



TOWN OF MILLIS

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

OFFICE OF THE SELECT BOARD

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

Michael J. Guzinski
Town Administrator
mguzinski@millisma.gov

Karen Bouret DeMarzo
Assistant Town Administrator
kbouret@millisma.gov

SELECT BOARD MEETING AGENDA MONDAY, FEBRUARY 13, 2023; 7:00 PM VETERANS MEMORIAL BUILDING ROOM 229

	Topic	Time	Speaker
I.	Call to Order	7:00 PM	Chair Underhill
II.	Announcements <ul style="list-style-type: none">• Job Opportunities• Town Election: Open Positions• MBTA 3A Public Forum• Memory Café		
III.	Scheduled Appointments & Hearings		
23-025	Open May 3, 2023, Annual Town Meeting Warrant	7:00 PM	Chair Underhill
23-026	<ul style="list-style-type: none">• Appointment of Cultural Council Member• Appointment of On Call Library Assistant	7:05 PM	Chair Underhill M. Guzinski
23-027	FY24 Library Budget Presentation	7:10 PM	K. Tolson
23-028	Review of Water Connection Appeal – 210 Pleasant Street	7:30 PM	Chair Underhill J. McKay
IV.	Open Session Items		
23-029	Review/Approve D'Angelis Water Treatment Plant Change Order Request		J. McKay
23-030	Review and Approve Sewer Policy		Sel. Underhill
23-031	Vote to Approve Statement of Interest to MSBA for Millis MS		M. Guzinski
23-032	Board/Committee Liaison Updates		Sel. Underhill
23-033	Approval of Water/Sewer Commitment		M. Guzinski
23-034	Approval of DRAFT Minutes		Sel. Underhill

V.**Executive Session**

To conduct strategy sessions in preparation for negotiations with union and non-union personnel.
(SEIU/Fire Union/Fire Chief)

To consider the purchase or lease of real property if such discussion may have a detrimental effect on the negotiating position of the governmental body.

VI.**Adjournment**

Proposed Upcoming Meeting Schedule

Date	Time	Location
Wednesday, February 15, 2023	7:00 pm	Rm 130 VMB Tri-Board
Monday, February 27, 2023	7:00 pm	Rm 229 VMB
Monday, March 13, 2023	7:00 pm	Rm 229 VMB
Monday, March 27, 2023	7:00 pm	Rm 229 VMB
Monday, April 3, 2023	7:00 pm	Rm 229 VMB
Wednesday, May 3, 2023	6:30 pm	MS/HS Library & Auditorium Town Meeting

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

Zoom (Broadcast only)

Meeting ID: 852 638 7223

Passcode: SBMeeting

Announcements

Karen Bouret DeMarzo

From: Karen Bouret <kmbouret@yahoo.com>
Sent: Thursday, February 9, 2023 2:27 PM
To: Karen Bouret DeMarzo
Subject: Employment & Volunteer Opportunities Millis MA

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.

Employment & Volunteer Opportunities

Available Part-time AND Full-time positions

Job Application, required for all postings:

- [Town of Millis Employment Application](#)

Current Part-Time Job Postings:

- [On Call Library Assistant](#)
- [Temporary Library Assistant](#)
- [On Call Seasonal Snow Contactor](#)
- [Council on Aging Department Assistant](#)

Current Full-Time Job Postings:

- [Payroll Administrator](#)

If you are interested in volunteering as an appointed member of a Town Board or Committee please click below:

- [Volunteer Interest Form](#)

Sent from my iPhone

Available Positions for May 8, 2023 Town Election

Moderator (1) One Year Commitment

Town Clerk (1) Three Year Commitment

Select Board (1) Three Year Commitment

School Committee (2) Three Year
Commitment

Board of Health (1) Three Year
Commitment

Library Trustee (1) Three Year Commitment

Planning Board (1) Five Year Commitment

Constables (2) Three Year Commitment

More housing choices for Millis!

What's your vision?



The Town of Millis has established an Advisory Committee that's working with the Metropolitan Area Planning Council (MAPC) to explore ways to meet new state requirements for how towns zone for multi-family development. Meeting these requirements protects the Town's access to state funding.

We need to hear from you to pursue a path that's right for Millis!

Visit mapc.ma/millis3A to learn more about this project.

**Join us for a
public forum!**

February 21st

7:00 PM – 9:00 PM

**Millis High School
245 Plain Street**



Millis Memory Cafe

Millis Memory Cafe is back! Come spend the morning with us.

A memory café is a welcoming place for individuals and families living with memory changes. Each café event will feature a guest artist or performer, time for conversation, as well as coffee and refreshments.



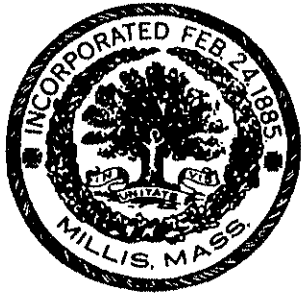
Millis Memory Café will be held the 4th Monday of each month from 10:30 AM to 12 Noon in the Roche Brothers Community Room. All are welcome and there is no cost to attend.

2023 Meetings:

- Monday, January 23 at 10:30 am**
- Monday, February 27 at 10:30 am**
- Monday, March 27 at 10:30 am**
- Monday, April 24 at 10:30 am**

23-025

Open ATM Warrant



TOWN OF MILLIS

TO: Select Board
CC: Karen Bouret DeMarzo, Assistant Town Administrator
FROM: Michael Guzinski, Town Administrator
DATE: February 10, 2023

RE: Opening of the Warrant for the Spring Annual Town Meeting

Greetings,

It's that time of year again! Our annual budget and Town Meeting process is underway.

As part of that process, I'm recommending that the Board vote to open the warrant for the Annual Town Meeting to be held on Wednesday, May 3rd, 2023 at 7:30pm. I'll also be asking the Board to vote to close the warrant for the May 3rd ATM at your meeting on February 27th.

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

Thank you.

23-026

Appointments

Karen Bouret DeMarzo

From: Millis Cultural Council <millisculturalcouncil@gmail.com>
Sent: Friday, January 20, 2023 12:38 PM
To: Maureen Canesi; Karen Bouret DeMarzo; Kathleen Smith
Cc: jdogara@verizon.net
Subject: New Millis Cultural Council member

Follow Up Flag: Follow up
Flag Status: Flagged

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

Hi Maureen, Karen and Kathleen -

Last night the Council voted to recommend the appointment of Judith Dorato O'Gara, cc'd here to the Cultural Council, replacing Robert Zammarchi whose term ended. Can you please get her on the next feasible Select Board agenda for vote, as well as any paperwork you might need?

We are very excited to have her join us!

Thank you!
Kind regards,
Jen

--

Millis Cultural Council

Dedicated to promoting excellence, access, and diversity in the arts, humanities, and interpretive sciences in our community.



TOWN OF MILLIS

Board of Trustees
Jennifer White Farrar,
Chair
Laura Satta, Secretary
Tricia Berube

The Millis Public Library
961 Main Street • Millis, MA 02054
Phone: 508-376-8282 • Fax: 508-376-1278

Kimberly Tolson, Director
ktolson@minlib.net

February 7, 2023

Subject: Appointment of On-Call (substitute) Library Assistant

Dear Ms. Chairperson,

The Town of Millis has been seeking qualified candidates to add to our pool of On-Call Library Assistants at the Millis Public Library since September of 2022. The Adult Services Coordinator and I interviewed Patricia Divver on February 1st.

Ms. Divver has experience working for many years as the School Librarian for Millis Middle/High School. She has a good understanding of the public library through numerous collaborative efforts in her role with the schools and through recent volunteer work with the Millis Public Library. She comes highly recommended by past supervisors and colleagues.

I believe Ms. Divver will be an excellent addition to the Library team and recommend to the Town Administrator her appointment to the position of On-Call Library Assistant.

Best,

Kim Tolson
Library Director

23-027

FY24 Library Budget Presentation

(see FY24 Budget Binder)

23-028

Water Connection Appeal

TOWN OF MILLIS - DEPARTMENT OF PUBLIC WORKS

WATER DIVISION

#15

The following Rules and Regulations shall be considered a part of the contract with every person supplied with water from the Millis Water Division of the Millis Department of Public Works and hereinafter considered the Division.

ARTICLE I - DEFINITIONS

1. Consumer
The term "Consumer" shall mean the individual, firm or corporation whose name the water division has on its books as the party who has applied for water service or any individual, firm, or corporation who, in fact, used the water service of the Town of Millis.
2. Main
A main is the supply pipe laid in the street, from which water connections are made.
3. Service
A service pipe is the pipe running from the main in the street to include the shut off, usually inside the cellar wall.
4. Licensed Contractor
A licensed contractor is a contractor approved by the Department of Public Works to install water mains and/or service connections in the Town of Millis

ARTICLE II - GENERAL PROVISIONS

1. Applications
Written applications for water service shall be made to the Office of the Water Division, 7 Water Street, Millis, Massachusetts, which division is operated under the direction of the Department of Public Works and is hereinafter referred to as the Division.

Application for new services (including those installed in a subdivision) shall be accompanied by fee of \$200.00. Said fee shall cover the cost of processing the application, inspections, tapping the town-owned main* and other costs incidental thereto.

Application for renewal service connections shall be accompanied by a fee as determined by the Department of Public Works. Said fee shall be an estimate; and if the actual cost exceeds the estimate, the applicant will be billed for the excess. If the actual cost is less than estimated, the excess will be returned to the applicant.
2. Availability of Service
The acceptance of an application will be contingent upon the existence of a water main in the public way, or in a private way or other property upon which the property to be served abuts.
3. Service Connections
All new service connections, except tapping the town owned mains, shall be by a licensed contractor under the supervision of the Millis Water Division and in accordance with its specifications. The contractor shall be selected by the applicant from a list of licensed contractors on file at the Millis Water Division, in the office of the Department of Public Works.

That portion of a house service connection installed within a public way shall be considered as the property of the Division, and the Division shall accept the responsibility for its maintenance. That portion of a service connection not lying within a public way shall be the property of the consumer who shall be responsible for its maintenance. All renewal services will be done by the Water Division, or by a licensed contractor, except the tapping of town-owned mains under the supervision of the Water Division, at the discretion of the applicant.

- * The tapping of mains in a subdivision shall be the responsibility of the applicant.
- 4. The Division reserves the right to shut off the water at any time without notice for any necessary purpose. However, the Division will endeavor to give reasonable notice to the consumers affected.
- 5. The Division shall not be liable for damages caused by dirty water resulting from the opening or closing of gate valves, the use of hydrants, or the breaking of any pipe or fixture.
- 6. All persons taking water shall keep in order the service pipe within their premises and be liable for damage resulting from their failure to do so.
- 7. No alterations or changes shall be made in any pipes, fittings or meters owned by the Town, except by persons authorized by the Division, who shall have access at proper hours to all buildings and premises supplied with water by the Town, for the purpose of making repairs to any of the said pipes or fixtures and for reading, repairing, or changing water meters.
- 8. No person, except those authorized by the Division, shall take a supply of water from any service pipe between the street main and the water meter set by the town.
- 9. The sizes of service pipes and meters shall be determined by the Department of Public Works
- 10. No person, except an employee of the Division, shall turn on or shut off water from any main or service pipe owned by the Division without permission from the Department of Public Works.
- 11. No connection between pipes connected to a public water supply and an independent source of supply will be permitted. (Regulation of State Department of Public Health, December 31, 1937).
- 12. No person, except firefighters in the discharge of their duty, shall open any hydrant without permission from the Department of Public Works.
- 13. All persons or firms having private fire connections for sprinklers and private hydrants on the premises or in buildings are forbidden to use the water for any purpose excepting fires, unless by permission of the Department of Public Works.
- 14. Procedure for obtaining a new meter, meter testing, and the activation of a water service for the Town of Millis;

Adopted January 24, 1994
Amended April 24, 2006
- a. The builder/homeowner prior to obtaining a water tie-in permit must obtain the following:
 - 1. A meter and the outside meter-reading device must be purchased from the Department of Public Works located at 7 Water Street, Millis, MA. The cost of a meter and outside meter-reading device is \$125.00.
 - 2. The builder/homeowner will provide the legal owner of the property for which the account will be billed to at the time of the purchase of the meter and meter-reading device.
 - 3. All meters shall be installed within an owner's building as close to the public water supply main as possible in an ample and suitable space free from exposure to freezing unless otherwise directed by the Department of Public Works. This space shall at all times be unobstructed and accessible to the Department of Public Works for reading, testing,

inspection and maintenance purposes.

4. The Builder/homeowner will contact the Department of Public Works within 10 days of the purchase of the meter and meter-reading device for inspection.
5. At no time will a contractor, builder or homeowner turn on or off a water service without first notifying the Department of Public Works.
- b. An approved stop valve shall be installed near the outlet of the meter to permit removal of the meter without backflow.
- c. All repairs to meters due to freezing, heat, or other external causes shall be charged to the consumer.
- d. No meter may be removed, bypassed, or tampered with except under the direction of the department. Owners found by the department to have tampered, removed or bypassed shall be fined \$150. Appeals of the fine may be made to the Board of Selectmen.
- e. All meters sized 2" or above must be tested by June 30, 1994, and thereafter according to the following schedule:

2" meters	every four years
3" meters	every three years
4" meters	every two years
6" or larger	every year

Test results must be forwarded to the Water Department and must conform to AWWA standards for accuracy. Meters which fail accuracy tests must be repaired within thirty days of the owners receipt of the test results. All costs for testing and repairs shall be borne by the property owner. Tests must be done by firms certified as qualified by the Millis Water Department.

- f. The Board of Selectmen reserves the right to replace meters that have not been tested or repaired as required with all costs to be paid by the property owner.
15. It is required that service pipe shall be a minimum of 1" type K copper tubing, as approved by the Division. Flared or compression joints shall only be used in making connections underground.
16. No rebate shall be considered unless the water is turned off at the street, and then only after one month or more.
17. No person shall be permitted to lay any water pipe in any dimension, in any public way or street, without first obtaining permission from the Department of Public Works, who will make the judgement as to the size.
18. Persons having a seasonal residence or business shall pay a charge of five (\$5.00) dollars for turning water on and/or off during regular working hours as posted at the office of the Department of Public Works. A two hour minimum fee as posted at the office of the Department of Public Works shall be charged for turning the water on and/or off after regular working hours, Saturdays, Sundays, and holidays.
19. Curtailment of Service: The Department of Public Works reserves the right to impose temporary restrictions on the use of water should it, in the opinion of the Department of Public Works, become necessary to do so.
20. Whereas the Department of Environmental Protection has proposed certain water production regulations which will be included in the Town's Water Management Permit, the Selectmen, or their designee, may include water use restrictions on new connections and new extensions. Said restrictions may include but not be limited to DEP Water Management Act restrictions:
 - a. Consumption of no more than 65 gallons per capita per day;

- b. 2:1 water banking for new connections and extensions;
- c. 120 percent summer-to-winter consumption ratio;
- d. Restrictions on the installation of irrigation wells;
- e. Percentage of lot disturbances and lawn are allowed; and
- f. Restrictions on impervious surfaces.

The Selectmen may enact penalties and/or rate schedules that encourage and foster compliance with these regulations.

Adopted June 2005

TOWN OF MILLIS WATER SHUTOFF REGULATION

Adopted July 12, 1993

The following regulation has been developed to preserve water, which is a natural resource that should not be wasted, to allow the Town to eliminate contamination hazards associated with water leaks, and as a means to collect overdue accounts for which no other means of collection has worked.

Water Leaks

1. Upon receiving notice that a water leak exists on the customer's side of the shutoff valve, the Water Department shall notify the customer in writing that it is their responsibility to fix the leak. The customer shall be notified by certified mail with a return receipt.
2. Any customers so notified shall be given two weeks to fix the water leak.
3. A hearing before the Board of Selectmen to determine whether a customer's water should be shut off will automatically be scheduled, and the customer shall receive notice of the hearing in the letter of responsibility noted in section 1 above. The meeting will be scheduled on the date of the next available meeting of the Millis Board of Selectmen after the two week repair period has elapsed.
4. Reasonable extensions of the two week repair period may be granted by the Water Dept. if the customer is found to be making a diligent effort to fix the leak. THE TOWN OF MILLIS RESERVES THE RIGHT TO SHUTOFF WATER IN EMERGENCY SITUATIONS WITHOUT NOTICE TO CUSTOMERS. The determination that an emergency exists shall be made by the Water Department.
5. Customers may participate in the hearing before the Board of Selectmen, may present evidence on their own behalf, and may be represented by Counsel.
6. Decisions made by the Board of Selectmen shall be final. If the Board of Selectmen makes a decision to shutoff a customer's water, one week's notice, in writing, shall be given to the residents and owners of the property. Notice shall also be given to the Board of Health.
7. Reductions in operating pressure, if available, may be used instead of outright shutoffs.
8. In extreme circumstances, such as a customer's indigence or some other hardship, with the permission of the property owner, the Town may agree to fix the leak. In order to make a judgement regarding hardship, the customer shall fill out a financial hardship form. The customer shall be billed by the Town and shall be responsible for paying the entire cost of the repair according to a payment schedule mutually agreed to. By allowing the Town to work on their property, the customer agrees to hold the Town harmless and indemnify the Town from any and all claims resulting from any work conducted on private property.

Overdue Bills

1. The Town reserves the right to shut off water of customers whose accounts are in arrears above \$100.00 or which have not been paid in two consecutive billing periods. The Town also reserves the right to lien properties as allowed under Massachusetts General Laws.
2. Upon receiving notice that an overdue balance exists on the customer's account, the Water Department shall notify the customer in writing that it is their responsibility to pay the bill. The customer shall be notified by certified mail with a return receipt.
3. Any customers so notified shall be given two weeks to pay the bill.
4. A hearing before the Board of Selectmen to determine whether a customer's water should be shut off will automatically be scheduled, and the customer shall receive notice of the hearing in the letter of responsibility noted in section 1 above. The meeting will be scheduled on the date of the next available meeting of the Millis Board of Selectmen after the two week payment period has elapsed.
5. Reasonable extensions of the two week payment period may be granted by the Water Dept. if the customer is found to be making a diligent effort to pay their bill.
6. Customers may participate in the hearing before the Board of Selectmen, may present evidence on their own behalf, and may be represented by Counsel.
7. Decisions made by the Board of Selectmen shall be final. If the Board of Selectmen makes a decision to shutoff a customer's water, one week's notice, in writing, shall be given to the residents and owners of the property. Notice shall also be given to the Board of Health.

8. Reductions in operating pressure, if available, may be used instead of outright shutoffs.
9. In extreme circumstances such as a customer's indigence or some other hardship, with the agreement of the property owner, the Town may agree to an extended payment period. In order to make a judgement regarding your hardship, customers will have to fill out a financial hardship form.

General

1. The Town will not shut off water if the water customer is 65 years of age or older. However, customers in this age group will be required to enter into a payment plan and fill out a financial hardship form.
2. If a child under the age of 12 months lives in your home, water will not be shut off. However, these customers will be required to enter into a payment plan and fill out a financial hardship form.
3. If someone in a customer's home is seriously ill, water will not be shut off. However, these customers will be required to enter into a payment plan and fill out a financial hardship form.
4. If a customer's heating system uses water, water will not be shut off from November 15 through March 15. However, these customers will be required to enter into a payment plan and fill out a financial hardship form.

METER TEST

Adopted July 22, 1991
Amended April 24, 2006

1. The owner of any property may request to have a meter tested; they must contact the Assistant Director of Public Works, 508/376-5424, to arrange for a meter test. The owner will hire a plumber to remove the meter and the Department of Public Works will supply a replacement meter for the plumber to install during the test. The Department of Public Works will have the meter tested. The homeowner will have a Bank Check or Money Order made payable to the Town of Millis in the amount of \$75.00. If the test shows that the meter is inaccurate, the meter test fee will be refunded and a new meter will be installed at no cost to the property owner.
2. If the Department of Public Works suspects that the meter is registering improperly, the Assistant Director of Public Works will notify the homeowner of the need for a test. There will be no cost for this test to the property owner.
3. All meter tests are performed according to the American Water Works Association.

CROSS CONNECTION CONTROL PROGRAM

Adopted June 1, 1992

Fees:

Surveying \$40 per hour, per establishment

Testing:

First Device	\$39
Second Device	36
Third Devie	36
All subsequent devices	35

MINIMUM BILLING -- WATER/SEWER

Adopted December 6, 1993

In situations where there has been no billing for water and/or sewer, the property owner will be billed the minimum per billing period going back to a maximum of three years.

SEWER METER POLICY

Adopted February 3, 1992

Sewer meters are to be connected to homes that do not connect to Town water at the expense of the homeowner.

REGULATIONS PERTAINING TO THE INSTALLATION
OF SUBDIVISION WATER SUPPLY MAINS

I

For the purpose of these regulations the word "subdivision" shall, in addition to its usual meaning, also mean any installation of water supply mains on private property for the purpose of providing water for domestic and other uses to more than one dwelling, when such mains are to be connected to the Public Water Supply System of the Town. This is for the main only. Houses will be treated in the usual way.

II

1. No water supply mains in private subdivisions shall be connected to the public water supply system of the Town unless their construction and installation shall first have been approved by the Department of Public Works.
2. Every person desiring to have private subdivision water supply mains connected to the Town's public water supply system shall, before commencing construction or installation of the proposed water supply mains, make written application to the Department of Public Works for approval of the proposed installation. Such written applications shall provide the following information:
 - a. Full name and address of the owner of the property involved.
 - b. Names of proposed new roads.
 - c. Length of pipe to be installed.
 - d. Number of fire hydrants to be installed, and the distance between them.
 - e. Size, class, and type of pipe proposed for use.
 - f. Name and address of the manufacturer of the pipe.
 - g. Name and address of the manufacturer of the hydrants proposed for use.
 - h. Name and address of manufacturer of valves, fittings, etc., proposed for use.
 - i. Name and address of the contractor who will install the pipe and hydrants.
 - j. The application shall be accompanied by an engineer's plan of the proposed subdivision to a scale of 40 feet to the inch, showing the location of all new roads, the proposed location of the water mains, valves and hydrants, point of junction with the public water supply system, and the maximum number of house lots to be served by the proposed new pipe line, and such other data as the Department of Public Works may require. The plan is to be signed and sealed by a Massachusetts registered professional engineer with demonstrated expertise in municipal water distribution systems.
3. The application shall be accompanied by a fee of \$200.00 plus 20 cents per lineal foot of water main to be installed, plus engineer review fees. This fee shall only cover the cost of mains and hydrant installation. For individual services see Water Division Rules and Regulations.
4. Within a reasonable time of receiving such application in complete and proper form, the Department of Public Works shall notify the applicant in writing of its decision thereon. The Department may grant conditional approval, subject to such reasonable conditions as it may deem necessary to protect the interest of the Town. If such application is not approved, the Department shall inform the applicant of the reasons for disapproval, and specify what measures, if any, must be taken to obtain approval.
5. If, in the opinion of the Department of Public Works, any of the pipes, valves, hydrants, or other materials proposed to be installed in a private subdivision are, for any reason, not suitable, the applicant shall be required to use such pipe, valves, hydrants, or other materials as the Department specifies.

6. Upon the completion of the installation of a water supply main in a private sub division, the applicant shall certify in writing to the Department of Public Works that the installation complies in all respects with its requirements, and the Department shall within a reasonable period after receiving such certification from the applicant, notify him in writing of its final approval, unless it finds justifiable cause for not approving same.

III

In all sub divisions where the water supply mains are to be connected to the Town's public water supply system, the following minimum standards are to be maintained:

1. All water supply mains shall be installed at a depth of 6 feet, to prevent their freezing or being displaced by frost.
2. No supply main less than eight (8) inches internal diameter shall be installed. Dead end mains shall be no longer than 500 feet, except that in those streets that the Town of Millis Planning Board approves a street longer than 500 feet.
3. Wherever the subdivision main connects with the town system, connection shall be made by means of a tee and three valves. All three valves shall be located within in the town's street lines. On the subdivision main, suitable blow-offs and shut off valves shall be installed wherever deemed advisable by the Department of Public Works. On dead end mains, a gate valve shall be located within 20 feet of the dead end.
4. Fire hydrants of the size and type approved by the Department of Public Works shall be installed at intervals of not more than 500 feet. On a dead end supply main a fire hydrant shall be installed at the dead end, with proper off-set. All hydrants shall be connected to the mains by a 6 inch pipe and shall have a shut-off valve.
5. In deciding upon any proposed installation of water supply mains in private sub-divisions, the Department of Public Works will give full consideration to the possibility of future extension. The Department will also give consideration to the size of pipe necessary to provide adequate fire protection, and take into consideration the pressure level of the proposed sub division in relation to the hydraulic gradient of the town in determining the size of pipe to be required.
6. The installation of all subdivision water supply mains intended to be connected to the Town supply system, shall at all times be subject to the supervision of the Department of Public Works. Before any such water supply mains are covered over, the Department of Public Works shall inspect them, and if, in its opinion, they are properly installed shall approve same. No trench shall be closed except with material and in a manner approved by the Department of Public Works.
7. Whenever the Department of Public Works shall deem it advisable, it shall require all subdivision water supply mains to be properly tested for high pressure and leakage and/or chlorinated before being opened into the public water supply mains.
8. No subdivision water supply main shall be connected to any public water supply main of the town except as specifically directed and approved by the Department of Public Works.
9. The approval of any private sub division water supply system shall, in no way, make the Department of Public Works, or their agents and employees, or the Town of Millis, responsible or liable for the operation, maintenance, or satisfactory performance of the installation. Such responsibility and liability shall remain the obligation of the applicant and/or owner until the town shall, by vote in Town Meeting, accept same as part of the public water supply system of the Town.

10. The Department of Public Works may designate a member of the Department, or such other agent or employee as they may select, to supervise, inspect, or approve work in accordance with the foregoing regulations.
11. In general, all supply mains and appurtenances and other water works facilities for private subdivisions, shall be installed or constructed strictly in conformity with the standards and specifications of the American Water Works Association.

23-029

Change Order #4

D'Angelis WTP



February 9, 2023

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

RE: Change Order #3 – Well Repairs
D'Angelis Water Treatment Plant PFAS Upgrades Project

Dear Mr. McKay:

Attached is a proposed change order from Winston Builders Corporation for the D'Angelis Water Treatment Plant PFAS Upgrades Project. This change order includes costs for materials and labor as needed to repair damage to Well 1. Videos taken during cleaning and inspection of the wells showed damage to the well screen which is allowing large gravel to enter the well. The proposal includes well screen and casing materials needed to reline the 24" well with new 18" well materials. Kleinfelder has reviewed the well inspection videos along with the proposal and agrees that the material charges included in the change order are accurate for the work being completed. The total cost of the proposed change order is \$16,986. We have reviewed the request and agree that the requested amount is fair and that the work is necessary to repair the damage to the well.

If you have any questions about the proposed change order or need any additional information, please feel free to call me at (617) 498-4772.

Sincerely,
KLEINFELDER

A handwritten signature in black ink, appearing to read "Tyler Bernier". The signature is fluid and cursive.

Tyler Bernier, Project Engineer

Cc: Kirsten Ryan; Kleinfelder
Mike Guzinski, Town of Millis



Contractors – Engineers

P.O. Box 990
Westborough, MA 01581

Phone (508)-366-1767
Fax (508)-898-3177

Change Order Request #4
February 2nd, 2023

To: Kleinfelder
1 Beacon Street, Suite 8100
Boston, MA 02108-3129

Re: D'Angelis WTP – Millis MA

Attn: Tyler Bernier

- Well Repair

Contractor Total:	\$ 15,900
M/U: 5%	\$ 794
Bond: 1.75%	<u>\$ 292</u>
Sub -Total:	\$ 16,986
Change Order Total:	\$ 16,986

Respectfully,

Nicholas Brecken
Project Manager
Winston Builders Corporation

Please find back up information attached

F.G. Sullivan Drilling Co. Inc.
394 Parker Rd., Lancaster, MA 01523
P. 978-365-2932 F. 978-368-8716

Winston Builders Corp
55 Hopkinton Rd
Westborough, MA

February 1, 2023

Re: D'Angelies WTP PFAS Upgrades, Millis, MA - Section 02673 Well Cleaning and
Redevelopment of Wells #1 & #2

We are pleased to offer the following for your consideration.

A video inspection was performed at Millis Well Pump Station Well #1. During the inspection it was revealed that the well screen was compromised. We found deterioration at the weld between the casing and the well screen. That was allowing large gravel to fall into the screen. At the bottom of the screen a large hole was found as well as a large amount of gravel in the screen.

It is our recommendation that a sleeve casing be installed into the existing 24-inch well. The sleeve casing would consist of a 10 ft. long 18-inch pipe size well screen welded to 18-inch steel well casing with gravel pack installed between the 24-inch and 18-inch casing with a concrete seal.

See Attached quote for this work:

Should you require additional information, please do not hesitate to call us.

Thank you for the opportunity to quote this project.

Respectfully Submitted,

Francis Sullivan Jr.
F. G. Sullivan Drilling Co., Inc.

23-030

Sewer Policy

MILLIS SEWER CONNECTION/EXTENSION POLICY

A. PURPOSE

It is the purpose of this Policy to assist the Select Board, acting as Sewer Commissioners, in regulating the connections to and extensions of the Town's Sewer System, in order to preserve and manage limited treatment capacity pursuant to an inter-municipal agreement with the Charles River Pollution Control District ("CRPCD"). Providing solutions for wastewater problems (i.e., failed septic systems) will be given priority.

B. DEFINITIONS

Actual Connection – The instance when a physical connection has been made from the approved facility and the Sewer System in a manner deemed acceptable to the Department of Public Works. For developments with multiple buildings, Actual Connection means the time when each individual building in the development achieves an Actual Connection.

Available Capacity – Available capacity is flow that is available via agreements with the CRPCD, inter-municipal agreements or other sources that has not been previously allocated by the Town of Millis Select Board.

Change of Use or Expansion of Use in Existing Facilities – Any development, redevelopment or other undertaking on a property whether involving material changes to structure or not, which results in an increase of Design Flow Rate on the property from the existing conditions.

Flow Rate

Design Flow Rate – The design flow rate of sewage from a property, or a structure on a property to the Sewer System, as may be specified in 310 CMR 15.203, as amended.

Average Daily Flow Rate – The average daily flow rate of sewer from a property, or a structure on a property to the Sewer System. For residential uses, this policy assumes an amount that is 50% of the Design Flow Rates specified in 310 CMR 15.203, provided however that such rates are subject to differing calculations on a case-by-case basis as may be determined by the Select Board. For non-residential uses, the Sewer Commission may make a case-by-case determination of Anticipated Average Daily Flow Rate.

Permit – A sewer connection or sewer extension permit/approval granted by vote of the Sewer Commission/Select Board.

Reserve Capacity – The flow capacity reserved for use by property owners who have either previously paid a betterment along existing sewer ways or who have otherwise received a Permit or exercised an agreement with the Town to connect to or extend the sewer system for their benefit.

Betterment Reserve Capacity – The flow capacity reserved for use by property owners who have previously paid a betterment.

Permit Reserve Capacity – The flow capacity reserved for use by parties who have received a Permit or have executed an agreement to connect to or extend the sewer system but have yet to make such connection and discharge actual sewage flow to the Sewer System.

Sewer Commission – The duly elected Select Board is the Sewer Commission and is responsible for laying out, planning, constructing, maintaining and operating a system or systems of common sewers within the Town of Millis, and for allocating the capacity of such system based upon environmental, social, economic or other reason. The provision of service shall be under the jurisdiction and control of the Sewer Commission. No person shall extend or construct a sanitary sewer intended to be connected to any municipal common sewer to serve property, or any portion of property, without permission of the Sewer Commission or their duly authorized designee.

Sewer Connection – A proposed connection of one or more buildings on private property, whether such connection consists of single or multiple pipe connections. The cost for materials and connections for sewer infrastructure that is outside of the public way associated with the Sewer Connection is the responsibility of the private property owner.

Sewer Extension – A proposed extension of the Sewer System in a public way or way approved under the subdivision control law. Sewer extensions shall be designed and approved in a manner that would allow them to be owned, controlled and operated by the Town of Millis.

Sewer System – Gravity sewer mains and low-pressure sewer mains operated and controlled by the Town of Millis within public ways.

Sewer System Deficiencies – Deficiencies in the existing Sewer System that either exist at the time of consideration of a Permit or may result from the granting of a Permit as determined by the Sewer Commission based on analysis by the Sewer Commission’s engineering consultant.

Uncommitted Reserve Capacity – The Available Capacity in excess of that flow rate included in Reserve Capacity. The Sewer Commission shall determine the Uncommitted Reserve Capacity on an annual basis and may consider Anticipated Average Daily Flow Rates for the determination of such Uncommitted Reserve Capacity. See Addendum A.

C. RESERVE CAPACITY

The Sewer Commission will hold in Reserve Capacity the following flow rates:

1. Betterment Reserve Capacity

At the time of finalization of the betterment for a municipal sewer project, the one hundred (100%) percent build out utilization capacity shall be established consistent with the number of assessments and capacity allotment.

2. Permit Reserve Capacity

- a. Flow Rates for sewer connections and extensions which have received a Permit from the Sewer Commission to connect to the Sewer System shall be held in reserve by the Sewer Commission for the amount of time stated in the Permit, or until the time of Actual Connection, whichever comes first. Extensions on deadlines for Actual Connections may be granted by the Sewer Commission for good cause shown.
- b. After the lapse of any deadline for Actual Connection, the Permit for any property(ies)/buildings which have not achieved Actual Connection will automatically be rescinded and the associated Flow Rate will revert to Uncommitted Reserve Capacity. Upon such rescission, any holder of a permit or approval for such sewer connection or extension may re-apply for a new Permit subject to the provisions of this Policy at such time.

3. Emergency Reserve Capacity

- a. The Sewer Commission may maintain an unused Reserve Capacity of five (5%) percent of the Town's allocated flow rate at the CRPCD facility as a buffer for annual flow variations. Whenever such limit is reached, the Sewer Commission may impose a moratorium on sewer extensions and/or connections.

D. SEWER CONNECTIONS

1. Properties who have paid a sewer betterment are eligible to connect to the Sewer System with a Design Flow Rate commensurate with the betterment. Additional Flow Rate may be considered as a Sewer Connection or Sewer Extension.
2. Provided there is available Uncommitted Reserve Capacity, parcels of land that directly front on a way containing an existing Sewer System shall be eligible to connect with a Design Flow Rate as established under applicable regulations, provided that such connection is established in accordance with design requirements of the DPW and Sewer Commissioners. For residential properties, the allowed capacity for a single connection shall not exceed the Design Flow Rate for a four-bedroom house, except for good cause shown.
3. The Sewer Commission may allow for increased Flow Rate for a change of use, or expansion of use which results in an increased sewage design flow, in existing facilities, subject to available capacity.

4. Sewer connections shall be located entirely on the property they are to serve. The connection must enter the property directly from the public way in which the Sewer System is located. Unless otherwise approved by the Sewer Commission, no connections shall be allowed via an easement across other properties.
5. Any Permit issued may require the applicant to do the following to address Sewer System Deficiencies which are downstream of the property which is the subject of the Permit:
 - a. Pay an additional connection fee as a contribution towards either the Town or another party to remedy the Sewer System Deficiency.
 - b. Replace the Sewer System component that has been deemed a Sewer System Deficiency.

E. SEWER EXTENSIONS

1. Owners of parcels of land or portion of parcels of land not presently served by the Sewer System may extend the Sewer System within a public way or a way established under the subdivision control law to serve such parcels only at the discretion of the Sewer Commission, subject to available capacity and only if otherwise in compliance with law and with the conditions of all permits.
2. The Sewer Commission may prioritize potential Sewer Extensions based on the following criteria:
 - a. The extent to which the proposed development provides affordable housing.
 - b. The extent to which the proposed development improves the character of the neighborhood and community.
 - c. The extent to which the extension to the proposed development may serve environmental interests.
 - d. The extent to which an extension to a proposed development will hinder the Town's ability to establish sewer systems elsewhere that will enhance the Town's social, environmental, affordable housing or economic interests.
3. Prior to granting approval for any sewer extensions, the Sewer Commission shall require the applicant to supply, at his/her own cost and expense, maps, plans, reports, specifications and other data which property describes the proposed work. The Sewer Commission may engage peer review at the applicant's expense to review such materials.
4. Any Permit issued may require the applicant to do the following to address Sewer System Deficiencies which are downstream of the property which is the subject of the Permit:

- a. Pay an additional connection fee as a contribution towards either the Town or another party to remedy the Sewer System Deficiency if it is determined that the extension may exacerbate such Deficiencies.
 - b. Replace a Sewer System component that has been deemed a Sewer System Deficiency if it is determined that the extension may exacerbate such Deficiency.
5. For work in a public way, prior to commencement of work, the applicant may be required to post bonds, covenants, guaranties, insurance policies and/or other agreements or securities in forms and amounts acceptable to the Sewer Commission to guarantee completion of the proposed work and restoration and to indemnify and indemnify and save harmless the Town of Millis and its officers, agents, servants and employees from damage or loss arising out of or in connection with the work. The applicant may also be required to pay for part or full-time observation of construction activities by the Sewer Commission's peer review consultant.
 6. For sewer extensions in private subdivision ways, the applicant shall be required to provide similar financial security and shall provide the Town with easements to such system.

F. ABANDONMENT OF SEPTIC SYSTEMS AT PROPERTIES TO BE SERVED BY MUNICIPAL SEWER

1. Within thirty (30) days of connection to the sewer system, any on-site subsurface sewage disposal system shall be abandoned in accordance with the Millis Board of Health regulations and the State Sanitary Code, Title V.

G. APPLICATIONS FOR APPROVAL BY THE SEWER COMMISSION

1. Any request for approval for a Sewer Connection or Sewer Extension shall be on a form provided by the Sewer Commission. Submission requirements shall be as specified on said form.
2. Requests for Sewer Connection or Sewer Extension may be reviewed by the Sewer Commission's peer review consultant at the applicant's expense. The applicant will be responsible for the cost of such peer review in accordance with the provisions of M.G.L. c.44, §53G.
3. The Sewer Commission intends to impose a deadline for actual connection for each Sewer Connection and Extension Permit the Commission issues.

4. The Sewer Commission shall establish a fee structure for connection and extension applications.
5. Design and construction of all Sewer Connections and Extensions shall be in accordance with the Millis Sewer Construction Guidelines.

Date Approved by Select Board: _____

Effective Date: _____

Addendum A
January 1, 2023

Reserve Capacity/Uncommitted Reserve Capacity Summary

CRPCD Permitted Flow(gpd)	CRPCD Permitted <5% Flow(gpd)	3 Year Average Flow(gpd)	Available Flow(gpd)	Betterment Reserve Flow(gpd)	permitted Project Flow(gpd)	Pending Project Flow(gpd)	Total Betterment Reserve. Permitted and Pending Project Flow(gpd)	Remaining Available Flow(gpd)
628,000	596,600	390,254	206,346	56,980	96,617	21,120	174,717	31,629

2020	2021	2022
367,607	420,018	383,137

* Note that all amounts are estimated at 110 gpd/bedroom, standard practice from the CRPCD

23-031

SOI Approval for MSBA

MS/HS Project

REQUIRED FORM OF VOTE TO SUBMIT A STATEMENT OF INTEREST

REQUIRED VOTES

If the SOI is being submitted by a City or Town, a vote in the following form is required from both the City Council/Board of Aldermen **OR** the Board of Selectmen/equivalent governing body **AND** the School Committee.

If the SOI is being submitted by a regional school district, a vote in the following form is required from the Regional School Committee only.

**Current votes for each SOI submission are required.*

FORM OF VOTE

Please use the text below to prepare your City's, Town's or District's required vote(s).

Resolved: Having convened in an open meeting on February 13, 2023 prior to the SOI submission closing date, the Millis School Committee of Town of Millis, in accordance with its charter, by-laws, and ordinances, has voted to authorize the Superintendent to submit to the Massachusetts School Building Authority the Statement of Interest Form dated January 24, 2023 for the Millis Middle School located at 245 Plain Street, Millis, Massachusetts, 02054 which describes and explains the following deficiencies and the priority category(s) for which an application may be submitted to the Massachusetts School Building Authority in the future which include 2. Elimination of existing severe overcrowding.; 4. Prevention of severe overcrowding expected to result from increased enrollments; 5. Replacement, renovation or modernization of school facility systems, such as roofs, windows, boilers, heating and ventilation systems, to increase energy conservation and decrease energy related costs in a school facility and; 7. Replacement of or addition to obsolete buildings in order to provide for a full range of programs consistent with state and approved local requirements and hereby further specifically acknowledges that by submitting this Statement of Interest Form, the Massachusetts School Building Authority in no way guarantees the acceptance or the approval of an application, the awarding of a grant or any other funding commitment from the Massachusetts School Building Authority, or commits the Millis School District to filing an application for funding with the Massachusetts School Building Authority.

DOCUMENTATION OF VOTE

Documentation of each vote must be submitted **in hard copy** to the MSBA as follows:

- 1) For the vote of the City Council/Board of Aldermen or Board of Selectmen/equivalent governing body, a copy of the text of the vote must be submitted **with a certification** of the City/Town Clerk that the vote was duly recorded and the date of the vote must be provided.
- 2) For the vote of the School Committee, Minutes of the School Committee meeting at which the vote was taken must be submitted **with the original signature** of the Committee Chairperson.

Massachusetts School Building Authority

Next Steps to Finalize Submission of your FY 2023 Statement of Interest

Thank you for submitting an FY 2023 Statement of Interest (SOI) to the MSBA electronically. **Please note, the District's submission is not yet complete if the District selected statutory priority 1 or priority 3.** If either of these priorities were selected, the District is required to mail the required supporting documentation to the MSBA, which is described below.

ADDITIONAL DOCUMENTATION FOR SOI STATUTORY PRIORITIES #1 AND #3: If a District selects Statutory priority #1 and/or priority #3, the District is required to submit additional documentation with its SOI.

- If a District selects statutory priority #1, Replacement or renovation of a building which is structurally unsound or otherwise in a condition seriously jeopardizing the health and safety of the school children, where no alternative exists, the MSBA requires a hard copy of the engineering or other report detailing the nature and severity of the problem and a written professional opinion of how imminent the system failure is likely to manifest itself. The District also must submit photographs of the problematic building area or system to the MSBA.
- If a District selects statutory priority #3, Prevention of a loss of accreditation, the SOI will not be considered complete unless and until a summary of the accreditation report focused on the deficiency as stated in this SOI is provided.

ADDITIONAL INFORMATION: In addition to the information required above, the District may also provide any reports, pictures, or other information they feel will give the MSBA a better understanding of the issues identified at a facility.

If you have any questions about the SOI process please contact the MSBA at 617-720-4466 or SOI@massschoolbuildings.org.

Massachusetts School Building Authority

School District Millis

District Contact Robert Mullaney TEL: (508) 376-7000

Name of School Millis Middle

Submission Date 1/24/2023

SOI CERTIFICATION

To be eligible to submit a Statement of Interest (SOI), a district must certify the following:

- The district hereby acknowledges and agrees that this SOI is NOT an application for funding and that submission of this SOI in no way commits the MSBA to accept an application, approve an application, provide a grant or any other type of funding, or places any other obligation on the MSBA.
- The district hereby acknowledges that no district shall have any entitlement to funds from the MSBA, pursuant to M.G.L. c. 70B or the provisions of 963 CMR 2.00.
- The district hereby acknowledges that the provisions of 963 CMR 2.00 shall apply to the district and all projects for which the district is seeking and/or receiving funds for any portion of a municipally-owned or regionally-owned school facility from the MSBA pursuant to M.G.L. c. 70B.
- The district hereby acknowledges that this SOI is for one existing municipally-owned or regionally-owned public school facility in the district that is currently used or will be used to educate public PreK-12 students and that the facility for which the SOI is being submitted does not serve a solely early childhood or Pre-K student population.
- Prior to the submission of the SOI, the district will schedule and hold a meeting at which the School Committee will vote, using the specific language contained in the "Vote" tab, to authorize the submission of this SOI. This is required for cities, towns, and regional school districts.
- Prior to the submission of the SOI, the district will schedule and hold a meeting at which the City Council/Board of Aldermen or Board of Selectmen/equivalent governing body will vote, using the specific language contained in the "Vote" tab, to authorize the submission of this SOI. This is not required for regional school districts.
- The district hereby acknowledges that current vote documentation is required for all SOI submissions. The district will use the MSBA's vote template and the required votes will specifically reference the school name and the priorities for which the SOI is being submitted.
- The district hereby acknowledges that it must upload all required vote documentation on the "Vote" tab, in the format required by the MSBA. All votes must be certified or signed and on city, town or district letterhead.
- The district hereby acknowledges that this SOI submission will not be complete until the MSBA has received all required supporting documentation for statutory priority 1 and statutory priority 3. If statutory priority 1 is selected, your SOI will not be considered complete unless and until you provide the required engineering (or other) report, a professional opinion regarding the problem, and photographs of the problematic area or system. If statutory priority 3 is selected, your SOI will not be considered complete unless and until you provide a summary of the accreditation report focused on the deficiency as stated in this SOI. The documentation noted above must be post-marked and submitted to the MSBA by the Core Program SOI filing period closure date.

**LOCAL CHIEF EXECUTIVE OFFICER/DISTRICT SUPERINTENDENT/SCHOOL COMMITTEE CHAIR
(E.g., Mayor, Town Manager, Board of Selectmen)**

Chief Executive Officer * Michael Guzinski	School Committee Chair Steven Catalano	Superintendent of Schools Robert Mullaney
<hr/>		
Town Administrator		

Robert Mullaney

<hr/>	<hr/>	<hr/>
(signature)	(signature)	(signature)
Date	Date	Date
<hr/>	<hr/>	<hr/>
		1/24/2023 9:50:08 AM

* Local chief executive officer: In a city or town with a manager form of government, the manager of the municipality; in other cities, the mayor; and in other towns, the board of selectmen unless, in a city or town, some other municipal office is designated to the chief executive office under the provisions of a local charter. Please note, in districts where the Superintendent is also the Local Chief Executive Officer, it is required for the same person to sign the Statement of Interest Certifications twice.

Massachusetts School Building Authority

School District Millis

District Contact Robert Mullaney TEL: (508) 376-7000

Name of School Millis Middle

Submission Date 1/24/2023

Note

The following Priorities have been included in the Statement of Interest:

1. Replacement or renovation of a building which is structurally unsound or otherwise in a condition seriously jeopardizing the health and safety of school children, where no alternative exists.
2. Elimination of existing severe overcrowding.
3. Prevention of the loss of accreditation.
4. Prevention of severe overcrowding expected to result from increased enrollments.
5. Replacement, renovation or modernization of school facility systems, such as roofs, windows, boilers, heating and ventilation systems, to increase energy conservation and decrease energy related costs in a school facility.
6. Short term enrollment growth.
7. Replacement of or addition to obsolete buildings in order to provide for a full range of programs consistent with state and approved local requirements.
8. Transition from court-ordered and approved racial balance school districts to walk-to, so-called, or other school districts.

SOI Vote Requirement

I acknowledge that I have reviewed the MSBA's vote requirements for submitting an SOI, which are set forth in the Vote Tab of this SOI. I understand that the MSBA requires votes from specific parties/governing bodies, in a specific format using the language provided by the MSBA. Further, I understand that the MSBA requires certified and signed vote documentation to be submitted with the SOI. I acknowledge that my SOI will not be considered complete and, therefore, will not be reviewed by the MSBA unless the required accompanying vote documentation is submitted to the satisfaction of the MSBA. All SOI vote documentation must be uploaded on the Vote Tab.

SOI Program: Core

Potential Project Scope: Renovation\ Addition

Is this a Potential Consolidation? No

Is this SOI the District Priority SOI? Yes

School name of the District Priority SOI: Millis Middle

Is this part of a larger facilities plan? Yes

If "YES", please provide the following:

Facilities Plan Date: 2/25/2014

Planning Firm: Tetra Tech Architects and Engineers

Please provide a brief summary of the plan including its goals and how the school facility that is the subject of this SOI fits into that plan:

The Master Plan and Building Facilities Study addresses the main point of student enrollment projections, condition of the physical plant, circulation, traffic, programmatic needs, special education, technology, space needs and the evaluation of building systems and components that are failing or need replacing or updating. Included in the plan are recommendations and options to solve various problems and shortfalls for delivering educational services in an appropriate, safe, and comfortable environment. Included is a master capital plan listing systems or components of the school district. The capital plan for the elementary school was in essence completed when the new Clyde Brown Elementary School opened in the fall of 2019. This leaves the capital plan for the Millis Middle-High School portion of the plan that is most active currently, though our plan does anticipate the ongoing needs and long range needs for the elementary school as well. The capital plan displays the condition of individual items, their useful life and the cost of replacement, adjusted for inflation, with designated years for replacement. The strategy of the plan is to earmark tasks the school department can address on its own and to call out options available to solve overcrowding, programmatic, or other issues by building additions and/or renovation.

Please provide the current student to teacher ratios at the school facility that is the subject of this SOI: 10 students per teacher

Please provide the originally planned student to teacher ratios at the school facility that is the subject of this SOI: 12 students per teacher

Does the District have a Master Educational Plan that includes facility goals for this building and all school buildings in District? Yes

If "YES", please provide the author and date of the District's Master Educational Plan.

Master Plan and Building Facilities Study completed on February 25, 2014 and authored by Garrett Hamlin, Director of Architecture and Dr. Kevin S. Baughman. Educational planner for the firm of Tetra Tech, Tetra Tech Architects and Engineers, One Grant Street Framingham MA 01702. Portions updated July 31, 2020 by CBI Consulting LLC, 250 Dorchester Avenue, Boston Massachusetts, 02127. Both parts incorporated into the Town of Millis Capital Improvement Plan beginning in 2018.

Is there overcrowding at the school facility? Yes

If "YES", please describe in detail, including specific examples of the overcrowding.

Currently there are not enough general classrooms, lab, special education classrooms, cafeteria, gym and locker room space at the Millis Middle High School Building. The building is undersized and overcrowded, with no STEAM facilities for MS and HS students, and students often doing work in hallways. Three teachers must teach from carts. Many classrooms are undersized based on current educational facility standards. Many ancillary and storage spaces are being used for instructional spaces, and most of these spaces are not properly ventilated. Lunch starts at 10:30 and runs to 12:45 because the cafeteria is not big enough to accommodate students at the appropriate time. Even with the expanded times, many students eat outside of the cafeteria. The District has started a locker replacement program to expand and replace lockers, but that has been stalled due to budget pressures due to COVID-19. There is not enough space or lockers in the locker rooms.

Has the district had any recent teacher layoffs or reductions? No

If "YES", how many teaching positions were affected? 0

At which schools in the district?

Please describe the types of teacher positions that were eliminated (e.g., art, math, science, physical education, etc.).

Has the district had any recent staff layoffs or reductions? Yes

If "YES", how many staff positions were affected? 16

At which schools in the district? Clyde Brown School (elementary)

Please describe the types of staff positions that were eliminated (e.g., guidance, administrative, maintenance, etc.).

The positions furloughed included the Director of the extended Day Program; the Administrative Assistant for said program, and all staff for said program. The furloughs were Covid-19 related. All staff members have since been recalled.

Please provide a description of the program modifications as a consequence of these teacher and/or staff reductions, including the impact on district class sizes and curriculum.

There is no impact on class size or curriculum. The closure of the before and after school program did impact before and after school assistance provided primarily to K-5 students who attended the program and either sought or were referred for assistance.

Please provide a description of the local budget approval process for a potential capital project with theMSBA. Include schedule information (i.e. Town Meeting dates, city council/town council meetings dates, regional school committee meeting dates). Provide, if applicable, the District's most recent budget approval process that resulted in a budget reduction and the impact of the reduction to the school district (staff reductions, discontinued programs, consolidation of facilities).

The process begins with a goal of achieving a level services budget that is a 4% increase or less. The next step is to establish salaries for the ensuing fiscal year, which to the maximum extent possible means determining collective bargaining increases or individual contractual increases for every known employee, possible lane changes for employees where lane changes might apply, and possible retirement savings if it is determined they may exist. This year (FY23) due to the COVID-19 impact it continues to include absorbing some salaries that previously had been paid from revolving funds. We then look at individual expense lines other than tuition and consulting to see what lines may need to increase above 2%. For example, in negotiating years, legal services are one such item. This determines a preliminary budget, almost always in excess of 4%. We then reexamine every line to see if there are items duplicated, or items that can be reduced, and we also look to the current year to see if we feel we will generate a fund balance that can be used to pre-pay tuition, thus lowering the proposed budget. Our budget reductions this year were small, and did not impact class size or educational programs in any way. Most of our savings will be achieved through the prepayment of tuition. When our budget is presented to the Town Finance Committee, we always make them aware of items that would enhance educational programs or improve student learning. This year (for FY 23) we presented a number of positions that would assist in helping fill some of the gaps created during COVID-19, as well as a significant increase in out-of-district tuitions. We also twice annually present our Capital Plan to the Town's Capital Planning Committee. In addition to the feasibility study for this project, it includes a number of items that would impact school facilities including roof replacement and HVAC replacement.

General Description

BRIEF BUILDING HISTORY: Please provide a detailed description of when the original building was built, and the date(s) and project scopes(s) of any additions and renovations (maximum of 5000 characters).

The Millis Middle High school building was originally built in 1960 as a Jr Sr High School for grades 7 through 12. In 1966 there was a 24 classroom addition and an increase in the size of the cafeteria and locker rooms to accommodate a great increase of the student population. The building is a two story brick and mortar structure of 125,000 square feet. In 1999 the building was renovated. No additions were constructed. In 1986 Grade 6 was added at the Middle School and in 2000 Grade 5 was added to the Middle School to avoid overcrowding at the elementary school. In 2019, Grade 5 was moved back to the elementary school upon the completion of the new Clyde Brown Elementary School.

TOTAL BUILDING SQUARE FOOTAGE: Please provide the original building square footage PLUS the square footage of any additions.

125000

SITE DESCRIPTION: Please provide a detailed description of the current site and any known existing conditions that would impact a potential project at the site. Please note whether there are any other buildings, public or private, that share this current site with the school facility. What is the use(s) of this building(s)? (maximum of 5000 characters).

The single school building sits on a 21 acre site. The building shares the site with two small wood frame storage buildings, a small wood frame snack stand and a small wood frame press box structure. The site also currently houses two 40 X 40 tents and six storage containers, and has been forced to temporarily house the district's 77-84 passenger bus fleet. The site also has an aging and outdated natural turf football field and with a stone dust track that is not approved for competition. The site has a recently renovated but undersized baseball field and two parking lots. The site is fairly level except for a drop-off in grade where a small brook runs through the property. There is no ledge. Traffic accesses the site from Route 115 and exits onto Spring Street. At one end of Spring Street is Route 109 and at the other is Route 115. There is room to increase the size of the building without procuring land or impacting other land owners. Ball fields and parking areas may have to be relocated on site or changed in orientation.

ADDRESS OF FACILITY: Please type address, including number, street name and city/town, if available, or describe the location of the site. (Maximum of 300 characters)

Millis Middle High School, 245 Plain Street, Millis, MA 02054

The site is located just off routes 109 and 115, near the center of town. This building anchors a campus style setting with the elementary school next door, a town park, and the Town municipal offices.

BUILDING ENVELOPE: Please provide a detailed description of the building envelope, types of construction materials used, and any known problems or existing conditions (maximum of 5000 characters).

The exterior of the building is red brick faced over concrete masonry units. Most of the building is on slab. The roof is EPDM over fiberglass insulation board. The windows are Kynar frames with double pane glass windows. Water penetrates the roof and certain areas of the brick and window system during heavy rain weather or during snow melting after heavy storms. The reason for the roof penetration has been attributed to age of the roof; the brick and glass leakage has never been determined. The entire roof was evaluated and determined to be in need of replacement in 2020.

Has there been a Major Repair or Replacement of the EXTERIOR WALLS? NO

Year of Last Major Repair or Replacement:(YYYY) 1966

Description of Last Major Repair or Replacement:

Addition to primary construction in 1960.

Roof Section A

Is the District seeking replacement of the Roof Section? YES

Area of Section (square feet) 78545

Type of ROOF (e.g., PVC, EPDM, Shingle, Slate, Tar & Gravel, Other (please describe))

EPDM of GoodYear Rubber over new fiberglass insulation over the original building which was built in 1960.

Age of Section (number of years since the Roof was installed or replaced) 22

Description of repairs, if applicable, in the last three years. Include year of repair:

The newer roof replaced a ballasted membrane system that was in very bad shape. The system on the original building built in 1960 was completely demolished and replaced by a new fully adhered rubber membrane, and while the roof was exposed further insulation was added. The entire roof was not addressed as the roofing system over the 1966 addition had been replaced in 1991, which makes this portion of the roof 30 years.

Window Section A

Is the District seeking replacement of the Windows Section? NO

Windows in Section (count) 194

Type of WINDOWS (e.g., Single Pane, Double Pane, Other (please describe))

194 Window Panes, 135 windows that can open, all double pane insulated glass replaced in 1999

Age of Section (number of years since the Windows were installed or replaced) 22

Description of repairs, if applicable, in the last three years. Include year of repair:

Frames have been caulked and sealed in the last three years using funds from a Green Communities Grant.

MECHANICAL and ELECTRICAL SYSTEMS: Please provide a detailed description of the current mechanical and electrical systems and any known problems or existing conditions (maximum of 5000 characters).

The current electrical system is a 1,600 ampere, 3 phase four wire, wye 120/208-volt system. The main switch gear and many of its load centers are over 60 years old, with the manufacturer of the equipment (Federal) having been out of business for over 30 years. The service was considered at capacity in 2014, but given current brownouts and other issues that limit the ability of the District to upgrade other areas requiring electrical service, in truth the building has exceeded the 1,600 ampere capacity. Some electrical sub panels were added in 1999, however all the original sub distribution panels are still in place and functioning. Branch circuit wiring was for the most part updated and replaced.

The HVAC System is based primarily on a 21 year old unit ventilator system in classrooms, while office settings and large group areas using a more conventional radiation system or roof-top air handlers.. This leads to an inability to use advanced air filtration in the entire building, forcing the district to supplement the system with 84 portable air purification units. The building is also susceptible to extreme temperatures, particularly heat, in the fall and spring. The current energy management system is not functioning and that system is being manually adjusted daily. Cooling is provided by split systems to administrative areas and computer labs. There are several window electric units for spaces such as the nurse's office and Student Services. Fresh air is introduced to the building through roof mounted make up air units and ducted to common, assembly, and selected areas such as locker rooms.

Boiler Section 1

Is the District seeking replacement of the Boiler? YES

Is there more than one boiler room in the School? YES

What percentage of the School is heated by the Boiler? 100

Type of heating fuel (e.g., Heating Oil, Natural Gas, Propane, Other)

Natural Gas with a #2 Heating Oil back-up. The original concept was to be able to switch fuels based upon the price at the time.

Age of Boiler (number of years since the Boiler was installed or replaced) 22

Description of repairs, if applicable, in the last three years. Include year of repair:

There have been repairs to gaskets and seals over the past three years.

Has there been a Major Repair or Replacement of the HVAC SYSTEM? YES

Year of Last Major Repair or Replacement:(YYYY) 1999

Description of Last Major Repair or Replacement:

The entire HVAC System with the exception of the air handlers for the Gymnasium and Auditorium were replaced. Some forced hot water piping was reused after inspection and found to be in acceptable shape.

Has there been a Major Repair or Replacement of the ELECTRICAL SERVICES AND DISTRIBUTION SYSTEM? NO

Year of Last Major Repair or Replacement:(YYYY) 1960

Description of Last Major Repair or Replacement:

The current electrical system is a 1,600 ampere 3 phase, four wire, wye, 120/208 volt system. The main switch gear and many of the load centers throughout the building are over 60 years old and from a manufacturer who has been out of business for more than 30 years (Federal). The service was considered at capacity in 2014, but given current brown outs and other issues that limit the ability of the District to upgrade other areas requiring electrical service, in truth the building has exceeded the 1,600 ampere capacity. Some electrical subpanels were added in 1999, however all of the original sub distribution panels are still in place and in use. Branch circuit wiring for the most part was updated and replaced in 1999.

BUILDING INTERIOR: Please provide a detailed description of the current building interior including a description of the flooring systems, finishes, ceilings, lighting, etc. (maximum of 5000 characters).

Most of the building has resilient floors in the hallways and classrooms. Significant floor cracks can be seen every six to 20 feet while walking through the school. Locker rooms, bathrooms, and weight rooms have either ceramic tile or concrete floors. Administrative areas and the library have carpet floors, the latter having recently been replaced. The auditorium is a mix of carpeting in the seating area with a hardwood flooring stage. The gymnasium is also a natural hardwood flooring. For the most part interior walls are 5/8" fire resistant wallboard with a finish coat of plaster. In other areas such as the gym, locker rooms, bathrooms, and main corridors the walls are made of concrete masonry units. In Kitchen, bathrooms, and locker rooms the ceilings are wallboard and plaster. In all other areas the ceilings are a suspended ceiling style in a grid layout with flame resistant treated composition lay in tiles. All walls are painted except with the exception of glazed tile bricks in hallways and wall tile installed in select other areas. Lighting for the most part is of T-8 LED tubes in lay in troughers. There are many 6-inch round recessed light fixtures in key areas, also recently converted to LED bulbs. Gymnasium lighting has also been replaced in the last year with LED fixtures. All interior doors are made of wood and have a plain sliced finish. Doors providing egress to assembly areas have the appropriate NFPA fire rating and are affixed with door closers. The finish colors are low key and soft and were selected by the staff at the time of the renovation.

PROGRAMS and OPERATIONS: Please provide a detailed description of the current grade structure and programs offered and indicate whether there are program components that cannot be offered due to facility constraints, operational constraints, etc. (maximum of 5000 characters).

Millis Middle and High Schools share a building and have a combined total of 584 students. The Middle School (268 students in grades 6-8) occupies most of the second floor of the building. The high school (316 students in grades 9-12) occupies the first floor and four classrooms on the second floor. Both schools share the cafeteria, auditorium, library, gymnasium, locker rooms, TV production studio, music rooms, bus loading area, and athletic fields. The high school also uses a computer lab on the second floor during the morning hours and the middle school uses the lab in the afternoon hours (the computer science teacher is shared between schools). Currently there are two teachers in the high school and one teacher in the middle school who must travel to multiple classrooms during the school day as there is no room for them. Obviously, this impacts those teachers who are moving rooms, but also the teachers in the classrooms that host these teachers. Student learning time is lost as traveling teachers need additional time to set up and provision classes. Our school resource officer and special education team chair have cramped offices that were once storage rooms and our middle school adjustment counselor is in a windowless area that used to house the school's copier. Although the movement of grade 5 students to the new Clyde Brown School in 2019-2020 has opened up more space, the middle-high school building is still overcrowded, impacting programming, scheduling, and safety.

Millis Middle School and High School offer high quality college preparatory and career readiness programs, but lack of space significantly impacts our ability to continue to deliver classes, programs, and experiences for crucial twenty-first century learning.

Over the last several years Millis Public Schools has endeavored to bring more engineering and STEAM related curriculum to our students. At the middle and high schools, this curriculum must be delivered in traditional classroom spaces which do not necessarily have the equipment nor room design to effectively and efficiently implement the curriculum. There are no dedicated STEAM rooms, engineering labs, or maker-spaces where projects and materials can be accessed and stored. For example, in the high school engineering class that is conducted in a mathematics classroom, students waste valuable learning time each class period gathering their materials at the beginning of class and then collecting them at the end to store them in the back of the classroom. Classes involving designing and prototyping must move into the hallways to have adequate space to conduct tests and demonstrations. A number of STEAM electives cannot be offered in our building and students desiring these types of courses must take them online, using their own homes as their labs.

Millis Public Schools has a unique and outstanding Spanish Immersion program in grades 1-12. These as well as all of our Spanish classes are also taught in traditional classrooms. There are no language labs or dedicated spaces for students to practice speaking and listening. This makes conducting the Advanced Placement Spanish Language Exam particularly challenging.

Lack of space in our middle-high school building has limited our ability for project and inquiry-based learning. We do not have a multi-purpose room or other space that could serve as a project room, multiple class meeting room, or demonstration area. The building currently lacks up to date Science labs. The TV Production studio is a converted maintenance area, and the music and art rooms are inadequate to support the programming we would like to offer. There is one gymnasium with overcrowded locker room facilities. Due to overcrowding, there are times in the afternoon where two middle school classes and one high school class have to share the gym. Physical education electives are limited by the lack of space. The library must accommodate students of all grades (6-12). Some middle school unified arts classes as well as EL classes must be held in the library. In order to offer a wider range of electives for our students, we would love to add some type of shop elective (wood, metal, or auto, etc.), but in our current building that is impossible.

The building size also creates scheduling challenges. There are numerous periods during the day when all classrooms are in use and no other classes can be scheduled. As a result, classes have been scheduled in inadequate spaces such as the auditorium and the art room.

With student population in the middle and high school projected to increase over the next ten years, and to ensure the current population of Millis Middle and High School students receive a rigorous and high quality level of programs and services, it is crucial that inadequacies in the middle-high school building are addressed.

EDUCATIONAL SPACES: Please provide a detailed description of the Educational Spaces within the facility, a description of the number and sizes (in square feet) of classrooms, a description of science rooms/labs including ages and most recent updates, a description of the cafeteria, gym and/or auditorium and a description of the media center/library (maximum of 5000 characters).

Core educational spaces are 32 general classrooms, 5 science labs, 2 computer labs, 1 band room, 1 music room, 1 TV Studio, 2 Art Rooms, and 1 life skills room. 11 Middle School classrooms are 784 square feet and 8 classrooms are 992 square feet. 2 High School Classrooms are 810 square feet, and 11 are 784 square feet. The Middle School Science Lab is 1,148 square feet and the High School science labs are 1,320 square feet. Both computer labs are 784 square feet. The Life Skills room is 1,288 square feet. The High School Art Room is 1,200 square feet and the Middle School art room is 1,288 square feet. Band is a shared room at 1,824 square feet. Chorus is also a shared space at 1,824 square feet. The TV Studio is 774 square feet. The Gymnasium is 6,528 square feet, the Auditorium is 4,376 square feet, and the Cafeteria is 7,744 square feet. The library is 4,800 square feet including a work room and office. It includes an area with a white Board and ceiling-mounted projector for use in presentations. The general classrooms have resilient floors, wallboard/plaster walls and suspended ceilings.

Other common spaces have flooring, walls, and ceilings appropriate to their use as described previously. There are four general purpose electrical outlets. Each general classroom has two white boards for teacher instruction and two bulletin boards to post work upon. Each classroom has a ceiling-mounted projector for instructional use with the teacher's laptop computer. There is a coax cable to each room from a main distribution room. Additionally, the entire building had its hard-wire network rewired with fiber optic cable. Science labs have sink positions with natural gas cocks and electrical outlets at each station. The Chemistry Room has a vent hood specific to experiments. High School Labs have a teacher prep area with storage for materials and chemicals. Band room does not have risers, only open areas for instruction and live playing of instruments. Chorus room has open area and risers for music instruction. Both rooms have two storage areas, but one storage area in each room has been repurposed as a private practice area. All specialty classrooms have the same general purpose electrical and coax outlets as well as projectors that can be used for class instruction. The building has wireless internet access throughout the building. The ages of the classrooms are 55 to 61 years old. The common areas (Library, Gymnasium, Auditorium, and Cafeteria) are shared by the Middle School and High School as well as the community.

CAPACITY and UTILIZATION: Please provide the original design capacity and a detailed description of the current capacity and utilization of the school facility. If the school is overcrowded, please describe steps taken by the administration to address capacity issues. Please also describe in detail any spaces that have been converted from their intended use to be used as classroom space (maximum of 5000 characters).

The building was built to house grades six through 12. The fifth grade, moved into the middle-high school many years ago, was moved out in the fall of 2019 with the opening of the New Clyde Brown School. The current population of 584 students is comprised as follows: 84 Grade Six, 82 Grade Seven, 102 Grade Eight, 67 Grade Nine, 80 Grade 10, 94 Grade 11 and 75 Grade 12. Additionally, there are seven students in an 18-22-year-old Transition Program, required by federal law, that the district rents space for off-site. Three non-instructional spaces have been converted to special educational instructional spaces in this building. Two teachers (Math and Spanish) teach from carts in the high school as they have no instructional space. One teacher (Spanish Immersion) teaches from a cart in the Middle School. One storage space has been converted into an administrative office. The current square footage of the building is 125,000 square feet. The Middle High School is 10 to 15% undersized. An additional five to 10 classrooms are needed to accommodate existing and desired educational programming and to accommodate future student populations. Core facilities such as the cafeteria and gymnasium also need expansion to accommodate the current and future student population. Lunch times have been added to accommodate the current student population and more will be needed as the population increases. 188 student lockers were added well over a decade ago, and a plan to replace and expand lockers over a five-year period has been stalled in recent years due to a lack of funds and the pandemic. Common areas such as the Auditorium, the Gymnasium, and the Library are shared by the Middle and High School. Specialty areas such as music, chorus, and TV production are also shared by both schools which leads to difficult scheduling schemes and does not achieve optimal instructional time as a result.

MAINTENANCE and CAPITAL REPAIR: Please provide a detailed description of the district's current maintenance practices, its capital repair program, and the maintenance program in place at the facility that is the subject of this SOI. Please include specific examples of capital repair projects undertaken in the past, including any override or debt exclusion votes that were necessary (maximum of 5000 characters).

Maintenance of buildings and grounds are through Operations using a centralized program. The custodians in this building are responsible for a certain assigned area. In addition to cleaning and disinfecting they are responsible for minor maintenance. If there are maintenance issues that are beyond the capabilities of the custodians, they are to report the issue to their supervisor. This will generate a work order for the maintenance person. All faculty and non-instructional staff have access to e-mail and can generate a request for maintenance through simple e-mails. All requests are considered and converted into a work order for the maintenance person. All responses and repairs are recorded and the documentation is stored for ten years. Maintenance issues that require specific trades or technical training or are too large in scope to be handled by school staff are outsourced to the proper vendors. Issues that cannot be addressed through the operating budget that are not emergencies are put on a deferred list and if appropriate, added to the District's Capital Plan. These items are assessed and are placed on a long term list for

consideration of available funds. All maintenance expenses are tracked either through the budget line item process or the Town Meeting Warrant process, depending upon the source of the funding. There is data that goes back to 2002 in a previously used accounting software package used by the school called RDA; in FY 21 however the school district converted to MUNIS and the Town and School developed a new Chart of Accounts. This data tracks the upkeep of the building and the funds spend in this effort. The District has a Capital Plan, updated twice annually, forecasting out ten years of items that need to be replaced or procured. Expenditures that are \$5,000 or more and have a useful life of more than one year are placed before town committees for consideration. Lighting upgrades and other energy conservation measures have been accomplished through grants and power company programs. Computer wiring has been upgraded in recent years through e-rate funding, and wireless networks have also been added in recent years. Security has been enhanced with a card access system and a multi-camera DVR system. A number of major maintenance items have been achieved in recent years through Town warrant articles. The last debt exclusion override was for a renovation of the plant in 1999.

Priority 2***Question 1: Please describe the existing conditions that constitute severe overcrowding.***

Millis Middle High School, now that it no longer houses the fifth grade, is at the lowest population it can expect to see in the next ten years. Currently, even with this low population, two teachers are teaching from carts in the high school and one teacher is teaching from a cart in the middle school, three non-instructional spaces are being used as classrooms, and there is no space currently for STEAM labs, Unified Arts, or Engineering courses, all in demand from our students.

The Millis High and Middle School share common facilities such as auditorium, cafeteria, library, gymnasium, music, video production, and athletic fields. Due to the **current** student population we have added lunch periods and rented tents for use for outdoor eating as weather permits. We cannot accommodate all of the physical education classes during inclement weather as multiple classes from both schools end up being scheduled in the same, single gymnasium. Scheduling electives is limited by the space available in these rooms.

A Space Needs Study conducted by Tetra Tech Architects and Engineers found that the Millis Middle/High School needs five general classrooms and additional space for small group and special education instruction. Since that study, the need for STEAM labs at the Middle School and High School level to continue what begins at the Clyde Brown Elementary School has become programmatically important, as has the addition of additional "hands on" spaces for engineering and other types of educational instruction. A second gymnasium is needed as well as an expansion of the cafeteria.

Three high school classes must use rooms on the Middle School level, and another two classes (health and computer technology) are shared between the Middle and High School but also taught on the Middle School level. Due to the differing schedules, this means that high school students are often interacting with middle school students. The mixing of age groups is not ideal and parents are not happy with younger students being exposed to older students' behaviors.

The past installation of an additional 188 lockers has impacted hallway space. The projected additional enrollment, which may result in additional locker needs, may further impact this space.

While moving the fifth grade to the new elementary school was a logical and timely move, it will not solve the long-term needs of the Millis Middle High School.

Priority 2

Question 2: Please describe the measures the School District has taken to mitigate the problem(s) described above.

The School District, through its Middle High School Administrative Team, has engaged in creative scheduling to maximize the number of courses, and especially electives, provided to students. Partitions have been used to create office space and partitioned areas have been converted to small group special education purposes. Picnic tables have been purchased to allow students to eat outside during warm weather to reduce overcrowding in the cafeteria. A screen divider was purchased and installed to divide the gymnasium into two smaller spaces so that more classes can share the gym space at the same time since both the Middle School and High School Physical Education classes are in session concurrently. An Outdoor Pursuits class was developed so that Physical Education can occur outdoors in the winter as well. Among other accomplishments, this class designed and built ice skating rinks on town park tennis courts for use by students in Physical Education and also by the community.

Art rooms are used as classrooms as well, with materials set to the side when in use by core academic teachers. A mini computer lab has been set up in the library for use by students who are taking on-line courses. On-line electives are necessary for many students due to the lack of space to offer electives in-house.

Over the past ten years we have had to take two classrooms back from use by Collaborative programs (ACCEPT and TEC collaboratives) that were using a classroom for Special Education programming that was benefiting Millis students. These students now must be transported out of district to collaborative programs housed in other districts, increasing the cost to the Millis Public Schools.

The Millis Middle High School is severely undersized for our current and future student population.

Priority 2

Question 3: Please provide a detailed explanation of the impact of the problem described in this priority on your district's educational program. Please include specific examples of how the problem prevents the district from delivering the educational program it is required to deliver and how students and/or teachers are directly affected by the problem identified.

The District wishes to provide students with a full complement of educational programming, but cannot due to space constraints. Science labs are outdated with little storage for materials. There are no "project" rooms, interdisciplinary or hands-on learning and team projects. There are no STEAM labs or rooms for engineering courses. In fact, hallways are often the only available space for video filming, physics simulations, or small group tutoring sessions. Robotics and engineering projects are limited by space constraints. The Auditorium is the only performance space in the Town of Millis and is overbooked for after school uses. Demand for computer labs is high and each school only has one. This makes it impossible for teachers to bring classes to labs for projects as the labs are booked for classes every period. Computer labs are used for such things as teaching graphic arts in the high school and robotics in the middle school. Chromebooks are simply not powerful enough for these sophisticated needs.

Students in the high school are not able to take a full selection of electives except via on-line offerings, due to the lack of space. There is no space for small group and special education instruction or tutoring. This makes it extremely difficult to provide services for students identified with disabilities. The nurses office, which serves both the Middle and High School students, is at times overflowing with students seeking assistance. Due to COVID-19, the District was forced to create an isolation room within this office, creating further constraints on the space available to serve students.

The teachers who must travel from classroom to classroom must bring all instructional materials on carts and have no place to plan lessons other than sitting in another teacher's classroom while that teacher is teaching.

Space shortage also creates problems for IEP meetings which are sometimes held in the faculty dining room with the cooking staff preparing meals just steps away.

Please also provide the following:

Cafeteria Seating Capacity: 224

Number of lunch seatings per day: 4

Are modular units currently present on-site and being used for classroom space?: NO

If "YES", indicate the number of years that the modular units have been in use:

Number of Modular Units:

Classroom count in Modular Units:

Seating Capacity of Modular classrooms:

What was the original anticipated useful life in years of the modular units when they were installed?:

Have non-traditional classroom spaces been converted to be used for classroom space?: YES

If "YES", indicate the number of non-traditional classroom spaces in use: 5

Please provide a description of each non-traditional classroom space, its originally-intended use and how it is currently used (maximum of 1000 characters):

Art Rooms are being used for core academic classes. Library space has been converted into a mini-computer lab. English Language Learner services are held in a back room of the library or occasionally in the library itself. A meeting room, faculty room, and office space and parts of hallways are being used for both regular and special education. An area used by maintenance has been converted to the TV production studio. A storage area in the building is now used for educational purposes.

Please explain any recent changes to the district's educational program, school assignment policies, grade configurations, class size policy, school closures, changes in administrative space, or any other changes that impact the district's enrollment capacity (maximum of 5000 characters):

With the opening of the new Clyde Brown Elementary School in the fall of 2019, we were able to move the fifth grade out of the middle-high school building to the new facility. This has created more room in our middle-high school building, but has not totally alleviated the overcrowding issues in the building. The five classrooms vacated by the fifth grade were divided between middle and high school usage. The high school took control of three classrooms on the second floor while the middle school repurposed two classrooms. The high school was able to provide classrooms to two traveling teachers. The high school also repurposed one high school classroom to expand our special education spaces when we created a Bridge Program to support students with physical and mental health issues. Two high school teachers remain on carts traveling from room to room. The middle school was able to provide rooms to two teachers who were formerly traveling teachers but still have one teacher on a cart.

Millis has seen a significant growth in our EL population over the last five years (0.4% in 2016 to 2.2% in 2021). Currently small groups of EL students receive services in a small office in the library and larger groups must meet in the library itself while other students access the library for research, online course work, and independent study. As the EL population in Millis continues to grow, more permanent and appropriate learning spaces will need to be identified.

The school nurse's office was expanded to meet student health needs. This resulted in a middle school adjustment counselor's office moving to a space on the second floor that was formerly used by the School Resource Officer. The SRO's office was then moved to a former storage closet that had been cleaned out. We currently have a Special Education Team Leader and the SRO in windowless spaces that were formerly used for storage.

The middle-high school building has a severe lack of storage space and currently has six 50-foot storage containers located on campus to store furniture, equipment, and supplies that cannot be stored in the building. Some central office files are located in an outdoor locked garage area.

What are the district's current class size policies (maximum of 500 characters)?:

The District strives for class sizes of 15 but will tolerate class sizes of up to 30 with certain exceptions. No Science class is expected to exceed 25 students, and Advance Placement Classes may have as few as five students.

Priority 4

Question 1: Please describe the conditions within the community and School District that are expected to result in increased enrollment.

Millis High School has 30% more students than it had in 1991 (316 vs 244); Millis Middle School has also grown during that 20-year time by 4.7% (268 vs 256). Perhaps what is most important however, is that according to NESDEC, the 20-21 school year was the bottom of the valley for the Millis Public Schools. While both the Middle and High School populations remain relatively stable over the next five to seven years, they then start to grow, initially at the Middle School Level and then at the High School Level.

Millis High School and Millis Middle School share common facilities such as auditorium, cafeteria, library, gymnasium, music, video production, and athletic fields. Due to the overcrowding that currently exists we have had to add extra lunch periods and students eat outside at picnic tables when weather permits. We cannot accommodate all of the Physical Education classes during inclement weather and the scheduling of electives is limited by the space available in those rooms. At least three teachers do not have their own classrooms and must travel between classrooms with carts which impacts their effectiveness and the materials they are able to use.

A Space Needs Study completed by Tetra Tech Architects and Engineers found that that the Middle/High School needs five general classrooms and additional space for small group and special education instruction. This study did not anticipate nor include the need for Middle School and High School STEAM classrooms, a space to teach engineering specifically, and at least one "project-based" room in each school for hands on and interdisciplinary instruction. Office space is also in very short supply. Storage space is non-existent as it has all been converted to office or instructional space. A second gymnasium is needed as well as an expansion of the cafeteria.

Three high school classes must use Middle School classrooms upstairs in the building due to a lack of space downstairs in the High School. The mixing of the two age groups is not ideal and parents are not happy with younger students being exposed to older students' behaviors.

The additional 188 lockers installed some time ago impact hallway space.

While the fifth grade has been moved to the new Clyde Brown Elementary School, it has only reduced a problem, it has not eliminated it.

Priority 4

Question 2: Please describe the measures the School District has taken or is planning to take in the immediate future to mitigate the problem(s) described above.

The School District, through its Middle High School Administrative Team, has engaged in creative scheduling to maximize the number of courses, and especially electives, provided to students. Partitions have been used to create office space and partitioned areas have been converted to small group special education purposes. Picnic tables have been purchased and tents rented to allow students to eat outside during warm weather to reduce overcrowding in the cafeteria. A screen divider was purchased and installed to divide the gymnasium into two smaller spaces so that more classes can share the gym space at the same time since both the Middle School and High School Physical Education classes are in session concurrently. An Outdoor Pursuits class was developed so that Physical Education can occur outdoors in the winter as well. Among other accomplishments, this class designed and built ice skating rinks on town park tennis courts for use by students in Physical Education and also by the community.

Art rooms are used as classrooms as well, with materials set to the side when in use by core academic teachers. A mini computer lab has been set up in the library for use by students who are taking on-line courses. English Language Learner services are held in a back room of the library or occasionally in the library itself. On-line electives are necessary for many students due to the lack of space to offer electives in-house.

Over the past ten years we have had to take two classrooms back from use by Collaborative programs (ACCEPT and TEC collaboratives) that were using a classroom for Special Education programming that was benefiting Millis students. These students now must be transported out of district to collaborative programs housed in other districts, increasing the cost to the Millis Public Schools.

The Millis Middle High School is severely undersized for our current and future student population.

Priority 4

Question 3: Please provide a detailed explanation of the impact of the problem described in this priority on your district's educational program. Please include specific examples of how the problem prevents the district from delivering the educational program it is required to deliver and how students and/or teachers are directly affected by the problem identified.

The District wishes to provide students with a full complement of educational programming, but cannot due to space constraints. Science labs are outdated with little storage for materials. There are no "project" rooms interdisciplinary or hands-on learning and team projects. There are no STEAM labs or rooms for engineering courses. In fact, hallways are often the only available space for video filming, physics simulations, or small group tutoring sessions. Robotics and engineering projects are limited by space constraints. The Auditorium is the only performance space in the Town of Millis and is overbooked for after school uses.

Students in the high school are not able to take a full selection of electives except via on-line offerings, due to the lack of space. There is no space for small group and special education instruction or tutoring. This makes it extremely difficult to provide services for students identified with disabilities. The nurses office, which serves both the Middle and High School students, is at times overflowing with students seeking assistance. Due to COVID-19, the District was forced to create an isolation room within this office, creating further constraints on the space available to serve students.

The teachers who must travel from classroom to classroom must bring all instructional materials on carts and have no place to plan lessons other than sitting in another teacher's classroom while that teacher is teaching.

Space shortage also creates problems for IEP meetings which are sometimes held in the faculty dining room with the cooking staff preparing meals just steps away.

Please also provide the following:

Cafeteria Seating Capacity: 224

Number of lunch seatings per day: 4

Are modular units currently present on-site and being used for classroom space?: NO

If "YES", indicate the number of years that the modular units have been in use:

Number of Modular Units:

Classroom count in Modular Units:

Seating Capacity of Modular classrooms:

What was the original anticipated useful life in years of the modular units when they were installed?:

Have non-traditional classroom spaces been converted to be used for classroom space?: YES

If "YES", indicate the number of non-traditional classroom spaces in use: 5

Please provide a description of each non-traditional classroom space, its originally-intended use and how it is currently used (maximum of 1000 characters):

Art Rooms are being used for core academic classes. Library space has been converted into a mini-computer lab. English Language Learner services are held in a back room of the library or occasionally in the library itself. A meeting room, faculty room, and office space and parts of hallways are being used for both regular and special education. An area used by maintenance has been converted to the TV production studio. A storage

area in the building is now used for educational purposes.

Please explain any recent changes to the district's educational program, school assignment policies, grade configurations, class size policy, school closures, changes in administrative space, or any other changes that impact the district's enrollment capacity (maximum of 5000 characters). :

Millis Middle and High Schools share a building and have a combined total of 607 students. The Middle School (275 students in grades 6-8) occupies most of the second floor of the building. The high school (332 students in grades 9-12) occupies the first floor and four classrooms on the second floor. Both schools share the cafeteria, auditorium, library, gymnasium, locker rooms, TV production studio, music rooms, bus loading area, and athletic fields. The high school also uses a computer lab on the second floor during the morning hours and the middle school uses the lab in the afternoon hours (the computer science teacher is shared between schools). Currently there are two teachers in the high school and one teacher in the middle school who must travel to multiple classrooms during the school day as there is no room for them. Obviously, this impacts those teachers who are moving rooms, but also the teachers in the classrooms that host these teachers. Student learning time is lost as traveling teachers need additional time to set up and provision classes. Our school resource officer and special education team chair have cramped offices that were once storage rooms and our middle school adjustment counselor is in a windowless area that used to house the school's copier. Although the movement of grade 5 students to the new Clyde Brown School in 2019-2020 has opened up more space, the middle-high school building is still overcrowded, impacting programming, scheduling, and safety.

Millis Middle School and High School offer high quality college preparatory and career readiness programs, but lack of space significantly impacts our ability to continue to deliver classes, programs, and experiences for crucial twenty-first century learning.

Over the last several years Millis Public Schools has endeavored to bring more engineering and STEAM related curriculum to our students. At the middle and high schools, this curriculum must be delivered in traditional classroom spaces which do not necessarily have the equipment nor room design to effectively and efficiently implement the curriculum. There are no dedicated STEAM rooms, engineering labs, or maker-spaces where projects and materials can be accessed and stored. For example, in the high school engineering class that is conducted in a mathematics classroom, students waste valuable learning time each class period gathering their materials at the beginning of class and then collecting them at the end to store them in the back of the classroom. Classes involving designing and prototyping must move into the hallways to have adequate space to conduct tests and demonstrations. A number of STEAM electives cannot be offered in our building and students desiring these types of courses must take them online, using their own homes as their labs.

Millis Public Schools has a unique and outstanding Spanish Immersion program in grades 1-12. These as well as all of our Spanish classes are also taught in traditional classrooms. There are no language labs or dedicated spaces for students to practice speaking and listening. This makes conducting the Advanced Placement Spanish Language Exam particularly challenging (students actually use walkmen for the speaking and listening section of the test).

Lack of space in our middle-high school building has limited our ability for

project and inquiry-based learning. We do not have a multi-purpose room or other space that could serve as a project room, multiple class meeting room, or demonstration area. The building currently lacks up to date Science labs. The TV Production studio is a converted maintenance area, and the music and art rooms are inadequate to

support the programming we would like to offer. There is one gymnasium with overcrowded locker room facilities. Due to overcrowding, there are times in the afternoon where two middle school classes and one high school class have to share the gym. Physical education electives are limited by the lack of space. The library must accommodate students of all grades (6-12). Some middle school unified arts classes as well as EL classes must be held in the library. In order to offer a wider range of electives for our students, we would love to add some type of shop elective (wood, metal, or auto, etc.), but in our current building that is impossible.

The building size also creates scheduling challenges. There are numerous periods during the day when all classrooms are in use and no other classes can be scheduled. As a result, classes have been scheduled in inadequate spaces such as the auditorium and the art room.

With student population in the middle and high school projected to increase over the next ten years, and to ensure the current population of Millis Middle and High School students receive a rigorous and high quality level of programs and services, it is crucial that inadequacies in the middle-high school building are addressed.

What are the district's current class size policies (maximum of 500 characters)?:

The District strives for class sizes of 15 but has class sizes of up to 30. Science classes are not expected to exceed 25, and Advance Placement Classes may have as few as five students.

Priority 5

Question 1: Please provide a detailed description of the issues surrounding the school facility systems (e.g., roof, windows, boilers, HVAC system, and/or electrical service and distribution system) that you are indicating require repair or replacement. Please describe all deficiencies to all systems in sufficient detail to explain the problem.

While parts of the Millis Middle High School were renovated in 1999, 22 years ago, the core structure is over 60 years old. Part of the basic infrastructure that remains unchanged by and large is the main electrical service and its subsections. These original Federal Pacific parts have not been available for over 30 years, and to replace the switch alone would require the entire building to close for several weeks. Further, the 1,600 ampere service is too small to allow for other much needed health and safety improvements, let alone to service the needs of a 21st century school.

The COVID-19 pandemic pointed out to the District that while the 1999 replacement of the Unit Ventilator based HVAC system was better than many schools experienced, it was far shy of what was desirable to maintain a healthy air quality in the school building. We were forced to supplement the existing system by using manual overrides and 84 individual air purifiers. We kept and keep windows open even during the coldest weather.

The current HVAC system was not designed to mitigate excessive heat, particularly on the Middle School level. With new advice to not use large circulating fans, children will be placed under greater heat stress and/or the school will be forced to close for extreme temperature days more often.

While the current fire alarm system works and continues to meet standards, any replacement of the HVAC system would require a new alarm system which the electrical system cannot support.

The current membrane roof system is in year 22 of a 20 year life span. Major leaks have been occurring for a number of years, and TetraTech Architects and Engineers first recommended replacement in 2014. CBI Consulting did an independent evaluation in 2020 and came to the same conclusion; patching the roof was no longer an option, and the entire roofing system must be replaced.

Priority 5

Question 2: Please describe the measures the district has already taken to mitigate the problem/issues described in Question 1 above.

For electrical usage, we work very hard to eliminate extraneous electrical devices – personal appliances and the like. We have moved away from individual classroom printers to a more energy efficient secure-centralized printing model for most users. We encourage staff to take actions like recharging devices during off-peak hours. Generally, we look for any way possible to manage the buildings electrical load on an ongoing basis.

As stated above, in regards to HVAC we added independent air purifiers in every occupied space. Certain rooms have independent air conditioners (which does add stress to the electrical load). We manually have adjusted all unit ventilators so that even when not being used for heating they can assist with increasing the number of “turns” of air in a room. We have manually adjusted our roof top exhausts to help move air out of the building. We have opened windows.

For the roof, we station trash buckets in areas where we anticipate major leaks at this point or where new leaks are discovered. When a storm subsides, we call in our roofing vendor to try and discover the offending area on top of the roof and repair it. Our staff is very diligent to clean and disinfect after storms to prevent the development of mold.

Priority 5

Question 3: Please provide a detailed explanation of the impact of the problem/issues described in Question 1 above on your district's educational program. Please include specific examples of how the problem prevents the district from delivering the educational program it is required to deliver and how students and/or teachers are directly affected by the problem identified.

The electrical situation represents at best a possible unanticipated shutdown during which it is probable that no school, even remote education, could occur for weeks. At worst of course, the electrical system could fail in such a way as to cause a fire and the damage could be extended to other aspects of the building, again with the same educational result for over 500 students.

THE HVAC is not an imminent health threat, but CBI Consultants recommended that the entire system be replaced with a more state of the art installation that could take advantage of advanced filtering, circulation, and controls. While such a system would not "air condition" it would treat and circulate outside air in such a way that the inside temperature would remain more stable throughout the year, and the building in its entirety would remain in a highly filtered "bubble" with maximum air turnover rates. This would create a much safer and more stable teaching and learning environment for students and staff.

To say it is a distraction to students and teachers to have water coming down in a classroom should be an understatement. Moreover, leaks can damage electronic equipment, potentially create mold, and generate a host of other problems.

Priority 5

Question 4: Please describe how addressing the school facility systems you identified in Question 1 above will extend the useful life of the facility that is the subject of this SOI and how it will improve your district's educational program.

Addressing the electrical system will allow for two major issues to be addressed that will impact the educational program; the ability to use existing and expanded technology on a consistent and confident basis and to replace the HVAC system, improving the HVAC system from both a safety and an environmental comfort standard. A modern service of increased size will support the increased demands for technology in the building and will support an updated HVAC system and related needs such as an updated alarm system.

Modernizing the HVAC system likewise has multiple impacts. It creates an environmental "bubble" that children can learn in knowing the air is exchanged on a regular basis with the knowledge these exchanges are also highly filtered. Moreover, the temperature in the building, while not air conditioned, is still conditioned in such a way that the extremes of heat and cold are mitigated, and the likelihood of having to have a "temperature day" will no longer exist, insuring students spend more time in school with their teachers in a climate conducive to teaching and learning.

Leaking roofs are at a minimum a distraction to concentration and at a maximum a potential mold problem. Fixing the roofs would eliminate both these concerns, again improving the educational environment.

Please also provide the following:

Have the systems identified above been examined by an engineer or other trained building professional?:
YES

If "YES", please provide the name of the individual and his/her professional affiliation (maximum of 250 characters):

Tetra Tech Architects in 2014 and CBI consulting in 2020. BWI Eng. and Fuss & O'Neil Env. were part of the CBI Team in 2020. Garrett Hamlin, AIA, NCARB was the lead on the Tetra Tech Study. Arno Skaiski, Director of Building Technology for CBI.

The date of the inspection: 7/31/2020

A summary of the findings (maximum of 5000 characters):

CBI and its consultants performed visual review of the exterior roofing conditions and interior review of the roof structure and mechanical equipment, as well as review of the existing building materials that may be affected by any roofing or mechanical equipment replacement. With the assistance of Gibson Roofing of Hanover, MA, roofing test cuts (97 total) were taken in all single membrane roof areas.

Roofing

There are ten (10) roof areas ranging from approximately 10 feet to 25 feet in height that are all covered with a fully adhered unreinforced EPDM single-ply membrane roofing system with

rigid polyisocyanurate insulation of varying thickness. There is an entrance canopy leading to the main entrance of the school that is a hip roof canopy structure covered with pre-finished standing seam metal roofing. There is a maintenance shed that is covered fiberglass asphalt shingles.

The age of the EPDM membrane roof covering varies amongst the different roof areas. It appears that during the 1998 renovations, Roof Areas A, B, C, part of D, E, F and G were replaced. The EPDM membrane in these areas appeared to be newer than at Roof Areas A1, a portion of D, D1 and H, as the seaming technique of the membrane sheets were made with a butyl tape as opposed to glued seam technology. In addition, the roofing test cuts revealed that an older gravel surface 5-ply built-up roofing system (BUR) was left in place at Roof Areas A1, D, D1 and H rather than be removed when the EPDM membrane Roofing System at the time was installed. Most of the test cuts were found to be damp and wet in these roof areas. Despite damp to wet conditions found in the roofing test cuts both where the BUR does and does not exist, overall, the lightweight gypsum concrete was found to be in fair condition. However, some deterioration of the material is expected in areas where the roof was not cut open.

It is CBI's understanding that there are roof leaks that appear on regular basis and on all roof areas. The leaks can be attributable to cuts, punctures, open lap seams in the field membrane sheets and flashings. There were repair patches that were evident throughout all roof areas.

In general, CBI observed the following, at each roof area:

- The existing brick masonry on large boiler chimney is exhibiting mortar deterioration, as it appears debonded, cracked and eroded.
- The roof deck general slopes 1/8" per foot, and greater at walls and roof sumps.
- The existing roofing insulation installed over the existing BUR roofing system, were found to damp to wet, and as, result there are areas of buckled and warped insulation
- The existing insulations thermal R-Values range between an R-11 and R-15, well below the current building code minimum R-value of R-30.

- There are open membrane lap seams and flashing seams, as noted previously and are failing where they are glued together with adhesive.
- The copper through wall flashings are weathered and in poor condition.
- All existing sealants at penetrations, flashings, windows, louvers, and existing at other dissimilar materials are deteriorated and beyond their serviceable useful life expectancy.
- The existing skylights aged and weathered have repaired with sealant, mastic and flashings tapes, in what appears to be attempts to stop leaks. The polycarbonate domes are etched and crazed.
- Plumbing vent stacks are rust corroded.
- The roof drains are rust corroded.

Structural Review

CBI's analysis was based on the current building code Building 780 CMR - Massachusetts State

Building Code 9th Edition, which is based on modified versions of the 2015 International

Building Code (IBC) and in consideration of the building code of the time the building(s) were constructed. To perform the analysis, we used estimated weights of the roofs and attached

finishes. Our analysis showed the steel beams supporting the deck and roof decking are

adequate for the current code loading, but have limited reserve capacity, if any. For areas

where the structure was not visible, CBI has interpolated these conditions as similar

construction, thus having similar limited reserve capacity. Building Materials Review

The investigation and testing of building materials revealed that asbestos containing materials

were found in the existing built-up roofing, as well as in the cement used to seal ductwork.

Lead based paints were also assumed. These hazardous materials will need to be removed as

part of the roofing replacement project.

Mechanical and Electrical

The existing fire protection system is over 20 years old, but is fair condition and does not require replacement.

The existing mechanical systems are in excess of 20 years old and at the end of their useful life expectancy.

The existing electrical switch and most subunits are original from the 1960 building. The 1600 amp service would need to be replaced to accommodate replacing the existing HVAC systems.

Priority 7

Question 1: Please provide a detailed description of the programs not currently available due to facility constraints, the state or local requirement for such programs, and the facility limitations precluding the programs from being offered.

The Millis Middle High school building was originally built in 1960 as a Jr Sr High School for grades 7 through 12. In 1966 there was a 24 classroom addition and an increase in the size of the cafeteria and locker rooms to accommodate a great increase of the student population. The building is a two story brick and mortar structure of 125,000 square feet. In 1999 the building was renovated. No additions were constructed. In 1986 Grade 6 was added at the Middle School.

In 2014, TetraTech Architects estimated that the building needed to add five regular classrooms just to give every teacher a teaching space and to fully separate the middle and high school. This did not include STEAM labs in both schools to extend the program that begins at the Clyde Brown Elementary School, a room to teach engineering in, at least one "project based" learning room, and expanded gymnasium, auditorium, and cafeteria spaces. Then there are the existing labs that should be brought up to current standards and almost every existing classroom is below current building standards for new Middle and High Schools, suggesting the entire building footprint needs revisiting. Additional small group instruction spaces and special education instruction space is needed, and while office and storage space is rarely a priority in such projects, both have been exhausted in the current configuration.

Priority 7

Question 2: Please describe the measures the district has taken or is planning to take in the immediate future to mitigate the problem(s) described above.

The School District, through its Middle High School Administrative Team, has engaged in creative scheduling to maximize the number of courses, and especially electives, provided to students. Partitions have been used to create office space and partitioned areas have been converted to small group special education purposes. Picnic tables have been purchased and tents rented to allow students to eat outside during warm weather to reduce overcrowding in the cafeteria. A screen divider was purchased and installed to divide the gymnasium into two smaller spaces so that more classes can share the gym space at the same time since both the Middle School and High School Physical Education classes are in session concurrently. An Outdoor Pursuits class was developed so that Physical Education can occur outdoors in the winter as well. Among other accomplishments, this class designed and built ice skating rinks on town park tennis courts for use by students in Physical Education and also by the community.

Art rooms are used as classrooms as well, with materials set to the side when in use by core academic teachers. A mini computer lab has been set up in the library for use by students who are taking on-line courses. On-line electives are necessary for many students due to the lack of space to offer electives in-house.

Over the past ten years we have had to take two classrooms back from use by Collaborative programs (ACCEPT and TEC collaboratives) that were using a classroom for Special Education programming that was benefiting Millis students. These students now must be transported out of district to collaborative programs housed in other districts, increasing the cost to the Millis Public Schools.

All of the above however merely keeps the status quo. We have no room to expand electives and other offerings, and no facilities to meet our students growing 21st century needs.

Priority 7

Question 3: Please provide a detailed explanation of the impact of the problem described in this priority on your district's educational program. Please include specific examples of how the problem prevents the district from delivering the educational program it is required to deliver and how students and/or teachers are directly affected by the problem identified.

The District wishes to provide students with a full complement of educational programming, but cannot due to space constraints. Science labs are outdated with little storage for materials. There are no "project" rooms for interdisciplinary or hands-on learning and team projects. There are no STEAM labs or rooms for engineering courses. In fact, hallways are often the only available space for video filming, physics simulations, or small group tutoring sessions. Robotics and engineering projects are limited by space constraints. The Auditorium is the only performance space in the Town of Millis and is overbooked for after school uses.

Students in the high school are not able to take a full selection of electives except via on-line offerings, due to the lack of space. There is no space for small group and special education instruction or tutoring. This makes it extremely difficult to provide services for students identified with disabilities. The nurses office, which serves both the Middle and High School students, is at times overflowing with students seeking assistance. Due to COVID-19, the District was forced to create an isolation room within this office, creating further constraints on the space available to serve students.

The teachers who must travel from classroom to classroom must bring all instructional materials on carts and have no place to plan lessons other than sitting in another teacher's classroom while that teacher is teaching.

Space shortage also creates problems for IEP meetings which are sometimes held in the faculty dining room with the cooking staff preparing meals just steps away.

CERTIFICATIONS

The undersigned hereby certifies that, to the best of his/her knowledge, information and belief, the statements and information contained in this statement of Interest and attached hereto are true and accurate and that this Statement of Interest has been prepared under the direction of the district school committee and the undersigned is duly authorized to submit this Statement of Interest to the Massachusetts School Building Authority. The undersigned also hereby acknowledges and agrees to provide the Massachusetts School Building Authority, upon request by the Authority, any additional information relating to this Statement of Interest that may be required by the Authority.

Chief Executive Officer *	School Committee Chair	Superintendent of Schools
Michael Guzinski	Steven Catalano	Robert Mullaney
Town Administrator		

Robert Mullaney

(signature)	(signature)	(signature)
Date	Date	Date
		1/24/2023 9:50:08 AM

* Local chief executive officer: In a city or town with a manager form of government, the manager of the municipality; in other cities, the mayor; and in other towns, the board of selectmen unless, in a city or town, some other municipal office is designated to the chief executive office under the provisions of a local charter. Please note, in districts where the Superintendent is also the Local Chief Executive Officer, it is required for the same person to sign the Statement of Interest Certifications twice.

23-032

Board/Committee Liaison Updates

23-033

Approve 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
35100202	F3613	28.59	47.25	61.84				137.68
320277000	F3614	102.91	47.25	158.32				308.48
322353000	F3615	24.70	47.25					71.95
100349208	F3616	277.46	47.25					324.71
35200005	F3617	28.59	47.25	61.84				137.68
35300003	F3618	32.48	47.25	69.88				149.61
35000003	F3619	28.59	47.25	61.84				137.68
222221600	F3622	24.70	47.25					71.95
221416700	F3623	52.34	47.25	53.80				153.39
221411600	F3624	52.34	47.25	53.80				153.39
302045110	F3625	55.82	47.25	118.12				221.19
Total Commitment for January 2023								1867.71

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

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

Given under our hands this _____ day of _____, 2023

Town of Millis Water Commissioners: _____

23-034

Approve DRAFT Minutes

1/23/23

4/11/22

4/25/22

Select Board Meeting Minutes 1/23/23.

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

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

Announcements

On January 31st there will be a public forum with the Millis Conservation Commission at the Millis Public Library at 7:00pm.

23-011 Acceptance of Gift from Millis Soccer Club-AED

Sel. Schultze made a motion to accept the donation of an AED, outdoor cabinet, and stand from the Millis Soccer Club on behalf of the Town and to task Millis Fire and Rescue with all monitoring and maintenance of the device after it is installed at a location determined in coordination with the Oak Grove Farm Commission and Fire Chief. The motion was seconded by Sel. Rosenfeld and passed unanimously.

The estimated value of this gift is approximately \$3,000.00.

Thank you, Millis Soccer, on behalf of the Town for this amazing and lifesaving gift.

23-012 Appointment of Temporary Payroll Administrator

Sel. Schultze made a motion to ratify the Town Administrators appointment of Lisa Morin as the Temporary Payroll Administrator. Sel. Rosenfeld seconded the motion. Sel. Underhill polled the Board and the motion passed unanimously.

23-013 Approval of Millis Beautification Day

Sel. Schultze made a motion to approve Millis Beautification Day on Saturday April 29th, 2023. Sel. Rosenfeld seconded the motion. Sel. Underhill polled the Board and the motion passed unanimously.

23-014 Hearing Continuation: 1178 Main Street Stormwater & Land Disturbance

Dan Merrikin from Legacy Engineering asked the Board to continue this hearing until February 27th.

Sel. Schultze made a motion to continue this hearing on 1178 Main Street to February 27th, 2023, at 7:15pm. Sel. Rosenfeld seconded the motion. Sel. Underhill polled the Board and the motion passed unanimously.

23-015 Hickory Hills Street Acceptance

Sel. Schultze made a motion to accept and execute the deed for the Hickory Hills roadways consistent with the Town Meeting's acceptance of such streets as public ways. Sel. Rosenfeld seconded the motion. Sel. Underhill polled the Board and the motion passed unanimously.

23-016 Discuss/Approve Sewer Policy

The Board discusses the proposed Sewer Policy. They stated the only thing not included in this final draft is the addendum.

Sel. Schultze asked to remove the last line from page 3 section 1.

Town Administrator, Mike Guzinski, will ask Town Counsel about the language regarding the Sewer Extension specifically regarding the Subdivision Control Law.

The Board decided to add "may set a date in coordination with Planning Board". Also "may be extended in certain circumstances", referring to a time limit for projects.

They will rewrite the policy and revisit it at their next meeting.

23-017 Establish Enterprise Advisory Committee Charter

The Board made a few grammars and spelling edits to the charter.

Sel. Schultze made a motion to post the Enterprise Advisory Committee for applicants and approve the Charter pending the edits. Sel. Rosenfeld seconded the motion. Sel. Underhill polled the Board and the motion passed unanimously.

23-018 Review/Approve Integrated Security Contract for DPW Camera System

Sel. Schultze made a motion to approve and authorize the Town Administrator to sign on the Towns behalf a contract with Integrated Security Inc. not to exceed \$59,000.00. Sel. Rosenfeld seconded the motion. Sel. Underhill polled the Board and the motion passed unanimously.

23-019 Review/Approve Geosphere Environmental Contract

Sel. Schultze made a motion to approve and authorize the Town Administrator to sign on the Towns behalf a contract with Geosphere Environmental not to exceed \$14,490.00. Sel. Rosenfeld seconded the motion. Sel. Underhill polled the Board and the motion passed unanimously.

23-020 Approval of Kennel License Application and Fee

Sel. Schultze made a motion to authorize the approval of the Kennel License application and fee of \$40.00 for residential, \$75.00 for commercial. Sel. Rosenfeld seconded the motion. Sel. Underhill polled the Board and the motion passed unanimously.

23-021 Board/Committee Liaison Updates

Sel. Rosenfeld stated she attended the Charles River Pollution Control District Meeting where they discussed raising their rates, which we have been notified but we do not have hard numbers from them. She also attended the School Committee where they discussed their budget.

23-022 Approval of Water/Sewer Commitment

Sel. Schultze made a motion to approve the Water/Sewer Commitment to the Collector for December 2022 in the amount of \$1,344.67. Sel. Rosenfeld seconded the motion. Sel. Underhill polled the Board and the motion passed unanimously.

23-023 Discuss Date for Spring Annual Town Meeting

Mr. Guzinski stated Town Counsel is unable to attend the Town Meeting, he is asking the Board to consider changing the date.

A discussion ensued regarding dates of availability for the Board members, they tentatively decided on May 3rd, 2023.

23-024 Approval of DRAFT Minutes

Sel. Schultze made a motion to approve the DRAFT minutes as written for 5/16/22, 12/19/22, 1/4/23. Sel. Rosenfeld seconded the motion. Sel. Underhill polled the Board and the motion passed unanimously.

Sel. Underhill made a motion to enter Executive Session to conduct strategy sessions in preparation for negotiations with union and non-union personnel (SEIU/Fire Union) and to consider the purchase or lease of real property if such discussion may have a detrimental effect n the negotiating position of the governmental body.

Respectfully Submitted by Victoria Schindler

DRAFT

Select Board Meeting Minutes 04/11/22

Chair Jurmain called the meeting to order at 7:00pm

The following persons were present Chair Peter Jurmain, Vice Chair Erin Underhill, Clerk Craig Schultze, Town Administrator Mike Guzinski, Operations Support Manager Karen Bouret DeMarzo.

Announcements

No Announcements

22-806 Approval of 'The Murph Challenge' Fundraiser

Sel. Underhill made a motion to approve 'The Murph Challenge' Fundraise for May 22. Sel. Schultze seconded this motion. The motion passed unanimously.

22-807 Approval of Self-Contained Compactor Contract

Sel. Schultze made a motion to authorize the Town Administrator to approve the contract with McGuire Equipment Inc to not exceed the amount of \$29,944.00. Sel. Underhill seconded this motion. The motion passed unanimously.

22-808 Enterprise Funds Study Presentation

Carl Valente from the Community Paradigm Associates presents his findings of the DPW Analysis of Enterprise Funds. He stated in FY22 analysis that budgeted indirect costs exceed actual indirect costs by 12%, gap was closed due to work of staff. Indirect Cost Analysis shows enterprise funds should pay their fair share. Direct Costs stays with retained earnings, indirect costs come from the general fund.

Suggested next steps include the finance department communing to improve employee self-service and tracking of license stipend data. Undertake a FY23 analysis to provide a third FY Data point.

Sel. Schultze and Sel. Underhill agreed the 3- or 5-year plan to closing the gap.

Sel. Jurmain does not know if the Towns Budget will allow for the aggressive 3-year plan. He stated a meeting with the finance officer will give us more information.

22-809 Open Town Meeting Warrant

Sel. Underhill made a motion to open the Town Meeting Warrant. Sel. Schultze seconded this motion. The motion passed unanimously.

22-810 Discuss Warrant Articles

Town Administrator Mike Guzinski proposes adding the following language to Article 13 "And to authorize the Select Board to dispose of old vehicles or equipment by outright sale, trade, auction, or otherwise and the proceeds from such disposal be applied to the purchase price of the vehicle or equipment."

Sel. Schultze made a motion to allow this clause to be added to Article 13. Sel. Underhill seconded this motion. The motion passed unanimously.

Sel. Underhill made a motion to remove Article 20 from the ATM Warrant. Sel. Schultze seconded this motion.

Sel. Jurmain stated that there was a constituted commission to review the charter and make recommendations. The commission came up with a few recommendations that they would like the town to vote on at town meeting. Sel. Jurmain stated in his opinion if residents came together to form this commission and make the recommendation it should remain on the Article list so that the Town has an opportunity to discuss this.

Sel. Schultze stated he would support this if it were to go to the Town. He would not support this if it was not assured to go to a Vote through the legislature.

Sel. Underhill stated that this has already been voted against at Town Meeting and she does not think it is worth pursuing.

Sel. Jurmain deferred final discussion until Town Counsel arrives.

Jay Talerman from Town Counsel explained Most town usually go the special acts route and not the charter amendment route. He stated that adding language of "upon approval by the legislature this be ratified by the Town of Millis" to replicate the process charter amendment process.

Sel. Underhill made a motion to remove Article 20 from the ATM Warrant. Sel. Schultze seconded this motion. Sel. Jurmain polled the Board and the motion passed unanimously.

Sel. Schultze made a motion to remove Article 21 from the ATM Warrant. Sel. Underhill seconded this motion.

Town Administrator Mike Guzinski states the amendment removes the appointment power of the Town Administrator from a few positions Police Chief, Fire Chief, and the DPW Director. The Select Board would become the appointers.

Sel. Schultze would like to keep the appointing to the Town Administrator.

Sel. Underhill states the Charter language does not include Police Chief, Fire Chief, and the DPW Director.

Sel. Jurmain polled the board and the motion passed unanimously.

22-811 Close Town Meeting Warrant

Sel. Underhill made a motion to close the Town Meeting Warrant. Sel. Schultze seconded this motion. The motion passed unanimously.

22-812 Approve and Sign 5/2/22 Annual Town Meeting Warrant

Sel. Underhill made a motion to sign the 5/2/22 Annual Town Meeting Warrant. Sel. Schultze seconded this motion. The motion passed unanimously.

22-813 Approve and Sign 5/9/22 Annual Town Election Warrant

Sel. Underhill made a motion to sign the 5/9/22 Annual Town Election Warrant. Sel. Schultze seconded this motion. The motion passed unanimously.

22-814 Board/Committee Liaison updates

Sel. Underhill went to the School Committee Meeting where they talked about potentially need more special education help and were going to further discuss at another meeting.

22-815 Approval of Water/Sewer Commitment

Sel. Underhill made a motion to approve to the water/Sewer commitment to the collector for March 2022 in the amount of \$2,256.30. Sel. Schultze seconded this motion. The motion passed unanimously.

Sel. Jurmain made a motion to enter Executive Session at 8:40pm to Conduct strategy sessions in preparation for negotiations with union personnel. (SEIU Local 888) and to discuss strategy with respect to litigation (Site Investigation). Sel. Jurmain polled the Board and the motion passed unanimously.

Respectfully Submitted by Victoria Schindler

Select Board Meeting Minutes 4/25/22

Chair Jurmain called the meeting to order at 7:00pm

The Following persons were present: Chair Pete Jurmain, Vice Chair Erin Underhill, Clerk Craig Schulze, Town Administrator Mike Guzinski, and Operations Support Manager Karen Bouret DeMarzo.

22-096 Building Safety Month Proclamation

Building Commissioner Mike Giampietro asked the Board to recognize Building Safety Month by approving a proclamation declaring the month of May 2022 as Building Safety Month. Sel. Schultze read the proclamation. Mr. Giampietro reminded everyone that inspections are required for pools, permitting is needed for many building projects and to check fire alarms twice a year.

Sel. Underhill made a motion to approve and sign the proclamation as read. The motion was seconded by Sel. Schultze. The motion passed unanimously.

22-097 Appointment of Part Time Dispatcher

Police Chief Soffayer asked the Board to ratify the Town Administrator's appointment of a Part-Time Dispatcher as funded through the 911 Grant.

Sel. Schultze made a motion to ratify the Town Administrator's appointment of Sean Cullen as a Part Time Dispatcher pending a successful physical and drug screen. The motion was seconded by Sel. Underhill. The motion passed unanimously.

22-098 Appointment of an On Call Library Assistant

Mr. Guzinski asked the Board to ratify his appointment of Elizabeth Goodreau as an On Call Library Assistant as recommended by the Library Director.

Sel. Schultze made a motion to ratify the Town Administrator's appointment of Elizabeth Goodreau as an On Call Library Assistant pending a successful CORI and physical. The motion was seconded by Sel. Underhill. The motion passed unanimously.

22-099 Appointment of a Temporary Contractor - HEO Laborer

Mr. McKay asked the Board to ratify the Town Administrator's appointment of Mark Robbins as a Temporary HEO Laborer Contractor to fill in until a permanent full-time employee is hired.

Sel. Underhill made a motion to ratify the town Administrators appointment of Mark Robbins as a temporary HEO Laborer Contractor. The motion was seconded by Sel. Schultze. The motion passed unanimously.

22-100 Appointment of Cultural Council Member

Sel. Schultze made a motion to appoint Edward Ginn as a Cultural Council member through June 30, 2022. The motion was seconded by Sel. Underhill. The motion passed unanimously.

22-101 Approval of Request to Mow/Hay Property at 377 Village Street

Sel. Underhill made a motion to approve the request by Jason Lobisser to mow/hay the property at 377 Village Street and to authorize the Chair to sign the license agreement on the Town's behalf. The motion was seconded by Sel. Schultze. The motion passed unanimously.

22-102 Acceptance of Gift from Millis Youth Baseball and Softball – Granite Benches

Sel. Underhill made a motion to accept the gift of granite benches from stone Curators from Millis Youth Baseball and Softball. Sel. Schultze seconded this motion. The motion passed unanimously.

22-103 Review/Approval of Regulatory Agreement for Gateway Project

Sel. Underhill made a motion to approve the regulatory agreement for the gateway project. Sel. Schultze seconded this motion. The motion passed unanimously.

22-104 Presentation of (2) Citizens Petition Articles

Cathy MacInnes, citizen, reviewed two citizens petition articles. The first article proposes an amendment to the Home Rule Charter and General Bylaws to add a Board of Water and Sewer Commissioners. After reading the proposal Ms. MacInnes left the meeting.

Sel. Schultze spoke in opposition of these articles and outlined various information he garnered from interviewing other DPW Directors in neighboring towns who were all not in favor of an elected commission. Sel. Schultze mentioned that adding another committee would add another level of bureaucracy for petitioners, that the Town has already been working to correct enterprise fund allocations and made significant strides. Sel. Schultze noted that this could become a “special interest” elected committee and offered thoughts on some middle ground like a Select Board appointed commission. Sel. Schultze asked the Board to take a formal vote recommending dismissal of these articles.

Sel. Underhill agreed with all of Sel. Schultze’s statements and noted she also heard a lot of feedback from towns saying that this will likely cause be more of a hindrance a lot of conflicts should the Board and commission not be on the same page. Sel. Underhill said the charter review committee and this topic has not come up once.

Chairman Jurmain also spoke in opposition and outlined work that the Select Board has done over the past few years ensuring that the money has been appropriately spent on these projects.

Sel. Schultze made a motion to dismissal of both petitioned articles as written. The motion was seconded by Sel. Underhill and the motion passed unanimously.

22-105 Review/ Discuss 5/2 ATM Warrant Articles

Sel. Schultze made a motion to recommend the motion for article 2 as written and submitted. The motion was seconded by Sel. Underhill. The motion passed unanimously.

The Board decided Sel. Underhill would speak on the motions to Articles 1, 2, 9, 10, 11, 21, 22, 23, and 24 at ATM.

The Board decided Sel. Schultze would speak on the motions to Articles 3, 4, 5, 6, 7, 12, 19, 20, 27, and 28 at the ATM.

The Board decided Sel Jurmain would speak on the motions to Articles 8, 13, 14, 15, 16, 17, and 18 at the ATM.

22-106 Review/Approval of Sign Permit- Flag Football

Sel. Underhill made a motion to approve the flag football sign from 4/26-6/7. Sel. Schultze seconded this motion. The motion passed unanimously.

22-207 Board/Committee Liaison Updates

There were no updates

Sel. Juramin made a motion to enter Executive Session at 7:15pm to conduct a strategy session in preparation for negotiations with union personnel. Sel. Underhill seconded this motion. Sel. Jurmain polled the Board and the motion passed unanimously.

Respectfully submitted by Victoria Schindler