



TOWN OF MILLIS

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

OFFICE OF THE SELECT BOARD

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

Michael J. Guzinski
Town Administrator
mguzinski@millisma.gov

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

SELECT BOARD MEETING AGENDA MONDAY, FEBRUARY 12, 2024; 7:00 PM VETERANS MEMORIAL BUILDING ROOM 229

SELECT BOARD MEETINGS ARE BROADCAST, WHENEVER POSSIBLE, THROUGH MILLIS COMMUNITY MEDIA ON COMCAST CHANNEL 6 AND VERIZON CHANNEL 38

ZOOM (BROADCAST ONLY)
MEETING ID: 852 638 7223
PASSCODE: SBMEETING

	Topic	Time	Speaker
I.	Call to Order	7:00 PM	Chair Schultze
II.	Announcements <ul style="list-style-type: none">Comedy Cancels Cancer Fundraiser 3/1/24Complete Streets Grant Award of \$433,1952024 Mass Rec & Park Association's Professional of the Year AwardTown Election – Open Positions		
III.	Appointments/Hearings		
24-014	Approve and Sign 3/5/24 Presidential Primary Election Warrant	7:05 PM	Chair Schultze
24-015	<ul style="list-style-type: none">Vote to Set Annual Town Meeting DateVote to Open Annual Town Meeting Warrant	7:10PM	M. Guzinski Chair Schultze
24-016	Hearing: Installation of Anchor Guy at Pole #34/11	7:15 PM	C. Cosby
24-017	Appointment of Snow Removal Contractor	7:20 PM	M. Guzinski
24-018	Consideration/Approval of No Parking Signs at Adams Street & Parnell Street	7:25 PM	Chief Soffayer
24-019	Hearing: Continued – Special Permit for 1480-1486 Main Street	7:30 PM	M. Carter T. Cannon
24-020	Approve/Sign FY25 Green Communities Grant	7:40 PM	R. Weiss

24-021	Review/Approve Recommended Building Department Permit Fees	7:45 PM	M. Giampietro
IV.	Open Session Items		
24-022	Discuss Finance Director Recruitment Process		M. Guzinski
24-023	Review/Approve Rave Alert System Quote		K. B. DeMarzo
24-024	Vote to Ratify Library Director's Contract		M. Guzinski
24-025	Board/Committee Liaison Updates		Select Board
24-026	Approval of DRAFT Minutes <ul style="list-style-type: none"> • 1/22/24 		Select Board
24-027	Review/Approval of Water Sewer Commitment		M. Guzinski
V.	Adjournment		

Upcoming Meeting Schedule

Date	Time	Location
Monday, February 26, 2024	7:00 pm	Room 229 VMB
Tuesday, February 27, 2004	7:00pm	Tri-Board Meeting
Monday, March 11, 2024	7:00 pm	Room 229 VMB
Monday, March 25, 2004	7:00pm	Room 229 VMB
Monday, April 8, 2024	7:00 pm	Room 229 VMB
Monday, April 22, 2004	7:00pm	Tri-Board Meeting
Tuesday, May 7, 2024	6:00 pm	MS/HS Library
Proposed Date	7:30 pm	MS/HS Auditorium

Millis High School Student Battling Rare Cancer



Aedan Wetherbee, 15 years old



Scan Here to Support Aedan

The students of Millis High School are asking for your help!
We are raising funds to help our classmate as he bravely fights cancer.

Comedy Cancels Cancer – Aedan’s Army
Friday, March 1, 2024 - Millis High School Auditorium
7pm doors open, 8pm show starts
Free admission for Millis High School students \$20 per ticket for the general public

Laughter is the best medicine! Join us as our community comes together to support Aedan. This professionally planned, three-person comedy show offers 90 minutes of laughs and fun. All funds raised through the event will be used to assist with Aedan’s medical bill and to keep Aedan engaged and entertained during the yearlong quarantine after his bone marrow transplant.

How You Can Help Aedan – scan the QR code above to:
▪ Small Businesses & Companies: make a donation or sponsor the event
▪ Individuals: make a personal donation and/or purchase tickets

Aedan’s Story

Aedan Wetherbee is a courageous 15-year-old from Millis, MA who is battling CNS primary, ALK+ Anaplastic Large Cell Lymphoma (ALCL). ALCL is a rare form of brain cancer - rare due to Aedan’s young age and the cancer’s location in his brain. Since June 2023 Aedan has been receiving treatment at Massachusetts General Hospital’s Pediatric Oncology Department. Despite the scary and emotional rollercoaster of treatment which has included intense chemotherapy, stem cell retrieval, and cancer spreading in his body Aedan has continued to impress his medical team, family, and friends with his positive attitude. In November Aedan received the wonderful news that he is in full remission. Thankfully doctors found a bone marrow donor match and a transplant is scheduled for February 2024. Once he receives his bone marrow transplant Aedan will spend eight to ten weeks inpatient at Boston Children’s Hospital and one year in quarantine at home.

Thank You for Your Support!

Questions or Media Inquiries Text Julie: 508-735-6981



Maura Healey, Governor
Kimberly Driscoll, Lieutenant Governor
Gina Fiandaca, Secretary & CEO
Jonathan L. Gulliver, Highway Administrator



February 7, 2024

Robert Weiss
Economic Development Director
900 Main St
Millis, MA 02054

Via email: rweiss@millisma.gov

Dear Robert Weiss:

Thank you for your Tier 3 submission to the Compete Streets Funding Program during Round 2 of the Fiscal Year 2024 application solicitation. We received many applications and had a very competitive application pool from which to select. I am pleased to notify you that Millis's application has been approved for \$433,195.00.

Awarded municipalities will enter into a contract with MassDOT for the completion of approved work. A member of the Community Grants Group will reach out shortly to gather all necessary information to begin the contracting process. It is anticipated that the Notice to Proceed (NTP) will be issued by March 1, 2024, and the deadline for construction will be June 30, 2026. MassDOT-funded work may not proceed until the NTP is issued.

Please note that as detailed in the Program Guidance, design is not an eligible grant cost. Design work for this project may begin at any time and must be completed by a MassDOT Prequalified Contractor. Construction funds awarded through this program are paid via the reimbursement of approved costs. Reimbursement requests are processed by your District State Aid Engineer in the same manner as Chapter 90 projects.

Please email CompleteStreetsProgram@dot.state.ma.us with questions related to this award. Thank you for your commitment to improving safety, access, and mobility for all roadway users in your community and for your participation in the Complete Streets Funding Program. MassDOT looks forward to working with you on this important project.

Sincerely,

Jonathan L. Gulliver
Highway Administrator

cc: Kristen Pennucci, MassDOT Community Grants Program Administrator
Barry Lorion, MassDOT District 3 Highway Director
Michael Guzinski, Millis Town Administrator

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.

Hello Erin,

Congratulations! You are the 2024 winner of the Massachusetts Recreation and Park Association's Community Professional of the Year Award.

You were nominated by Sharon Locke.

This award is given to a member of MRPA that has provided outstanding service and dedication to their community and continues to improve the field of park and recreation. This person can serve in any specialty area within the park and recreation industry.

The MRPA would like to invite you and a guest to our MRPA Awards Dinner on Tuesday, March 19, 2024, at the Four Points Sheraton in Norwood, MA. Dinner will begin at 6:45pm and the awards presentation will start around 7:15pm. If you would like to bring additional guests to the dinner, the cost is \$80 per person. ***Please let us know by March 1, 2024, if anyone will be joining you for the ceremony.***

In addition, if you have any photos or wording you would like included in the ceremony, please send it along as soon as you can.

Congratulations again on your award! We look forward to seeing you on the 19th.

Sincerely,

The 2024 MRPA Awards Committee

Lauren Smith, Program Coordinator
Town of Weston
Recreation Department
20 Alphabet Lane
Weston, Massachusetts 02493
Phone: 781-786-6260 Fax: 781-786-6269
Email: smith.l@westonma.gov
[Town of Weston website](#)

Congratulations
Millis Recreation

ERIN LEBLANC
COMMUNITY PROFESSIONAL
OF THE YEAR

2024





Open positions for the 05/13/24 Town Election:

Moderator, 1 position, 1-year term; **Select Board**, 1 position, 3-year term; **School Committee**, 2 positions, 3-year term; **Board of Health**, 1 position, 3-year term; **Library Trustees**, 1 position, 3-year term; and **Planning Board**, 2 positions, (1) 5-year term and (1) 3-year term.

Forty-five signatures are required. We always recommend getting more in case some aren't qualifiers. Nomination papers need to be back at the Town Clerk's office no later than **5:00 pm on Friday, March 22nd**.

24-014

Approve/Sign Election Warrant

**COMMONWEALTH OF MASSACHUSETTS
WILLIAM FRANCIS GALVIN
SECRETARY OF THE COMMONWEALTH**

WARRANT FOR PRESIDENTIAL PREFERENCE PRIMARIES

SS.

To either of the Constables of the Town of Millis

GREETINGS:

In the name of the Commonwealth, you are hereby required to notify and warn the inhabitants of said city or town who are qualified to vote in Primaries to vote at:

Precinct 1, Precinct 2 and Precinct 3

900 Main Street, Millis, MA

on **TUESDAY, THE FIFTH DAY OF MARCH, 2024**, from 7:00 A.M. to 8:00 P.M. for the following purpose:

To cast their votes in the Presidential Primaries for the candidates of political parties for the following offices:

PRESIDENTIAL PREFERENCE FOR THIS COMMONWEALTH
STATE COMMITTEE MAN NORFOLK, WORCESTER AND MIDDLESEX DISTRICT
STATE COMMITTEE WOMAN NORFOLK, WORCESTER AND MIDDLESEX DISTRICT
TOWN COMMITTEE MILLIS

Hereof fail not and make return of this warrant with your doings thereon at the time and place of said voting.

Given under our hands this 12th day of February, 2024:

Select Board of Millis

Posting in Four Public Places

_____, 2024.
Constable (month and day)

24-015

Set ATM Date/Open Warrant



TOWN OF MILLIS

TO: Select Board

CC: Karen Bouret DeMarzo, Assistant Town Administrator

FROM: Michael Guzinski, Town Administrator

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

DATE: February 8, 2024

RE: Open Warrant and Set the Date for the Spring Annual Town Meeting

I am recommending that the Board vote to open the warrant for the Spring Annual Town Meeting, and vote to close the warrant effective the end of the business day on February 26th, 2024. I am also recommending that, due to scheduling conflicts, the Board vote to set the time and date of the **Spring Annual Town Meeting to 7:30pm on Tuesday, May 7th, 2024.**

I will discuss these matters in more detail at your meeting on Monday. Please contact me should you have any questions.

Thanks.

24-016

Hearing: Eversource

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



TOWN OF MILLIS

OFFICE OF THE SELECT BOARD & TOWN ADMINISTRATOR

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

Michael Guzinski
Town Administrator
mguzinski@millisma.gov

Karen Bouret DeMarzo
Assistant Town Administrator
karen.bouret.demarzo@millisma.gov

February 1, 2024

Dear Resident/Property Owner,

Please be advised that the Select Board has granted a location application hearing to Eversource Energy for the purpose of installation of one (1) anchor guy at pole #34/11 located at Forest Road, southerly side opposite Bow Street. Attached please find the petition and plan from Eversource Energy.

The public hearing will be held on February 12, 2024, at 7:15 pm in Room 229 at the Veterans Memorial Building at 900 Main Street.

If you have any questions, please contact me at kbouret@millisma.gov.

Regards,

Karen Bouret DeMarzo
Assistant Town Administrator

WO# 14613779
FOREST ROAD
MILLIS, MA

29_058
33 FOREST RD
MILLIS 02054
N/F
JEAN ANGELA MARIE
33 FOREST RD
MILLIS, MA 02054

29_059
36 FOREST RD
MILLIS 02054
N/F
HATCH KAREN J & GARY L
36 FOREST RD
MILLIS, MA 02054

29_038
4 BOW ST
MILLIS 02054
N/F
DIMILLA STEPHEN R
4 BOW ST
MILLIS, MA 02054



157 Cordaville Road
Southborough, MA 01772

January 2, 2024

Select Board
Millis Town Hall
900 Main Street
Millis, MA 02054

RE: Forest Road
Millis, MA
W.O. #14613779

Hearing Required

Dear Members of the Board:

The enclosed petition and plan are being presented by the NSTAR ELECTRIC COMPANY d/b/a as EVERSOURCE ENERGY and VERIZON for installing one (1) anchor guy at pole #34/11.

This work is necessary to provide support to pole #34/11. Existing tree guy to be removed.

If you have any further questions, contact Chris Cosby @ (508) 305-6989.
Your prompt attention to this matter would be greatly appreciated.

Very truly yours,

Richard M. Schifone

Richard M. Schifone
Rights and Permits, Supervisor

RMS/sky
Attachments

**ORDER FOR JOINT OR IDENTICAL LOCATIONS FOR POLES
Town of Millis, Massachusetts**

WHEREAS, NSTAR ELECTRIC COMPANY d.b.a. Eversource Energy and VERIZON NEW ENGLAND, INC. have petitioned for joint or identical locations for the erection or construction of poles to be owned and used in common by them upon, along and across the public way or ways of the town hereinafter specified, and notice has been given and a hearing held on said petition as provided by law.

It is ORDERED that NSTAR ELECTRIC COMPANY d.b.a. Eversource Energy and VERIZON NEW ENGLAND, INC. be and hereby are granted joint or identical locations for the erection or construction of poles, to be owned and used in common by them, and for such other fixtures including anchors and guys as may be necessary to sustain or protect the wires of the line upon, along and across the following public way or ways of said town:

**Forest Road - Southerly side opposite Bow Street
- Install one (1) anchor guy at pole #34/11**

Hearing Required

All construction work under this Order shall be in accordance with the following conditions: Poles shall be of sound timber and located as shown on plans made by K. Rice, dated October 5, 2023, on file with said petition. There may be attached to said poles by said NSTAR ELECTRIC COMPANY d.b.a. Eversource Energy and by said VERIZON NEW ENGLAND, INC. wires and cables necessary for the conduct of their business. All such wires and cables shall be placed at a height of not less than eighteen feet from the ground at crossings of other ways and at not less than fourteen feet from the ground elsewhere.

_____ Select Board of
the town of
MILLIS

CERTIFICATE

We hereby certify that the foregoing Order was adopted after due notice and a public hearing as prescribed by Section 22 of Chapter 166 of the General Laws (Ter.Ed.), and any additions thereto or amendments thereof, to wit: after written notice of the time and place of the hearing mailed at least seven days prior to the date of the hearing by the Select Board to all owners of real estate abutting upon that part of the way or ways upon, along or across which the line is to be constructed under said Order, as determined by the last preceding assessment for taxation, and a public hearing held at _____ in said town on _____ day of _____, 2023 at _____ P.M.

_____ Select Board of
the town of
MILLIS

CERTIFICATE

I hereby certify that the foregoing are true copies of the Order of the Select Board of the town of MILLIS Massachusetts, duly adopted on the _____ day of _____ 2023, and recorded with records of location Orders said town, Book _____, Page _____ and of the certificate of notice of hearing thereon required by Section 22 of Chapter 166 of the General Laws (Ter.Ed.), and any additions thereto or amendments thereof, as the same appear of record.

Attest: _____
Clerk of the Town of MILLIS, Massachusetts

PETITION OF NSTAR ELECTRIC COMPANY dba EVERSOURCE ENERGY AND OTHER COMPANIES FOR JOINT OR IDENTICAL LOCATIONS FOR POLE

To the Select Board of the Town of Millis, Massachusetts:

Respectfully represent **NSTAR ELECTRIC COMPANY dba Eversource Energy** and **VERIZON NEW ENGLAND, INC.** companies subject to Chapter 166 of the General Laws (Ter.Ed.), that they desire to construct a line upon, along and across the public way or ways hereinafter specified.

WHEREFORE, your petitioners pray that after due notice and hearing as provided by law the **Select Board** may by Order grant your petitioners joint or identical locations for the erection or construction of poles, to be owned and used in common by them, and for such other fixtures including anchors and guys as may be necessary to sustain or protect the wires of the line, said poles to be located, substantially as shown on the plans made by **K. Rice, dated October 5, 2023** and filled herewith, upon along and across the following public way or ways of said town:

**Forest Road - Southerly side opposite Bow Street
- Install one (1) anchor guy at pole #34/11**

Hearing Required

Also, for permission to lay and maintain underground laterals, cables, and wires in the above or intersecting public ways for making connections with such poles and buildings as each of said petitioners may desire for distributing purposes. Your petitioners agree to reserve space for one Crossarm at a suitable point upon each of said poles for the telephone, fire and police signal wires owned by the town and used for municipal purposes.

**NSTAR ELECTRIC COMPANY
dba EVERSOURCE ENERGY**

By: *Richard M. Schifone*

Richard M. Schifone
Rights and Permits, Supervisor

VERIZON NEW ENGLAND INC.

By: *Albert E. Bessette Jr.*

Dated this _____ day of _____ 2023

Town of MILLIS, Massachusetts
Received and filed _____ 2023

**PURPOSE: TO PROVIDE
SUPPORT TO POLE - EXISTING
TREE GUY TO BE REMOVED**

29_038
4 BOW ST
MILLIS 02054
N/F
DIMILLA STEPHEN R

29_059
36 FOREST RD
MILLIS 02054
N/F
HATCH KAREN
J & GARY L

BOW ST

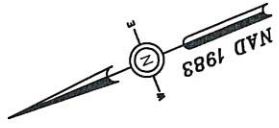
FOREST RD

34/11
(JO-ES)



**PROPOSED
NEW
HIP GUY**

29_058
33 FOREST RD
MILLIS 02054
N/F
JEAN ANGELA MARIE



BY YOUR USE OF THE INFORMATION CONTAINED IN THIS MAP, YOU AGREE THAT NO WARRANTY OF ANY KIND, EXPRESS OR IMPLIED, IS GIVEN WITH RESPECT TO THE INFORMATION. NEITHER NSTAR ELECTRIC COMPANY, NSTAR GAS COMPANY NOR ITS PARENTS, AFFILIATES, OFFICERS, DIRECTORS, SHAREHOLDERS, EMPLOYEES OR AGENTS (COLLECTIVELY THE "NSTAR ENTITIES") SHALL BE LIABLE FOR ANY LOSS OF INJURY CAUSED IN WHOLE OR IN PART BY USE OF THIS INFORMATION OR IN RELIANCE UPON IT, TO THE MAXIMUM EXTENT ALLOWED BY LAW. YOU AGREE TO HOLD THE NSTAR ENTITIES HARMLESS FROM ANY SUCH LOSS OR INJURY.

THE INFORMATION MAY NOT REPRESENT A SURVEY, MAY NOT BE THE MOST COMPLETE AND IS SUBJECT TO CHANGE WITHOUT NOTICE. NO LIABILITY IS ASSUMED FOR THE ACCURACY OF THE INFORMATION. EITHER EXPRESSED OR IMPLIED UNAUTHORIZED ATTEMPTS TO MODIFY THE INFORMATION OR USE THE INFORMATION FOR OTHER THAN ITS INTENDED PURPOSES ARE PROHIBITED.

Proposed pole locations shown thus	⊕
Pole locations to be abandoned, shown thus	○
Proposed Anchor Guy shown thus	T
Proposed Hip Guy shown thus	T±
Proposed Underground location shown thus	—
Proposed Push Brace shown thus	⊕
Existing Pole location shown thus	●

NSTAR EVERSOURCE ELECTRIC d/b/a	
1185 MASSACHUSETTS AVE. DORCHESTER, MASS. 02125	
Plan of FOREST RD	MILLIS
Showing	PROPOSED NEW HIP GUY LOCATION
Scale	1"=20'
SHEET	1 of 1
Date	OCTOBER 5, 2023

24-017

Appt of Snow Contractor

TOWN OF MILLIS



DEPARTMENT OF PUBLIC WORKS

Veterans Memorial Building
900 Main Street
Millis, Massachusetts 02054

October 20, 2023

RE: Appointment of Snow Contractor

The Millis Department of Public Works requests the Town Administrator appoint the annual positions for Snow Contractor covered under the Personnel Plan. Start date February 13, 2024, through March 1, 2024.

Kevily Riani Gimenez

As part of employment, has completed a physical and back Cori check.

Best,

James F. McKay
Director of Public Works

24-018

No Parking Sign Request



*Christopher J. Soffayer
Chief of Police*

Millis Police Department

*Town of Millis
Commonwealth of Massachusetts*



*1003 Main Street
Millis, Massachusetts 02054
Phone: 508-376-5112
Fax: 508-376-6220*

January 23, 2024

Dear Guzinski,

I am asking for you to consider the following to end the ongoing issue of trucks parking on Union Street and blocking the driveway of residents at 84/86 Union Street. Despite several complaints, this issue remains unresolved and continues to cause significant inconvenience to the affected residents.

Therefore, I ask you to consider installing "No Parking on this side of the street" signs on Union Street from Adams Street, up to Parnell Street. This will prevent trucks from parking in this area and ensure that residents have unobstructed access to their driveways.

I have spoken to the owner of Export Auto and asked that he notify the carrier of the complaints. Unfortunately, dozens of different carriers from all over the country come to Export Auto and it's virtually impossible to contact all of them.

The installation of signs would remedy this ongoing problem. Thank you for your consideration.

Respectfully,

Christopher J. Soffayer
Chief of Police

24-019

Hearing: 1480-86 Main Street



February 6, 2024

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

RE: 1480 & 1486 Main Street - Site Plan and Special Permit Applications
Response to Peer Review Comments

Dear Mr. Schultze:

Strong Point Engineering Solutions, Inc. (SPES) is pleased to provide this letter on behalf of our client, Arborway Tree Care, in response to comments provided by GCG Associates relative to the above referenced project, dated January 3, 2024. In response to each comment, we offer the following:

Comment #1: The existing sewer service should be shown on the plan to prevent conflict with the proposed underground utilities (Electric and cable/wire, (E-T-C)), to be determined by the utility provider.

Response #1: The site is served by an on-site septic system that is located to the south of the existing building. As such, the proposed installation of underground utilities will not impact the existing system.

Comment #2: Install erosion control as needed based on the final underground E-T-C trench location.

Response #2: Notation requiring sediment/erosion controls to be utilized as needed to accommodate the installation of underground utilities has been added to the Site Improvement Notes section of the plan.

Comment #3: Install erosion control along the tree clearing and existing edge of parking lot pavement area. Install stabilized (stone) construction entrance/exist at the clearing area entrance with pavement sweeping schedule during construction.

Response #3: Erosion controls and a construction entrance has been added to the plan as requested.

Comment #4: Install erosion control (compost wattle or approved equal) along the western wetland to protect BVW resource area. Since there is no other drainage facility on-site. GCG recommends maintaining the erosion control permanently with a site operation and maintenance plan.

Response #4: Erosion control barrier and notation requiring maintenance in perpetuity has been added to the plan as requested.

Comment #5: Provide proposed grading contour within the tree/underbrush clearing area. Existing contours show 6% to 9% slope adjacent to the pavement area. GCG recommends grading the stockpile area relatively level and slightly lower than the existing pavement grade to allow stormwater runoff sediment and infiltration.

Response #5: The proposed clearing area has been graded as requested.

Comment #6: Site Improvement note item #2 states "Size and number of compartments may vary dependent on need." GCG recommends identifying concrete storage bins' maximum height on the plan. Waiver of Site Plan Approval Request letter (Cover Letter) stated approximately eight to ten feet high. Size and number of compartments should be governed by the building permit. Wherever more than 300 cubic yards of mulch is produced or stored, permits are required from the Fire Department. See Millis Fire/Rescue comments.

Response #6: The applicant will comply with the requirements of a building permit and/or Fire Department regulations as applicable.

Comment #7: The Cover Letter stated, "The applicant's tree company will bring timber to the site for conversion into either firewood or wood chips." The applicant should show the timber delivery access path and stockpile location(s). Stockpile should comply with the 25 feet property line clearance at the base of the pile, per 527 CMR Chapter 31, 31.3.6.4.3 (see Millis Fire/Rescue comments). The applicant should further clarify the firewood and woodchips conversion process, machinery, equipment, operation locations and hours, and associated noise and dust control.

Response #7: Notation has been added to the plan under the Site Improvement Notes section relative to stockpile setbacks noted. The applicant anticipates wood splitting to occur at various times, Monday thru Friday, from approximately 8am to 6pm and Saturday/Sunday from 8am to 4pm. Wood chipping is anticipated to occur quarterly during the same hours. Those operations are anticipated to occur within the proposed clearing area. A wood splitter will be kept on site and a chipping machine will be delivered to the site as necessary. The applicant will comply with all requirements relative to hours of operation, noise and dust control.

Comment #8: Additional traffic trips are expected from the proposed site improvements. The applicant should provide an estimated traffic trips and operation hours generated from the proposed use. GCG does not anticipate any major adverse impacts from the use.

Response #8: The proposed site will be used for wholesale operations only. No retail services will be available on site. Daily traffic trips are anticipated to be influenced by seasonal conditions however the applicant conservatively estimates no more than 50 vehicle trips per day which is considered di minims in comparison to the existing vehicle trips per day on Main Street. These are anticipated to occur between the hours of 7am – 7pm Monday thru Friday and 7am – 4pm Saturday and Sunday.

Comment #9: The Cover Letter stated, "The maintenance of the site shall consist of the periodic use of a street sweeper, which the applicant purchased specifically for the maintenance of this site. The street sweeper shall be used to sweep up, as needed, any materials from the paved driveway to prevent the dragging of material on to the public way." GCG recommends providing a pavement sweeping schedule as part of the site Operation and Maintenance plan to protect the wetland resource area and prevent vehicle tracking of sediment or debris onto the public street.

Response #9: Items number 5 and 6 given on the plan under Site Improvement Notes have been revised to reflect street sweeping responsibilities and frequency.



Comment #10: Plan should show the nearby existing buildings and call out the open yard stacking setback (minimum 15 feet required) to buildings, see Millis Fire/Rescue comments 31.3.3.4.1.1.

Response #10: Notation has been added to the plan under the Site Improvement Notes section relative to stockpile setbacks noted. Nearby buildings (#1420) have been added to the plan based on available MassGIS location data.

Comment #11: The proposed work limit is less than an acre. Therefore, it should not require a National Pollutant Discharge Elimination System (NPDES) Construction General Permit (CGP) filing.

Response #11: No response required.

Comment #12: There is minor work proposed within the 100 feet BVW buffer, a filing or determination by the Conservation Commission may be necessary.

Response #12: All work proposed within wetland resource area buffer zones will occur within currently disturbed areas and is limited to the installation of erosion control barriers and maintenance of existing fences and pavement markings. Notation of such has been added to the revised plan. Based on the above, it is not anticipated that a further filing with the Conservation Commission will be necessary.

Comment #13: The Applicant should address all Millis Fire/Rescue's 527 CMR Chapter 31 Forest Products and Biomass Feedstocks comments, and any other conditions imposed by the Conservation Commission.

Response #13: The applicant has discussed comments provided by the Fire Department with the Fire Chief and will comply as appropriate.

If you have any further questions or comments, please feel free to contact our office at (508) 682-0229 at your leisure.

Kind Regards,

A handwritten signature in blue ink, appearing to read 'Eric Dias' with a stylized flourish and the initials 'P.E.' written below it.

Eric Dias, P.E.
President/Owner



GENERAL NOTES:

1. EXISTING UTILITIES TO BE REMOVED SHALL BE RELOCATED TO THE ADJACENT PROPERTY OR TO ANOTHER LOCATION AS APPROVED BY THE TOWN ENGINEER.
2. UTILITIES SHALL BE PROTECTED BY CONSTRUCTION OF A PROTECTIVE WALL AND A MINIMUM 12" AIR GAP SHALL BE MAINTAINED AT ALL TIMES.
3. THE SITE IS PARTIALLY LOCATED WITHIN A ZONE "A" ZONE "F" AS SHOWN.
4. THE SITE IS LOCATED IN A INDUSTRIAL PARK ZONE "C".
5. THE SITE DOES NOT CONTAIN ANY CERTIFIED HAZARDOUS MATERIAL (CHM) OR ASBESTOS.
6. THE SITE DOES NOT CONTAIN ANY UNDESIRABLE MATERIAL (UHM) OR SOLID WASTE.
7. THE SITE DOES NOT CONTAIN ANY UNDESIRABLE MATERIAL (UHM) OR SOLID WASTE.
8. THE SITE DOES NOT CONTAIN ANY UNDESIRABLE MATERIAL (UHM) OR SOLID WASTE.
9. THE SITE DOES NOT CONTAIN ANY UNDESIRABLE MATERIAL (UHM) OR SOLID WASTE.

SITE IMPROVEMENTS:

1. ALL EXISTING IMPROVEMENTS SHALL BE MAINTAINED OR REPLACED AS NECESSARY TO MAINTAIN THE INTEGRITY OF THE SITE.
2. ALL EXISTING IMPROVEMENTS SHALL BE MAINTAINED OR REPLACED AS NECESSARY TO MAINTAIN THE INTEGRITY OF THE SITE.
3. ALL EXISTING IMPROVEMENTS SHALL BE MAINTAINED OR REPLACED AS NECESSARY TO MAINTAIN THE INTEGRITY OF THE SITE.
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9. ALL EXISTING IMPROVEMENTS SHALL BE MAINTAINED OR REPLACED AS NECESSARY TO MAINTAIN THE INTEGRITY OF THE SITE.
10. ALL EXISTING IMPROVEMENTS SHALL BE MAINTAINED OR REPLACED AS NECESSARY TO MAINTAIN THE INTEGRITY OF THE SITE.

ZONING SCHEDULE - INDUSTRIAL PARK ZONE C

MIN. LOT AREA	MIN. FRONTAGE	MIN. LOT DEPTH	MIN. SETBACK	MIN. SIDE SETBACK	MIN. REAR SETBACK
43,500 SF	150 FT	125 FT	10 FT	10 FT	10 FT
87,000 SF	300 FT	250 FT	15 FT	15 FT	15 FT
174,000 SF	600 FT	500 FT	20 FT	20 FT	20 FT
348,000 SF	1,200 FT	1,000 FT	30 FT	30 FT	30 FT
696,000 SF	2,400 FT	2,000 FT	45 FT	45 FT	45 FT

PARKING REQUIREMENTS - SCHEDULE

- MINIMUM PARKING REQUIREMENTS - SCHEDULE
- 1. MINIMUM PARKING REQUIREMENTS - SCHEDULE
 - 2. MINIMUM PARKING REQUIREMENTS - SCHEDULE
 - 3. MINIMUM PARKING REQUIREMENTS - SCHEDULE
 - 4. MINIMUM PARKING REQUIREMENTS - SCHEDULE
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 - 6. MINIMUM PARKING REQUIREMENTS - SCHEDULE
 - 7. MINIMUM PARKING REQUIREMENTS - SCHEDULE
 - 8. MINIMUM PARKING REQUIREMENTS - SCHEDULE
 - 9. MINIMUM PARKING REQUIREMENTS - SCHEDULE
 - 10. MINIMUM PARKING REQUIREMENTS - SCHEDULE

EXISTING UTILITIES

- 1. PROPERTY BOUNDARY
- 2. METAL BOUNDARY
- 3. METAL BOUNDARY
- 4. METAL BOUNDARY
- 5. METAL BOUNDARY
- 6. METAL BOUNDARY
- 7. METAL BOUNDARY
- 8. METAL BOUNDARY
- 9. METAL BOUNDARY
- 10. METAL BOUNDARY



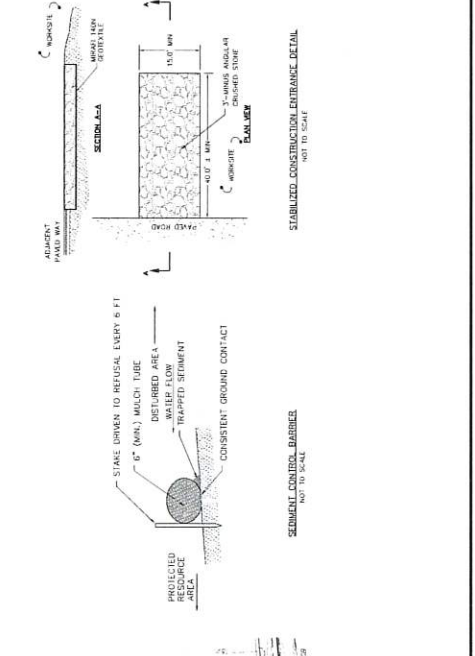
PROFESSIONAL ENGINEER SEAL
 STATE OF MASSACHUSETTS
 REGISTERED PROFESSIONAL ENGINEER
 LICENSE NO. 10000
 EXPIRES 12/31/2024

STRONGPOINT
 PROJECT NUMBER: 2024-001
 DATE OF ISSUE: NOVEMBER 1, 2023

PROJECT: ARBORWAY TREE CARE
 100 ASH STREET
 HYDE PARK, MA 02130

PROPOSED SITE IMPROVEMENTS FOR 100 ASH STREET
 MILLIS, MA

PROPOSED IMPROVEMENTS SKETCH C-1



January 3, 2024

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

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

Dear Mr. Schultze:

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

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

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

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

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

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

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

General Comment

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

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

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

Plan Comments

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

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

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

Respectfully Submitted,
GCG Associates

Michael J. Carter

Michael J. Carter, P.E.
Project Manager



TOWN OF MILLIS

SELECT BOARD

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

SPECIAL PERMIT APPLICATION FOR/WITH SITE PLAN APPROVAL

To the Millis Board:

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

Applicant's Name Arborway Tree Care, Inc. Company

Address 10 A Street

Town Hyde Park State/Zip MA Phone Contract Through Counsel

Property Location 1480-1486 Main Street

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

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

Owner's Name GTE Millis Realty LLC

Address 120 Bergeron Way

Town Stoughton State/Zip MA 02072 Phone _____

Summary of work to be done:

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

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

Signature of Applicant

Date 11/3/23 Attorney for Applicant

Signature of Land Owner

Date 11/3/23 Attorney for owner



Doherty, Dugan, Cannon,
Raymond & Weil, P.C.

Celebrating 20 Years

124 Grove Street, Suite 220
Franklin, MA 02038
Tel. (508) 541-3000
Fax (508) 541-3008
<https://ddcrwlaw.com>

Edward V. Cannon, Jr., Esq.
evc@ddcrwlaw.com

September 21, 2023

Via Email: cstandley@millisma.gov

Planning Board
Town of Millis
900 Main Street
Millis, MA 02054

**Re: Arborway Treecare, Inc.
Waiver of Site Plan Approval Request for 1480-1486 Main Street**

Dear Members of the Board,

This firm represents Chad Beauregard (“Mr. Beauregard”), the President of Arborway Tree Care, Inc. (“Arborway”) in connection with the above-referenced matter. Please accept this letter as a request for a Waiver of Site Plan Approval for the above-referenced location.

Mr. Beauregard intends to utilize the lots located at 1480-1486 Main Street (the “Premises”) to process and treat raw materials for the purpose of producing firewood, mulch, and compost for the benefit of Arborway in the course of its regular business of tree care. Mr. Beauregard’s intended operations will include some lot clearing as the property has been neglected and is badly overgrown. All clearing work will be done under the supervision of the Tree Warden and the Building Commissioner. Furthermore, Mr. Beauregard does not intend to significantly alter the existing use of the Premises, nor open the Premises up to increased amounts of traffic.

It should also be noted that Mr. Beauregard’s intended operations on the Premises will not be injurious or dangerous to the public health. Furthermore, Mr. Beauregard’s intended operations will not produce noise, dust, or other effects observable from adjacent property in amounts objectionable or detrimental to the normal and pre-existing use of the Premises. In addition, Mr. Beauregard’s intended operations will not result in a disadvantageous change in the topography and cover of the Premises. Nor will they have a material adverse effect on the water supply, health, or safety of persons living near the Premises or on the use of or amenities on adjacent land.

Planning Board
Town of Millis
September 21, 2023
Page 2,

Further, the building permit process will address all issues and concerns that may arise, thereby a Waiver of Site Plan Approval is requested. Please include this matter on the agenda for the Board's next available meeting.

Thank you for your assistance.

Respectfully,

Edward V. Cannon, Jr.

Edward V. Cannon, Jr.

cc: Chad Beauregard

F23-077



Doherty, Dugan, Cannon,
Raymond & Weil, P.C.

Celebrating 20 Years

124 Grove Street, Suite 220
Franklin, MA 02038
Tel. (508) 541-3000
Fax (508) 541-3008
<https://dderwlaw.com>

Edward V. Cannon, Jr., Esq.
evc@dderwlaw.com

November 9, 2023

Via Email: estandley@millisma.gov

Planning Board
Town of Millis
900 Main Street
Millis, MA 02054

**Re: Arborway Treecare, Inc.
Waiver of Site Plan Approval Request for 1480-1486 Main Street**

Dear Board:

Please accept this letter on behalf of the applicant, Chad Beauregard ("Mr. Beauregard"), the President of Arborway Tree Care, Inc. ("Arborway"), as a supplement to the site plan sketch provided to the Board. Mr. Beauregard's site and operation will entail the following:

The business shall consist of the wholesale of wood chips and firewood. No retail sales shall take place, and the applicant will not be producing or selling compost. The materials shall be kept in concrete storage bins made with 2' x 2' x 6" concrete blocks from Tresca Brothers. The bins will be approximately eight to ten feet high. The largest bin will be approximately 50' x 35' (length & depth). The other bins will be approximately 30' x 18'. Generally, the material stored in the bins does exceed the height of the bins. No covering is planned for the bins as neither firewood nor wood chips run off with rain, which typically percolates through the piles. The applicant's tree company will bring timber to the site for conversion into either firewood or wood chips.

The area to be cleared and stumped presently has some trees but is mostly underbrush that has not been maintained and is now overgrown. It appears the area had been previously cleared, so it is not presently heavily forested.

Planning Board
Town of Millis
November 9, 2023
Page 2,

The maintenance of the site shall consist of the periodic use of a street sweeper, which the applicant purchased specifically for the maintenance of this site. The street sweeper shall be used to sweep up, as needed, any materials from the paved driveway to prevent the dragging of material on to the public way. Although the storage bins are uncovered, the applicant is prepared to lay a tarp over the top of the wood chip piles as needed to prevent or limit runoff of any woodchip material. The applicant shall also comply with all conditions or requirements requested or required by the Millis Fire Department.

The applicant looks forward to further discussing his business operations and use of the site at the Board's meeting next week.

Thank you for your time and attention to this matter.

Respectfully,

Edward V. Cannon, Jr.

Edward V. Cannon, Jr.

cc: Michael Giampietro, Building Commissioner
Chad Beauregard

F23-077



TOWN OF MILLIS

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

OFFICE OF THE PLANNING BOARD


900 Main Street • Millis, MA 02054

Phone: 508-376-7045

Fax: 508-376-7053

Camille Standley
Administrative Assistant
cstandley@millisma.gov

TO: Michael Giampietro, Building Inspector

FROM: Richard Nichols, Chair 
Planning Board

DATE: November 15, 2023

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

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

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

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

Thank you.
Richard Nichols, Chair

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

GENERAL NOTES:

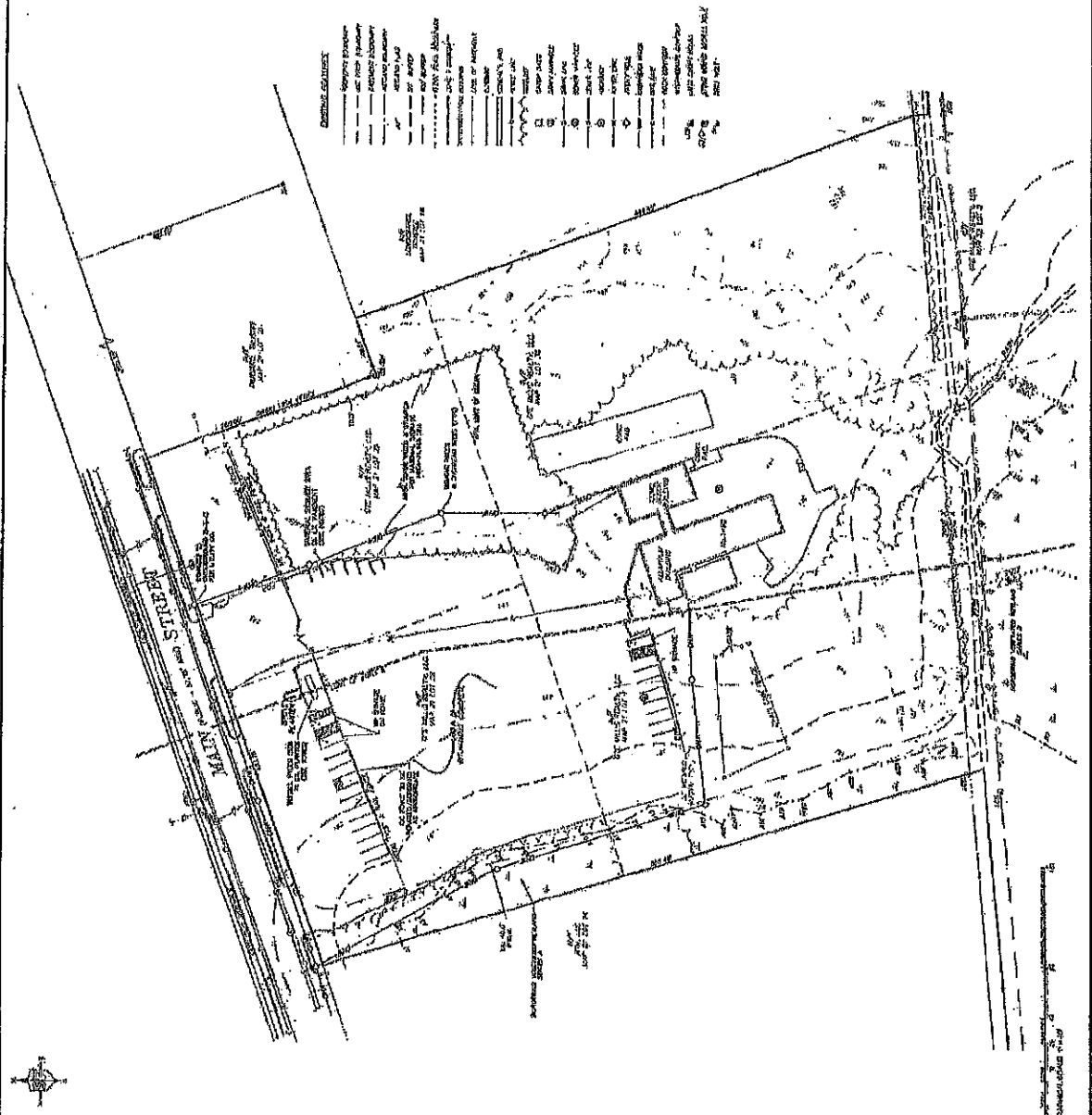
1. ALL WORK SHALL BE IN ACCORDANCE WITH THE LATEST EDITIONS OF THE STANDARD SPECIFICATIONS FOR HIGHWAY CONSTRUCTION, AS ADOPTED BY THE BOARD OF SUPERVISORS OF CALIFORNIA.
2. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS FROM THE APPROPRIATE AGENCIES.
3. THE CONTRACTOR SHALL MAINTAIN ACCESS TO ALL ADJACENT PROPERTIES AND UTILITIES AT ALL TIMES.
4. THE CONTRACTOR SHALL MAINTAIN ADEQUATE DRAINAGE THROUGHOUT THE PROJECT.
5. ALL UTILITIES SHALL BE PROTECTED AND MARKED PRIOR TO CONSTRUCTION.
6. THE CONTRACTOR SHALL MAINTAIN ADEQUATE EROSION CONTROL MEASURES THROUGHOUT THE PROJECT.
7. ALL MATERIALS AND METHODS OF CONSTRUCTION SHALL BE APPROVED BY THE ENGINEER PRIOR TO CONSTRUCTION.
8. THE CONTRACTOR SHALL MAINTAIN ADEQUATE SAFETY MEASURES THROUGHOUT THE PROJECT.
9. ALL WORK SHALL BE COMPLETED WITHIN THE SPECIFIED TIME FRAME.
10. THE CONTRACTOR SHALL MAINTAIN ADEQUATE RECORDS OF ALL WORK DONE.

SCALE INFORMATION:

1. ALL DIMENSIONS SHALL BE IN FEET AND INCHES UNLESS OTHERWISE SPECIFIED.
2. ALL DIMENSIONS SHALL BE TO THE CENTERLINE OF THE ROADWAY UNLESS OTHERWISE SPECIFIED.
3. ALL DIMENSIONS SHALL BE TO THE FACE OF THE CURB UNLESS OTHERWISE SPECIFIED.
4. ALL DIMENSIONS SHALL BE TO THE FACE OF THE SIDEWALK UNLESS OTHERWISE SPECIFIED.
5. ALL DIMENSIONS SHALL BE TO THE FACE OF THE CURB OR SIDEWALK UNLESS OTHERWISE SPECIFIED.
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9. ALL DIMENSIONS SHALL BE TO THE FACE OF THE CURB OR SIDEWALK UNLESS OTHERWISE SPECIFIED.
10. ALL DIMENSIONS SHALL BE TO THE FACE OF THE CURB OR SIDEWALK UNLESS OTHERWISE SPECIFIED.

PROPOSED SIDEWALKS

STATION	WIDTH (FEET)	THICKNESS (INCHES)	FINISH
0+00 TO 0+50	4.0	4	CONCRETE
0+50 TO 1+00	4.0	4	CONCRETE
1+00 TO 1+50	4.0	4	CONCRETE
1+50 TO 2+00	4.0	4	CONCRETE
2+00 TO 2+50	4.0	4	CONCRETE
2+50 TO 3+00	4.0	4	CONCRETE
3+00 TO 3+50	4.0	4	CONCRETE
3+50 TO 4+00	4.0	4	CONCRETE
4+00 TO 4+50	4.0	4	CONCRETE
4+50 TO 5+00	4.0	4	CONCRETE
5+00 TO 5+50	4.0	4	CONCRETE
5+50 TO 6+00	4.0	4	CONCRETE
6+00 TO 6+50	4.0	4	CONCRETE
6+50 TO 7+00	4.0	4	CONCRETE
7+00 TO 7+50	4.0	4	CONCRETE
7+50 TO 8+00	4.0	4	CONCRETE
8+00 TO 8+50	4.0	4	CONCRETE
8+50 TO 9+00	4.0	4	CONCRETE
9+00 TO 9+50	4.0	4	CONCRETE
9+50 TO 10+00	4.0	4	CONCRETE



STRONGPOINT
 1111 14TH ST. #100
 SAN FRANCISCO, CA 94103
 TEL: 415.774.1111
 FAX: 415.774.1112
 WWW.STRONGPOINT.COM

PROJECT INFORMATION

PROJECT NAME: **ARBONVILLE CARE CENTER**

CLIENT: **ARBONVILLE CARE CENTER**

ADDRESS: **1000 MAIN STREET, ARBONVILLE, CA 95922**

DATE: **01/15/2011**

SCALE: **AS SHOWN**

DESIGNED BY: **STRONGPOINT**

DRAWN BY: **STRONGPOINT**

CHECKED BY: **STRONGPOINT**

APPROVED BY: **STRONGPOINT**

DATE: **01/15/2011**

C-1



Millis Fire/Rescue

885 Main Street
Millis, Massachusetts 02054

Phone: 508-376-2361

Fax: 508-376-4339



Richard Barrett
Chief

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

Andrew Hladick
Deputy Chief

Mr. Beauregard,

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

Chapter 31 Forest Products and Biomass Feedstocks

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

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

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

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

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

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

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

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

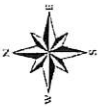
Permits are required from the fire department wherever more than 300 cubic yards of mulch is produced or stored.

Respectfully,


Richard Barrett

Fire Chief

Rec'd 11/13/23
-ca



Industrial Park Two

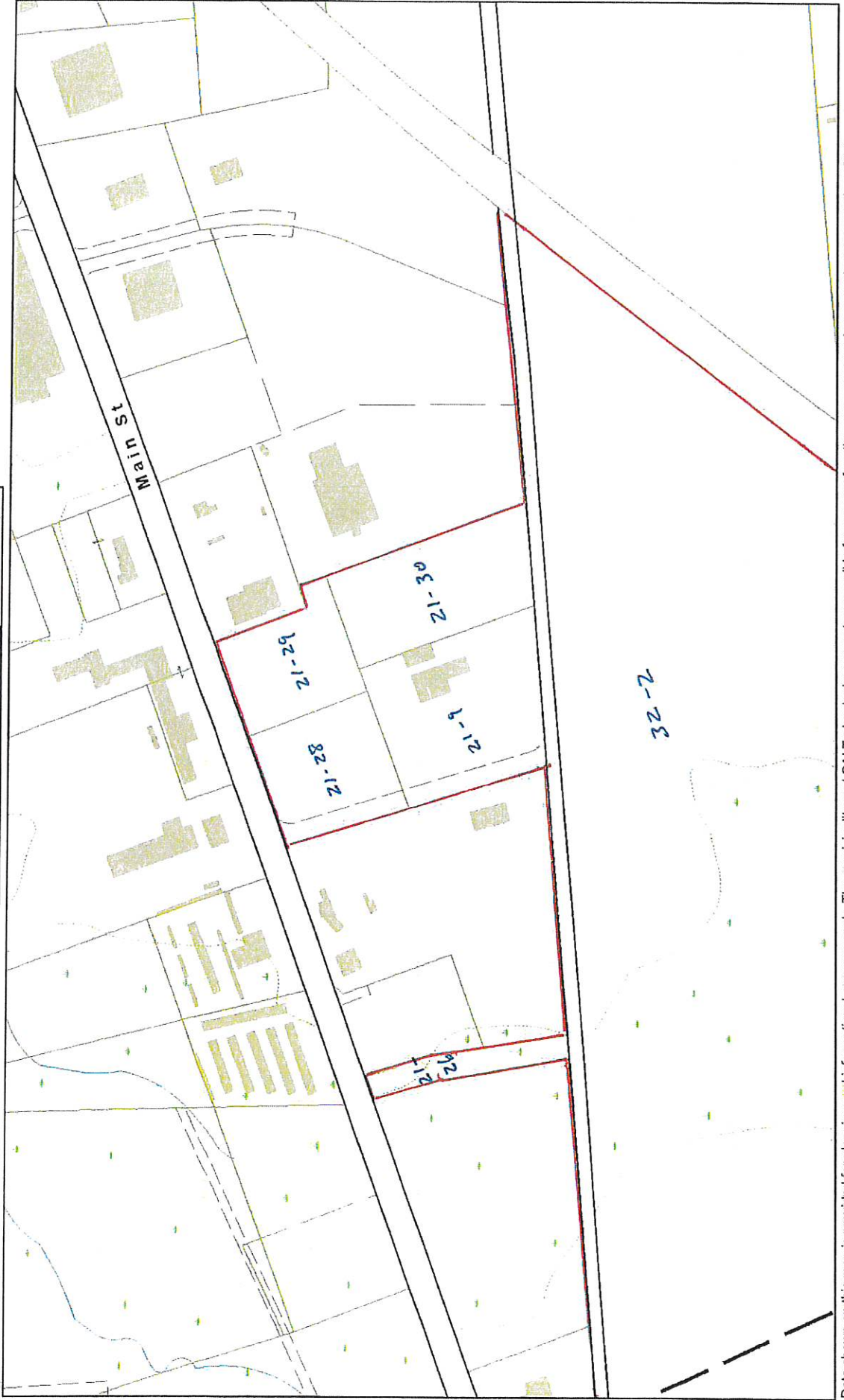
Millis, MA

May 24, 2023

1 inch = 279 Feet



www.cai-tech.com



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

NATIONAL OF EOP MAIN NATIONAL STREET

(PUBLIC - 5775' WIDE)

N69°52'55"E 1336.34'

TO MILLIS

36.01' NORTH



AREA = 5.66 ACRES

INDUSTRIAL ZONE

770.70' To Machinery Town Line

50.05'

118.1200' W

126.78'

20.8235 R

122.31'

1508° 23.00° E

122.31'

122.31'

122.31'

122.31'

122.31'

122.31'

122.31'

122.31'

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SEE LOT 4 PLAN 160 OF 1985 JOSEPH & ANNE B. TRAVERS

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MILLIS PLANNING BOARD Approved under the Subdivision Control Law of 1954

DATE: April 3, 1969

COMPILED PLAN OF LAND IN MILLIS, MASS. PROPERTY OF: GORDON W. SHODAK & MERRIFERDGE MARCH 26, 1969

SCALE: 1" = 40' BOWIE ENGINEERING CO. CIVIL ENGINEERS - LAND SURVEYORS 707 MAIN ST. MILLIS, MASS



HUNTA L. CT. ROSENFIELD. 24742

Norsik Registry of Deeds, Dedham, Mass. Booked May 14, 1968, Vol. 431 to Gordon W. Merrifedje, 431 to Alexander H. Merrifedje, 431 to Freda W. 352-1968, 431 to 432. Author: Gordon W. Merrifedje, Registrar

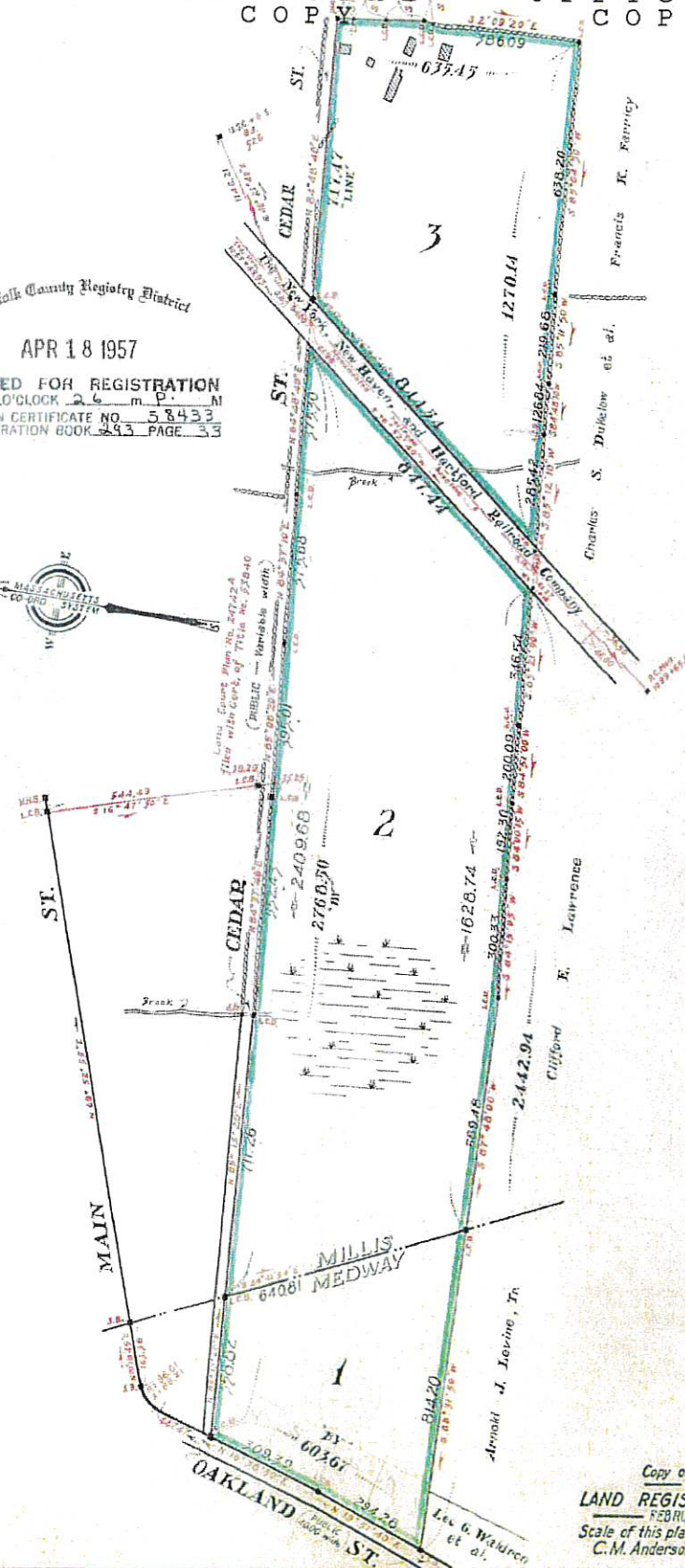
M A subdivision plat of parcel 3 in plan No. 142055, OK 111 (D)
The subdivision plat of parcel 3 is filed with cert. 145223 (B) 273 (B)
Lloyd H. French

NOT AN OFFICIAL COPY OF THE PLAN
NOT AN OFFICIAL COPY OF THE PLAN
26386A

Norfolk County Registry District

APR 18 1957

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



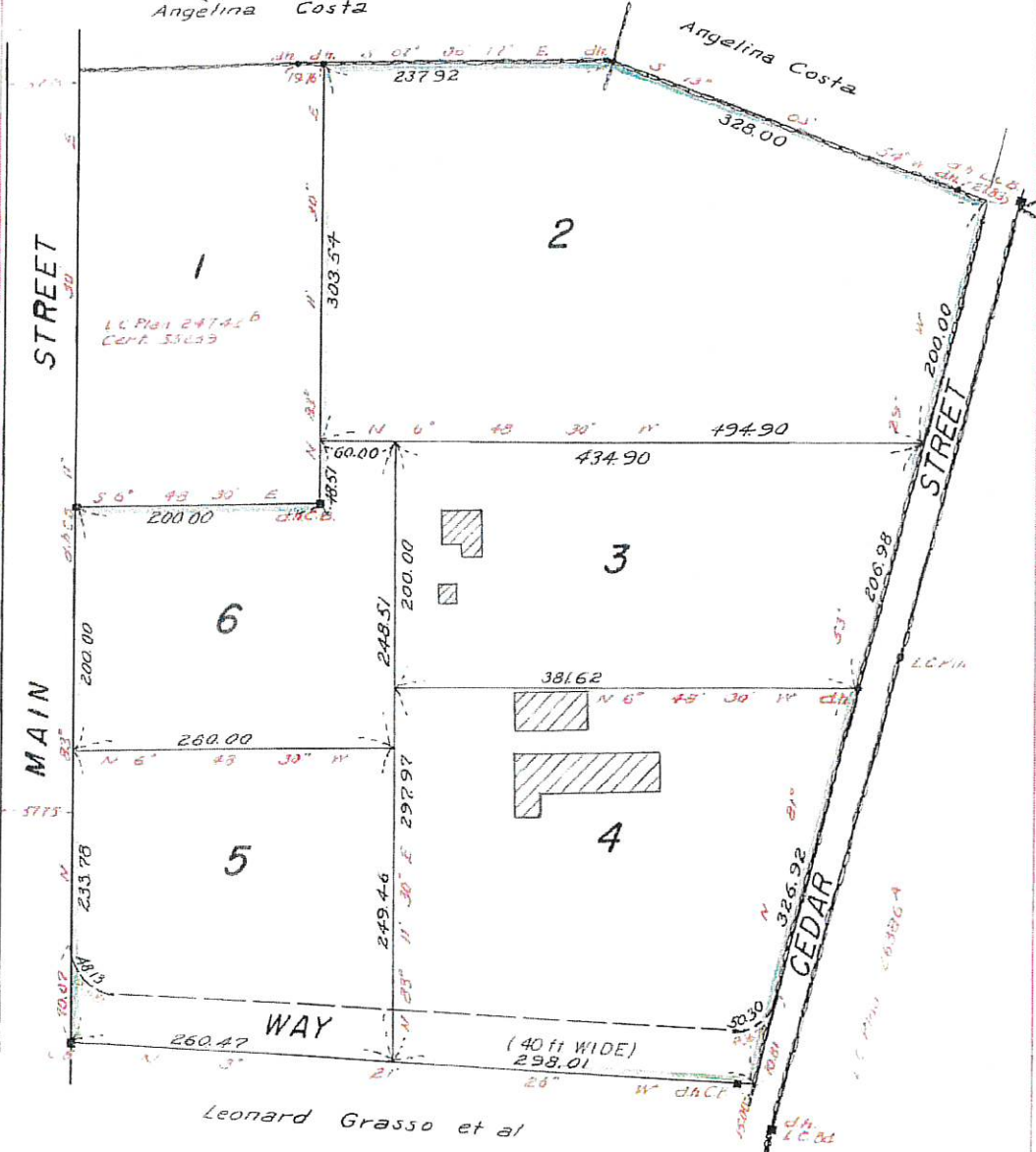
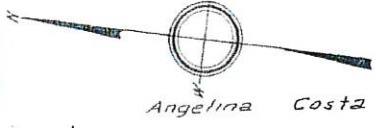
PLAN OF LAND IN MILLIS & MEDWAY
Schofield Brothers, Civil Engineers
July 6, 1955

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

CEB

NOT AN OFFICIAL COPY

NOT AN OFFICIAL COPY 24742^C



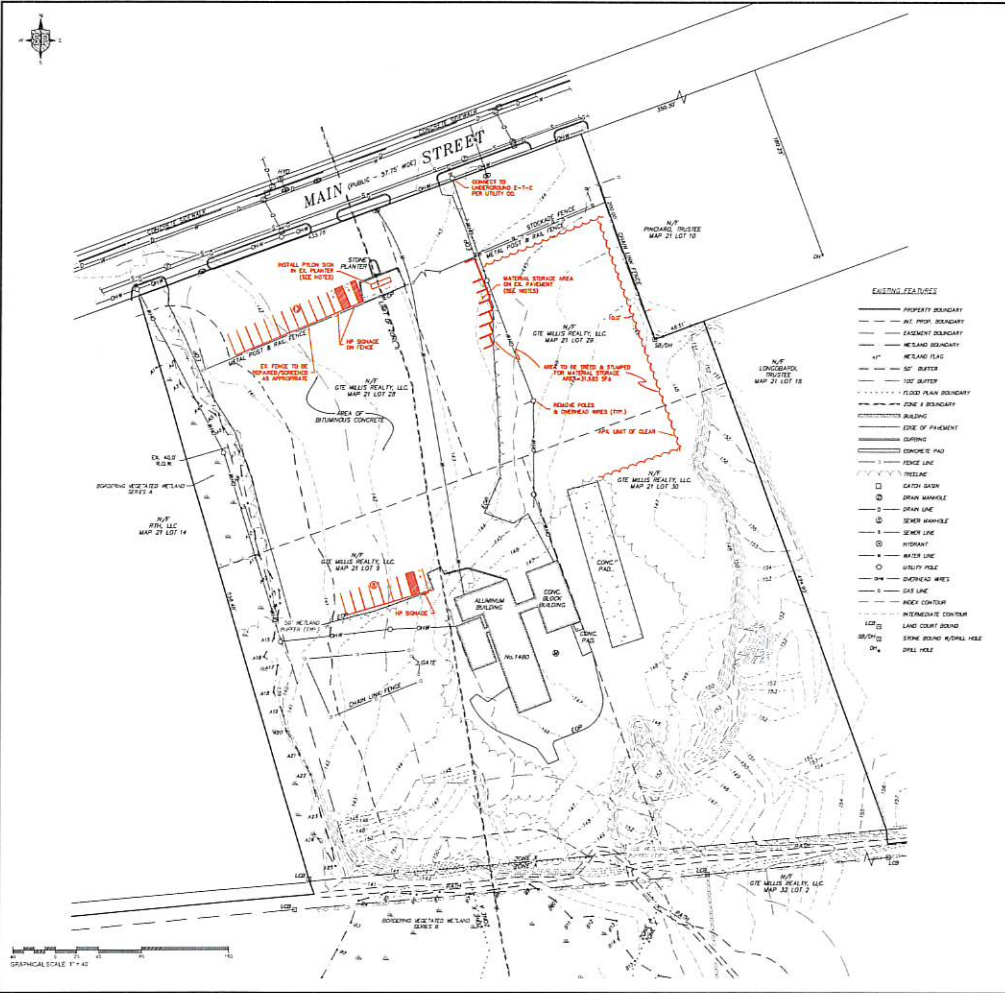
Subdivided part of land
shown on plan 24742^A
filed with me, as Title Co.,
Public Registry of Norfolk County

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

[Signature]
Recorder
JUNE 19, 1970

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

GNG



GENERAL NOTES:

1. BOUNDARY SHOWN IS THE RESULT OF AN ON-THE-GROUND SURVEY PERFORMED BY FLEM LAND SURVEYING, INC. IN NOVEMBER 2022.
2. ALL RANGE MEASUREMENTS PERFORMED BY ENVIRONMENTAL CONSULTING AND RESTORATION, LLC IN OCTOBER 2022.
3. PERFORMANCE AND DESIGN CONSTRUCTION PLANNING FROM PLANNING SET (SEE PLAN SET) AND CONSTRUCTION PLANS FOR THE MAIN STREET LOCATED AS WELL AS LOCATED BY OTHERS.
4. SITE IS LOCATED IN A INDUSTRIAL PARK ZONE 2 DISTRICT.
5. THE SITE IS PARTIALLY LOCATED WITHIN A ZONE 2 AS SHOWN.
6. SITE IS NOT LOCATED WITHIN ESTIMATED PROPERTY TAXES FOR THIS PROJECT AS SHOWN BY TAX MAPS.
7. SITE DOES NOT CONTAIN ANY CERTIFIED NEPAAL POS AS MAPPED BY BUREAU OF LAND MANAGEMENT.
8. SITE IS NOT LOCATED WITHIN AN AREA OF CRITICAL ENVIRONMENT CONVERSION.
9. METRIC DRAWING IS NAVD 28.
10. THE CONTRACTOR IS SPECIFICALLY CAUTIONED THAT THE LOCATION AND DEPTH OF EXISTING UTILITIES AND STRUCTURES SHOWN ON THESE PLANS ARE BASED ON THE RESULTS OF GROUND PENETRATING RADAR AND OTHER AVAILABLE MEASUREMENTS TAKEN IN THE FIELD. THIS INFORMATION IS NOT TO BE USED FOR ANY PURPOSES OTHER THAN CONSTRUCTION OF THE PROJECT AND THE LOCATION OF ALL NEPAAL POS AND UTILITIES SHALL BE DETERMINED IN THE FIELD BY THE CONTRACTOR PRIOR TO THE START OF CONSTRUCTION.
11. ZONE 4 FLOOD PLANS SHOWN AS DETERMINED BY LETTER OF MAP AMENDMENT DETERMINATION DOCUMENT (REVISED) ISSUED BY THE FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA) DATED OCTOBER 21, 2020, CASE NO. 20-0826-SHA.

EXISTING FEATURES:

- PROPERTY BOUNDARY
- INT. PROP. BOUNDARY
- EXISTING BOUNDARY
- MEANDER BOUNDARY
- 1" METAL FLAG
- 1" ST. BUFFER
- 1" ST. BUFFER
- 1" FLOOD PLAIN BOUNDARY
- 1" ZONE 4 BOUNDARY
- 1" UNDEVELOPED WADING
- 1" ZONE OF PAVEMENT
- 1" DRIVEWAY
- 1" CONCRETE PAD
- 1" FENCE LINE
- 1" UTILITY
- 1" CHAIN SURVEY
- 1" DRAIN MANHOLE
- 1" DRAIN LINE
- 1" DRAIN MANHOLE
- 1" SEWER LINE
- 1" HYDRANT
- 1" WATER LINE
- 1" UTILITY POLE
- 1" OVERHEAD WIRE
- 1" DRAIN LINE
- 1" DRAIN MANHOLE
- 1" CONCRETE PAD
- 1" UTILITY
- 1" CHAIN SURVEY
- 1" DRAIN MANHOLE
- 1" DRAIN LINE
- 1" DRAIN MANHOLE
- 1" SEWER LINE
- 1" HYDRANT
- 1" WATER LINE
- 1" UTILITY POLE
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- 1" CONCRETE PAD
- 1" UTILITY
- 1" CHAIN SURVEY
- 1" DRAIN MANHOLE
- 1" DRAIN LINE
- 1" DRAIN MANHOLE
- 1" SEWER LINE
- 1" HYDRANT
- 1" WATER LINE
- 1" UTILITY POLE
- 1" OVERHEAD WIRE

SITE IMPROVEMENT NOTES:

1. ALL OPEN AIR STORAGE MATERIALS TO BE KEPT IN THE SHALL BE NATURAL LANDSCAPE/AGRICULTURAL TYPE MATERIALS. NO HANDLES OR OTHER UNDESIRABLE MATERIALS SHALL BE STORED IN OPEN AIR OR EXPOSED TO THE PUBLIC. ALL APPLICABLE STATE AND LOCAL REQUIREMENTS/REGULATIONS SHALL BE OBSERVED.
2. WADING STORAGE AREA SHALL BE CONSTRUCTED OF STABLE SOIL IN EXISTING PAVEMENT AREA. STORAGE SHALL BE LOCATED ON THE EAST SIDE OF THE EXISTING PAVEMENT AS SHOWN. SITE AND NUMBER OF CONCRETE PADS WILL BE DETERMINED IN THE FIELD.
3. AREA TO BE OPEN AND STUMPED SHALL BE UTILIZED FOR OPEN AIR STORAGE - A 10' MINIMUM BUFFER OF NATURAL VEGETATION SHALL BE MAINTAINED ALONG THE EXISTING PROPERTY BOUNDARY.
4. IT SHALL BE THE RESPONSIBILITY OF THE OWNER TO OBTAIN ALL NECESSARY PERMITS AND APPROVALS FROM THE STATE AND LOCAL AGENCIES. ALL NEPAAL POS AND UTILITIES SHALL BE DETERMINED IN THE FIELD BY THE CONTRACTOR PRIOR TO THE START OF CONSTRUCTION.
5. PROPOSED FLOOD PLANS SHALL MEET THE APPLICABLE REQUIREMENTS OF THE FLOOD PLANNING ACT.
6. ALL ACCESSIBLE PARKING SPACES AND WALKWAYS SHALL MEET THE MINIMUM REQUIREMENTS OF THE MOST RECENT EDITION OF THE ADA.
7. ALL STANDARD PARKING SPACES SHALL MEASURE 8' X 12'.
8. ALL ACCESSIBLE PARKING SPACES SHALL MEASURE 8' X 12'. ALL ACCESSIBLE WALKWAYS SHALL MEASURE A MINIMUM OF 8' WIDE.

ZONING SCHEDULE: INDUSTRIAL PARK 2

MIN. LOT AREA	MIN. FRONT SETBACK	MIN. SIDE SETBACK	MIN. REAR SETBACK	MIN. MAX. BLDG. HEIGHT
43,500 SQ FT	150 FT	20 FT	20 FT	45 FT
MIN. FRONTAGE	200 FT	MIN. LOT DEPTH	250 FT	MIN. FRONT YARD
				40 FT
				30 FT
				20 FT
				30 FT
				40 FT
				45 FT

PARKING REQUIREMENTS SCHEDULE

MINIMUM STORAGE ESTABLISHMENT: 1 STALL PER 300 SF OF NET FLOOR AREA
 1,500 SF OF NET FLOOR AREA / 300 SF = 5 STALLS
 21 STALLS PROVIDED
 REQUIRED ACCESSIBLE STALLS = 1
 PROVIDED ACCESSIBLE STALLS = 1



PROFESSIONAL ENGINEER FOR STRONG POINT ENGINEERING SOLUTIONS, INC.

NO.	DESCRIPTION	DATE

STRONGPOINT ENGINEERING SOLUTIONS, INC.

PROJECT NUMBER: 2310-003
 DATE OF ISSUE: NOVEMBER 1, 2023
 SCALE: 1"=40'
 DRAWING NO.: 23-10-003-01

ARBORWAY TREE CARE
 10-A STREET
 HYDE PARK, MA 02136

PROPOSED SITE IMPROVEMENTS FOR:
 1480 MAIN STREET
 MILLS, MA

PROPOSED SITE IMPROVEMENTS SKETCH **C-1**

24-020

FY25 Green Communities Grant



Tips for your Page

Recommended post

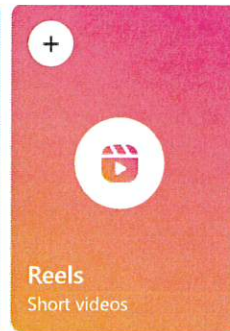
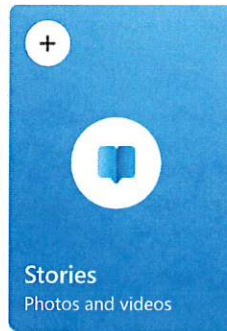
You could reach up to 1K more people daily when you spend \$14 to boost this post.



Nomination papers for the upcoming May 13th Town Election... Yesterday at 11:31 AM · 🌐

Boost post

See insights



What's on your mind, Town of Millis?

📺 Live video

📷 Photo/video

📺 Reel



Town of Millis

Published by Karen Ormsby Bouret · 1m · 🌐



Thank you to our Energy Manager Bob Weiss for his continued hard work securing grants for the Town!

Millis receives

\$5,450

Green Communities Grant



James Arena-DeRosa, State Representative

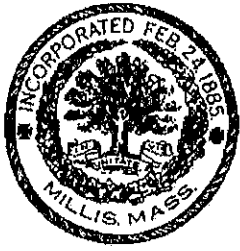
February 5 at 5:00 PM · 🌐

Millis recently won \$5,450 in a competitive state grant to fund energy conservation measures and air source heat pumps in municipal facilities including Village St. Sewer [Town of Millis](#)

👍 Like

💬 Comment

➦ Share




TOWN OF MILLIS

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

Energy Manager
Veterans Memorial Building
900 Main Street • Millis, MA 02054

Phone: (508)-906-3742
rweiss@millisma.gov

TO: MILLIS SELECT BOARD
FROM: ROBERT WEISS, ENERGY MANAGER 
RE: ACCEPTANCE OF GREEN COMMUNITIES GRANT FOR VILLAGE STREET SEWER
DATE: FEBRUARY 12, 2024

Since 2015, Millis has received \$929,797 in energy efficiency grants from the Green Communities Program. These 36 projects have yielded sizeable annual savings for the Town's budget and have also provided us with a tremendous reduction in carbon and other greenhouse gas emissions.

This evening, Millis' Energy committee and I are asking the Select Board to approve and authorize the Town Administrator to sign the Massachusetts Dept. of Energy Resources' grant of \$5,450.21, which will help us install a state-of-the-art heat pump at our Village Street Sewer facility. This HVAC system will replace the existing heating system, which consists of both electric and natural gas sources. Additionally, the new equipment will allow the sewer pump to run cooler in the summer. The heat pump will save 27.7 MMBtus each year helping Millis move toward achieving its policy of net-0 energy in the year 2050.

The cost breakdown is as follows:

Total Project Costs	\$11,235.37
Green Communities Grant	5,450.21
Utilities Incentive	2,500.00
DPW Sewer Enterprise	3,285.16

Because the Town will increase its percentage of clean electrical sources over the coming years, the sewer facility becomes even greener over time.



I.COMMONWEALTH OF MASSACHUSETTS ~ STANDARD CONTRACT FORM



This form is jointly issued and published by the Office of the Comptroller (CTR), the Executive Office for Administration and Finance (ANF), and the Operational Services Division (OSD) as the default contract for all Commonwealth Departments when another form is not prescribed by regulation or policy. The Commonwealth deems void any changes made on or by attachment (in the form of addendum, engagement letters, contract forms or invoice terms) to the terms in this published form or to the Standard Contract Form Instructions and Contractor Certifications, the Commonwealth Terms and Conditions for Human and Social Services or the Commonwealth IT Terms and Conditions which are incorporated by reference herein. Additional non-conflicting terms may be added by Attachment. Contractors are required to access published forms at CTR Forms: https://www.macomptroller.org/forms. Forms are also posted at OSD Forms: https://www.mass.gov/lists/osd-forms.

CONTRACTOR LEGAL NAME: Town of Millis (and d/b/a):		COMMONWEALTH DEPARTMENT NAME: Department of Energy Resources MMARS Department Code: ENE1000	
Legal Address: (W-9, W-4): 900 Main Street, Millis MA 02054		Business Mailing Address: 100 Cambridge Street, 9 th floor, Boston, MA 02114	
Contract Manager: Michael Guzinski	Phone: 508-376-7040	Billing Address (if different):	
E-Mail: mguzinski@millisma.net	Fax: 508-376-7053	Contract Manager: Jane Pfister	Phone: 857-202-9720
Contractor Vendor Code: VC6000191887		E-Mail: jane.pfister@mass.gov	Fax:
Vendor Code Address ID (e.g., "AD001"): AD 001 (Note: The Address ID must be set up for EFT payments.)		MMARS Doc ID(s): RFR/Procurement or Other ID Number: PON-ENE-2023-018	
<input checked="" type="checkbox"/> NEW CONTRACT PROCUREMENT OR EXCEPTION TYPE: (Check one option only) <input type="checkbox"/> Statewide Contract (OSD or an OSD-designated Department) <input type="checkbox"/> Collective Purchase (Attach OSD approval, scope, budget) <input checked="" type="checkbox"/> Department Procurement (includes All Grants - 815 CMR 2.00) (Solicitation Notice or RFR, and Response or other procurement supporting documentation) <input type="checkbox"/> Emergency Contract (Attach justification for emergency, scope, budget) <input type="checkbox"/> Contract Employee (Attach Employment Status Form, scope, budget) <input type="checkbox"/> Other Procurement Exception (Attach authorizing language, legislation with specific exemption or earmark, and exception justification, scope and budget)		<input type="checkbox"/> CONTRACT AMENDMENT Enter Current Contract End Date <u>Prior</u> to Amendment: _____, 20 ____. Enter Amendment Amount: \$ _____. (or "no change") AMENDMENT TYPE: (Check one option only. Attach details of amendment changes.) <input type="checkbox"/> Amendment to Date, Scope or Budget (Attach updated scope and budget) <input type="checkbox"/> Interim Contract (Attach justification for Interim Contract and updated scope/budget) <input type="checkbox"/> Contract Employee (Attach any updates to scope or budget) <input type="checkbox"/> Other Procurement Exception (Attach authorizing language/justification and updated scope and budget)	
The Standard Contract Form Instructions and Contractor Certifications and the following Commonwealth Terms and Conditions document are incorporated by reference into this Contract and are legally binding: (Check ONE option): <input checked="" type="checkbox"/> Commonwealth Terms and Conditions <input type="checkbox"/> Commonwealth Terms and Conditions For Human and Social Services <input type="checkbox"/> Commonwealth IT Terms and Conditions			
COMPENSATION: (Check ONE option): The Department certifies that payments for authorized performance accepted in accordance with the terms of this Contract will be supported in the state accounting system by sufficient appropriations or other non-appropriated funds, subject to intercept for Commonwealth owed debts under 815 CMR 9.00. <input type="checkbox"/> Rate Contract. (No Maximum Obligation) Attach details of all rates, units, calculations, conditions or terms and any changes if rates or terms are being amended.) <input checked="" type="checkbox"/> Maximum Obligation Contract. Enter total maximum obligation for total duration of this contract (or new total if Contract is being amended). \$ <u>5,450</u>			
PROMPT PAYMENT DISCOUNTS (PPD): Commonwealth payments are issued through EFT 45 days from invoice receipt. Contractors requesting accelerated payments must identify a PPD as follows: Payment issued within 10 days ___% PPD; Payment issued within 15 days ___% PPD; Payment issued within 20 days ___% PPD; Payment issued within 30 days ___% PPD. If PPD percentages are left blank, identify reason: <input checked="" type="checkbox"/> agree to standard 45 day cycle ___ statutory/legal or Ready Payments (M.G.L. c. 29, § 23A); ___ only initial payment (subsequent payments scheduled to support standard EFT 45 day payment cycle. See Prompt Pay Discounts Policy.)			
BRIEF DESCRIPTION OF CONTRACT PERFORMANCE or REASON FOR AMENDMENT: This is a contract to award a grant to the Town of Millis for fiscal years 2024-2026 under the Green Communities Competitive Grant Program in the amount of Five Thousand Four Hundred Fifty Dollars and No Cents (\$5,450.00). The grant is intended to fund energy conservation measures, air source heat pump, in municipal facilities including Village St. Sewer, to be provided for the benefit of, and subject to the direction and oversight of, the Grantee as detailed in Attachment C.			
ANTICIPATED START DATE: (Complete ONE option only) The Department and Contractor certify for this Contract, or Contract Amendment, that Contract obligations: <input checked="" type="checkbox"/> 1. may be incurred as of the Effective Date (latest signature date below) and no obligations have been incurred prior to the Effective Date. <input type="checkbox"/> 2. may be incurred as of _____, 20____, a date LATER than the Effective Date below and no obligations have been incurred prior to the Effective Date. <input type="checkbox"/> 3. were incurred as of _____, 20____, a date PRIOR to the Effective Date below, and the parties agree that payments for any obligations incurred prior to the Effective Date are authorized to be made either as settlement payments or as authorized reimbursement payments, and that the details and circumstances of all obligations under this Contract are attached and incorporated into this Contract. Acceptance of payments forever releases the Commonwealth from further claims related to these obligations.			
CONTRACT END DATE: Contract performance shall terminate as of <u>September 30, 2025</u> , with no new obligations being incurred after this date unless the Contract is properly amended, provided that the terms of this Contract and performance expectations and obligations shall survive its termination for the purpose of resolving any claim or dispute, for completing any negotiated terms and warranties, to allow any close out or transition performance, reporting, invoicing or final payments, or during any lapse between amendments.			
CERTIFICATIONS: Notwithstanding verbal or other representations by the parties, the "Effective Date" of this Contract or Amendment shall be the latest date that this Contract or Amendment has been executed by an authorized signatory of the Contractor, the Department, or a later Contract or Amendment Start Date specified above, subject to any required approvals. The Contractor certifies that they have accessed and reviewed all documents incorporated by reference as electronically published and the Contractor makes all certifications required under the Standard Contract Form Instructions and Contractor Certifications under the terms and penalties of perjury, and further agrees to provide any required documentation upon request to support compliance, and agrees that all terms governing performance of this Contract and doing business in Massachusetts are attached or incorporated by reference herein according to the following hierarchy of document precedence, the Commonwealth Terms and Conditions, this Standard Contract Form, the Standard Contract Form Instructions and Contractor Certifications, the Request for Response or Solicitation, the Contractor's Response (excluding any language stricken by a Department as unacceptable, and additional negotiated terms, provided that additional negotiated terms will take precedence over the relevant terms in the RFR and the Contractor's Response only if made using the process outlined in 801 CMR 21.07, in the event of a conflict, provided that any amended RFR or Response terms result in best value, lower costs, or a more cost effective Contract.			
AUTHORIZING SIGNATURE FOR THE CONTRACTOR: X: _____ Date: _____ (Signature and Date Must Be Captured At Time of Signature) Print Name: <u>Michael Guzinski</u> Print Title: <u>Town Administrator</u>		AUTHORIZING SIGNATURE FOR THE COMMONWEALTH: X: _____ Date: _____ (Signature and Date Must Be Captured At Time of Signature) Print Name: <u>Susannah Hatch</u> Print Title: <u>Chief of Staff</u>	



24-021

Review/Vote Bldg Dept Fees



TOWN OF MILLIS

Millis Building Department
Building Commissioner
Michael A. Giampietro, C.B.O.
900 Main Street
Millis, Mass. 02054

1-508-376-7044

mgiampietro@millisma.gov

Building Department Fees Effective May 1st, 2024

Building Permit Residential/Commercial/Industrial

Residential Building Permit \$20 Per Thousand \$100 Minimum
Commercial Building Permit \$20 Per Thousand \$200 Minimum
Residential Demolition Permit \$20 Per Thousand \$100 Minimum
Commercial Demolition Permit \$20 Per Thousand \$500 Minimum
All Other Misc. Permits* \$20 Per Thousand \$100 Minimum
Sheetmetal Residential/Commercial/Industrial Permit \$20 Per Thousand \$100 Minimum

*Miscellaneous Permits – Tent, Sign, Construction Trailer, etc.

** periodic inspections revert to Table 110 in 780 CMR \$ 80 Minimum

Plumbing and Gas Residential/Commercial/Industrial

Plumbing and Gas Permits \$20 Per Thousand \$100 Minimum
Commercial Plumbing and Gas Permit \$20 Per Thousand \$100 Minimum

Electrical Residential/Commercial/Industrial

Electrical Residential Electrical Permit \$20 Per Thousand \$100 Minimum
Commercial Electrical Permit \$20 Per Thousand \$100 Minimum
Solar PV Electrical Permit \$20 Per Thousand \$100 Minimum

All construction costs for each trade are rounded up to the next thousand dollars.

For example, any project costing from \$14,001-\$14,999 would be calculated as a project costing \$15,000. The permit fee would then be calculated – $15 \times 20/\text{thousand} = \300.00 . Multi-family structures which are three units or more must apply for commercial permits. This rule applies for all permits related to the project. Each individual dwelling unit – Commercial or Residential - requires its own Building, Plumbing/Gas, Sheetmetal and Wiring permits.

** Per Thousand equals the provided contract cost for all trades, inspectors reserve the requirement of a signed contract by owner and Massachusetts Licensed Professional Tradesman

*** All work performed prior to the issuance of such permit is subject to a Double Fee

****Re-Inspection fee - \$50.00

24-022

Finance Director Recruitment Process



TOWN OF MILLIS

TO: Select Board

FROM: Michael Guzinski, Town Administrator

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

DATE: February 8, 2024

RE: Finance Director Recruitment Process

Greetings,

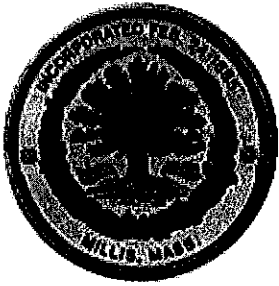
As you know, Carol Johnston, who has served as the Town's Finance Director for the last six years, will be retiring at the end of this Fiscal Year (June 30th). In order to be able to fill this position by July 1st, we need to start the recruitment process this month. Enclosed in your packet is a Job Description and Advertisement for the position of Finance Director. I'm requesting that the Board vote to approve the attached advertisement and authorize that it be advertised in a number of locations, including The BEACON.

The position of Finance Director, per Article V. Section 30 of the Millis General Bylaws, is appointed by the Select Board. I am recommending that the Select Board designate one of its members to work with myself, the Assistant Town Administrator, and other staff in undertaking the process of screening applicants for this position. At the conclusion of the initial screening process the top 2 or 3 finalists would meet with the full Board prior to the Board voting upon the appointment.

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

Thanks.

Mike



TOWN OF MILLIS

OFFICE OF THE TOWN ADMINISTRATOR

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

Michael Guzinski
Town Administrator
mguzinski@millisma.gov

Karen Bouret DeMarzo
Assistant Town Administrator
Human Resources Manager
Karen.bouret.demarzo@millisma.gov

Finance Director Town of Millis

The Town of Millis is seeking an experienced and innovative leader to serve as the Town's next Finance Director. The Finance Director will serve under the administrative direction of the Town Administrator and Superintendent of Schools. The Finance Director is the key financial liaison between the Town and Schools and serves as the senior advisor to the Finance Committee. The Finance Director oversees the Accounting, Assessing, and Treasurer/Collector Departments. Responsibilities include preparation of an operating budget of approximately of \$40,000,000.00 as well as financial planning analyses and long-range financial forecasting.

A successful candidate must possess strong management, planning, and analytical/problem solving skills, must be proficient in municipal accounting, auditing, and financial reporting skills; must be able to communicate effectively with a range of internal and external parties; must have self-confidence to exercise independent judgement.

Must be a Certified Governmental Accountant (CGA), as designated by the Massachusetts Municipal Auditors' and Accountants' Association.

Full job description available at [XXXXXX](#)

The Town of Millis offers a competitive benefits package including health, dental, group and optional life insurance, flexible spending account and generous paid time off.

Salary range commensurate with experience \$130,000 - \$150,000

Applications are available upon request at the Town Administrator's Office, Veterans Memorial Building, 900 Main Street, Millis, MA 02054 , or at millisma.gov. Completed job application and resume should be returned to the Town Administrator's Office at townadministratorsoffice@millisma.gov

The Town of Millis is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status. The Town of Millis is committed to compliance with all fair employment practices regarding citizenship and immigration status.

FINANCE DIRECTOR

Finance Department

Definition:

The Director of Finance is the Chief Financial Officer of the Town. Performs professional administrative, supervisory, and technical work in monitoring and directing all financial management operations of the Town of Millis; including all municipal and school financial operations. Responsible for ensuring all financial transactions of the Town are in accordance with all applicable federal, state, and local ordinances and regulations; that financial resources are adequately safeguarded; and that resources are utilized as effectively as possible. Responsible for financial planning, coordination of all financial activities within the Town and for making recommendations to the Town Administrator and School Superintendent concerning financial policies and practices; all other related work as required.

Supervision:

Reports to the Board of Selectmen, but on a daily basis works under the administrative direction of the Town Administrator and the Superintendent of Schools and in accordance with the statutes of the applicable Massachusetts General Laws and local ordinances. Performs duties independently based on own technical and professional judgment.

Directly supervises the Town Accountant, Principal Assessor, Town Treasurer/Collector, and indirectly the Director of School Finance.

Performs highly responsible duties of a complex and technical nature requiring a significant exercise of leadership, judgment, concentration and initiative to ensure that all municipal financial transactions conform to law and to professional standards; works independently within established policies and procedures; duties require the coordination, planning and organization of a major functional segment of the Town; the ability to deal with technical and administrative problems; assumes direct accountability for departmental results.

Essential Functions:

(The essential functions or duties listed below are intended as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

Coordinates the operations of the Division including both Town and School Accounting, Budgeting, Treasury, and Assessing; supervises, trains, evaluates performance, and disciplines the supervisors of the various operations within the Finance Division in collaboration with the Town Administrator and the Superintendent of Schools.

Interacts as a member of the senior management team of the Town to actively assist the Town Administrator and School Superintendent in the research, development, and implementation of policies and procedures affecting this department and other departments of the Town. Participates in the collective bargaining process as requested.

Regulates, supervises, and implements in a timely manner a full and accurate set of financial records; including but not limited to; accounting books of the Town reflecting all its activities in a manner in compliance with Federal and State legislation, regulations, and deadlines. This may be subject to

Director of Finance
Finance

internal guidelines set from time to time by the Select Board and School Committee. This includes the accounting for and compliance of enterprise funds.

Implements continuous financial audit and control systems to monitor the performance of the Town, its flow of funds, the adherence to the budget, the expenditures, the income, the cost of services and other budgetary items. Responsible for reviewing and updating financial policies and procedures that create a more efficient and accurate working environment.

Duly prepares and presents to the Town Administrator, Select Board and School Committee financial statements and reports as required by all pertinent Federal and State laws and regulations as well as local ordinances; the operations of the Town, and as deemed necessary and demanded from time to time by the Town Administrator, Superintendent of Schools, Board of Selectmen and School Committee. This includes reporting on revolving funds.

Ensures compliance with all reporting, accounting and audit requirements imposed by the Federal and State regulatory bodies as well as bond markets in which the bonds of the Town are traded or are about to be traded or otherwise listed. Submits all reports according to deadlines imposed by the regulatory bodies.

Supports individual department heads, the Town Administrator, and School Superintendent in the preparation of an annual operating and capital budget, other budgets, financial plans, business plans, feasibility studies, investment memoranda and all other financial documents as may be required from time to time by the Select Board and School Committee. This includes preparation and presentation of budgets using infographics (Clear.gov, Excel graphics, MUNIS, etc.) that make complex data both understandable to the citizenry but also offer comparative metrics by which to assess spending and revenue changes. Collaborates with the Finance Committee regarding long-term budgeting and capital planning goals.

Alerts the Town Administrator and School Superintendent regarding any irregularity, lack of compliance, lack of adherence and problems whether actual or potential concerning the financial systems, the financial operations, the financing plans, the accounting, the audits, the budgets, and any other matter of a financial nature or which could or does have a financial implication.

Collaborates and coordinates the activities of outside suppliers of financial services hired or contracted by the Town, including accountants, auditors, financial consultants, underwriters and brokers, the banking system, and other financial venues.

Coordinates with the Information Technology Division the full computerization of all the above activities in a combined hardware-software and communications system which maximizes integration with the systems of other departments of the Town.

Pursues ways to improve the technology systems by which all payment transactions become available online.

Works with the Town Administrator and School Superintendent to develop and manage a Master Grant Calendar to include training in successful, on-time applications town-wide.

Director of Finance
Finance

Establishes communications with neighboring communities' financial directors for purposes of best practices consultation. Proactively identifies opportunities for resource sharing. Attends conferences and workshops to enable continuous professional development.

To otherwise initiate and engage in all manner of activities, whether financial or other, conducive to the financial health, the growth prospects, and the fulfillment of investment plans of the Town to the best of their ability and with the appropriate dedication of the time and efforts required.

Minimum Qualifications:

Education and Experience:

Master's degree preferred in finance, accounting, business administration, government administration or related field; additional study in specialized areas including computer science, economics, property management, investment analysis and cash management; at least 10 years finance and accounting experience, 7 of which is required to be progressively responsible financial and administrative experience in municipal financial management; of which three years must be in a supervisory capacity. Candidate must present a compelling equivalent combination of education and experience and include relevant professional references.

Special Requirements

CPA certification preferred; must be able to be bonded.

Possession of a Massachusetts Governmental Accounting Certificate is required or ability to be obtained. Required to attend courses offered by Massachusetts Municipal Auditors and Accountants Association to maintain status as a Certified Governmental Accountant. Preference given to candidates who have also obtained a School Business Administrator license.

Knowledge, Ability and Skill:

Knowledge: Thorough knowledge of governmental/municipal fund accounting theory, principles and practices including Generally Accepted Accounting Principals (GAAP), Uniform Municipal Accounting system (UMAS) of the Commonwealth of Massachusetts, Governmental Accounting and Financial Reporting Standards, Governmental Accounting Standards Board Pronouncements (GASB). Thorough knowledge of auditing theory and practices including Generally Accepted Auditing Standards (GAAS). Thorough knowledge of internal control procedures, bookkeeping and accounting procedures and systems. Thorough knowledge of the operations of municipal government including school finance. Extensive expertise in computer hardware and software applications pertaining to municipal finance, in particular Excel and MUNIS. Working knowledge of generally accepted practices related to treasury management including debt, cash, investment and tax title administration, payroll and employee benefit processing, universal assessing practices, procurement, and tax collection practices. Thorough knowledge of all state and local laws and regulations relating to municipal and school finance. Familiarity with investment and banking regulations. Knowledge of collection rules and regulations. Extensive knowledge of budgetary practices and functions. Demonstrated knowledge of personal computers, particularly word processing, database management and spreadsheet applications. Knowledge of legal control over municipal finance in the Commonwealth.

Ability: Ability to resolve routine computer problems in an efficient and effective manner. Ability to maintain complex records; to prepare reports from such records; to analyze and interpret accounting and fiscal data and to present reports of findings and recommendations. Ability to manage departmental resources and personnel effectively, including supervision of employees; ability to work well with employees in all departments, as well as State and Town officials. Ability to manage

Director of Finance
Finance

numerous complex projects simultaneously and to carry out assigned projects to their completion. Ability to communicate effectively, both orally and in writing. Ability to maintain effective accounting procedures. Ability to recognize and adapt quickly to change.

Skills: Excellent public relations and customer service skills. Skill in the operation of all the tools and equipment listed above, including multimedia hardware and software. Skill in working with numbers and detail. Proficiency in the use of computers including word processing, internet research, integrated financial management systems, spreadsheets, and databases.

Physical Requirements:

Negligible physical effort required to perform functions under typical office conditions. Ability to operate keyboard and sit at a computer for long periods of time. Occasionally lifts office supplies weighing 15 to 30 pounds. Specific vision requirements include close vision, distance vision and the ability to adjust focus. Attends evening meetings and meetings in other locations.

Job Environment:

Work is performed under typical office conditions; required to attend evening meetings and serve on numerous ad-hoc committees; work environment is usually quiet.

Has access at the department level to a wide variety of confidential information such as employment information, employee, and labor relations, bid proposals, assessment information and at the municipal level access to all financial and property related information.

This is a position of high trust and visibility. The town is seeking a polished professional with executive presence to ably represent the town to the citizens and to external stakeholders through intellectual and professional presentations.

Work requires regular contacts with community leaders, local, state, and federal officials, requiring administrative and technical knowledge and ability to promote and protect town's best interests; contacts require considerable skill in negotiating and resourcefulness and discretion in influencing decisions and behavior of other department heads. Frequent contact with town departments and the public, requiring excellent communication skills, courtesy, patience, and tact. Contacts may require the explanation of the programs and activities of the department as well as the financial policies and practices of the town.

Required to make financial and budgetary presentations to large groups of people, requiring excellent presentation skills, the ability to extrapolate data and to respond extemporaneously to questions.

Highly challenging position with great responsibility, potentially involving extended hours for attendance at board/committee meetings that occur beyond business hours. Must be able to effectively analyze complex situations, make decisions and follow through with plans and policy recommendations.

Can be exposed to confidential information, but also must remember that transparency must exist to the taxpayer. Must be able to discern between the two in guiding how to provide and discuss financial details.

24-023

Approval of RAVE Quote



492 Old Connecticut Path
Framingham, MA 01701
Renewals@ravemobilesafety.com

RENEWAL QUOTE

Date: January 11, 2024
Quote #Q-38326
Town of Millis, MA
900 Main Street
Millis, Massachusetts
02054 United States

RAVE MOBILE SAFETY RENEWAL

Your Rave service contract is set to expire soon and requires your immediate attention.

Please Return a signed copy of this renewal quote today, and no later than **June 1, 2024** to continue to enjoy your Rave subscription and avoid any lapse in service.

INSTRUCTIONS FOR COMPLETING RENEWAL:

1. Select Renewal Option A, B or C on the enclosed Renewal Quote by checking the respective checkbox.
2. Complete the required billing Information section & sign in the designated signature block.
3. Return via email to: renewals@ravemobilesafety.com or fax: (917) 591-9105



With a **5-year renewal**, your costs will not increase during the contract period. That's over a **20% savings!**

THIS IS NOT AN INVOICE



492 Old Connecticut Path
Framingham, MA 01701
Renewals@ravemobilesafety.com

RENEWAL QUOTE

Date: January 11, 2024
Quote # Q-38326
Town of Millis, MA
900 Main Street
Millis, Massachusetts
02054 United States

OPTION A: 1-Year Renewal: June 1, 2024 through May 31, 2025	
Rave Alert for Swift911 Customers	\$0.00
Annual Cost:	\$5,344.65

OPTION B: 3-Year Renewal: June 1, 2024 through May 31, 2027	
Rave Alert for Swift911 Customers	\$0.00
Annual Cost:	\$5,094.90
<i>Total Contract Value:</i> <i>(To be paid in the amount of \$5,094.90 per year)</i>	\$15,284.70

OPTION C: 5-Year Renewal: June 1, 2024 through May 31, 2029	
Rave Alert for Swift911 Customers	\$0.00
Annual Cost:	\$4,995.00
<i>Total Contract Value:</i> <i>(To be paid in the amount of \$4,995.00 per year)</i>	\$24,975.00

Renewal Quote does not include Sales Tax, if applicable.

THIS IS NOT AN INVOICE

Desired Renewal Term:

* BILLING INFORMATION (Required):

* Billing Contact:

* Billing Phone:

* Billing Email:

* PO Required?

If YES, enter PO #:

Please Note: If a PO is required for payment purposes, please provide a PO # within 7 days of submitting your signed quote or upon receipt of Auto-Renewal Invoice

BILLING INFORMATION:

1. Prices shown above do not include any state and local taxes that may apply. Any such taxes are the responsibility of the Customer and will appear on the final Invoice.
2. Is the contracting entity exempt from sales tax? If yes, please submit a copy of your tax exemption form to taxexempt@ravemobilesafety.com
 - Please ensure that your proof of exemption is a State Tax Exemption for your billing state. We cannot accept proof of IRS Federal Tax Exemption or W-9 forms in lieu of proof of state tax exemption.

Please Note: Invoices for this order will be from rave-ar@ravemobilesafety.com. Please make sure this email is on an approved setting or safe senders list so notifications do not go to a junk folder or caught in a spam filter.

New! Optional Training Sessions

Are you interested in including a one-time online training engagement to your renewal? It is a great way to keep your staff current on our products' new and enhanced features.

To purchase a Standard 4-hour online training session, please check this box (price is \$1200 for US renewals)

Please note: Training must be used within the 12-month period of your annual subscription period. For an additional cost, customized training is available upon request. Please contact your Account Executive for further details.

THIS IS NOT AN INVOICE

QUOTE ACCEPTANCE:

This Renewal Quote is governed by the Master License and Service Agreement found at <https://www.getrave.com/terms-of-service/current.pdf> and, by its signature hereto, Customer accepts that Agreement.

Rave Alert Additional Terms and Conditions (if applicable): No additional fees shall be payable to Rave for Rave Alert messages manually sent for immediate delivery by a Management Console user via the Emergency SMS Profile. The Rave Alert annual license fee also includes unlimited messaging via Email, Social Media, App Push, RSS, or Outbound CAP delivery modes. The delivery of Voice, SMS via 10DLC, or SMS via Web Service messages initiated via the Rave API Toolkit, the Inbound CAP API, or scheduled for future delivery from within the Management Console, may be subject to additional fees. Unless specifically addressed in this or another Order Form, additional per message fees (\$0.03 per SMPP or Web Service SMS message, \$0.08 per Voice Message) are billed quarterly in arrears for message quantities greater than 10,000 messages per month or 1 message per registered user per month, whichever is greater. Rave's Voice messaging fees apply to voice calls made within and to the contiguous continental United States. International and long-distance rates apply for other calls. Rave reserves the right to audit Client's usage for compliance with message quantities purchased and used.

Please sign and date this Renewal Quote to indicate your acceptance of this proposal as an authorized representative of Customer.

QUOTE ACCEPTED BY

Authorized Signature:

Date:

Name (Printed or Typed):

Title:

**2nd Authorized Signature
(if required):**

Date:

Name (Printed or Typed):

Title:

24-024

Ratify Library Director's Contract



TOWN OF MILLIS

TO: Select Board

CC: Karen Bouret DeMarzo, Assistant Town Administrator

FROM: Michael Guzinski, Town Administrator

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

DATE: February 8, 2024

RE: Library Director Employment Agreement

It is with great pleasure that I present the employment agreement between the Town of Millis and Kimberly Tolson. This agreement was recently negotiated and approved by the Board during your last Executive Session. This three-year agreement covers the term of January 29, 2024 to January 28, 2027. By all accounts Kim has done an outstanding job as the Millis Library Director and I strongly recommend that you ratify the enclosed employment agreement.

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

Thank you.

Agreement Between
The Town of Millis
and Kimberly Tolson

This agreement is made this 22nd day of January 2024, by and between the Town of Millis, acting through its Select Board, and Kimberly Tolson, of Medfield, MA, hereinafter referred to as Ms. Tolson.

Whereas, Ms. Tolson has been the Library Director since January 29, 2018, and the Select Board has voted to grant Ms. Tolson a contract renewal pursuant to Massachusetts General Laws Chapter 78, Section 34, as amended; and,

Whereas, Ms. Tolson has indicated to the Library Trustees her willingness and availability to continue serving as Library Director for the Town of Millis,

Now therefore, in consideration of the promises and covenants contained herein, it is agreed as follows:

1. Employment: The Town hereby will continue to employ Ms. Tolson and Ms. Tolson accepts continued employment as the Library Director of the Town of Millis.
2. Term: Ms. Tolson shall be employed for a term of three years, beginning January 29, 2024 and terminating January 28, 2027.
3. Compensation: In year one of this agreement Ms. Tolson shall be paid an annual salary of \$95,725.00.

In year two of this agreement – January 29, 2025 through January 28, 2026, Ms. Tolson's compensation shall be increased by a standard of 1.5% to \$97,160.88 with an additional performance based increase component of up to 1.5% as determined by the Library Trustees and Town Administrator.

In year three of this agreement – January 29, 2026 through January 28, 2027, Ms. Tolson's compensation shall be increased by a standard 1.5% (amount dependent on Year 2 final salary) with an additional performance based increase component of up to 1.5% as determined by the Library Trustees and Town Administrator.

In addition, subject to funding by Town Meeting, the Select Board and Trustees may in their sole discretion agree to increase said annual rate or benefits in such amounts and to such an extent as may be determined is desirable to do so based on Ms. Tolson's annual performance review performed on her anniversary date of employment, and taking into consideration the financial condition of the Town.

4. Evaluation: Ms. Tolson's performance shall be reviewed and evaluated on an annual basis by the Trustees and the Town Administrator. All reviews and evaluations shall be in accordance with specific criteria developed jointly by the Trustees, Town

Administrator, and Ms. Tolson. Said criteria may be added to and deleted from time to time by the consent of the parties. Prior to conducting a public performance review with Ms. Tolson, each individual member of the Board of Library Trustees and the Town Administrator shall meet with Ms. Tolson to discuss her performance, based on the criteria agreed to the prior year. Each member shall provide Ms. Tolson with a written draft performance evaluation at least forty-eight hours in advance of the meeting. After the conclusion of the meeting, and at least forty-eight hours in advance of the Trustee's meeting at which Ms. Tolson's performance shall be discussed, each Trustee and the Town Administrator shall provide Ms. Tolson with a written copy of her final review. Further, the Chair of the Board of Library Trustees shall provide Ms. Tolson with a summarized written statement of the findings of the Trustees and Town Administrator and provide an adequate opportunity for Ms. Tolson to discuss her evaluation with the Board of Trustees and the Town Administrator. Ms. Tolson shall notify the Trustees in the eleventh, twenty-third, and thirty-fifth month of the contract, by the first week of that month, that the review and evaluations are due.

5. Duties: Ms. Tolson shall perform all duties and functions as described in the Charter of the Town of Millis, as required by bylaw, law, rule, or regulation of the Commonwealth of Massachusetts, or the Town of Millis, and such duties contained in the job description as is now in effect as hereinafter be implemented. The Town Administrator is Ms. Tolson's appointing authority under the charter of the Town of Millis. Ms. Tolson shall report directly to the Library Trustees on operational and policy matters.
6. Hours of Work: Ms. Tolson shall be required to devote the amount of time necessary to effectively, professionally, and diligently discharge the duties of the position, and manage the affairs of the Library and the employees under her supervision. The workweek shall ordinarily consist of forty business hours, Monday through Friday, and in addition, evening and/or weekend hours that may be necessary from time to time to properly discharge her duties; including a regularly scheduled weekend shift. The parties agree that Ms. Tolson is an exempt employee for the purposes of the FLSA.
7. Benefits: The following benefits shall be granted to Ms. Tolson:
 - a. Sick Leave: 1.25 Days per month, cumulative to 150 days. On separation due to retirement only, Ms. Tolson shall be entitled to a lump sum payment equal to 25% of her unused sick leave up to a maximum of \$2,200.00. Ms. Tolson may use sick leave for dependent care up to five days per year; however, additional leave may be granted with permission of the Trustees.
 - b. Personal Days: Two per contract year non-cumulative.
 - c. Holiday Leave: Holiday leave may be taken in accordance with holidays (13) granted to this general government employees under the Millis Personnel Plan.
 - d. Vacation Leave: Twenty working days per contract year. Two weeks (10 days) of unused vacation leave may be carried over to a subsequent year.

- e. Bereavement Leave: Up to three working days in the event of a death of a mother, father, brother, sister, mother-in-law, father-in-law, son, daughter, daughter-in-law, son-in-law, or spouse. Leave of one day shall be granted in the event of the death of an aunt, uncle, grandparent, brother-in-law, or sister-in-law.
 - f. Professional Development and Dues: Subject to prior approval of the Trustees, and subject to the availability of appropriation, Ms. Tolson shall be reimbursed for travel and subsistence expenses for professional and official travel and attendance at meetings and seminars to adequately pursue the necessary official functions of the Town, and for travel, tuition, professional association dues and/or registration expenses associated with short courses, classes, institutes, and seminars that are an adjunct to her professional development and the good of the Town.
 - g. Indemnification and Bonding: The Town shall defend, save harmless, and indemnify Ms. Tolson against any tort, professional liability claim or demand or civil legal action, filed by any third party, whether groundless or otherwise, arising out of an alleged act or omission occurring in the performance of Ms. Tolson's duties as Library Director. This provision shall not apply to claims caused by willful misconduct of Ms. Tolson. The Town shall bear the full cost of any fidelity or these bonds, required by Ms. Tolson under any law or bylaw.
 - h. Liability Insurance: The Town of Millis shall cover Ms. Tolson under a public official's liability insurance policy.
 - i. Other Terms and Conditions of Employment: Ms. Tolson shall be provided all retirement, insurance, health insurance and this benefit entitlements generally available to full time personnel of the Town under the terms and conditions of the Personnel Plan unless otherwise stated under the terms of this agreement. Ms. Tolson shall also be subject to all policies and procedures listed in the Personnel Plan or any future amendments thereof.
 - j. Reductions in Benefits: The Board shall not at any time during the term of this agreement reduce the benefits of Ms. Tolson except to the degree of such a reduction across the board for all Town employees.
8. Termination: This is an at-will position. This agreement shall be terminated upon the occurrence of the following:
- a. Whenever the Select Board and Ms. Tolson agree to termination in writing.
 - b. The voluntary retirement or resignation of Ms. Tolson.
 - c. The Town Administrator may terminate this agreement at any time for inefficiency, incapacity, conduct unbecoming or insubordination or for good cause shown provided that the Town Administrator prior to termination in

consultation with the Trustees, will first review concerns to try to come to a resolution of the issues and Ms. Tolson shall have been notified in writing of the intended termination by the Town Administrator. Ms. Tolson may appeal any determination of the Town Administrator to the Select Board.

- d. If Ms. Tolson voluntarily resigns her position with the Town, she shall provide six weeks' notice in advance, unless the parties otherwise agree.
- e. The expiration of the term of the agreement with no renewal thereof.

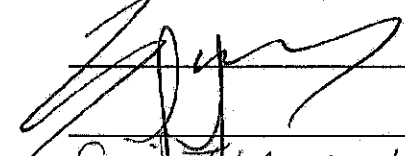
9. Residence: Residence in the Town of Millis shall not be a condition of Ms. Tolson's employment.

10. Amendment to Agreement: This agreement may be amended from time to time in writing as Ms. Tolson and the Select Board agree.

11. General Provisions: If any provision, or portion thereof, contained in this agreement is held unconstitutional, invalid, or unenforceable, the remainder of the agreement or portion thereof, shall be deemed severable, shall not be affected and shall remain in full force and effect.

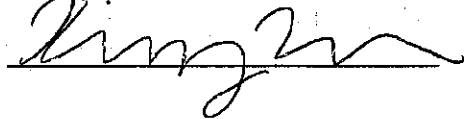
In witness thereof, the parties set their hands this day noted above.

For the Select Board,

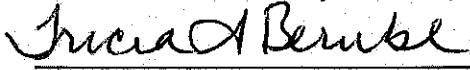


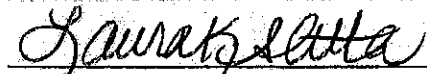
Erin Underhill

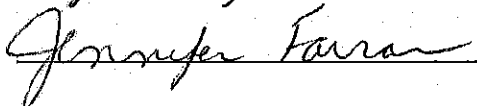
For Ms. Tolson,



For the Board of Library Trustees,







24-025

Liaison Update

24-026

Draft Minutes

**SELECT BOARD
MEETING MINUTES
Monday, January 22, 2023
Veterans Memorial Building Room 229
900 Main Street, Millis, MA 02054**

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

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

Announcements

Niagara Hall has the following event:

Comedy night on Saturday 1/27 at 7:30pm.

Book launch for Paul Rooney on Saturday 2/17 at 2:30pm.

24-008 Approval of Conservation Commission Members Disclosure Letters

Sel. Rosenfeld made a motion that the Board, acting as appointing authority for the Conservation Commission, has determined that the financial interest of members David Larsen and John Steadman, both residents of Regency at Glen Ellen, is not substantial as to be deemed likely to affect the integrity of the services which the municipality may expect in matters that come before the commission regarding Regency at Glen Ellen and authorize the Chair to sign the disclosure forms as required by G. L. c. 268A, §19. Sel. Underhill seconded the motion. Sel. Schultze polled the Board and the motion passed unanimously.

24-009 Hearing; Continued: Special Permit for 1480-86 Main Street

Sel. Rosenfeld made a motion that the special permit hearing for 1480-1486 Main Street be continued to February 12, 2024, at 7:30 pm. Sel. Underhill seconded the motion. Sel. Schultze polled the Board and the motion passed unanimously.

24-010 Millis Hazard Mitigation Plan – Public Hearing #1

Fire Chief Rick Barrett representing the Local Emergency Planning Committee introduces Martin Pillsbury from MAPC who is going to review the Town's Hazard mitigation plan. Funding for this plan was obtained through grants by Bob Weiss the Town Planner.

Martin Pillsbury from MAPC gives a brief overview of hazard mitigation. He reviewed examples of potential hazards including extreme winter weather, flooding, brush fires, high wind events, etc.

Next steps include the LEPC continuing to work on the plan and in a few months Martin will be back to present again.

24-011 Review/Approve Energy Cost Savings Proposal for Lighting Efficiency Upgrade at Library

Sel. Rosenfeld made a motion that the Board approve the agreement with Prism Energy Services for installation of a new lighting system at the Library for an amount not to exceed \$95,059.00 and authorize the Town Administrator to sign on the Town's behalf. Sel. Underhill seconded the motion. Sel. Schultze polled the Board and the motion passed unanimously.

24-012 Board/Committee Liaison Updates

Sel. Rosenfeld attended the Chales River Pollution Control meeting where they just review the new add-ons, Millis did not have any. She also attended the Energy Committee where they work on the Net zero plan.

Sel. Schultze attended the Finance Committee meeting where they elected a new Chair, Jon Loer. He also attended the Economic Development Committee where they discussed the business improvement district.

Sel. Underhill did not attend any meetings.

24-013 Approval of DRAFT Minutes

Sel. Rosenfeld moved that the Board vote to approve the draft minutes of 12/18/23 and 1/8/24 as written. Sel. Underhill seconded the motion. Sel. Schultze polled the Board and the motion passed unanimously.

Sel. Rosenfeld made a motion to enter Executive Session at 8:15pm to discuss strategy with respect to collective bargaining and strategy in preparation for negotiations with non-union personnel if an open meeting may have a detrimental effect on the governments bargaining position (SEIU, Library Director). Sel. Underhill seconded the motion. Sel. Schultze polled the Board and the motion passed unanimously.

Respectfully Submitted by Victoria Schindler

DRAFT

24-027

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
100544420	F3773	74.14	47.25					121.39
301891300	F3774	52.79	47.25					100.04
231134000	F3775	99.76	47.25	199.97				346.98
401313700	F3777	61.33	47.25	124.01				232.59
22708006	F3778	35.71	47.25	73.37				156.33
35300026	F3779	31.44	47.25	64.93				143.62
35400036	F3780	31.44	47.25	64.93				143.62
401612800	F3781	31.44	47.25	64.93				143.62
100469300	F3782	65.60	47.25					112.85
350001012	F3783	27.17	47.25	56.49				130.91
Total Commitment for January 2024								1,631.95

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 _____, 2024

Town of Millis Water Commissioners: _____
