.	Dunkin Donuts
Entertainment	Millis Fitness, Inc.	Encompass Fitness
Entertainment	Napper Tandys Millis, Inc	Napper Tandys
Entertainment	Primavera, Inc.	Primavera Ristorante
Entertainment	Ryan Family Amusements, Inc.	Ryan Family Amusements
Entertainment	Stacked Enterprises, LLC	Stack'd Sandwich & Slice Co.
Entertainment	Tangerini's Spring Street Farm, Inc.	Tangerini's Spring Street Farm
Entertainment	Thes Pizza, Inc.	Kravings Pizza & Ice Cream
Junk/Metals Dealer	Bethany House Ministries, Inc.	Bethany House Hope Chest
Junk/Metals Dealer	Millis Used Auto Parts, Inc.	Millis Used Auto Parts, Inc
Pool Table	AM Vets Post 495 Millis, MA, Inc.	AM Vets
Retail Marijuana	Commcan, Inc	CommCan
Skeet & Trap Shooting	Fin Fur & Feather Club	Fin Fur & Feather Club

23-247 Review & Approval of Common Victualler License – Calirito's Burrito Grill

Sel. Rosenfeld made motion that the Board acting as the Local Licensing authority approve a Common Victualler License effective January 1st, 2024, for Cali-rito's Mexican Grill, LLC DBA Cali-rito's Burritos Grill located at 929 Main Street pending sign permit from the building permit. Sel. Underhill seconded the motion. Sel. Schultze polled the Board and the motion passed unanimously.

23-248 Approve Contract for Comprehensive HR Review to Collins Center/UMass Boston

Sel. Rosenfeld made a motion to approve the professional service agreement between the Town of Millis and the Edward J. Collins Jr. Center for Public Management of UMass Boston for a comprehensive human resources review including shared services with the school for an all-inclusive fee of \$45,000 to be paid through a community compact grant and authorize the Town Administrator to sign on the Towns behalf. Sel. Underhill seconded the motion. Sel. Schultze polled the Board and the motion passed unanimously.

23-249 Vote to Approve Extended Hours at Victory Lane for New Years's Eve

Sel. Rosenfeld made a motion to approve the request from Kerri Barrett, owner of Victory Lane, to extend the closing time on New Year's Eve to 1:00am. Sel. Underhill seconded the motion. Sel. Schultze polled the Board and the motion passed unanimously.

23-250 Vote to Support Study of Regional Services with the Town of Medway

Sel. Rosenfeld made a motion to approve the Board vote to authorize the Town Administrator to work with the Town of Medway to research potential regional services. Sel. Underhill seconded the motion. Sel. Schultze polled the Board and the motion passed unanimously.

23-251 Ratification of MA Coalition of Police Local 171 Integrated Contract

Sel. Rosenfeld made a motion to approve the signing of the fully integrated agreement between the Town of Millis and the MA Coalition of Police Local 71 from July 1, 2022, through June 30, 2025. Sel. Underhill seconded the motion. Sel. Schultze polled the Board and the motion passed unanimously.

23-252 Board/Committee Liaison Updates

Sel. Rosenfeld attended the cemetery committee meeting where they discussed raising rates for certain things and potential rule changes. She also attended the School Committee Meeting where they raised their rates 3% for preschool, full day kindergarten, and extended day. She attended the Enterprise Advisory committee where they discussed two hookups at the Glen. She attends the Community Preservation Committee where they discussed different maintenance that is done by some volunteers, and she thanks them for their hard work.

Sel. Underhill did not attend any meetings.

Sel. Schultze attended the Economic Development Committee where they discussed creating a chamber of commerce type of group to advocate for businesses.

23-253 Approval of DRAFT Minutes – 12/04/23

Sel. Rosenfeld made a motion to approve the Draft Meeting Minutes for 12/04/2023 as written. Sel. Underhill seconded the motion. Sel. Schultze polled the Board and the motion passed unanimously.

23-254 Approval of Water/Sewer Commitment

Sel. Rosenfeld made a motion to approve the water/sewer commitment for November 2023 in the amount of \$1,306.62. Sel. Underhill seconded the motion. Sel. Schultze polled the Board and the motion passed unanimously.

Sel. Schultze made a motion to enter Executive Session at 3:50pm to discuss strategy with respect to collective bargaining if an open meeting may have a detrimental effect on the government's bargaining position (Police Union & Dispatchers Union), only emerging to adjourn. Sel. Rosenfeld seconded the motion. Sel. Schultze polled the Board and the motion passed unanimously.

Respectfully Submitted by Victoria Schindler

**SELECT BOARD
MEETING MINUTES
Monday, January 8, 2024
Veterans Memorial Building Room 229
900 Main Street, Millis, MA 02054**

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

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

Announcements

The Board thanks the DPW for all their effort cleaning up from the storm.

Sel. Underhill will be holding an office hour in room 206 on Tuesday January 9th from 11:00am- 12:00pm.

The Board is still working with the Finance Committee and the School Committee to sure up a date for the Tri-Board meeting. They are aiming for a date in February in hope they will have some preliminary numbers.

24-001 Hearing: Special Permit Application for 1480-1486 Main Street

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

Sel. Rosenfeld made a motion that the hearing be continued to January 22nd, 2024, at 7:10pm. Sel. Underhill seconded the motion. Sel. Schultze polled the Board and the motion passed unanimously.

24-002 Discuss Request for Building and Wiring Permits Refunds – Freedom Forever, LLC

Building Inspector Mike Giampietro discussed the refund permit fees for 2 wiring permits and two building permits due to the homeowners not moving forward with the projects. They are based on the cost of construction. He recommends \$150-\$160/ permit.

Sel. Rosenfeld made a motion that the Board grant a refund for the \$40 inspection fee for two wiring permits and two building permits for a total refund of \$160 to Freedom Forever, LLC, due to the homeowners not moving forward with solar projects at 52 Dover Road and 75 Bullard Lane. Sel. Underhill seconded the motion. Sel. Schultze polled the Board and the motion passed unanimously.

24-003 Award Contract for Designer Services for MHS Building Project – Tappe Architects

Diane Jurmain, Chair of the Permanent Building Committee gave a brief project update. She states that Vertex will be the project managers. They then went out to bid for a designer, Tappe Architects won the bid, and she is asking the Board to review and decide to move forward.

Sel. Rosenfeld made a motion that the Board award the contract for designer services for the Middle/High School building project to Tappe Architects, Inc., at an amount of \$535,000 for basic services and \$173,910 for preliminary extra services associated with feasibility/schematic design for a total contract amount of not to exceed \$708,910.

24-004 Board/Committee Liaison Updates

The Board members have no updates except that Sel. Underhill is on the Community Preservation Committee and Sel. Rosenfeld is not.

24-005 Ratification of MOA for MA Coalition of Policeman Local 171 – Light Duty

Sel. Rosenfeld made a motion that the Board vote to ratify the Memorandum of Agreement between the MA Coalition of Police, Local 171 and the Town of Millis for Light Duty as written. Sel. Underhill seconded the motion. Sel. Schultze polled the Board and the motion passed unanimously.

24-006 Approval of DRAFT Minutes

No minutes to approve.

24-007 Approval of Water/Sewer Commitments

Sel. Rosenfeld made a motion that the Board approve the water/sewer commitment for December 2023 for an amount of \$1,574.21. Sel. Underhill seconded the motion. Sel. Schultze polled the Board and the motion passed unanimously.

Sel. Schultze made a motion to adjourn at 7:36pm. Sel. Rosenfeld seconded the motion. Sel. Schultze polled the Board and the motion passed unanimously.

Respectfully Submitted by Victoria Schindler

DRAFT