



# TOWN OF MILLIS

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

## OFFICE OF THE SELECT BOARD

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

Michael J. Guzinski  
Town Administrator  
[mguzinski@millisma.gov](mailto:mguzinski@millisma.gov)

Karen Bouret DeMarzo  
Assistant Town Administrator  
[kbouret@millisma.gov](mailto:kbouret@millisma.gov)

### SELECT BOARD MEETING AGENDA MONDAY, JANUARY 23, 2023; 7:00 PM VETERANS MEMORIAL BUILDING ROOM 229

	Topic	Time	Speaker
I.	Call to Order	7:00 PM	Chair Underhill
II.	Announcements <ul style="list-style-type: none"><li>1/31 Public Forum Town-Owned Properties</li></ul>		
III.	Scheduled Appointments & Hearings		
23-011	Acceptance of Gift from Millis Soccer Club - AED	7:00 PM	Millis Soccer
23-012	Appointment of Temporary Payroll Administrator	7:05 PM	M. Guzinski
23-013	Approval of Millis Beautification Day	7:10 PM	Sel. Underhill
23-014	Hearing Continuation: 1178 Main Street Stormwater & Land Disturbance	7:15 PM	D. Merrikin
23-015	Hickory Hills Street Acceptance	7:20 PM	M. Guzinski D. Merrikin
IV.	Open Session Items		
23-016	Discuss/Approve Sewer Policy		Sel. Underhill
23-017	Establish Enterprise Advisory Committee Charter		Sel. Underhill
23-018	Review/Approve Integrated Security Contract for DPW Camera System		J. McKay
23-019	Review/Approve Geosphere Environmental Contract		J. McKay
23-020	Approval of Kennel License Application and Fee		K. Bouret
23-021	Board/Committee Liaison Updates		Sel. Underhill
23-022	Approval of Water/Sewer Commitment		M. Guzinski
23-023	Discuss Date for Spring Annual Town Meeting		M. Guzinski

## Announcements

# PUBLIC FORUM

## FOR CERTAIN TOWN-OWNED PROPERTIES

January 31, 2023 at 7:00 PM

Millis Public Library

The Millis Conservation Commission, in collaboration with students from the Conway School of Landscape Design, is hosting a public forum to hear community ideas regarding certain town-owned properties. We want your input on the future of fourteen (14) properties with an emphasis on the following five (5) open space and park parcels:

- **Waites Mill Park – Intersection of Myrtle and Pleasant Streets**
- **Village Street Walking Paths – 391 Village Street\***
- **Pleasant Meadow Park (Verderber Farm) – 72 Pleasant Street\***
- **Pleasant Street Park – Triangle bordered by Pleasant, Village & Dyer Streets**
- **Richardson Pond – Curve Street**

*What would you like to see happen at these five open spaces?*

*How can we encourage greater use of these properties by residents?*

*How can these properties best serve the interests of the Town?*

This is an important opportunity to help shape the future of Millis's open spaces and to take part in determining how best to use these properties to benefit our community.

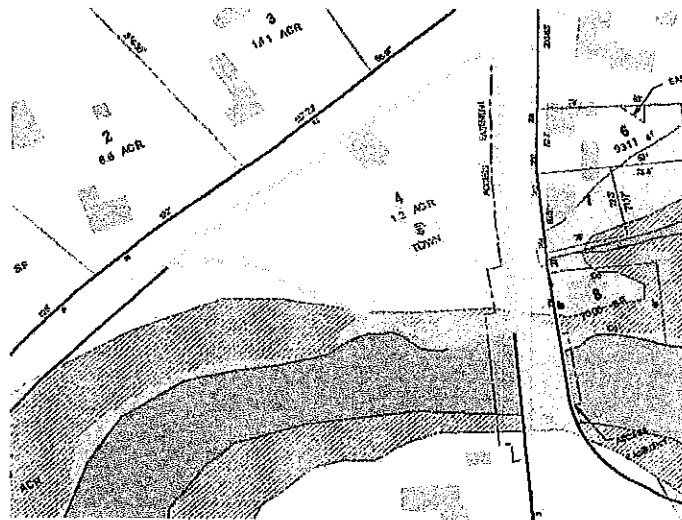
\*These two properties are restricted to "passive recreation," which excludes ball fields and playgrounds.

# Waites Mill Park

## 63 Myrtle Street

This is the home of the old Rockville Fire station #2. The fire station sits on 1.2 acres of land with a swing set, benches, grills, and steps leading down to the Charles River. The Fire Department maintains the building which is used for storage and the DPW maintains the grounds.

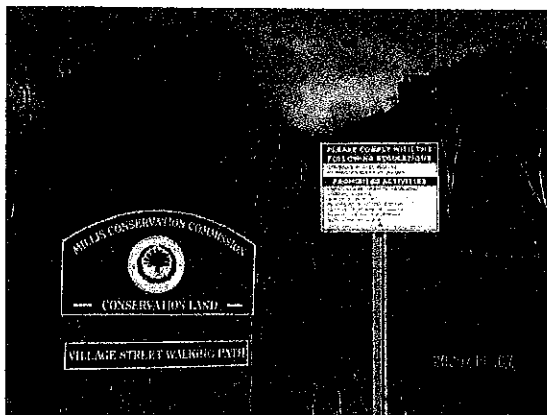
It was acquired in 1920 from American Felt and at one time housed a grist mill. There is parking on Pleasant Street and on Myrtle Street.



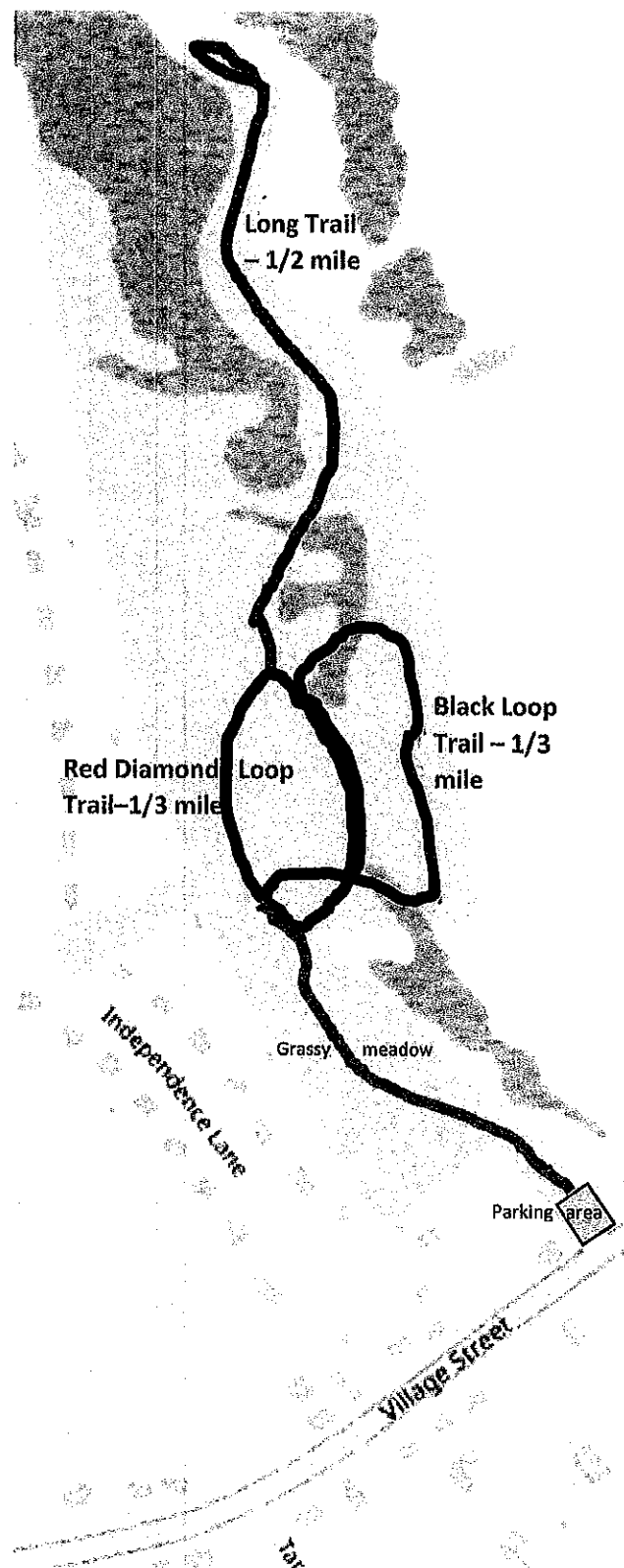
**Welcome to the  
Conservation Commission Property**

**Located at 391 Village  
Street:**

**Village Street  
Walking Path**

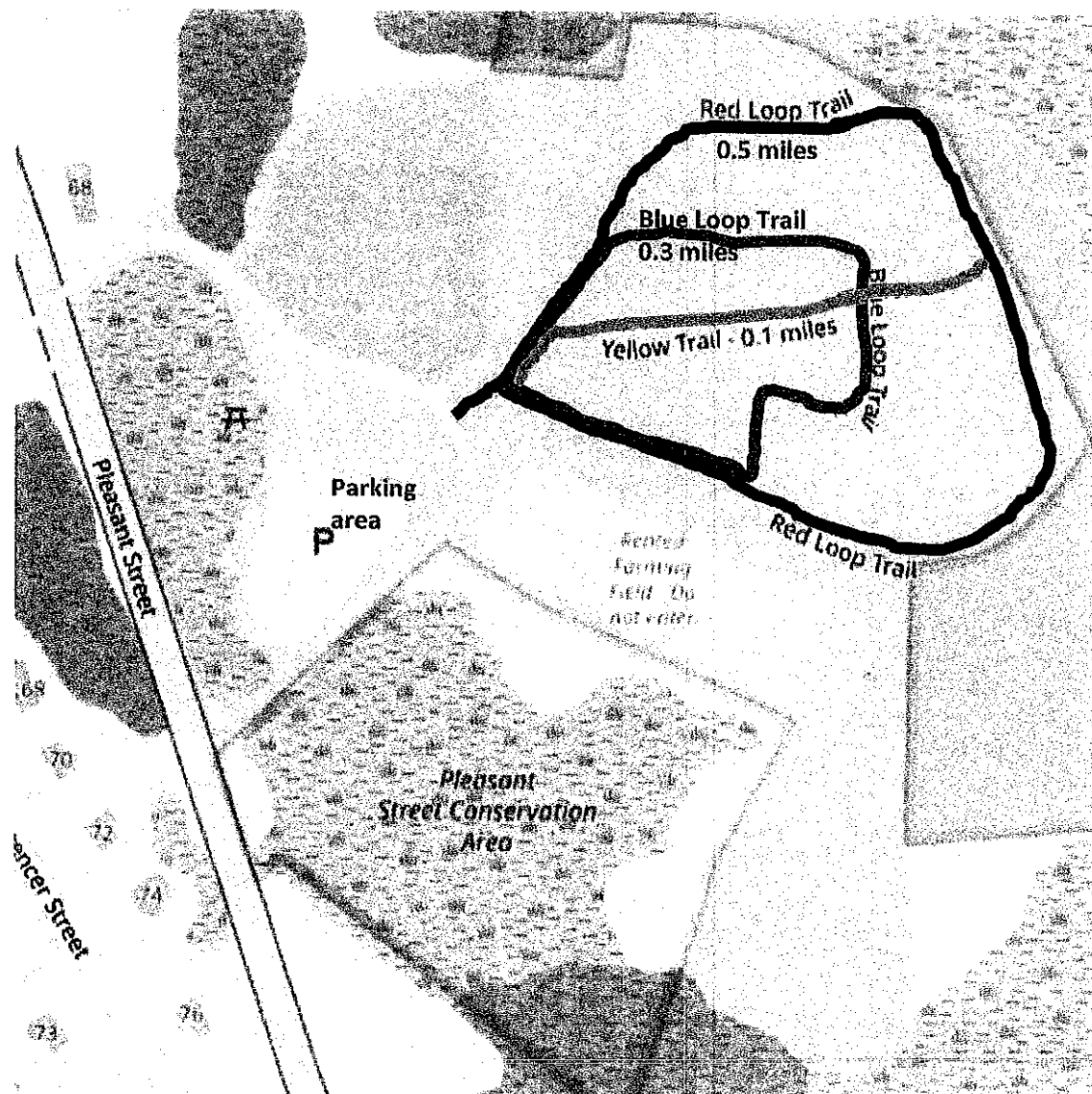


**This 35-acre property features an open grassy meadow leading to a wooded area containing walking trails. The third of a mile Red Diamond Loop Trail follows a former cross country ski path. For a more challenging walk, the third of a mile Black Loop Trail has some steep portions. The half mile Long Trail is a one-way path through marshy woodlands. A granite stone marker indicates the end of the property and the return point.**



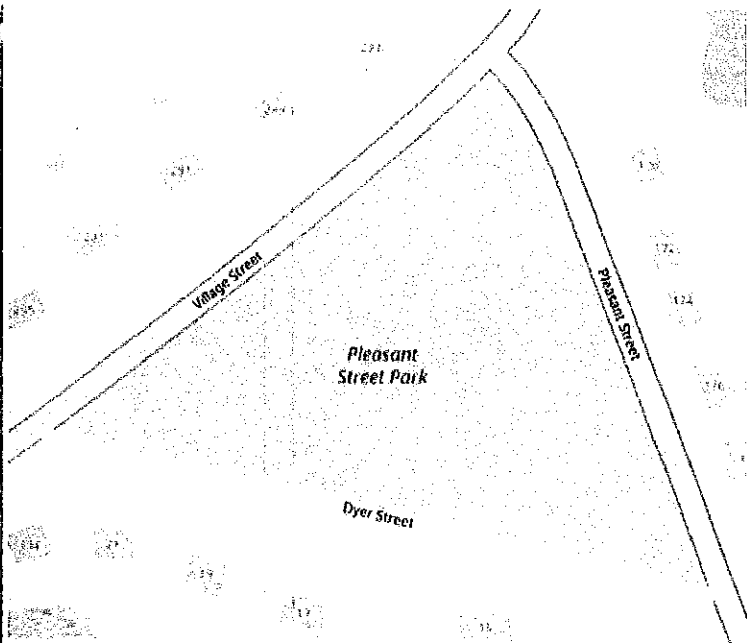
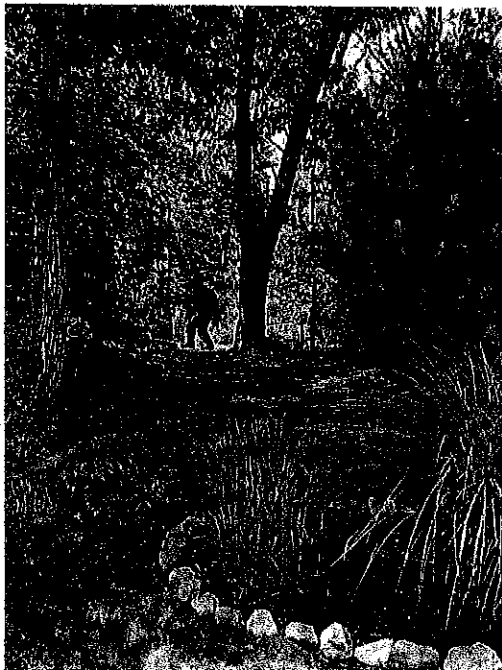
**Welcome to the  
Conservation Commission Property  
Located at 72 Pleasant Street:  
Pleasant Meadows Farm  
Aka VerDerber Farm**

**This 37 acre property is a popular location for joggers and bird watchers alike. It features a wooded upland with walking trails, an open grassy meadow, and wetlands. The walking trails include the half mile red trail, which circles the woodland, the third of a mile blue trail for a quicker walk through the woods, and a 0.1 mile yellow trail that heads to the top of the hill in the center of the property. The Pleasant Meadows Farm property is open daily for residents to enjoy sunrise to sunset.**



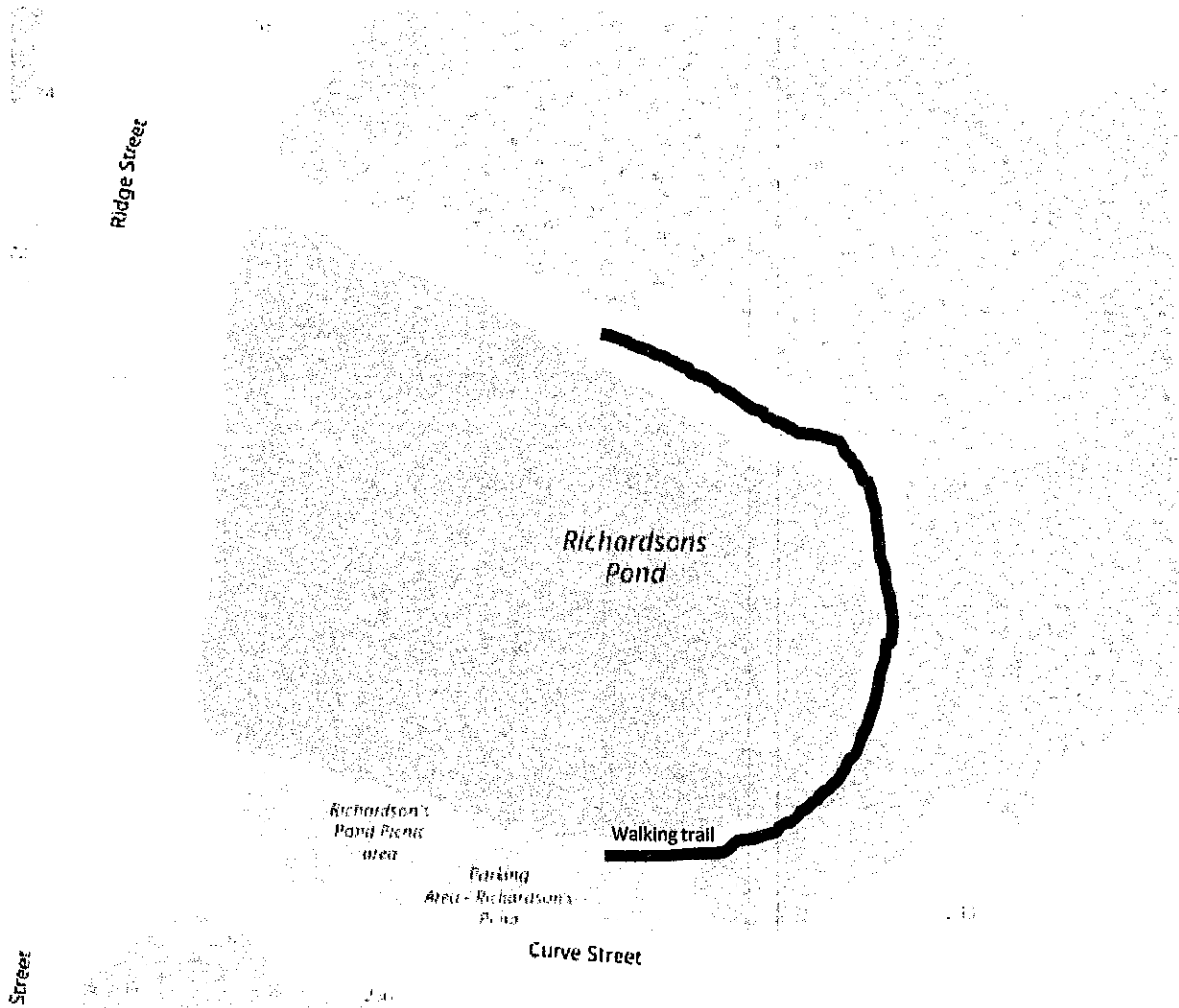
**Welcome to the  
Conservation Commission Property  
Located at 290 Village Street:  
Pleasant Street Park**

**The four-acre triangle where Village, Pleasant and Dyer Streets meet, is home to a small patch of conservation land. While there is no designated parking and only a short trail entering from the Village Street side, this little wooded patch offers the chance to catch a glimpse of Millis' own sasquatch.**



**Welcome to the  
Conservation Commission Property  
Located at 235 Curve Street:  
Richardson's Pond**

**This small pond has a short walking trail extending half way around, leading to an overlook to the grassy marsh located on the far side of the property. This area is home to many species of ducks and the occasional heron can be spotted amid the wetland and pond flowers. The front area of the pond has a small picnic area and a large gravel parking area.**





23-011

Acceptance of Gift from Millis Soccer Club - AED

## Karen Bouret DeMarzo

---

**From:** Chief Rick Barrett  
**Sent:** Wednesday, January 18, 2023 8:36 AM  
**To:** Douglas Coutts  
**Cc:** John McAvoy; Erin T. Underhill; Karen Bouret DeMarzo; Sue McAvoy; Mike Guzinski  
**Subject:** Re: AED

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Doug,

I recieved a quote for the AED, Outdoor Cabinet and a stand and the price has gone up dramatically....

AED-\$1,465

Case-\$523

Stand-\$999

Total-\$2,987

As for safety signal monitoring i am working with them on the other outdoor aed and i am trying to get a deal (free) if possible. Let me know if you want to proceed? also there is a back order for aed's but should have it before soccer season begins.

Richard Barrett, CFO  
Fire Chief/EMD  
885 Main St.  
Millis, Ma 02054  
Phone: 508-376-2361  
Fax: 508-376-4339



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**From:** Douglas Coutts <dcoutts@meditech.com>  
**Sent:** Tuesday, January 17, 2023 1:52 PM  
**To:** Chief Rick Barrett <rbarrett@millisma.gov>  
**Cc:** John McAvoy <jmavoy@millisma.gov>; Erin T. Underhill <etunderhill@millisma.gov>; Karen Bouret DeMarzo <Karen.Bouret.DeMarzo@millisma.gov>; Sue McAvoy <smcavoy@millisma.gov>; Mike Guzinski <mguzinski@millisma.gov>  
**Subject:** Re: AED

**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.

Hi All,

The Millis Youth Soccer Board feels strongly that this would be a great asset and benefit the entire community and are willing to cover the entire cost. Keep me advised as to what the next steps are, thank you,  
Doug Coutts

On Sat, Jan 14, 2023 at 10:54 AM Chief Rick Barrett <[rbarrett@millisma.gov](mailto:rbarrett@millisma.gov)> wrote:

John,

Once the equipment is purchased and installed, the Fire Department would assume the responsibility for the equipment as it does for all other units throughout the town.

Richard Barrett, CFO  
Fire Chief/EMD  
885 Main St.  
Millis, Ma 02054  
Phone: 508-376-2361  
Fax: 508-376-4339



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**From:** John McAvoy <[jmcavoy@millisma.gov](mailto:jmcavoy@millisma.gov)>  
**Sent:** Friday, January 13, 2023 2:42 PM  
**To:** Erin T. Underhill <[etunderhill@millisma.gov](mailto:etunderhill@millisma.gov)>; Karen Bouret DeMarzo <[Karen.Bouret.DeMarzo@millisma.gov](mailto:Karen.Bouret.DeMarzo@millisma.gov)>; [dcoutts@meditech.com](mailto:dcoutts@meditech.com) <[dcoutts@meditech.com](mailto:dcoutts@meditech.com)>; Chief Rick Barrett <[rbarrett@millisma.gov](mailto:rbarrett@millisma.gov)>  
**Cc:** Sue McAvoy <[smcavoy@millisma.gov](mailto:smcavoy@millisma.gov)>; Mike Guzinski <[mguzinski@millisma.gov](mailto:mguzinski@millisma.gov)>  
**Subject:** Re: AED

After having Oak Grove Farm commission's questions answered, 1 being that this donation from Millis Soccer Club is to the town of Millis and not Oak Grove Farm. Our understanding is that OGF does not bear any financial and maintenance responsibility for the AED and OGFC's responsibility is to vote as such to allow the AED to be put on the property. We would need to take an in person vote on this. Our next meeting is not scheduled till early February after the selectmen's meeting. Is that going to be too late or will that work?

John

Get [Outlook for iOS](#)

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**From:** Erin T. Underhill <[etunderhill@millisma.gov](mailto:etunderhill@millisma.gov)>  
**Sent:** Friday, January 13, 2023 10:41:48 AM  
**To:** Karen Bouret DeMarzo <[Karen.Bouret.DeMarzo@millisma.gov](mailto:Karen.Bouret.DeMarzo@millisma.gov)>; [dcoutts@meditech.com](mailto:dcoutts@meditech.com) <[dcoutts@meditech.com](mailto:dcoutts@meditech.com)>; Chief Rick Barrett <[rbarrett@millisma.gov](mailto:rbarrett@millisma.gov)>  
**Cc:** Sue McAvoy <[smcavoy@millisma.gov](mailto:smcavoy@millisma.gov)>; John McAvoy <[jmcavoy@millisma.gov](mailto:jmcavoy@millisma.gov)>; Mike Guzinski <[mguzinski@millisma.gov](mailto:mguzinski@millisma.gov)>  
**Subject:** Re: AED

This is fantastic. Thanks to the Millis Soccer Club for the generous donation!

Yes let's add it to the agenda. Thanks!

Get Outlook for iOS

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**From:** Karen Bouret DeMarzo <Karen.Bouret.DeMarzo@millisma.gov>

**Sent:** Friday, January 13, 2023 10:16:28 AM

**To:** [dcoutts@meditech.com](mailto:dcoutts@meditech.com) <[dcoutts@meditech.com](mailto:dcoutts@meditech.com)>; Chief Rick Barrett <[rbarrett@millisma.gov](mailto:rbarrett@millisma.gov)>

**Cc:** Sue McAvoy <[smcavoy@millisma.gov](mailto:smcavoy@millisma.gov)>; John McAvoy <[jmcavoy@millisma.gov](mailto:jmcavoy@millisma.gov)>; Erin T. Underhill <[etunderhill@millisma.gov](mailto:etunderhill@millisma.gov)>; Mike Guzinski <[mguzinski@millisma.gov](mailto:mguzinski@millisma.gov)>

**Subject:** AED

Hi Doug and Chief Barrett,

This sounds like a great idea. I spoke with the McAvoy's yesterday and sent an email to town counsel regarding this proposal. I've cc'd Erin Underhill, Select Board Chair, on this email to see if she would like to add this to the Board's agenda on Monday, January 23 for review/approval.

Doug, please confirm the amount that the Soccer Club is planning to donate. Chief Barrett said all in, the device plus installation and adding an alarm, is estimated at \$2500. Chief if you could please provide actual quotes that would be great. Counsel does not see any legal issues as long as the Town agrees to maintain the AED moving forward under Fire/Rescue.

Sue and John please confirm that the OGF Commission is in favor of locating an AED on OGF property.

Thank you,  
Karen

*Karen Bouret DeMarzo*

Assistant Town Administrator  
Human Resources Manager

900 Main Street  
Millis, MA 02054  
508.376.7041

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Hi Sue,

Hope the start of 2023 has been well for you and yours. Wanted to touch base to see if you needed anything from me/Millis Youth Soccer. I believe we are meeting next Monday so I can give you a preview of how many teams we are looking at for this spring.

Also, we were wondering your thoughts of having an AED out there. I had reached out to Chief Barrett last spring as one of Anthony's classmates was doing a senior project to have one installed in an alarmed box at the tennis courts near the high school. At that time he told me it would be around \$1500/\$2000 and the Fire Department could add it to their list of AEDs they have around town (~26) that they manage. Given the incident that took place in the NFL game on Monday night there has been a renewed push by the Millis Youth Soccer Board and we would be willing to fund the project to have one out there. Let me know your thoughts, I'd be happy to gather more information, thanks,  
Doug

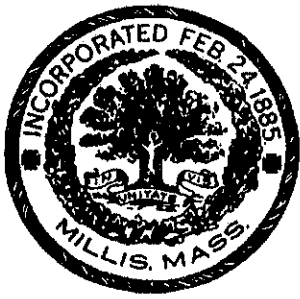
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23-012

Appointment of Temporary Payroll Administrator



# TOWN OF MILLIS

**TO:** Select Board

**CC:** Karen Bouret DeMarzo, Assistant Town Administrator

**FROM:** Michael Guzinski, Town Administrator

**DATE:** January 19, 2023

**RE: Appointment of Temporary Payroll Administrator**

Greetings,

As you may know, Debra Broe, our Payroll Administrator, is resigning effective January 31<sup>st</sup> in order to take a similar position in another community. This position handles our payroll for all town departments (including the Schools). Therefore it is critical that we appoint a temporary payroll administrator prior to January 31<sup>st</sup> in order to ensure the continuity of this critical function. I anticipate that this temporary role will be filled by a current employee within one of our departments. We advertised this position internally with a due date of Friday, January 20<sup>th</sup>. I will provide you with more information in regards to this on Monday.

We will be advertising for the permanent position next week in the hopes that we can fill the permanent role within the next 4-6 weeks.

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

Thank you.

23-013

Approval of Millis Beautification Day



23-014

Hearing Continuation: 1178 Main Street

Stormwater & Land Disturbance

23-015

Hickory Hills Street Acceptance

## Mike Guzinski

---

**From:** Jay Talerman <jay@mtclawyers.com>  
**Sent:** Thursday, January 19, 2023 11:43 AM  
**To:** Mike Guzinski  
**Cc:** Karen Bouret DeMarzo  
**Subject:** RE: Hickory Hills Street Acceptance

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I have reviewed the deed and approved it. To the extent that Jim is of the position that the infrastructure is complete, all you need to do is accept and sign the deed and then have the developer's counsel record it. A simple motion could be: "I move that the Board accept and execute the deed for the Hickory Hills roadways consistent with the Town Meeting's acceptance of such streets as public ways."

Yes. I will be there tomorrow and Saturday. See you then.

J



Jason R. Talerman  
Mead, Talerman & Costa, LLC  
730 Main Street · Suite 1F · Millis, Massachusetts · 02054  
Phone 774.993.5000

[jay@mtclawyers.com](mailto:jay@mtclawyers.com) · [www.mtclawyers.com](http://www.mtclawyers.com)

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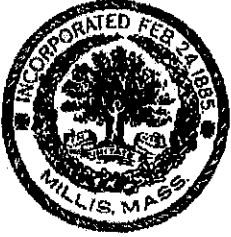
✉ Think before you print.

**From:** Mike Guzinski <mguzinski@millisma.gov>  
**Sent:** Thursday, January 19, 2023 11:29 AM  
**To:** Jay Talerman <jay@mtclawyers.com>  
**Cc:** Karen Bouret DeMarzo <Karen.Bouret.DeMarzo@millisma.gov>  
**Subject:** FW: Hickory Hills Street Acceptance

Hi Jay,

Do you believe that the SB have everything needed to properly accept the streets in the Hickory Hills Subdivision at their meeting on Monday? If so, could you possibly send me the language for a motion for the Select Board to accept the streets and file the paperwork with the County?

Are you going to be attending the conference/tradeshaw?



# TOWN OF MILLIS

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

## OFFICE OF THE PLANNING BOARD

900 Main Street • Millis, MA 02054

Phone: 508-376-7045

Fax: 508-376-7053

<https://www.millisma.gov/planning-board>

Camille Standley  
Administrative Assistant  
[cstandley@millisma.gov](mailto:cstandley@millisma.gov)

September 15, 2022

Ms. Erin Underhill, Chair  
Select Board  
Town of Millis  
900 Main Street  
Millis, MA 02054

Re: Hickory Hills Definitive Subdivision – Street Acceptance Recommendation  
Debrah Lane, Pearl Street and Teresa Drive

Dear Ms. Underhill:

At a scheduled meeting of the Millis Planning Board held on Tuesday, September 13, 2022, the Planning Board met with Mr. Daniel Merrikin, PE, of Legacy Engineering, representing the applicant, to discuss the completion status of the Hickory Hills subdivision.

On a motion made by Mr. Richard Nichols, seconded by Ms. Nicole Riley, it was unanimously voted to recommend to the Select Board that Debrah Lane be approved as a public way in the town of Millis.

On a motion made by Mr. Richard Nichols, seconded by Ms. Nicole Riley, it was unanimously voted to recommend to the Select Board that Pearl Street be approved as a public way in the town of Millis.

On a motion made by Mr. Richard Nichols, seconded by Ms. Nicole Riley, it was unanimously voted to recommend to the Select Board that Teresa Drive be approved as a public way in the town of Millis.

Voting on these motions was: Richard Nichols, Nicole Riley, and Joshua Guerrero.

Respectfully yours,

*Richard Nichols* (C)

Richard Nichols, Chair

Property Address: Pearl Street, Debrah Lane, & Teresa Drive, Millis, MA 02054

**QUITCLAIM DEED**

**Acorn of Millis, LLC**, a Massachusetts limited liability company, having an address of 9 Canton Street, Randolph, MA 02368

for consideration paid, and in full consideration of ONE and no/100 DOLLARS (\$1.00) PAID

grant to **The Town of Millis**, a Massachusetts municipal corporation for roadway purposes

of 900 Main Street, Millis, Massachusetts with *quitclaim covenants*

The land in Millis, Norfolk County, Massachusetts being all of the roadways of the Hickory Hills Subdivision, which subdivision is shown on a plan entitled, "Hickory Hills Defintive Subdivision Plan, February 6, 2014," prepared by Merrikin Engineering, LLP, last revised on July 22, 2014 and recorded with the Norfolk County Registry of Deeds in Plan Book 633, Pages 75-78 inclusive. Said roadways being Pearl Street, Debrah Lane, and Teresa Drive and more particularly described in the legal description attached hereto as Exhibit A, which is incorporated herein by reference.

This is not a conveyance of all or substantially all of the Massachusetts assets of a company that has elected to be taxed as a corporation and is made in the ordinary course of business.

This is a conveyance in the ordinary course of business and is not in contravention of the filed Certificate of Organization for the Limited Liability Company, as it may be amended. Neither this instrument nor any other record at the Registry of Deeds discloses anything indicating this conveyance is in contravention of the laws of the Commonwealth of Massachusetts and the grantor limited liability company appears from the records of the Commonwealth of Massachusetts Office of the Secretary of State to exist.

The Town of Millis did vote at its Fall Annual Town Meeting held on November 10, 2022 per Article 20 of the Town Meeting Warrant to accept Pearl Street, Debrah Lane, and Teresa Drive as public ways in accordance with M.G.L. c. 82, s. 23.

For Grantor's title see the deeds recorded in the Norfolk County Registry of Deeds in Book 32543, Pages 200 and 204.

*{signature page follows}*

Executed as a sealed instrument this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

**Acorn of Millis, LLC**

By: \_\_\_\_\_  
Robert Fox, its Manager

*Commonwealth of Massachusetts*

Norfolk, ss.

On this \_\_\_\_\_ day of \_\_\_\_\_, 2023, before me, the undersigned notary public, personally appeared Robert Fox, Manager as aforesaid, proved to me through satisfactory evidence of identification, which was his driver's license, to be the person(s) whose name is signed on the preceding or attached document, and acknowledged to me that he signed it voluntarily for its stated purpose on behalf of Acorn of Millis, LLC.

\_\_\_\_\_  
Notary Public:  
My Comm. Exp.:

IN WITNESS WHEREOF we have hereunto set our hands and seals this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

**Town of Millis Select Board**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Commonwealth of Massachusetts*

Norfolk, ss.

On this \_\_\_\_\_ day of \_\_\_\_\_, 2023, before me, the undersigned notary public, personally appeared Erin Underhill being the Chairperson of the Town of Millis Select Board as aforesaid, proved to me through satisfactory evidence of identification, which was his/her driver's license, to be the person whose name is signed on the preceding or attached document, and acknowledged to me that he/she signed it voluntarily for its stated purpose on behalf of the Town of Millis Select Board.

\_\_\_\_\_  
Notary Public:  
My Comm. Exp.:

**EXHIBIT A**  
**LEGAL DESCRIPTION**

**PEARL STREET**

Beginning at a point on the westerly sideline of Acorn Street, said point being a stone bound 316.48 feet north of a point of curvature on the westerly sideline of Acorn Street, thence;

Running along a curve to the right with a radius of 25.00 feet, for a distance of 39.27 feet to a stone bound at a point of tangency, thence;

Running S 81°-55'-40" W, for a distance of 261.89 feet, to a stone bound at a point of curvature thence;

Running along a curve to the right with a radius of 2,975.00 feet, for a distance of 218.92 feet to point of tangency, thence;

Running S 86°-08'-38" W, for a distance of 108.00 feet, to a stone bound at a point of curvature, thence;

Running along a curve to the left with a radius of 325.00 feet, for a distance of 280.96 feet to a stone bound at a point of tangency, thence;

Running S 36°-36'-45" W, for a distance of 193.00 feet, to a stone bound at a point of curvature, thence;

Running along a curve to the left with a radius of 425.00 feet, for a distance of 272.20 feet to a stone bound at a point of tangency, thence;

Running S 00°-05'-03" E, for a distance of 109.30 feet, to a stone bound at a point of curvature, thence;

Running along a curve to the right with a radius of 60.00 feet, for a distance of 48.00 feet to a stone bound at a point of reverse curvature, thence;

Running along a curve to the left with a radius of 62.00 feet, for a distance of 293.98 feet to a stone bound at a point of reverse curvature, thence;

Running along a curve to the right with a radius of 60.00 feet, for a distance of 48.00 feet to a stone bound at a point of tangency, thence;



Running N 00°-05'-03" W, for a distance of 109.30 feet, to a point of curvature thence;

Running along a curve to the right with a radius of 375.00 feet, for a distance of 240.18 feet to a point of tangency, thence;

Running N 36°-36'-45" E, for a distance of 193.00 feet, to a stone bound at point of curvature thence;

Running along a curve to the right with a radius of 275.00 feet, for a distance of 237.73 feet to a stone bound at a point of tangency, thence;

Running N 86°-08'-38" E, for a distance of 108.00 feet, to a stone bound at point of curvature thence;

Running along a curve to the left with a radius of 3,025.00 feet, for a distance of 222.59 feet to a stone bound at a point of tangency, thence;

Running N 81°-55'-40" E, for a distance of 261.89 feet, to a stone bound at point of curvature thence;

Running along a curve to the right with a radius of 25.00 feet, for a distance of 39.27 feet to a stone bound at a point of tangency on the westerly sideline of Acorn Street, thence;

Turning and running N 08°-04'-20" W, for a distance of 100.00 feet, along the westerly sideline of Acorn Street to a stone bound at point of beginning.

Meaning and intending to describe the roadway known as Pearl Street, which is shown on a plan entitled "Pearl Street Street Acceptance Plan of Land in Millis, MA," prepared by Colonial Engineering, Inc., dated August 18, 2022 with a latest revision date of December 27, 2022, recorded herewith at the Norfolk County Registry of Deeds.

*{the remainder of this page has been intentionally left blank}*

## DEBRAH LANE

Beginning at a point on the westerly sideline of Acorn Street, said point being a stone bound 123.38 feet south of a stone bound on the westerly sideline of Acorn Street, thence;

Running along a curve to the right with a radius of 25.00 feet, for a distance of 39.27 feet to a stone bound at a point of tangency, thence;

Running N 89°-27'-30" W, for a distance of 370.00 feet, to a stone bound at a point of curvature thence;

Running along a curve to the right with a radius of 475.00 feet, for a distance of 279.46 feet to point of tangency, thence;

Running N 55°-44'-58" W, for a distance of 366.78 feet, to a stone bound at a point of curvature, thence;

Running along a curve to the right with a radius of 13.00 feet, for a distance of 20.96 feet to a stone bound at a point of tangency on the easterly sideline of Pearl Street, thence;

Turning and running S 36°-36'-45" W, for a distance of 24.57 feet, along the easterly sideline of Pearl Street to a point of curvature, thence;

Running along a curve to the left with a radius of 375.00 feet, for a distance of 53.37 feet, to a stone bound at a point along the easterly side of Pearl Street, thence;

Turning and running along a curve to the right with a radius of 13.00 feet for a distance of 21.73 feet to a stone bound at a point of tangency, thence;

Running S 55°-44'-58" E, for a distance of 366.26 feet, to a stone bound at a point of curvature thence;

Running along a curve to the left with a radius of 525.00 feet, for a distance of 308.87 feet to a stone bound at a point of tangency, thence;

Running S 89°-27'-30" E, for a distance of 370.00 feet, to a drill hole at point of curvature thence;

Running along a curve to the right with a radius of 25.00 feet, for a distance of 39.27 feet to a stone bound at a point of tangency along the westerly side of Acorn Street, thence;

Turning and running N 00°-32'-30" E, for a distance of 100.00 feet, along the westerly sideline of Acorn Street to a stone bound at point of beginning.

Meaning and intending to describe the roadway known as Debrah Lane, which is shown on a plan entitled "Debrah Lane Street Acceptance Plan of Land in Millis, MA," prepared by Colonial Engineering, Inc., dated August 18, 2022 with a latest revision date of December 27, 2022, recorded herewith at the Norfolk County Registry of Deeds.

*{the remainder of this page has been intentionally left blank}*

## TERESA DRIVE

Beginning at a point on the northerly sideline of Pearl Street, said point being a stone bound 77.55 feet east of a stone bound on the northerly sideline of Pearl Street, thence;

Running along a curve to the left with a radius of 13.00 feet, for a distance of 20.45 feet to a stone bound at a point of tangency, thence;

Running N 04°-00'-08" W, for a distance of 200.91 feet, to a stone bound at a point of curvature thence;

Running along a curve to the right with a radius of 525.00 feet, for a distance of 118.21 feet to a stone bound at a point of tangency, thence;

Running N 08°-53'-56" E, for a distance of 15.90 feet, to a stone bound at a point of curvature, thence;

Running along a curve to the left with a radius of 60.00 feet, for a distance of 48.00 feet to a rebar at a point of reverse curvature, thence;

Running along a curve to the right with a radius of 62.00 feet, for a distance of 293.98 feet to a stone bound at a point of reverse curvature, thence;

Running along a curve to the left with a radius of 60.00 feet, for a distance of 48.00 feet to a stone bound at a point of tangency, thence;

Running S 08°-53'-56" W, for a distance of 15.90 feet, to a stone bound at a point of curvature, thence;

Running along a curve to the left with a radius of 475.00 feet, for a distance of 106.95 feet to a stone bound at a point of tangency, thence;

Running S 04°-00'-08" E, for a distance of 200.76 feet, to stone bound at a point of curvature thence;

Running along a curve to the left with a radius of 13.00 feet, for a distance of 20.59 feet to a stone bound at a point of tangency on the northerly sideline of Pearl Street, thence;

Turning and running along a curve to the right with a radius of 2,975.00 feet, for a distance of 45.75 feet along the northerly sideline of Pearl Street to a point of tangency, thence;

Running S 86°-08'-38" W, for a distance of 30.45 feet, along the northerly sideline of Pearl Street to a stone bound at point of beginning.

Meaning and intending to describe the roadway known as Teresa Drive, which is shown on a plan entitled "Teresa Drive Street Acceptance Plan of Land in Millis, MA," prepared by Colonial Engineering, Inc., dated August 18, 2022 with a latest revision date of December 27, 2022, recorded herewith at the Norfolk County Registry of Deeds.



[dan@legacy-ce.com](mailto:dan@legacy-ce.com)  
508-376-8883(o)  
508-868-8353(c)  
730 Main Street  
Suite 2C  
Millis, MA 02054

January 19, 2023

Planning Board  
Town Offices  
900 Main Street  
Millis, MA 02054

Ref: Hickory Hills Subdivision  
As-Built

Dear Members of the Board:

I am writing to respond to comments from the BETA dated September 12, 2022. Please find enclosed the following;

- A revised as-built plan;
- A letter dated December 19, 2014 summarizing prior document recording;
- A copy of an email from the DPW dated September 13, 2022; and
- A 2014 11x17 plan depicting all roads and lots.

We offer the following responses to BETA's comments for the Board's consideration:

#### **CONDITIONS**

*A1. Comment: As described in the Sewer Extension Permit issued by the Select Board and the O&M Plan, there are 2-inch low pressure sewer sections stubs in Debrah Lane to Acorn and Pearl Street to Acorn and the 4-inch forcemain from the sewer pump station to Farm Street shown on the as-built that are to be maintained by the Homeowner's Association. These facilities are not part of the street acceptance and should be noted as such on the as-builts for clarity in regard to maintenance/ownership of these low pressure sewer pipes.*

**Response:** The requested notation has been added to the as-built plans.

*A2. Comment: Provide confirmation from Town Counsel that all easement plans and legal documents affecting the subdivision have been reviewed and found acceptable by Town Counsel and that all such documents have been finalized and recorded. These would include but not be limited to the easement areas listed in the O&M plan.*



**Response:** The applicant worked closely with prior Town Counsel (KP Law) to review, approve, and record all the associated subdivision documents, including the Homeowner's Association (which includes the O&M plan) and the easement deeds to the Town covering all roads and utility easements. The recording information for those documents is included in the attached December 19, 2014 letter. Given that the Town has a different Town Counsel presently, there is no way to obtain confirmation from KP Law.

*A3. Comment: Provide confirmation from Town Counsel and DPW that O&M documents and bond/escrow account requirements and access easements for sewer and stormwater infrastructure is in place and adequate.*

**Response:** Easement deeds were granted to the Town in 2014 as indicated on the attached letter. All required funds were provided to the Town previously. The Planning Board has a record of all those fund submissions.

*A4. Comment: Confirm approval and acceptance by DPW for work associated with the drainage improvements in Farm Street and Acorn Streets.*

**Response:** See attached email dated September 13, 2022.

*A5. Comment: Utility "tie cards" or ties on the as-built plans are to be included with the as-built plans for the roadways. Ties are not shown on the roadway as-builts. Add ties to as-builts or provide tie cards acceptable to DPW.*

**Response:** Utility ties have been added to the as-built plans on sheets AB-10 & AB-11.

## ADMINISTRATION

*B1. Comment: Video of all sewer lines have been provided to DPW and have been found by DPW to be acceptable.*

**Response:** No comment required.

*B2. Comment: Provide video of all drain lines with 45 days from street acceptance to DPW for review and acceptance.*

**Response:** The video has been provided to DPW and they have reviewed it. Two items of debris were found in structures/piping, and we have provided DPW with a letter confirming that the Applicant will remove the debris by this spring.



*B3. Comment: Confirm 11x17 Lot plans have been submitted to the DPW and Building Inspector at a suitable scale to show proposed lot designations and roadways.*

**Response:** The attached 11x17 plan was provided to the Town in 2014 depicting all roads and lot numbers and addresses.

*B4. Comment: The Street Acceptance Plan does not include utility and stormwater easements associated with the infrastructure of the streets proposed for acceptance. The easements are depicted on the as-built plan. Add easements to the street acceptance plans or confirm that they are not required for the Town to properly accept the streets.*

**Response:** The easements are not depicted on the final street acceptance plans, as they are not part of the street deeds to the Town. All easements were granted to the Town in 2014 via a separate easement deed as referenced in the attached letter. For clarity, sheet AB-12 has been added to the as-built plans showing all off-road easements in the subdivision.

#### **AS-BUILT**

*C1. Comment: Infiltration Basin #2 (between Debrah and Pear Streets) was constructed with the upper tiers basin floor inverts each 1 foot lower in elevation than proposed. The weir elevations were also built 1 foot lower which maintains the design ponding depth. Based on the Stormwater Report it was identified that seasonal high groundwater (SHGW) elevation at this basin ran parallel with the existing ground surface about 2.1-2.6 feet below grade. In order to construct this basin, fill material was proposed to be added between existing grade and the proposed bottom of basin to provide an unsaturated 2.5-4.5 feet to SHGW. The design elevation for the weirs in each basin tier allowed for a maximum of 6 inches of ponding and a mounding analysis was provided concluding that peak mounding would not have any substantive impact on the infiltration and the basin would drain within the required maximum 72 hours. The as-built condition of the basin floors maintains the design depth of ponding of 6 inches but with one foot less separation to SHGW. There have been no performance issues identified or reported related to this basin over the past few years.*

**Response:** No response needed.

*C2. Comment: Infiltration Basin #3 (end of Teresa Drive) was constructed with the top three tiers basin floor inverts between 2 and 5 inches lower in elevation than specified. In addition, Basin #3 upper tier weir height is 6 inches above the proposed elevation. In order to construct this basin, fill material was needed to be added between existing grade and the proposed bottom of basin. Based on the Stormwater Report it was identified that seasonal high groundwater (SHGW) elevation at this basin ran parallel with the existing ground surface about 2 feet below grade. The design elevation for the weirs in each basin tier allowed for a maximum of 6 inches of ponding and a mounding analysis was provided concluding that peak mounding would not*





*have any substantive impact on the infiltration and the basin would drain within the required maximum 72 hours (approximately 6 hours as designed). The as-built condition of the basin floors creates a greater depth of ponding of up to 9 inches, therefore it may be anticipated that it will take longer for the basin to empty than designed. There have been no performance issues identified or reported related to this basin over the past few years.*

**Response:** It is our opinion that this basin operates appropriately in the asbuilt condition.

*C3. Comment: Outlet weir elevations are not called out on the as-built. Based on the letter provided by Legacy Engineering these outlet headwalls are being slightly modified to match the design dimensions and updated as-builts will be provided. BETA visited the site on 9/9/22 and observed form work in place to raise outlet weir walls at the three basins with concrete poured for Basin #1 and #2 structures and Basin #3 outlet weir wall with forms in place. Rebar and dowel holes were observed with form work at Basin #3 structure. Provide details for outlet weir wall modifications.*

**Response:** Outlet headwall configurations have been modified to be per plan and the asbuilt updated accordingly. Note that the basin 1 headwall still needs a slight modification, which will be done in the next few days.

*C4. Comment: Basin #1 (end of Pearl Street) inlet pipe invert is shown on the as-built 6 inches below the basin floor elevation (approved plan shows that pipe invert matches basin floor elevation). This condition can cause future maintenance and capacity issues – the pipe invert should be raised to be at or above basin floor elevation.*

**Response:** The bottom of Basin 1 is actually a few inches lower than the design elevation and is at the same elevation as the inlet pipe invert.

*C5. Comment: The stormwater swales are not shown on the plan view of the as-built. They are integral to the drainage system design and therefore should be included along with associated rip-rap at pipe outlets to swales.*

**Response:** The existing plan views on the as-built plans have been extended to show the swales in their entirety, along with the associated grading, rip-rap, and pipes.

*C6. Comment: Two sedimentation markers set in each basin with clear marking of the 2-inch accumulation line are called for on the proposed plans. These markers are not identified on the as-builts and were not observed in the basins.*

**Response:** The sedimentation markers have been added to the basins and their locations are marked on the as-built plans on sheets AB-4 & AB-6. Basins 1 and 2 only had one marker installed. The developer will install a second marker in each basin.



*C7. Comment: CB STA 8+40 on the east side Pearl St is a single CB where a double catch basin was proposed.*

**Response:** It is our view that the asbuilt condition is adequate, and that it would be unnecessarily disruptive to cut out the pavement to install a double grate.

*C8. Comment: During previous Bond Reduction discussions four bound locations were identified where concrete bonds could not be installed for various reasons. The as-built indicated SB/dh at these locations. Where stone bounds could not be installed should be indicated as alternative locations/bound markers or removed from the as-built.*

**Response:** The plans have been corrected to show the installed bound markers.

#### EXISTING CONDITIONS

*1. Comment: BETA's site visit on 9/9/22 was approximately 48 hours after the significant 3"+ rainfall earlier in the week. Basin #2 and #3 were observed to be dry indicating they are functioning and able to fully drain as designed within 72 hours. Basin #1 was observed with approximately 2" of standing water covering more than half of the basin floor. This basin has historically been observed with a few inches of standing water however it has been observed with grass cover and not wetland type vegetation. BETA Acorn Place Construction reports in January 2020 and March 2020 observed the basin filled with silt laden stormwater from construction at Acorn Place. This basin takes flow from Hickory Hills subdivision as well as Acorn Place. BETA recommends the Board discuss with the current and future owners options for continued monitoring and potential mitigation to ensure long-term function of the basin and that standing water does not become a problem. It should be confirmed whether the Hickory Hills Homeowners Association is taking full responsibility for operation and maintenance of this Basin or if it will be share by Acorn Place Homeowner's association.*

**Response:** Basin 1 is owned and operated by the Hickory Hills Homeowner's association. We have observed this basin over time and do not believe there is a substantial issue with its operation. There is no indication that sediment has impeded its operation. The Homeowner's association will continue to maintain it per the O&M plan. While the bottom of the basin is slightly lower than the design called for, this provides additional treatment and infiltration than originally intended.

*2. Comment: On the as-built the surveyor notated on one of the sewer manholes in an easement area "could not open" – This should be explained and confirmed whether there is a deficiency that needs to be rectified to make the structures are accessible for future maintenance. BETA witnessed at least two sewer manholes in the easement area between Teresa and Pearl Streets that were overgrown with grass.*



[dan@legacy-ce.com](mailto:dan@legacy-ce.com)  
508-376-8883(o)  
508-868-8353(c)  
730 Main Street  
Suite 2C  
Millis, MA 02054

**Response:** The sewer manhole has been opened, and the inverts have been added to sheet AB-8.

3. *Comment: Drainage easement and facilities require maintenance including vegetation removal, mowing & sediment removal in various locations including the following:*
- a. *Sediment and vegetation observed at the pipe inlet and forebay of Basin-1*
  - b. *Several trees have grown within the rip swale leading from Basin-3 to the culvert crossing on Acorn St as well as within Basin-3*
  - c. *Swale between Pearl St and Basin-3 is overgrown with cat tails and other vegetation and the FES at the beginning of the same swale is approximately 12" below the vegetation where the invert should be at or above the swale floor.*
  - d. *Swale between Deborah St and Pearl St and from Basin-2 is overgrown with cat tails and other vegetation.*
  - e. *Lawn clippings and a Christmas tree were observed dumped outside the gate of a back yard fence into the swale downstream of Basin-2.*

**Response:** It is our understanding that the Homeowner's Association has undertaken some of this work, but the developer is following up on any remaining items.

Do not hesitate to contact me should you have any questions or comments.

Yours Truly,

LEGACY ENGINEERING LLC

Digitally signed by Daniel J.  
Merrikin, P.E.  
Date: 2023.01.19 13:11:50 -05'00'

Daniel J. Merrikin, P.E.  
President

cc: File

# Merrikin Engineering, LLP

*Consulting Engineers*

730 MAIN STREET  
SUITE 2C

MILLIS, MA 02054

TELEPHONE (508) 376-8883  
FAX (508) 376-8823

December 19, 2014

Board of Selectmen  
Planning Board  
Conservation Commission  
Board of Health  
900 Main Street  
Town Offices  
Millis, MA 02054

Ref: Hickory Hills Definitive Subdivision  
Recording Information

Dear Members of the Board:

Please note that many of the legal documents approved through the course of the permitting process have been recorded as follows:

- ✓ Homeowners Association Declaration:
  - Book 32766, Page 143
- ✓ Drainage & utility Easement Deed: Giampietro to Town & Acorn of Millis:
  - Book 32766, Page 240
- ✓ Drainage & utility Easement Deed (over offsite Parcel 1): Acorn of Millis to Town:
  - Book 32766, Page 245
- ✓ Easement Deed (various subdivision easements): Acorn of Millis to Town:
  - Book 32766, Page 250
- ✓ Sewer Easement Deed: Acorn of Millis to Giampietro:
  - Book 32766, Page 291

So that you will have all of the recording information on one page, the following is the recording information for the various permitting documents (which we reported to you in our letter dated September 18, 2014):

- ✓ Endorsed Subdivision Plans: Plan Book 633, Page 75
- ✓ Planning Board Subdivision Decision: Book 32543, Page 227
- ✓ Planning Board Covenant: Book 32551, Page 506
- ✓ Order of Conditions: Book 32543, Page 245
- ✓ Stormwater/Land Disturbance Permit: Book 32543, Page 261
- ✓ Water Connection Permit: Book 32543, Page 269
- ✓ Sewer Extension Permit: Book 32543, Page 272

Town of Millis  
December 19, 2014  
Page 2 of 2

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

Sincerely,



Digitally signed by Daniel J.  
Merrikin, P.E.  
Date: 2014.12.19 10:29:30 -05'00'

Daniel J. Merrikin P.E.

cc: File  
Acorn of Millis, LLC



Daniel Merrikin <dan@merrikinengineering.com>

---

## Farm Street Sewer Extension

5 messages

---

Daniel Merrikin <dan@legacy-ce.com>  
To: Jim McKay <jmckay@millisma.gov>  
Cc: "Fox, Bob" <bobfoxden@gmail.com>

Tue, Sep 13, 2022 at 11:23 AM

Hi Jim,

BETA has asked for confirmation that the work on Farm Street associated with Hickory Hills (sewer extension and road reconstruction) was completed to the satisfaction of the DPW. This was completed in 2015 with on-site inspection by GCG.

Dan

Daniel J. Merrikin, P.E.  
President



Legacy Engineering LLC  
730 Main Street  
Suite 2C  
Millis, MA 02054

[www.legacy-ce.com](http://www.legacy-ce.com)

[dan@legacy-ce.com](mailto:dan@legacy-ce.com)  
508-376-8883(office)  
508-868-8353(cell)

---

Jim McKay <jmckay@millisma.gov>  
To: Daniel Merrikin <dan@legacy-ce.com>  
Cc: "Fox, Bob" <bobfoxden@gmail.com>

Tue, Sep 13, 2022 at 2:21 PM

Yes I will let them know we are okay with the work tonight

James F. McKay  
Director of Public Works  
900 Main Street  
Millis, MA 02054  
508-376-5424  
[jmckay@millisma.gov](mailto:jmckay@millisma.gov)

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**From:** Daniel Merrikin <dan@legacy-ce.com>  
**Sent:** Tuesday, September 13, 2022 11:24 AM  
**To:** Jim McKay <jmckay@millisma.gov>  
**Cc:** Fox, Bob <bobfoxden@gmail.com>  
**Subject:** Farm Street Sewer Extension

**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.

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**Daniel Merrikin** <dan@legacy-ce.com>  
To: Jim McKay <jmckay@millisma.gov>  
Cc: "Fox, Bob" <bobfoxden@gmail.com>

Tue, Sep 13, 2022 at 2:21 PM

Thank you

Dan

Daniel J. Merrikin, P.E.  
President



Legacy Engineering LLC  
730 Main Street  
Suite 2C  
Millis, MA 02054

[www.legacy-ce.com](http://www.legacy-ce.com)

[dan@legacy-ce.com](mailto:dan@legacy-ce.com)  
508-376-8883(office)  
508-868-8353(cell)

[Quoted text hidden]

---

**Daniel Merrikin** <dan@legacy-ce.com>  
To: Camille Standley <cstandley@millisma.gov>, Melissa Recos <MRecos@beta-inc.com>

Tue, Sep 13, 2022 at 2:23 PM

Hi Camille and Melissa,

Please see below as confirmation that the DPW agrees that the work on Farm Street associated with Hickory Hills has been completed to DPW's satisfaction. This was one of the items in Melissa's memo.

Thanks

Dan

Daniel J. Merrikin, P.E.  
President



Legacy Engineering LLC  
730 Main Street  
Suite 2C  
Millis, MA 02054

[www.legacy-ce.com](http://www.legacy-ce.com)

[dan@legacy-ce.com](mailto:dan@legacy-ce.com)  
508-376-8883(*office*)  
508-868-8353(*cell*)

[Quoted text hidden]

---

**Camille Standley** <[cstandley@millisma.gov](mailto:cstandley@millisma.gov)>  
To: Daniel Merrikin <[dan@legacy-ce.com](mailto:dan@legacy-ce.com)>, Melissa Recos <[MRecos@beta-inc.com](mailto:MRecos@beta-inc.com)>

Tue, Sep 13, 2022 at 2:24 PM

Thank you, Dan.

Camille

Camille Standley

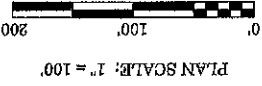
Town of Millis

Administrative Assistant

Planning Board/Conservation Comm/CPC

[Quoted text hidden]





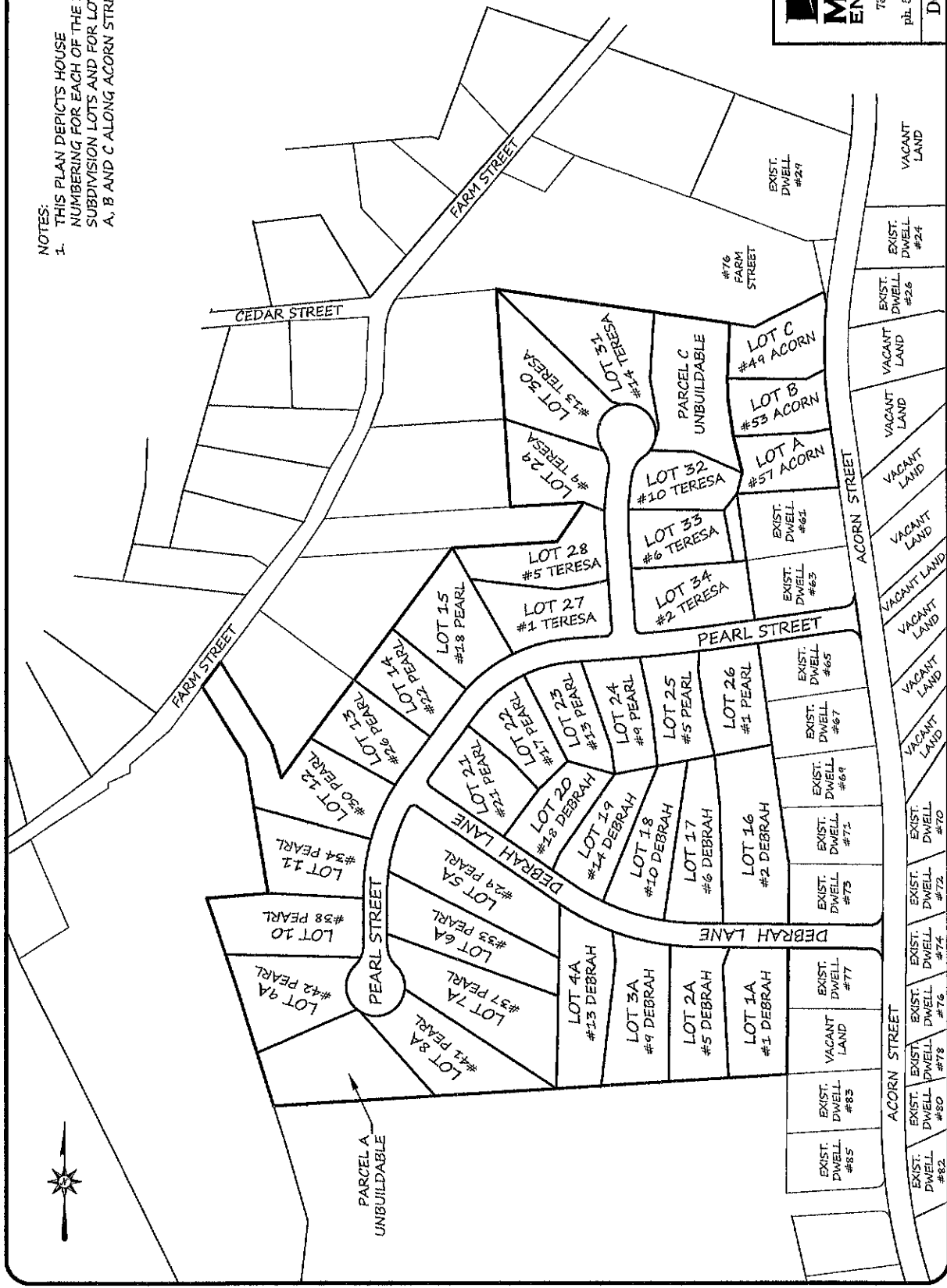
REVISION	DATE	BY

HICKORY HILLS  
 HOUSE NUMBERING  
 IN  
 MILLIS, MA

**MERRIKIN ENGINEERING, LLP**  
 730 MAIN STREET, SUITE 2C  
 MILLIS, MA 02054  
 ph. 508-376-8868 fax 508-376-8823

D69-01 SHEET 1 OF 1

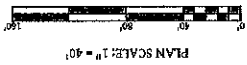
NOTES:  
 1. THIS PLAN DEPICTS HOUSE NUMBERING FOR EACH OF THE 34 SUBDIVISION LOTS AND FOR LOTS A, B AND C ALONG ACORN STREET.



PLAN DATE: AUGUST 31, 2014



Digitally signed by David J. O'Connell  
Date: 2022.07.18 14:55:13  
DN: cn=David J. O'Connell, o=David J. O'Connell



PLAN SCALE: 1" = 40'

NO.	DATE	BY	REVISION
1	08-18-2022	DM	REVISION PER TOWN COMMENTS

PLAN DATE: AUGUST 18, 2022

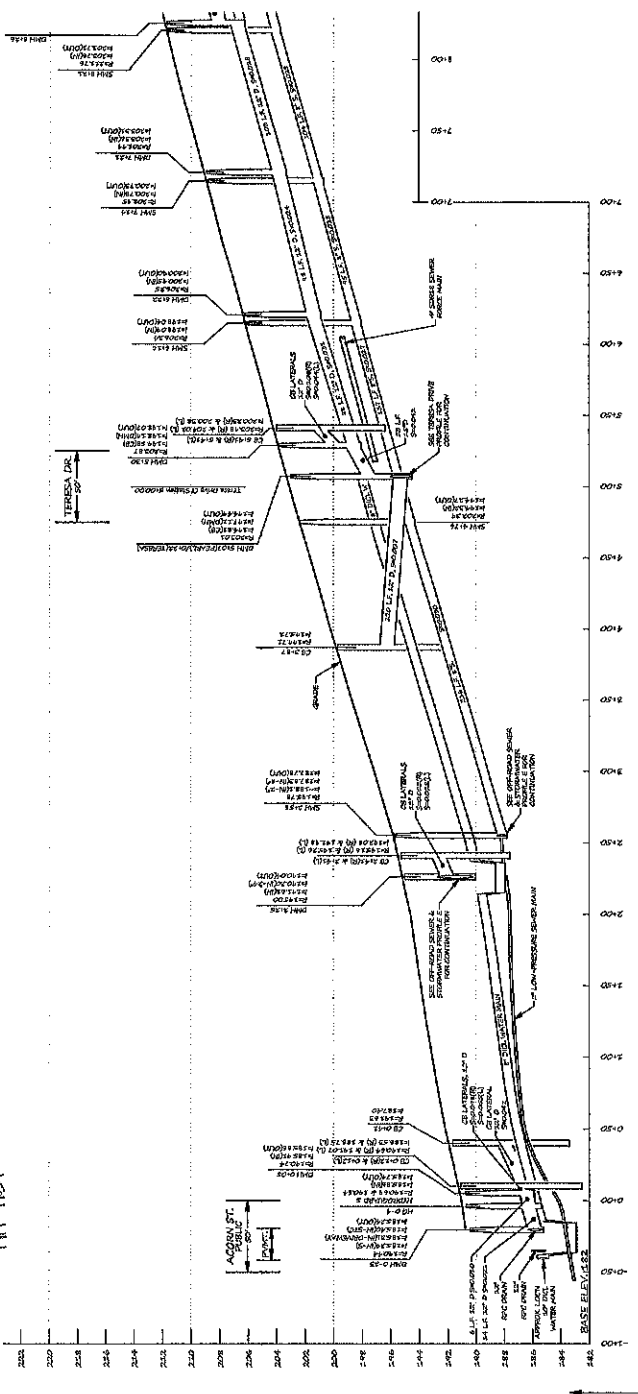
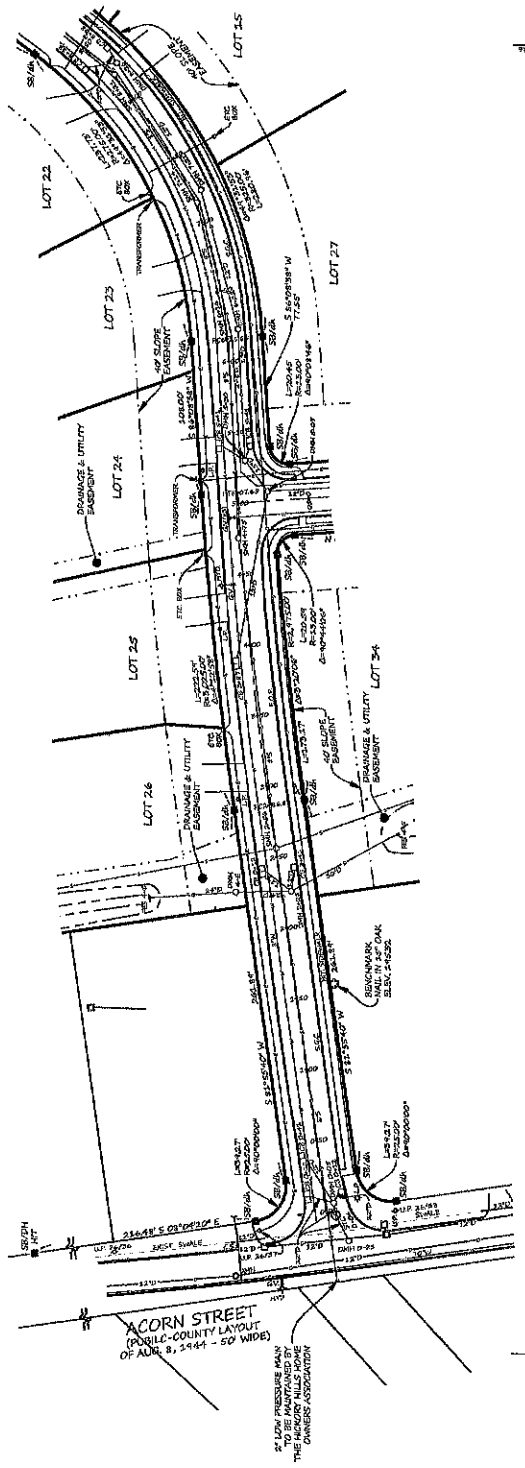
HICKORY HILLS  
ASBUILT  
PEARL STREET PROFILE  
MILLS, MA

**LEGACY**  
**ENGINEERING**



730 MAIN STREET  
MILLS, MA 01934  
508-376-8880  
AB-1

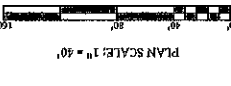
08-17



PEARL STREET PROFILE - STATION 0+00 TO 8+00  
SCALE 1" = 40' HORIZONTAL  
1" = 4' VERTICAL



Professional Engineer  
 License No. 70004  
 Date 2023/01/15-149827



DATE	2023-01-15	BY	GM
REVISION			
REVISION PER TOWN COMMENTS			
PLAN DATE: AUGUST 18, 2022			

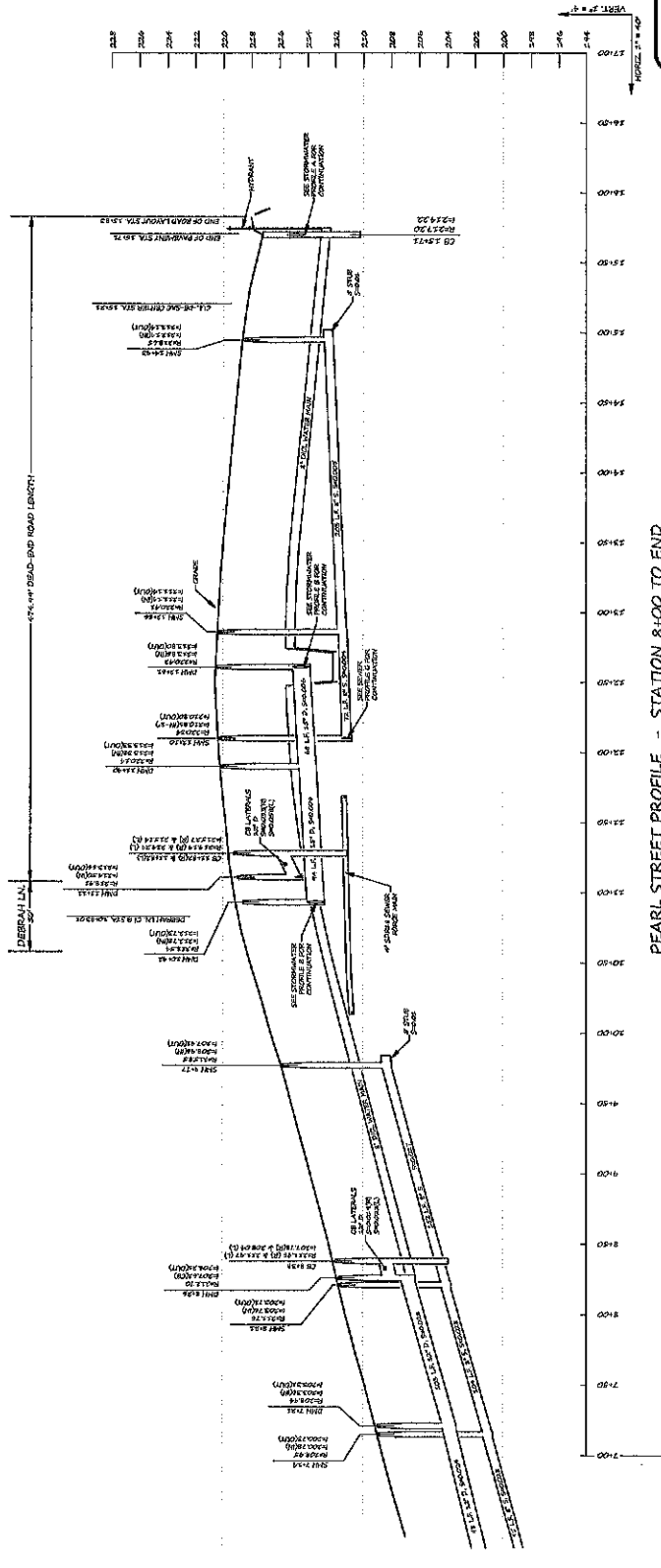
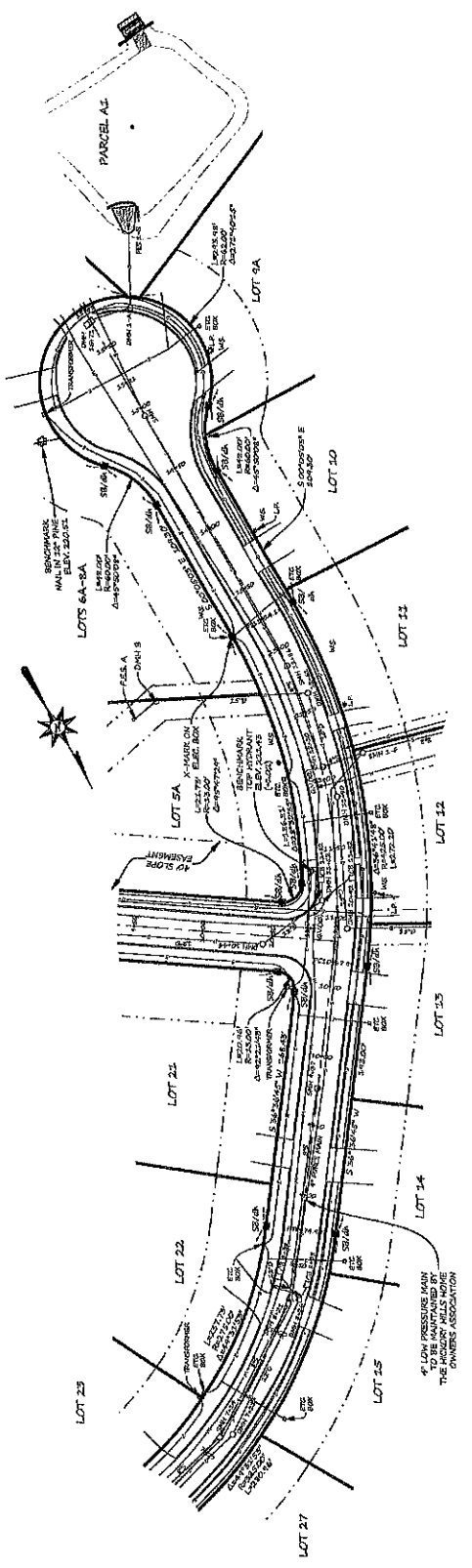
HICKORY HILLS  
 ASBULLT  
 PEAR STREET PROFILE  
 PLAN OF LAND IN  
 MILLIS, MA

**LEGACY  
 ENGINEERING**



750 MAIN STREET  
 MILLIS, MA 02054  
 508-374-8886(6)

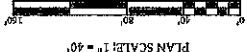
AB-2



06-01



Designed by David J. Manton, P.E.  
 Date: 07/20/18, 10/25/22  
 1000 State Street  
 2nd Floor  
 Boston, MA 02108



PLAN SCALE: 1" = 40'

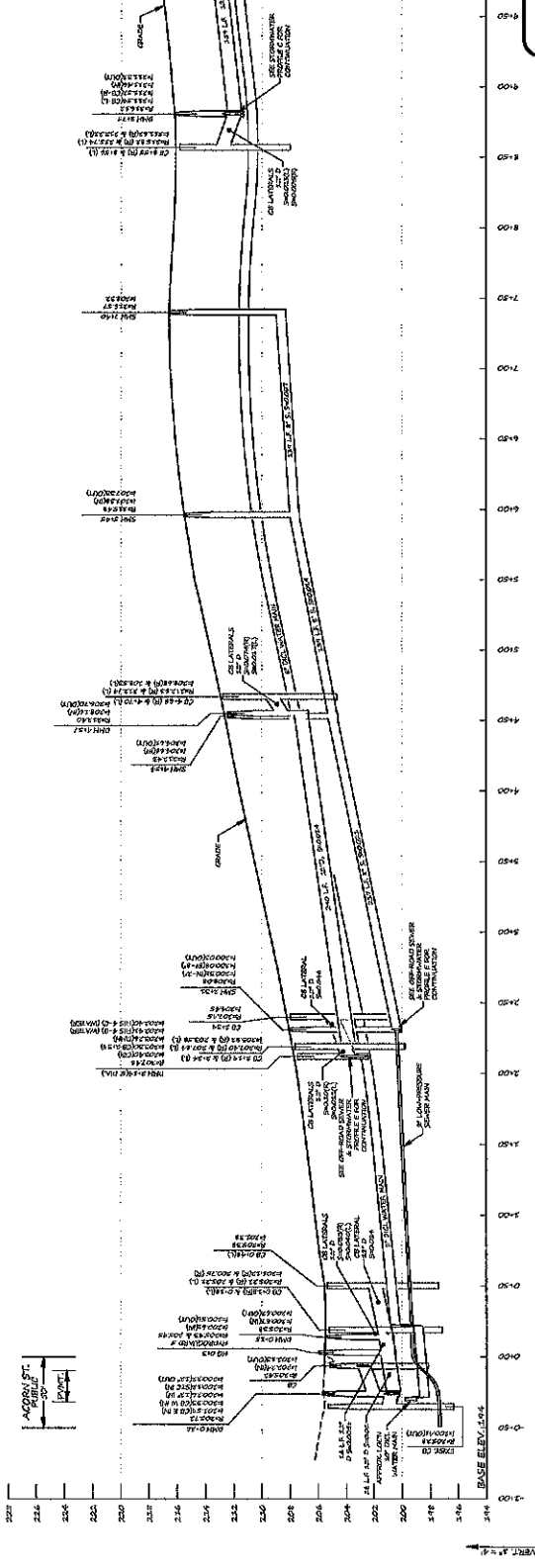
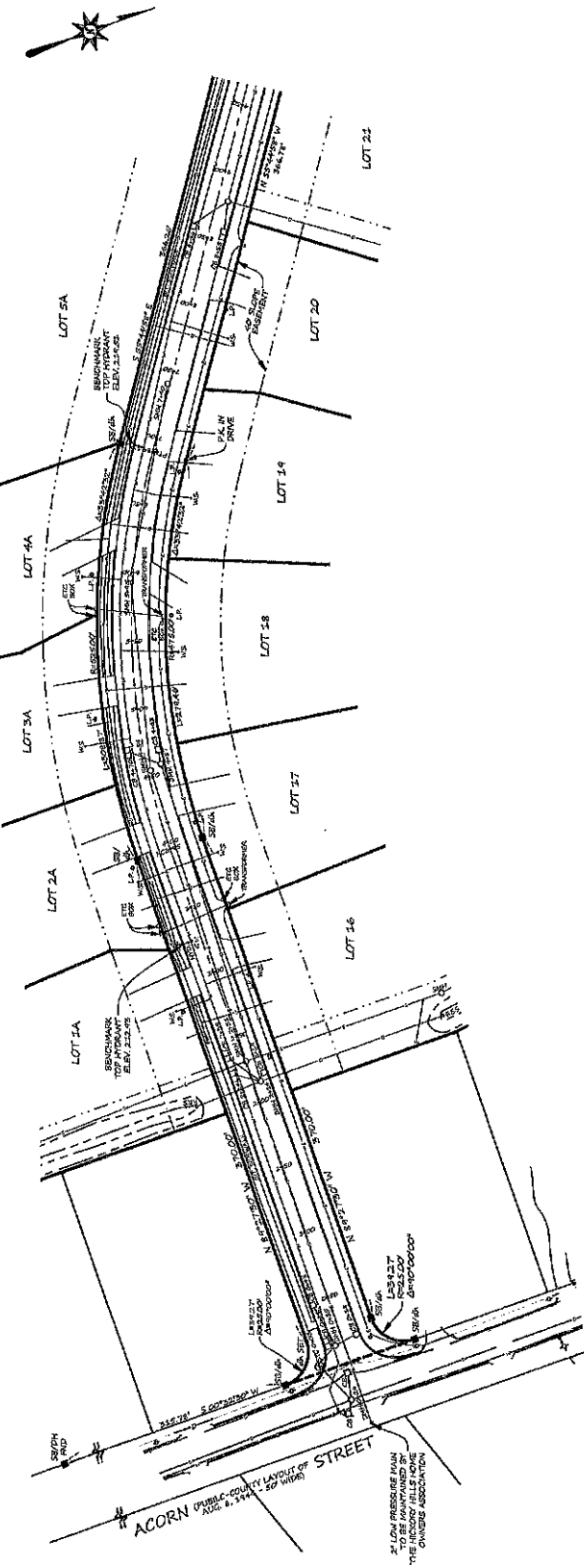
REVISION	DATE	BY
REVISION PER TOWN ORDINANCES	10/25/22	DM
PLAN DATE:	AUGUST 18, 2022	

HICKORY HILLS  
 ASBUILT  
 DEBRAH LANE PROFILE  
 PLAN OF LAND IN  
 MILLIS, MA

**LEGACY ENGINEERING**

750 MAIN STREET  
 SUITE 202  
 MILLIS, MA 02054  
 508-376-8883(6)

AB-3



DEBRAH LANE PROFILE - STATION 0+00 TO 8+00  
 SCALE: 1" = 40' HORIZONTAL  
 1" = 4' VERTICAL

068-02



David J. Johnson, P.E.  
 State of Massachusetts  
 License No. 149567-03107  
 PLAN SCALE: 1" = 40'

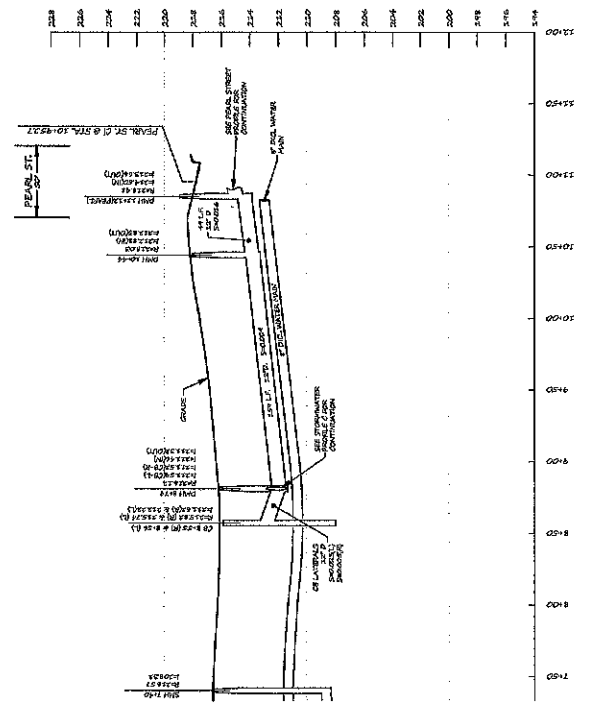
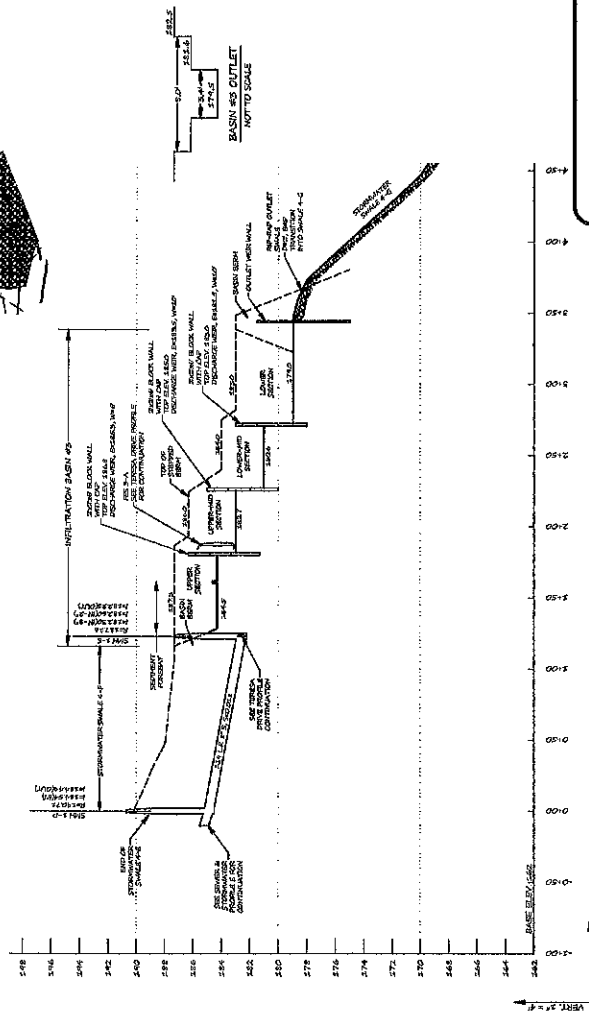
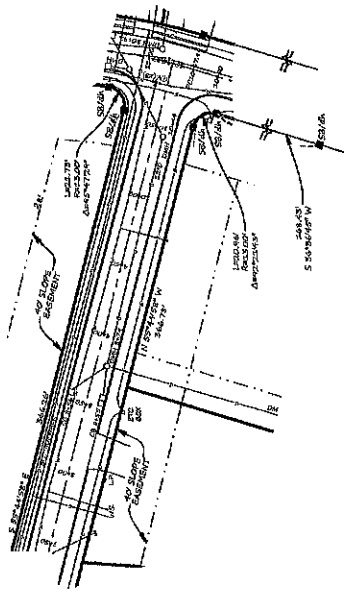
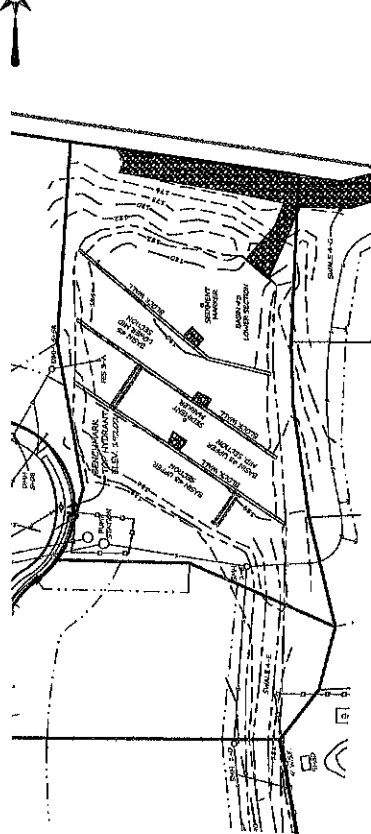
REVISIONS PER TOWN ORDINANCES	DATE	BY

HICKORY HILLS  
 ASBUILT  
 DEBRAH LANE PROFILE  
 PLAN OF LAND IN  
 MILLIS, MA

**LEGACY ENGINEERING**

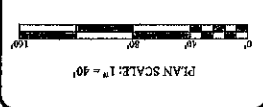
730 MAIN STREET  
 MILLIS, MA 02054  
 508-376-8880

AB-4



STORMWATER PROFILE D  
 SCALE: 1" = 40' HORIZONTAL  
 1" = 4' VERTICAL

DEBRAH LANE PROFILE - STATION 8+00 TO INT.  
 SCALE: 1" = 40' HORIZONTAL  
 1" = 4' VERTICAL



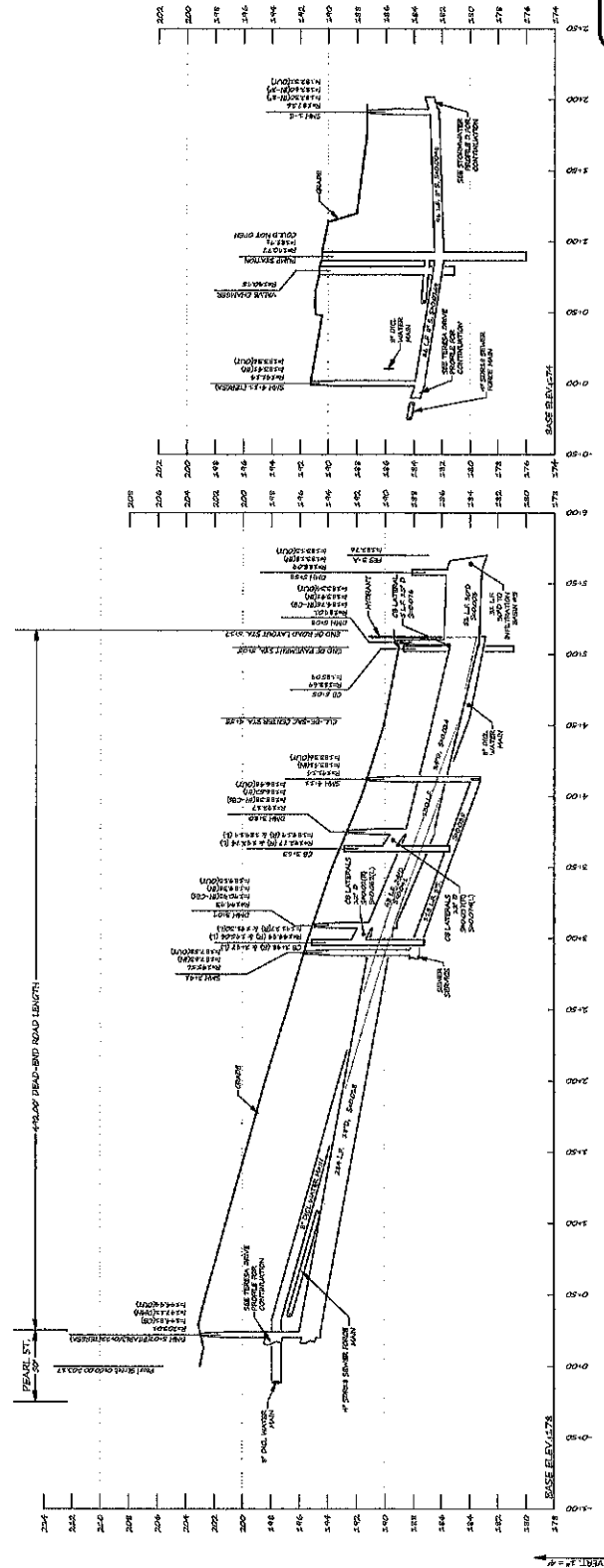
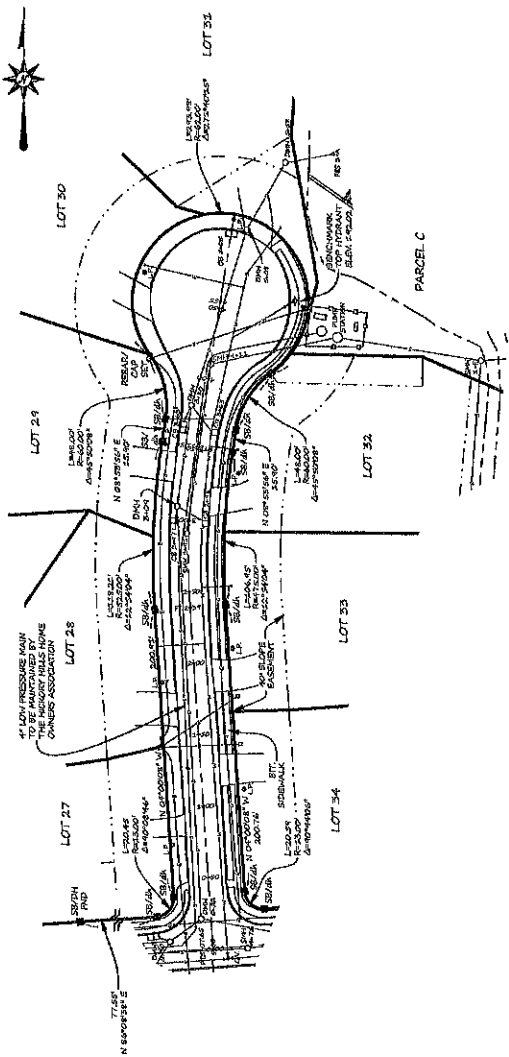
NO.	DATE	BY	REVISIONS PER TOWN COMMENTS
1	08/18/22	DA	ISSUE FOR PERMIT

PLAN DATE: AUGUST 18, 2022

**LEGACY ENGINEERING**

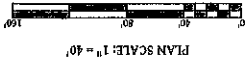
730 MAIN STREET  
MILLS, MA 01954  
508-576-8885(a)

AB-5



**SEWER PROFILE F**  
SCALE: 1" = 4' HORIZONTAL  
1" = 4' VERTICAL

**TERESA DRIVE PROFILE - STATION 0+00 TO END**  
SCALE: 1" = 4' HORIZONTAL  
1" = 4' VERTICAL



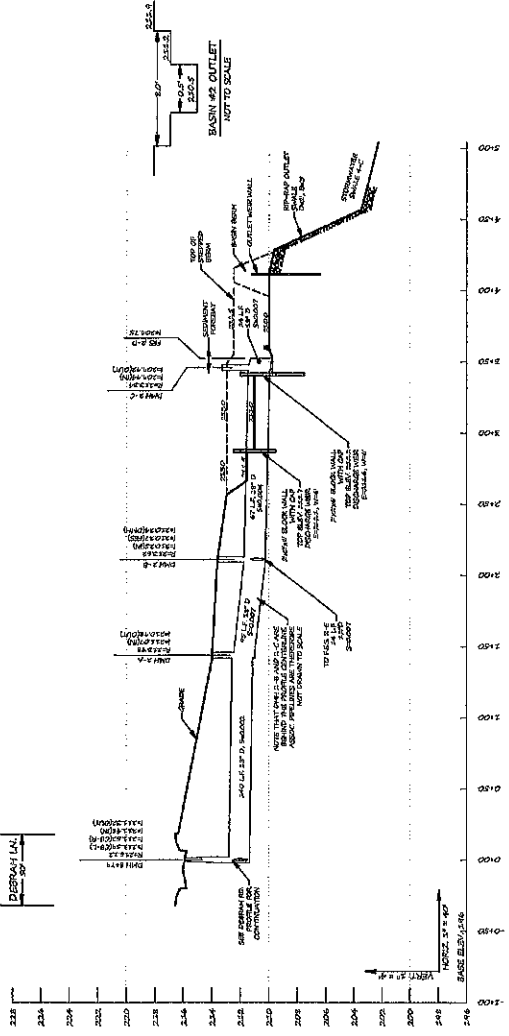
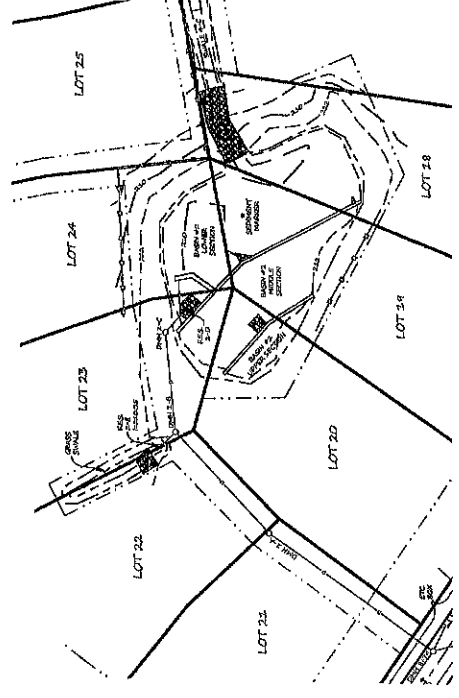
NO.	DATE	BY	REVISIONS PER TOWN COMMISSION
1	08/19/2023	DM	AS-BUILT

HICKORY HILLS  
ASBUILT  
DRAIN/SEWER PROFILES  
PLAN OF LAND IN  
MILLS, MA

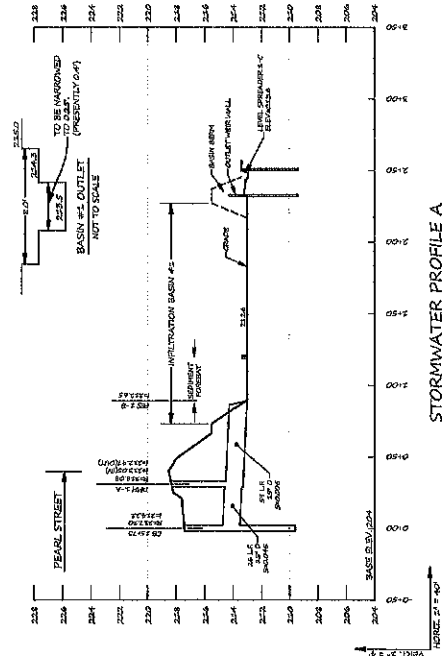
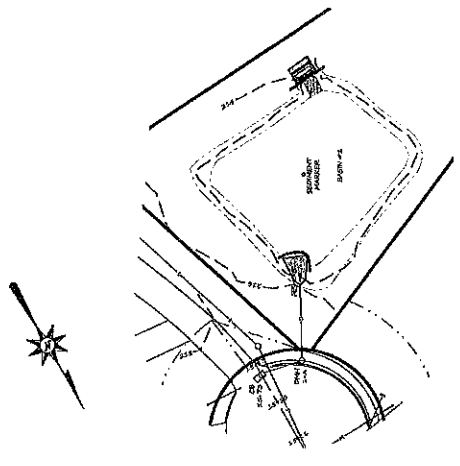
**LEGACY ENGINEERING**

750 MAIN STREET  
SUITE 200  
MILLS, MA 02254  
508-378-8886

AB-6



STORMWATER PROFILE C  
SCALE: 1" = 40' HORIZONTAL  
1" = 4' VERTICAL



STORMWATER PROFILE A  
SCALE: 1" = 40' HORIZONTAL  
1" = 4' VERTICAL



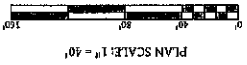
730 MAIN STREET  
MILLS, MA 01938  
508-376-8883 (o)  
508-376-8883 (f)  
AB-7

06-01

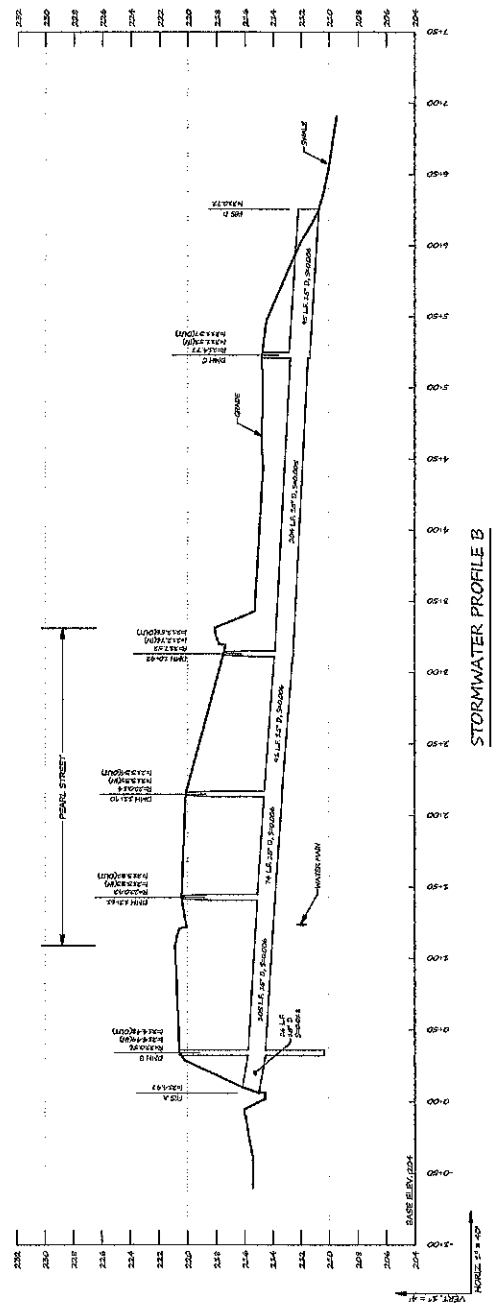
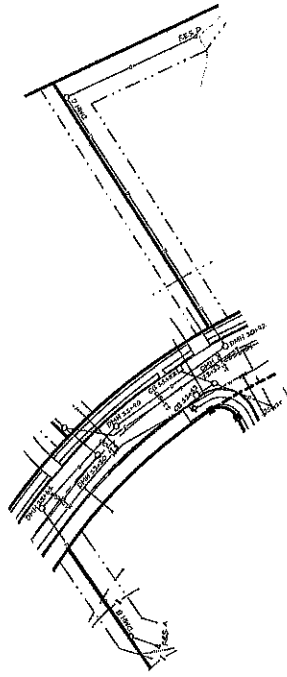
HICKORY HILLS  
ASBUILT  
DRAIN/SEWER PROFILES  
PLAN OF LAND IN  
MILLS, MA

NO.	DATE	BY	REVISION
1	08-18-2022	DMT	ASBUILT PER TOWN COMMENTS

PLAN DATE: AUGUST 18, 2022



Daniel J. Murphy, P.E.  
Date: 2023.03.28  
100054-03707







PLANNED BY Daniel J. Murphy, P.E.  
 DATE: 02/20/13  
 PROJECT: 13-000007  
 07/09

REVISIONS PER TOWN ORDINANCES	DATE	BY

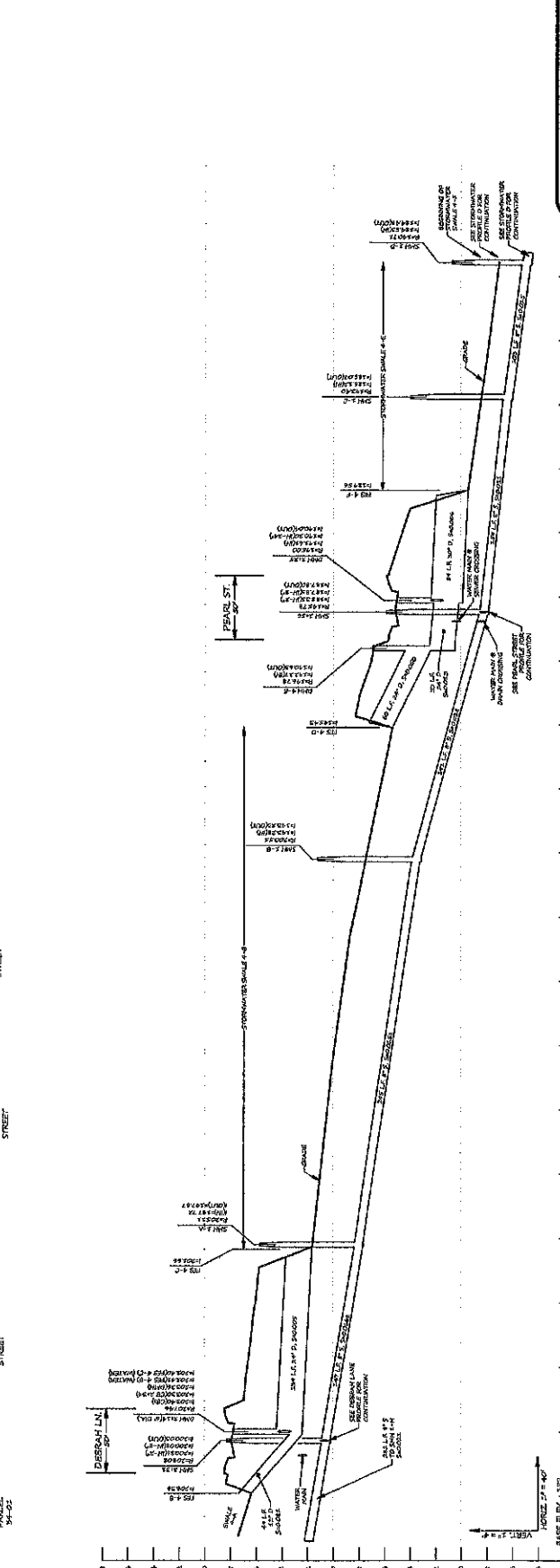
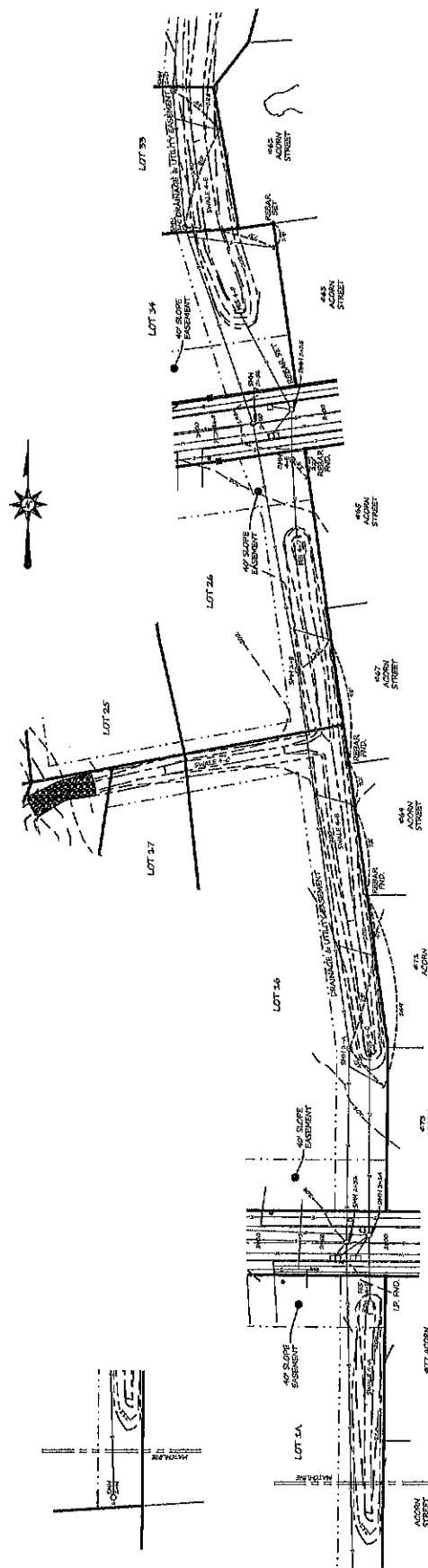
HICKORY HILLS  
 ASBUILT  
 DRAIN/SEWER PROFILES  
 PLAN OF LAND IN  
 MILLIS, MA

**LEGACY ENGINEERING**

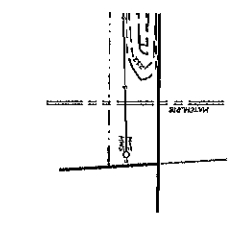
730 MAIN STREET  
 MILLIS, MA 02054  
 508-374-8880

AB-8

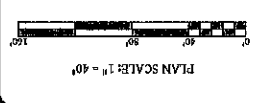
NOTE: SEWER/SURGE  
 LOCATIONS AVAILABLE  
 ACCORD TO DRAWING.



OFF-ROAD SEWER & STORMWATER PROFILE E  
 SCALE: 1" = 4' HORIZONTAL  
 1" = 4' VERTICAL





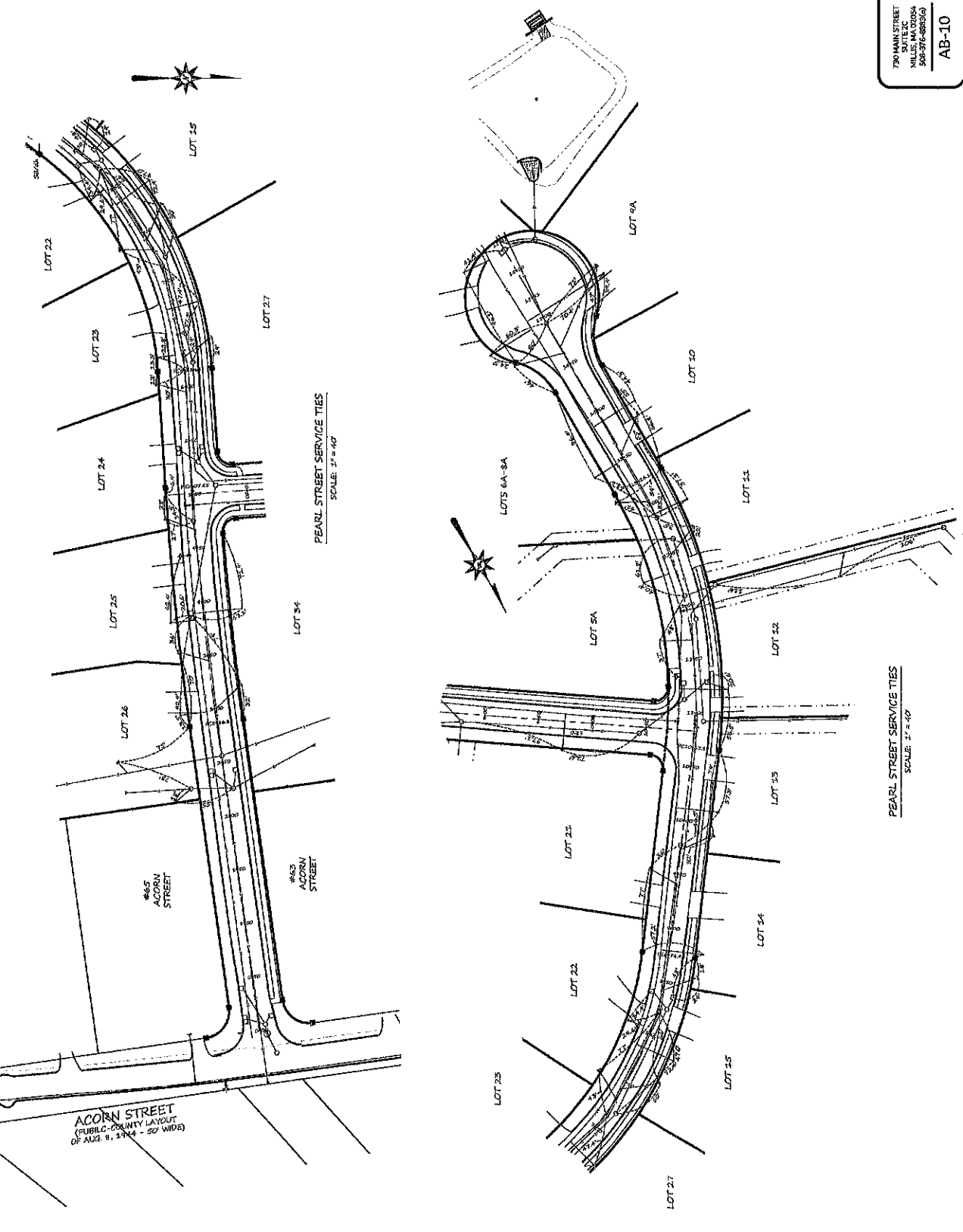


NO.	DATE	BY	REVISION
1	2023-01-16	DM	DESIGNS PER TOWN ORDINANCES

PLAN DATE: AUGUST 18, 2022  
 HICKORY HILLS  
 ASBUILT  
 SERVICE TIES  
 PLAN OF LAND IN  
 MILLIS, MA

**LEGACY ENGINEERING**  
 730 MAIN STREET  
 SUITE 202  
 MILLIS, MA 02054  
 508-976-8890  
 AB-10

NOTE: SERVICE TIES ARE NOT TO BE RECORDED. PLEASE RECORD INFORMATION.

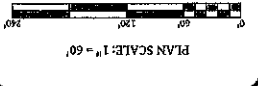


PEARL STREET SERVICE TIES  
 SCALE: 1" = 40'

PEARL STREET SERVICE TIES  
 SCALE: 1" = 40'

ACORN STREET  
 (PUBLIC-COUNTY LAYOUT  
 OF AUG. 9, 1974 - W.P.D.)





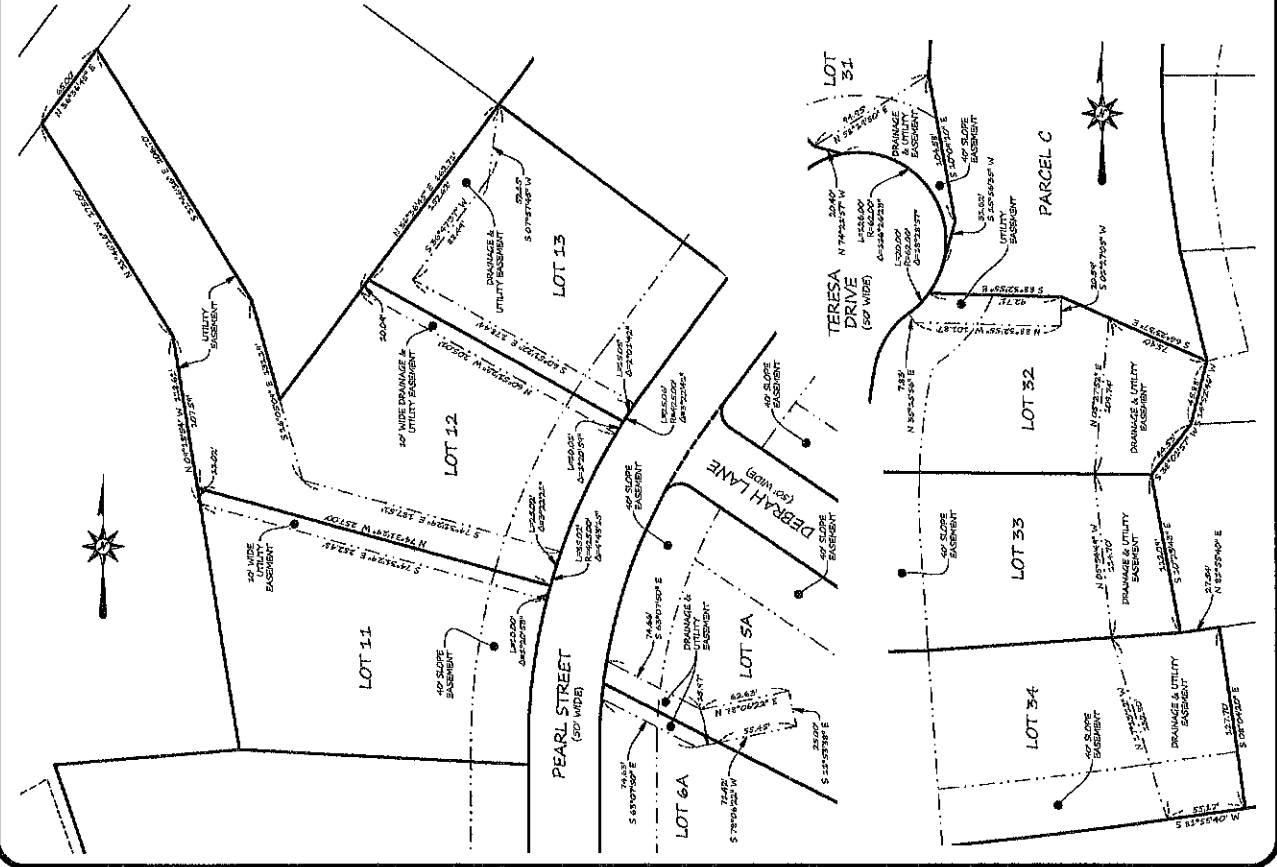
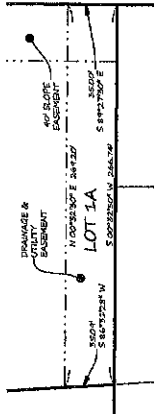
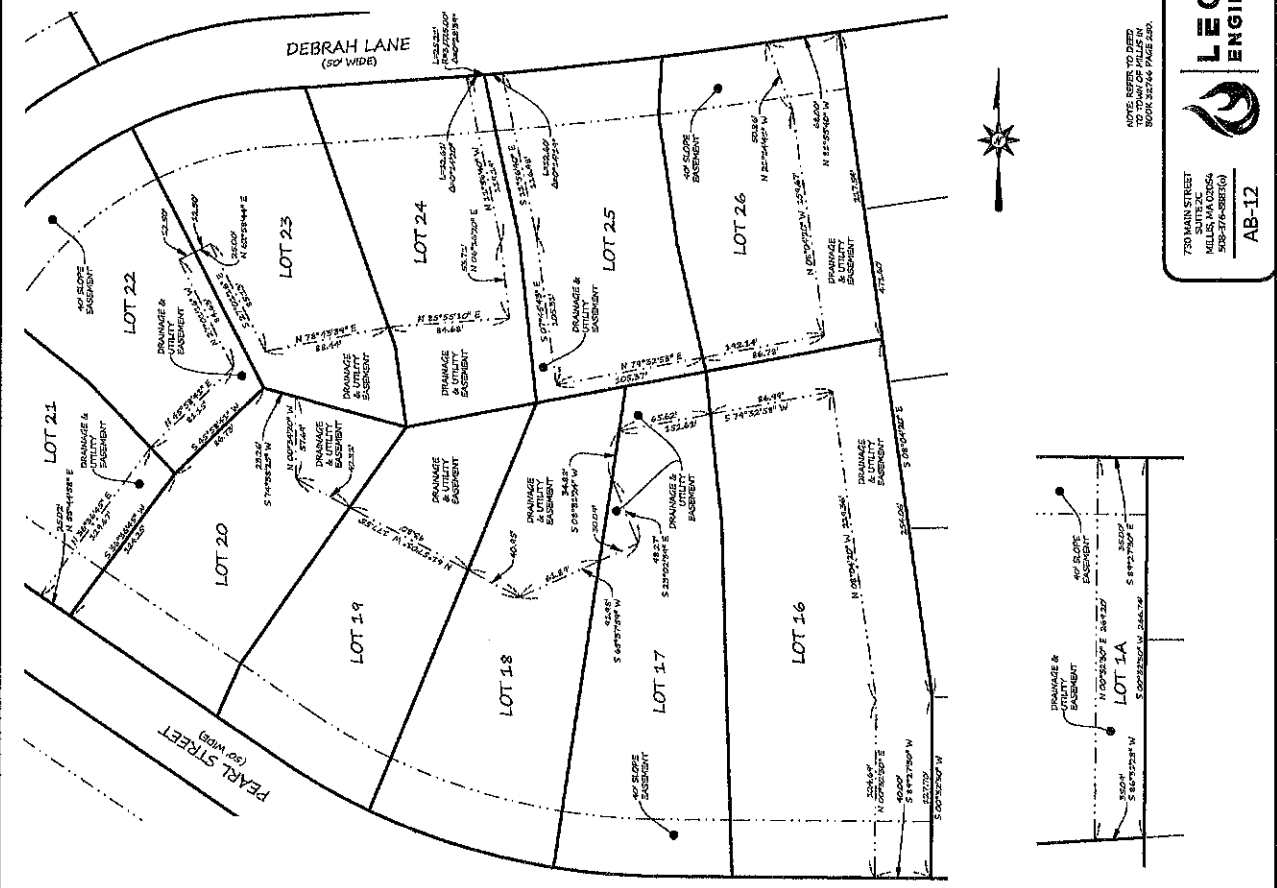
REVISION	DATE
1	08/19/2023
2	08/19/2023
3	08/19/2023
4	08/19/2023
5	08/19/2023
6	08/19/2023
7	08/19/2023
8	08/19/2023
9	08/19/2023
10	08/19/2023
11	08/19/2023
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46	08/19/2023
47	08/19/2023
48	08/19/2023
49	08/19/2023
50	08/19/2023

HICKORY HILLS  
 ASBUILT  
 OFFROAD EASEMENTS  
 PLAN OF LAND IN  
 MILLIS, MA

**LEGACY ENGINEERING**

750 MAIN STREET  
 SUITE 100  
 MILLIS, MA 02054  
 508-376-8860 (g)  
 AB-12

NOTE: REFER TO DEED  
 BOOK 3426 PAGE 200



23-016

Discuss/Approve Sewer Policy

23-017

Establish Enterprise Advisory Committee Charter

**Proposed Charter for Enterprise Advisory Committee 1/12/23**

**Enterprise Advisory Committee - Charter**

**In accordance with Article V, Section 28 of the Millis General By-Laws the Select Board hereby establishes an Enterprise Advisory Committee. The advisory committee shall be appointed by the Select Board, and shall consist of three voting members, each of whom shall serve a three year term, so arranged that the term of one member expires each year. The Director of Public Works and the Public Health Director shall serve as ex-officio members of the committee. The chair of the committee shall rotate yearly. This committee shall meet on a monthly basis (at a minimum) and should include at least one member whose residence is not currently served by the sewer system. The committee shall advise the Select Board on policies relating to the Water, Sewer and Stormwater Enterprises. The committee shall be responsible for providing recommendations to the Select Board on matters relating to Enterprise Fund rates, fees, and projects, and shall recommend sewer connections per the Sewer and Water connection guidelines as set forth in the Sewer Policy, as well as provide comments and advice relating to proposed regulatory changes. The committee shall also provide recommendations in connection with all water/sewer/stormwater appeals.**

**The Select Board shall consider advisory recommendations from the Committee, while fully retaining its independent decision-making responsibilities as the water and sewer commissioners for the Town and the governing authority for the storm-water enterprise.**

23-018

Review/Approve Integrated Security Contract for  
DPW Camera System





# *TOWN of MILLIS*

## **DEPARTMENT OF PUBLIC WORKS**

900 MAIN STREET, MILLIS, MA 02054

**TO:** Michael Guzinski, Town Administrator  
**FROM :** James F. McKay, Director of Public Works  
**DATE :** January 11, 2023  
**SUBJECT :** Integrated Security Inc. Contract

---

I would ask that you approve and sign the following contract for the installation of a security camera system for the DPW complex located at 7 Water Street:

**Camera System Replacement 7 Water Street:**

Integrated Security Inc.  
905B South Main Street  
Mansfield, MA 02048  
Not to exceed: \$ 59,000.00  
(see attached scope of work)

**PFAS Treatment Plant Contingency: \$ 25,000.00**

**DPW Building Project Contingency: \$ 31,000.00**

**DPW Water Budget: \$ 3,000.00**

---

Michael Guzinski, Town Administrator

Date:

## Camera System Replacement

### Current Situation:

- Millis DPW is requesting the replacement of their current non-working legacy Bosch camera system.
- The system has been requested to be separate from Millis but viewable remotely.

### Project Scope and Details:

#### Cameras

CR.01.001 - Front Garage  
CR.01.002 - Office Overhang  
CR.01.003 - Office Corner  
CR.01.004 - Rear Garage  
CR.01.005 - Front Wash Bay  
CR.01.006 - Rear Wash Bay  
CR.01.007 - Front Yard  
CR.01.008 - License Plate

*Labor: \$8,235.00*

*Parts: \$40,665.00*

**Proposal Total: \$48,900.00**

#### Pump House Camera

### Current Situation:

- Millis DPW has requested an additional camera installed at their DPW location on the pump house to cover the surrounding area.

### Project Scope and Details:

CR.01.009 - Pump House

*Labor: \$982.00*

*Parts: \$2,318.00*

**Proposal Total: \$3,300.00**

#### PFAS Building Cameras

### Current Situation:

- Town of Millis is currently building a PFAS building at their DPW location and have requested for 360 deg coverage of this building when complete.

### Project Scope and Details:

CR.01.010 - PFAS Camera

CR.01.011 - PFAS Camera

*Labor: \$2,184.00*

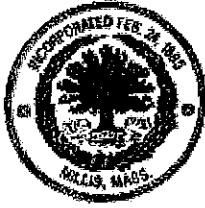
*Parts: \$4,616.00*

**Proposal Total: \$6,800.00**

**Project Totals: \$59,000.00**

23-019

Review/Approve Geosphere Environmental Contract



## *TOWN of MILLIS*

### **DEPARTMENT OF PUBLIC WORKS**

900 MAIN STREET, MILLIS, MA 02054

**TO:** Michael Guzinski, Town Administrator  
**FROM :** James F. McKay, Director of Public Works  
**DATE :** January 18, 2023  
**SUBJECT :** Geosphere Environmental, Contract

---

I would ask that you approve and sign the following contract for continued engineering/consulting services related to groundwater and landfill soil gas monitoring at the capped Millis Sanitary landfill, located off Island Road.

**Professional Engineering /Consulting Services:**

Geosphere Environmental Management INC.

51 Portsmouth Avenue

Exeter, NH 03833

Not to exceed: \$ 14,490.00

(see attached scope of work)

**DPW General Fund : 01422520-524060**

---

Michael Guzinski, Town Administrator

Date:

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

January 19, 2023

**RE: Scope of Work and Cost Estimate  
Professional Engineering/Consulting Services  
April 2023 – March 2024**

Dear Mr. Guzinski,

Geosphere Environmental Management, Inc. (GEOSPHERE) is pleased to submit the following Scope of Work and Cost Estimate to continue to provide professional engineering/consulting services related to groundwater and landfill soil gas monitoring at the Millis Sanitary Landfill in accordance with Massachusetts Department of Environmental Protection's (MassDEP) guidelines and permit requirements. The enclosed Scope of Work and Cost Estimate is for a one-year period beginning on April 1, 2023.

Alpha Analytical of Westborough, MA will contract directly with the Town to provide the analytical services required for the landfill groundwater monitoring in accordance with the MassDEP requirements.

## **SCOPE OF WORK**

### **Soil Gas Monitoring**

GEOSPHERE will perform quarterly landfill soil gas monitoring at up to six locations, during the months of April, July, and October, 2023, and January 2024. In accordance with 310 CMR 19.000, each gas monitoring point will be monitored for the following parameters:

- a. Methane gas and oxygen levels using a combustible gas indicator
- b. Hydrogen sulfide levels using an industrial scientific monitor,
- c. Non-methane volatile organic compound concentrations using an HNU photoionization detector

Each gas monitoring well will be sampled under worst case and steady state conditions. The worst case condition will be simulated by sampling the well immediately after removing the cap, which allows measurement of subsurface gas concentrations which have accumulated in a confined space over time. After the initial readings are recorded, the well shall be purged for approximately two minutes and a second set of readings shall be taken using all instruments once the readings have stabilized and have remained constant for a minimum of thirty seconds.

Within 60 days of monitoring, GEOSPHERE will prepare a brief letter report to the Town and MassDEP.

## Groundwater and Surface Water Testing

Groundwater (from 8 monitoring wells [MW] and 1 private well [PW]) and surface water (from 2 surface water [SW] locations) testing will be performed semi-annually in April 2023 and October 2023 at the following locations:

- a. SW-1
- b. SW-2
- c. MW-1
- d. MW-3
- e. MW-4S
- f. MS-4D
- g. MW-5S
- h. MW-5BR
- i. MW-6D
- j. MW-7
- k. Private Well PW-1

*Note: MW-2, not listed above, was discontinued prior to 2012.*

The following parameters will be tested:

### Indicator Parameters:

- a. pH
- b. alkalinity
- c. temperature (in situ)
- d. specific conductance
- e. nitrate nitrogen
- f. total dissolved solids
- g. chloride
- h. iron
- i. manganese
- j. sulfate
- k. chemical oxygen demand
- l. dissolved oxygen

**Inorganics (dissolved and/or total):**

- a. arsenic
- b. barium
- c. cadmium
- d. chromium
- e. copper
- f. cyanide
- g. lead
- h. mercury
- i. selenium
- j. silver
- k. zinc

**Volatile Organic Compounds (VOCs):**

- a. VOCs via EPA method 8260, with Tentatively Identified Compounds (TICs)\*
- b. 1,4-dioxane via EPA method 8270 SIM\*

\* TICs and low-level 1,4-Dioxane analysis were added pursuant to MassDEP's e-mail request (James McQuade, April 29, 2020) and in accordance with 310 CMR 19.132.

**Additional Parameters**

Per the request of James McQuade, MassDEP, following the May 2020 groundwater sampling event, **total hardness** is now required analysis of the two surface water bodies, SW-1 and SW-2. In addition, analysis of the surface water bodies has shifted from total metals to dissolved metals. This change in water quality analysis, along with the corresponding change in data reporting first occurred with the October 2020 groundwater sampling event and will continue henceforth.

GEOSPHERE will prepare letter reports to the Town and MassDEP within 60 days of sampling.

Collection of all groundwater and surface water samples will be performed by GEOSPHERE in accordance with the guidelines outlined in the MassDEP publication, "Standard References for Monitoring Wells". All samples will be kept cool per MassDEP protocol, pending delivery to a state certified laboratory. Groundwater elevations will be gauged and reported by GEOSPHERE at each sample location.

**Contract Period**

The term of this contract shall be for one year, from April 1, 2023 through March 31, 2024.

**Cost Estimate**

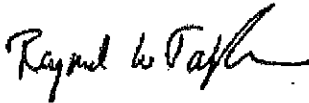
Based on the Scope of Services described above, for the one year beginning April 1, 2023, the labor and material costs to complete the above tasks are estimated to be \$ 14,490, not including laboratory analysis services, to be contracted directly with the Town of Millis.

<u>Description</u>	<u>Labor</u>	<u>Expenses</u>
Engineering Services for Groundwater and Landfill Soil Gas Monitoring – 1 Year	\$ 11,912.00	\$ 2,578.00
<b>TOTAL</b>		<b>\$14,490.00</b>

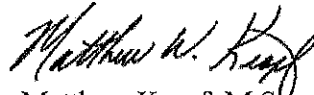
Project work will be invoiced in accordance with GEOSPHERE's *Fee Schedule and Terms and Conditions*, previously approved under the prior year's contract. Receipt of this signed document will serve as our authorization to proceed.

We would like to thank you for the opportunity to submit this proposal. We look forward to continuing to work with the Town on this and future projects. If you have any questions or require further information, please do not hesitate to contact the undersigned at 603-773-0075.

Sincerely,  
**GEOSPHERE ENVIRONMENTAL MANAGEMENT, INC.**



Raymond W. Talkington, Ph.D., P.G., C.P.G.  
Principal Hydrogeologist



Matthew Krapf, M.S.  
Project Manager

**ACCEPTED AND APPROVED BY THE TOWN OF MILLIS:**

Department: \_\_\_\_\_

Name (printed): \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_



23-020

Approval of Kennel License Application and Fee

23-021

Board/Committee Liaison Updates

23-022

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
300715300	F3603	24.70	47.25	53.80				125.75
421767000	F3604	24.70	47.25					71.95
201497400	F3605	79.16	47.25	166.36				292.77
350001004	F3606	28.59	47.25	61.84				137.68
122137634	F3607	28.59	47.25					75.84
35400004	F3608	24.70	47.25	53.80				125.75
35400002	F3609	28.59	47.25	61.84				137.68
35400006	F3610	24.70	47.25	53.80				125.75
35100206	F3611	24.70	47.25	53.80				125.75
35100204	F3612	24.70	47.25	53.80				125.75
<b>Total Commitment for December 2022</b>								<b>1344.67</b>

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 \_\_\_\_\_ day of \_\_\_\_\_, 2023

Town of Millis Water Commissioners: \_\_\_\_\_  
\_\_\_\_\_

23-023

Discuss Date for Spring Annual Town Meeting

23-024

DRAFT Minutes

5/16/22

12/19/22

1/4/23

Select Board Meeting Minutes 05/16/22

**Sel. Underhill called the meeting to order at 7:00pm**

The Following persons were present: Sel. Erin Underhill, Sel. Craig Schultze, Sel. Rosenfeld, Town Administrator Mike Guzinski, Operations Support Manager Karen Bouret DeMarzo.

Announcements

Sel. Underhill welcomed the newest Board Member Ellen Rosenfeld.

Ms. Rosenfeld stated being elected is a first for the Town of Millis- A Mother/Daughter have now both been Select Board Members.

22-111 Vote to Reorganize Board

**Sel. Schultze made a motion for Sel. Erin Underhill to become Chair of the Board. Sel. Rosenfeld seconded this Board. Sel. Underhill polled the Board and the motion passed unanimously.**

**Sel. Underhill made a motion for Sel. Craig Schultze to become Vice Chair of the Board. Sel. Rosenfeld seconded this Board. Sel. Underhill polled the Board and the motion passed unanimously.**

**Sel. Schultze made a motion for Sel. Ellen Rosenfeld to become Clerk of the Board. Sel. Underhill seconded this motion. Sel. Underhill polled the Board and the motion passed unanimously.**

22-112 Approval of Memorial Day Proclamation

**Sel. Schulze made a motion to approve the Memorial Day Proclamation as written. Sel. Rosenfeld seconded this motion. Sel. Underhill polled the Board and the motion passed unanimously.**

22-113 Appointment of DWP Seasonal Workers

**Sel. Schultze made a motion to ratify the Town Administrators appointments of Brian Nichols and Christopher Gokey as DPW Seasonal workers contingent upon physical. Sel. Rosenfeld seconded this motion. Sel. Underhill polled the Board and the motion passed unanimously.**

22-114 Hearing: Amendment to premises for All Alcohol License at Tangerini's Farm

**Sel. Schultze made a motion to open a hearing on Amendment to premises for All Alcohol License at Tangerini's Farm. Sel. Rosenfeld seconded this motion. Sel. Underhill polled the Board and the motion passed unanimously.**

Operations Support Manger Karen Bouret DeMarzo explains that the are Removing the Greenhouse form the License and they are adding a 30'x60' tent.

**Sel. Schultze made a motion to close the hearing on Amendment to premises for All Alcohol License at Tangerini's Farm. Sel. Rosenfeld seconded this motion. Sel. Underhill polled the Board and the motion passed unanimously.**

**Sel. Schultze made a motion to accept the Amendment to premises for All Alcohol License at Tangerini's Farm pending the approved building permit for a tent which includes inspection by fire chief and building inspector. Sel. Rosenfeld seconded this motion. Sel. Underhill polled the Board and the motion passed unanimously.**

22-115 Appointment of Planning Board Associate Member

**Sel. Schultze made a motion to appoint Geroge Yered as associate member of the Planning Board. Sel. Rosenfeld seconded this motion. Sel. Underhill polled the Board and the motion passed unanimously.**

**Sel. Schulte made a motion to approve the Water/Sewer commitment to the collector for January 2022 in the amount of \$1,618.22. Sel. Rosenfeld seconded this motion. Sel. Underhill polled the Board and the motion passed unanimously.**

**Sel. Schulte made a motion to approve the Water/Sewer commitment to the collector for the Quarterly Bill Run for the 4<sup>th</sup> Quarter in the amount of \$679,238.04. Sel. Rosenfeld seconded this motion. Sel. Underhill polled the Board and the motion passed unanimously.**

22-126 Approval of DRAFT Minutes

**Sel. Schultze made a motion to approve the Minutes from the Select Board meeting on 3/25/22 as written. Sel. Underhill seconded this motion. Sel. Underhill polled the Board and the motion passed unanimously.**

**Sel. Schultze made a motion to enter executive session to conduct a strategy session in preparation for negotiations with union personnel. (SEIU & AFSCME) and to discuss strategy with respect to litigation (Site Investigation) at 8:10pm. Sel. Rosenfeld seconded this motion. Sel. Underhill polled the Board and the motion passed unanimously.**

Respectfully submitted by Victoria Schindler



Select Board Meeting Minutes 12/19/22

**Chair Underhill called the Meeting to order at 7:00pm.**

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

Announcements

Chair Underhill thanks Chris McCaffery for her hard work and dedication to the Council on Aging. She read a brief note from Patty Kayo from Council on aging on the pleasure of working with her over the years.

22-263 Appointment of Chair of School Building Committee

**Sel. Schultze made a motion to appoint Richard Nichols as the Chair of the School Building Committee.**

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

22-264 Hearing: Eversource Location of Conduits & Manholes at Main Street

**Sel. Schultze made a motion to open a hearing on the Eversource location of Conduits & Manhole covers at Main Street. Sel. Rosenfeld seconded this motion. The motion passed unanimously.**

A representative from Eversource Energy is requesting permission to install 58 feet of conduit to provide electric service to #240, #242, #244 Main Street, Millis.

**Sel. Schultze made a motion to close the hearing on the Eversource location of Conduits & Manhole covers at Main Street. Sel. Rosenfeld seconded this motion. The motion passed unanimously.**

**Sel. Schultze made a motion to approve the Eversource location of Conduits & Manhole covers at Main Street. Sel. Rosenfeld seconded this motion. The motion passed unanimously.**

22-265 Sewer Policy Discussion- Public Comment

Sel. Rosenfeld stated there is a typo on Page 3 Paragraph 2B. She then stated this is not a bylaw this is a policy. She stated this is a guidance document to aid the current bylaws in place by the Board of Health.

**Sel. Underhill opened the meeting for public comment regarding the Sewer Policy.**

Resident, Kathy McGinnis, expresses her concerns about the proposed Sewer Policy. She would like this the Board to continue the current sewer moratorium and appoint a committee to advise the Board regarding a by-law not just a policy.

Sel. Schultze stated this policy is designed to comply with the Charles River Pollution Control District desire that Millis have a policy. Also, to come up with a clear understanding of what our capacities and flow rates are.

Resident, Jim Mckay, stated he is concerned about Millis residents who would like to hook up in the future won't be able to because a developer would come in and take their capacity. He states he feels as though this is a bylaw not a policy.

Sel. Schultze proposes adding the addendum with all the actual numbers of connections, stubs, etc.

Sel. Rosenfeld stated there is no agreement between Toll Brothers or Orchard Street residents and the Town to be provided sewer, they do have the right pay to connect if there is capacity.

22-266 Review & Approval of Community Impact Contract January- June 2023

**Sel. Schultze made a motion to approve the Community Impact Contract for January 1<sup>st</sup>, 2023, - June 30<sup>th</sup>, 2023, not to exceed the amount \$35,000 and authorize the Town Administrator to sign on the Towns behalf. Sel. Rosenfeld seconded this motion. The motion passed unanimously.**

22-267 Approval: Select Board Annual Licenses 2023

**Sel. Schultze made a motion to approve the Licenses as listed with the exception of Ryan Family Amusements and Tangerinis Farm. Ryan Family Amusements approval is conditional for 30 days on the submittal of sprinkler and fire alarm report for 110 inspection to Building Commissioner required. Tangerinis Farm approve conditionally for 120 days. Final approval pending receipt and approval of certification of all building permits. Sel. Rosenfeld seconded this motion. The motion passed unanimously.**

NAME	DBA	LICENSE TYPE	LICENSE #
Jiu Xing, Inc.	Lilac House Restaurant	Alcohol on Premises - Wine & Malt	00016-RS-0716
Ryan Family Amusements, Inc.	Ryan Family Amusements	Alcohol on Premises - Wine & Malt	00020-GP-0716
132 Exchange Street, Inc.	Richdale Food Shop	Alcohol Pkg Store - Wine & Malt	89620-PK-0716
Main Street Mobil, Inc.	Main Street Mobil	Alcohol Pkg Store - Wine & Malt	00022-PK-0716
Namaste Convenience, Inc.	Namaste	Alcohol Pkg Store - Wine & Malt	89497-PK-0716
Klara, LLC	One Stop Liquors	All Alcohol -Package Store	89295-PK-0716
Millis Pkg Store Corp	Harkeys	All Alcohol -Package Store	00010-PK-0716
Swami Ne Sang Corp.	Liquor World	All Alcohol -Package Store	89875-PK-0716
AM Vets Post 495 Millis, MA, Inc.	AM Vets	All Alcohol -Veterans Club	00007-VC-0716
AvaLena's	AvaLena's	All Alcohol-Restaurant	06327-RS-0716
Barrett & Johnson Enterprises, Inc.	Victory Lane Bar and Grill	All Alcohol-Restaurant	00001-RS-0716
Jalapa Mexican Grill, LLC	Jalapa Mexican Grill	All Alcohol-Restaurant	00023-RS-0716
Napper Tandys Millis, Inc	Napper Tandys	All Alcohol-Restaurant	00024-RS-0716
Primavera, Inc.	Primavera Ristorante	All Alcohol-Restaurant	00006-RS-0716
Stacked Enterprises, LLC	Stack'd Sandwich & Slice Co.	All Alcohol-Restaurant	05175-RS-0716
AM Vets Post 495 Millis, MA, Inc.	AM Vets	Automatic Amusement	390
Barrett & Johnson Enterprises, Inc.	Victory Lane Bar and Grill	Automatic Amusement	63
Ryan Family Amusements, Inc.	Ryan Family Amusements	Automatic Amusement	52

Ryan Family Amusements, Inc.	Ryan Family Amusements	Bowling Alley	53
Export Auto of Millis	Export Auto of Millis	Class II	23
Foreign Car Repair	Foreign Car Repair	Class II	26
NEAS, LLC	New England Auto Salvage	Class II	47
R & R Auto Repair, Inc.	R & R Auto Repair	Class II	546
Robert & Ellen Santos	Bob's Auto Body	Class II	14
Farm Street Auto Sales	Farm Street Auto Sales	Class III	68
Millis Used Auto Parts, Inc.	Millis Used Auto Parts, Inc	Class III	486
NEAS, LLC	New England Auto Salvage	Class III	71
W.T. Holmes Transportation Co., Inc.	W.T. Holmes Transportation Co., Inc.	Class III	67
AJRK	Millis House of Pizza	Common Victualler	231
AvaLena's	AvaLena's	Common Victualler	518
Barrett & Johnson Enterprises, Inc.	Victory Lane Bar and Grill	Common Victualler	64
Big Beef, Inc.	Big Beef	Common Victualler	406
Black Cow Ice Cream	Black Cow Ice Cream	Common Victualler	62
Country Kitchen Donuts & Muffins, Inc.	Country Kitchen Donuts & Muffins	Common Victualler	464
Elkarma, Inc.	Marinho's Pizza	Common Victualler	40
Jalapa Mexican Grill, LLC	Jalapa Mexican Grill	Common Victualler	293
Jiu Xing, Inc.	Lilac House Restaurant	Common Victualler	34
Millis Donuts, Inc.	Dunkin Donuts	Common Victualler	20
Millis Fitness, Inc.	Encompass Fitness	Common Victualler	27
Napper Tandys Millis, Inc	Napper Tandys	Common Victualler	359
Pathways Center, Inc.	Nirvana Tea House & Café	Common Victualler	491
Primavera, Inc.	Primavera Ristorante	Common Victualler	48
Roche Brothers Supermarket	Roche Brothers Supermarket	Common Victualler	51
Romaya, LLC	Luca's Italian Deli	Common Victualler	534
Saigon Restaurant	Saigon Restaurant	Common Victualler	56
Sellia Group, LLC	McDonald's	Common Victualler	349
St. George & St. Mary, Inc.	Louie's Pizzeria	Common Victualler	300
Stacked Enterprises, LLC	Stack'd Sandwich & Slice Co.	Common Victualler	478
Tangerini's Spring Street Farm, Inc.	Tangerini's Spring Street Farm	Common Victualler	466
Thes Pizza, Inc.	Kravings Pizza & Ice Cream	Common Victualler	467
Twist Bakery & Café, Inc.	Twist Bakery & Café	Common Victualler	243
AM Vets Post 495 Millis, MA, Inc.	AM Vets	Entertainment	10

AvaLena's	AvaLena's	Entertainment	519
Barrett & Johnson Enterprises, Inc.	Victory Lane Bar and Grill	Entertainment	65
Big Beef, Inc.	Big Beef	Entertainment	407
Country Kitchen Donuts & Muffins, Inc.	Country Kitchen Donuts & Muffins	Entertainment	465
Millis Donuts, Inc.	Dunkin Donuts	Entertainment	21
Millis Fitness, Inc.	Encompass Fitness	Entertainment	28
Napper Tandys Millis, Inc	Napper Tandys	Entertainment	360
Primavera, Inc.	Primavera Ristorante	Entertainment	49
Ryan Family Amusements, Inc.	Ryan Family Amusements	Entertainment	54
Stacked Enterprises, LLC	Stack'd Sandwich & Slice Co.	Entertainment	479
Tangerini's Spring Street Farm, Inc.	Tangerini's Spring Street Farm	Entertainment	473
Thes Pizza, Inc.	Kravings Pizza & Ice Cream	Entertainment	468
Bethany House Ministries, Inc.	Bethany House Hope Chest	Junk/Metals Dealer	13
Millis Used Auto Parts, Inc.	Millis Used Auto Parts, Inc	Junk/Metals Dealer	487
AM Vets Post 495 Millis, MA, Inc.	AM Vets	Pool Table	11
Commcan, Inc	CommCan	Retail Marijuana	477
Fin Fur & Feather Club	Fin Fur & Feather Club	Skeet & Trap Shooting	25
Tangerini's Spring Street Farm, Inc.	Tangerini's Spring Street Farm	All Alcohol-Restaurant *	05970-RS-0716

\*Approval Subject to Conditional Requirements

#### 22-268 Board/Committee Liaison Updates

Sel. Rosenfeld attended the Charles River Pollution Control district meeting, and they are changing their bylaws, she stated she got a copy of their current bylaws and review them.

Sel. Schultze attended the MBTA 3A advisory committee meeting he stated that 50% of the town is ineligible due to wetlands. He stated they are doing more investigation on potential areas to zone. They will announce a few focus groups coming to the Town to discuss the potential zoning.

Sel. Underhill attended the School Building Committee where they discussed who would be the Chair of the committee.

#### 22-269 Approval of Water/Sewer Commitments

**Sel. Schultze made a motion to approve the Water/Sewer Commitment for November 2022 in the amount of \$2,319.82. Sel. Rosenfeld seconded this motion. The motion passed unanimously.**

**Sel. Schultze made a motion to approve the Water/Sewer quarterly Commitment for second quarter in the amount of \$844,043.91. Sel. Rosenfeld seconded this motion. The motion passed unanimously.**

22-270 Approval of DRAFT Minutes

**Sel. Schultze made a motion to approve the Select Board meeting minutes for 12/6/22 as written. Sel. Rosenfeld seconded this motion. The motion passed unanimously.**

22-271 Consider voting to close all Non-Emergency Municipal Offices, Library, and DPW on 12/23/22

**Sel. Schultze made a motion to close all non-emergency municipal offices, library, and DPW office on 12/23/22. Sel. Rosenfeld seconded this motion. The motion passed unanimously.**

**Sel. Underhill made a motion to move to enter Executive Session at 8:20pm to conduct strategy sessions in preparation for negotiations with union personnel (SEIU, AFSCME, Fire Union) only to emerge from executive session only for the purpose of adjournment. Sel. Schultze seconded this motion. Sel. Underhill polled the Board and the motion passed unanimously.**

Respectfully submitted by Victoria Schindler

Select Board Meeting Minutes 1/4/23

**Chair Underhill called the Meeting to order at 7:00pm.**

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

#### Announcements

There are no Announcements

#### 23-001 Ratification of Appointment of Seasonal on-call Snow Contractor

**Sel. Schultze made a motion to ratify the Town Administrators appointment of Joseph Majkut as a seasonal on-call snow removal contractor through April 30, 2023. Sel. Rosenfeld seconded this motion. The motion passed unanimously.**

#### 23-002 Approval of Installation Agreement for Library Lighting Replacement- Prism

**Sel. Schultze made a motion to approve the lighting installation agreement and apply the earmark funding toward the payment of the work, and to delegate the balance of payments to the discretion of the Library Director and authorize the Town Administrator to sign the agreement on behalf of the Town. Sel. Rosenfeld seconded this motion. The motion passed unanimously.**

#### 23-003 Complete Streets Presentation

Town Planner and Energy Director, Bob Weiss, presents Millis's Complete Streets Prioritization Plan. He explains this plan is designed to create a more mobile Town, safer, and more convenient for residents using all modes of transportation. He stated that upon approval from the Board the plan will be submitted to MassDOT for approval for its next funding round. They will be able to contribute up to \$500,000 of hard costs for the installation.

**Sel. Schultze made a motion to approve the Millis Complete Streets Prioritization Plan as presented. Sel. Rosenfeld seconded this motion. The motion passed unanimously.**

#### 23-004 Approval of Engineering Services for Pleasant, Plain, and Spring Sidewalk Design – GCG

**Sel. Schultze made a motion to authorize the Town Administrator to sign on behalf of the Town the GCG contract for Engineering services for Pleasant Street not to exceed \$39,390.00 and for Engineering services for Plain Street and Spring Street not to exceed \$32,740.00. Sel. Rosenfeld seconded this motion. The motion passed unanimously.**

#### 23-005 DPW Director's General Update

##### Sewer Work Notice

DPW Director, Jim McKay stated that the Town and GCG Associates are conducting a sewer evaluation system to identify sources of extraneous groundwater and stormwater in the sewer system. The inspections will commence in December 2022 to February 2023.

##### Water Issues

Jim McKay stated that he is aware of the rusty water, it is due to distance between tunnels because of the offline wells. He explained the PFAS situation had impacted the Town Wells, well 6 is offline due to PFAS detected and well 3 is offline due to repairs. He said to call DPW about the rusty water and hydrant flushing will help.

##### PFAS Grant Announcement

Jim McKay stated, Congressman, Jake Auchincloss secured \$3,452,972 for the Millis PFAS treatment.

#### 23-006 Approval of Contract for Asset Management Grant Program Phase 3

**Sel. Schultze made a motion to authorize the Town Administrator to sign on behalf of the Town the contract with Kleinfelder Northeast, Inc. not to exceed \$260,000. Sel. Rosenfeld seconded this motion. The motion passed unanimously.**

23-007 Discuss Proposed Sewer Policy and Related Committee

Sel. Rosenfeld asked DPW Director, Jim McKay to add the current "actual" flow.

Jim McKay explained how he got he found the numbers; The Charles River Pollution Control District (CRPCD) permitted flow rate (gpd- gallon per day) is 628,000. The CRPD Permitted floe rate less 5% gpd is 596,600. The 6 years average flow gpd is 393,000 that leaves us with the daily available flow gpd is 203,600. The betterment reserve flow gpd is 56,980. The permitted project flow gpd is 96,617. The pending project flow gpd is 21,120. The total betterment reserve, permitted, and pending project flow gpd is 174,717. The remaining available flow gpd is 28,883. The total amount used and reserved is 95% of our allotted flow.

Sel. Underhill stated her proposal for the Sewer/Water Committee it would be an independent 3-person committee appointed by the Select Board, the committee members will be appointed on a rolling 3-year term, first year the members will be appointed for 1-, 2-, and 3-year term. The chair will rotate yearly, the committee will meet at a minimum on a monthly basis and should include one member who is not on the sewer system. The committee may be tasked with the following water/sewer/stormwater appeals hearings, recommend rates, recommend projects, recommend sewer connections per the sewer connection guidelines set forth in the sewer policy, comment on and advise the proposed regulatory changes.

The Board would like this added to the 1/23 meeting to discuss the proposed charge for this committee, and discuss voting on the committee, and invite residents to apply for that committee.

Sel. Schultze invited members from other committees to join the meeting to weigh in on the charge for the committee.

23-008 Ratification of AFSCME Council 93 Union MOA

**Sel. Schultze made a motion to ratify the AFSCME Council 93 Union MOA. Sel. Rosenfeld seconded this motion. The motion passed unanimously.**

23-009 Board/Committee Liaison Updates

There were no updates

23-010 Approval of DRAFT Minutes

**Sel. Schultze made a motion to approve the meeting minutes for 6/6/22 and 9/12/22 as written. Sel. Rosenfeld seconded this motion. The motion passed unanimously.**

**Sel. Underhill motioned to enter Executive Session at 7:55pm to discuss and conduct strategy sessions with respect to collective bargaining with union personnel (SEIU/Millis Firefighters Union) and to discuss strategy with respect to litigation if an open meeting may have a detrimental effect on the governments litigating position (12-14 Exchange Street). Sel. Underhill polled the Board and the motion passed unanimously.**

Respectfully Submitted by Victoria Schindler