



TOWN OF MILLIS

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

OFFICE OF THE SELECT BOARD

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

Michael J. Guzinski
Town Administrator
mguzinski@millisma.gov

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

SELECT BOARD MEETING AGENDA MONDAY, MARCH 11, 2024; 7:00 PM VETERANS MEMORIAL BUILDING ROOM 229

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

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

	Topic	Time	Speaker
I.	Call to Order	7:00 PM	Chair Schultze
II.	Announcements		
III.	Open Session Items		
24-035	Approval of Carnival /June 28-30		K. Fogarty
24-036	Request to Establish Gift Fund for Fireworks Display		K. Fogarty
24-037	Discuss Proposition 2 ½ Funding Needs <ul style="list-style-type: none">• Police Chief• Fire Chief• DPW Director		Chief Soffayer Chief Barrett James McKay
24-038	Approval of Purchase of Small Articulating Loader – Chapter 90 Funds		J. McKay
24-039	<u>Review/Approval of DPW Contracts:</u> <ul style="list-style-type: none">• Engineering Services Well #3 PFAS Plant - Kleinfelder• Review/Approval of Landfill Monitoring – Geosphere• Review/Approval of Asset Management Contract – Tighe & Bond		J. McKay
24-040	Approve Incentive Program for Lead & Copper Testing Program		J. McKay

24-041	Request for Waiver of Building Permit Fees Related to Installation of Softball Scoreboard	J. McKay
24-042	Vote to Open & Discuss 5/7/24 Town Meeting Warrant	Chair Schultze M. Guzinski
24-043	Vote to Close 5/7/24 Town Meeting Warrant	Chair Schultze
24-044	Discuss FY25 Budget	M. Guzinski
24-045	Review/Approval of CO#2 Comprehensive Response Actions @ Millis Library- Phase II	M. Guzinski
24-046	Approval of Annual Baseball/Softball Parade 4/21/24	K.B. DeMarzo
24-047	Board/Committee Liaison Updates	Select Board
24-048	Approval of DRAFT Minutes <ul style="list-style-type: none"> • 02/26/24 	Select Board
24-049	Approve Water/Sewer Commitments (2)	M. Guzinski
IV.	Executive Session <i>To discuss strategy with respect to potential litigation if an open meeting may have a detrimental effect on the government's litigating position.</i> <i>(114 Union Street)</i>	
V.	Adjournment	

Proposed Upcoming Meeting Schedule

Date	Time	Location
Monday, March 25, 2024	7:00pm	Room 229 VMB
Monday, April 8, 2024	7:00 pm	Room 229 VMB
Monday, April 22, 2024	7:00pm	Room 229 VMB
Tuesday, May 7, 2024	6:00 pm	MS/HS Library
Annual Town Meeting	7:30 pm	MS/HS Auditorium
Monday, May 20, 2024	7:00 pm	Room 229 VMB

24-035

Carnival Approval



TOWN OF MILLIS

Recreation Department
900 Main Street • Millis, MA 02054
Phone: 508-376-7050
Fax: 508-376-7053

Kris Fogarty
Recreation Director
kfogarty@millis.net

February 26, 2024

Millis Select Board
Michael Guzinski, Town Administrator
900 Main Street
Millis, MA 02054

Dear Select Board and Mr. Guzinski:

The Millis Recreation Department would like permission to hold its annual Carnival at the Town Park from June 28-30, 2024 (set up will begin June 24th) with Fanelli Amusement Company.

The Millis Recreation Department would also like to request that the Plumbing and Electrical Permits be waived.

The Recreation Department, Chief Barrett and John Engler are working with Pyrotecnico of New Hampshire to have a fireworks display at the High School baseball field on Saturday, June 29, 2024 at 9:30 pm.

We will also need to set up a "Gift Fund" account for firework donations.

If you have any questions, please call me at 508-376-7050.

Sincerely,

Kris Fogarty
Recreation Director

cc: Chief Richard Barrett
Chief Christopher Soffayer
Superintendent Robert Mullaney
Jim McKay
John Engler
Carol Johnston
Mike Giampietro

CARNIVAL

FUN FOR THE WHOLE FAMILY !



MILLIS TOWN PARK - 900 MAIN ST.



June 28th - 6:00-10:00 pm
June 29th - 1:00-10:00 pm
June 30th - 1:00-5:00 pm

CARNIVAL RIDES, GAMES & DELICIOUS FOOD

Advanced Tickets on sale at fanelliamusements.com

Millis High School Baseball Field

245 Plain Street, Millis, MA

Legend

-  280' Radius Circle - 4" Max
-  Carnival / Spectators



24-036

Fireworks Gift Fund

24-038

Approval of Small Loader

CH. 90

TOWN of MILLIS

DEPARTMENT OF PUBLIC WORKS

TO: Select Board

FROM : James F. McKay, Director of Public Works

DATE : March 7, 2024

SUBJECT : L28 small articulated loader

I would ask the Select Board to approve the DPW request for the purchase of a Bobcat L28 Small Articulated Loader with the following attachments: 44" general bucket, 26X48 snow blower, 52" angle broom, 60" snow v-blade, 48" industrial bucket w/grapple.

Cost: \$60,994.28

Funding source: Chapter 90

Justification:

Replace the 2011 "Holder" multipurpose sidewalk machine purchase price 2010 \$ 106,000.

Repair costs 2014 – 2023 = \$ 37,039.38

The machine needs more repairs - \$ 30,900.26 for parts alone. that does not include labor. The area dealer for Holder cannot estimate labor cost just stating it will take many hours to repair.

This is an approved purchase and has been approved by MassDOT using chapter 90 funds.

Total for Bobcat L28 Small Articulated Loader	60,994.28
Quote Total - USD	60,994.28
Dealer P.D.I.	0.00
Material Surcharge	0.00
Freight Charges	0.00
Destination Charges	0.00
Dealer Assembly Charges	0.00
Quote Total - USD	60,994.28

Comment:

*Prices per the Massachusetts Contract # FAC116.

*Plus applicable taxes. IF Tax Exempt, please include Tax Exempt Certificate with the order.

*Member Number (if applicable): _____

*All orders should include 1) Accounts Payable Contact and email address, 2) W9 with correct legal entity name, and 3) Bill to Address.

*Orders may be placed with the contract holder or authorized dealer as allowed by the terms and conditions of the contract. *A Copy of all orders must be provided to Heather.Messmer@Doosan.com.

*Contact Holder Information: Clark Equipment Company dba Bobcat Company, Govt Sales, 250 E Beaton Drive, West Fargo, ND 58078. TID# 38-0425350.

*Payment Terms: Net 60 Days. Credit cards accepted.

*Remittance address: Clark Equipment Company d/b/a Bobcat Company, P. O. Box 74007382, Chicago, IL 60674-7382

*Questions can be submitted via email to barry.hanson@doosan.com or by phone at: 1-800-965-4232.

Customer Acceptance:

Quotation Number: MF385180

Purchase Order: _____

Authorized Signature:

Print: _____ Sign: _____

Date: _____ Email: _____

Addresses:

Delivery Address: _____

Billing Address (if different from ship to): _____

24-039

Approval DPW Contracts

TOWN OF MILLIS



DEPARTMENT OF PUBLIC WORKS

Veterans Memorial Building
900 Main Street
Millis, Massachusetts 02054

TO: Michael Guzinski, Town Administrator
FROM : James F. McKay, Director of Public Works
DATE : March 5, 2024
SUBJECT : Engineering Service Contracts

I would ask that you approve and sign the following contracts for Engineering Services:

③ Tighe & Bond

One University Avenue
Westwood, MA 02090

Not to exceed \$10,500.00

Scope of work: Asset Management Plan Phase 3 - Financial Planning.

① Kleinfelder Northeast, Inc.

One Beacon Street
Boston, MA 02108

Not to exceed \$ 653,234.00

Scope of work: Engineering Services for Village Street Well 3 PFAS Treatment Facility.

② Geosphere Environmental Management INC.

51 Portsmouth Avenue
Exeter, NH 03833

Not to exceed \$ 15,196.00

Scope of work: Engineering/Consulting services for the Millis Sanitary Landfill.

Michael Guzinski, Town Administrator

Date:



February 28, 2024
Kleinfelder Project No.: 20234280.001A

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

**SUBJECT: SCOPE OF WORK FOR ASSET MANAGEMENT PLAN PHASE 3
FINANCIAL PLANNING**

Dear Mr. McKay:

As discussed, it is Kleinfelder's understanding that the Town of Millis will contract directly with Tighe and Bond for the purposes of providing financial planning support for the ongoing Asset Management Phase 3 project. Kleinfelder's current contract with the Town includes scope to subcontract with Tighe and Bond for \$10,500. As it is now Kleinfelder's understanding that the Town will contract directly with Tighe and Bond for this scope, Kleinfelder's contract should be adjusted as noted in the table below:

Timeline	Kleinfelder Scope*	Kleinfelder Fee
Previous*	Tasks 1-6	\$211,500
Revised as of this letter	Tasks 1-3 & 5-6 Task 5, exclusive of Tighe & Bond contract scope	\$201,000

*as noted in Scope of Work for Asset Management Plan Phase 3, dated December 1, 2023

Sincerely,

KLEINFELDER

Gregory Avenia, PE
Project Manager

cc: Kirsten Ryan, Dave Peterson, Kleinfelder
File



Updated February 19, 2024

Updated December 1, 2023

Updated April 26, 2023

Revised October 10, 2022

August 12, 2020

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

SUBJECT: SCOPE OF WORK FOR ASSET MANAGEMENT PLAN PHASE 3

Dear Jim:

We are happy to provide the Town of Millis (Town) with the attached scope of services to continue support of the Town's Asset Management Program ("Program"). Kleinfelder assisted the Town in obtaining grant funding for Phases 1 and 2 of this Program, and the Town is eligible to reapply for funding Phase 3 under the same grant. This scope of work will assist the Town with water, stormwater, and sewer infrastructure planning efforts by incorporating data into decision making.

Since the initial writing of Kleinfelder's proposal, updated information has become available which affects the execution of the Asset Management Phase 3 project. Additionally, as the understanding Millis' Asset Management systems has evolved, a better understanding of the Town's needs has focused to increase importance on tracking of stormwater systems and ease of use for existing software. To that end, Kleinfelder has revised our proposed task breakdown to accommodate these changes in project understanding and redirect our planned efforts to best provide value to the Town. The net change in total project cost to the Town is \$0.

Please note that within this proposal, scope that has been removed from the October 10, 2022 version is crossed out (~~example~~); scope clarifications and new scope items from April 26, 2023 are depicted in red; scope clarifications and new scope items from December 1, 2023 are depicted in purple. Updates from February 19, 2024 are depicted in green.

Overview

The three Phases of this Program are summarized below. Phases 1 was implemented in 2019-2020, and Phase 2 was completed in 2021. The proposed Phase 3 would begin in Winter 2022/23.

In Phase 1, which began in August 2019, the Town:

- Developed an inventory of infrastructure
- Assessed data gaps and the condition of infrastructure
- Defined levels of service objectives for infrastructure performance
- Developed a quantitative approach to prioritizing improvements
- Completed an assessment of water main risk
- Developed a preliminary 5-year Capital Improvement Plan (CIP)
- Identified needs for Asset Management software, purchased and began configuration of Esri ArcGIS online and Cityworks

In Phase 2, which began in August 2020, the Town:

- Improved the asset inventory, with a focus on facilities
- Further implemented and trained on the Asset Management software
- Collected condition data through inspections (outfalls, facilities) and developed a hydraulic model for the water system
- Developed a rate analysis for the stormwater utility that accounts for anticipated revenues and expenditures
- Refined the preliminary Capital Improvement Plan (CIP)

In Phase 3, which would begin as soon as winter 2022/23, the Town will:

- Digitize physical documents and link data (such as condition records) to assets to update the asset inventory
- Refine levels of service and begin tracking performance to streamline regulatory reporting and improve customer service
- Identify sewer and stormwater infrastructure condition defects through investigations and prioritize improvements based on risk (~~through a subcontract with GCG Associates or another vendor, if desirable to the Town~~)
- Assess water and sewer rates (~~through a subcontract with Raffelis~~ **Tighe & Bond, who will be contracted by the Town**)
- Provide on-going maintenance and training support on software and hardware
- Incorporate data from this project into an updated Capital Improvement Plan

Grant

In 2020, Kleinfelder supported the Town to develop an application to the MassDEP State Revolving Fund (SRF) Asset Management Planning (AMP) Grant Program to assist with funding this scope work. The attached scope of work was prepared in a manner that maximizes the value of the grant to the Town. It is right sized to achieve incremental progress with developing the Town's Program. The total project value is approximately \$250,000. At this project value, \$150,000 is funded by the grant and \$100,000 would be matched through a combination of cash and/or in-kind labor. The Town is required to appropriate funding prior to the start of work. Much of the project budget is dedicated towards activities which the Town must complete to comply with regulatory requirements and were strategically scoped to help the Town offset these costs grant funding.

The grant application was approved by MassDEP in 2020 for the full value of the application (\$150,000), however due to timing, the Town has held work to-date. Based

on this timing, Kleinfelder has reviewed the proposal dated 8/12/20, and updated based on 2022 rates and re-evaluated scope to meet MassDEP grant requirements.

Project Schedule

MassDEP’s SRF AMP Grant Program application and approval must follow MassDEP’s schedule, **which was clarified by MassDEP in October 2023**. Below is an approximate outline of grant program schedule milestones. These dates are subject to change based on timing of authorization.

- Deadline for Town’s Application August 21, 2020
- MassDEP’s Intended Use Plan Issued January 2021
- Town Appropriates Funding at Town Meeting November 2022
- Town Submits Application for Funding October 2022
- MassDEP Issues Notice to Proceed November 2022
- Town and MassDEP enter Agreement (Project Start) January 2023
- Project Completion Jan-2024 **Dec 2024**

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

Sincerely,

KLEINFELDER



Kirsten Ryan, PG
Program Manager



Greg Avenia, PE, CFM
Project Manager

Attachments: A. Scope of Services - Asset Management Plan

ATTACHMENT A: SCOPE OF SERVICES ASSET MANAGEMENT PLAN FOR WATER, DRAIN, AND SEWER INFRASTRUCTURE

TASK 1 – INVENTORY OF INFRASTRUCTURE

The Town is working to develop a more complete inventory of its water, sewer, and drainage infrastructure assets. The Department of Public Works (DPW) maintains a Geographic Information System (GIS) inventory of its infrastructure assets. Typical data that is stored in the GIS includes asset type, location, material, size, and year of installation. Digitizing records, such as tie cards and physical plans, and incorporating the information into the Town's inventory would help improve the Town's asset inventory and address data gaps identified in an earlier phase of this program. Additionally, some of the Town's asset inventory is stored in CAD format. These data should be converted into a GIS format to improve how the Town makes decisions about capital investments.

Based on review of available record data from the Town of Millis' consultants CAI, Cityworks, and GCG, Kleinfelder has determined that significant segments of the Town's sewer GIS are missing from recent developments in the Town, and attribute information (e.g., install year, material) for sewers in the GIS are not current to a greater degree than originally anticipated. Kleinfelder will update the Town's GIS to include the missing sanitary piping networks and update attributes necessary for this Asset Management Plan.

As previously discussed with Town representatives, inventory and GIS tracking of existing stormwater best management practices (BMPs) throughout the Town is a growing need for inspection, maintenance, and tracking purposes. As a result of previous and current efforts, approximately 44 Town-owned BMPs have been identified. For proper operations and maintenance tracking, it is helpful to document the BMP type, location, year installed, and capacity of each installation. Since this data is not readily available, compilation of available information on existing structural BMPs is highly beneficial to the Town.

Kleinfelder will develop a comprehensive structural BMP inventory by collecting design detail and Operation and Maintenance (O&M) information for each site where available, either from the Town, or where possible, by requesting from the engineering firm responsible for the initial design of the BMP, in order to make detailed estimates of BMP performance where information is lacking. This data collection effort may involve an in-person meeting with the Millis Planning Board to collect relevant information that is currently on file.

In Task 1, Kleinfelder will:

- Consult with the Town's software vendor CAI to understand the current state of the Town's GIS-based utility records

- Consult with the Town's software vendor CityWorks to gain access to, and understand the current state of the Town's web-based asset management records
- Consult with the Town's wastewater consultant, GCG, and obtain their latest sewer system investigations reports and CAD of the Town's sewer system
- Review the Town's current GIS and assess data gaps
- Perform records research of readily available documents, plans, and engineering/planning reports to fill in data gaps
- Update the Town's GIS based on these records data using the schema developed in prior phases of the program, including significant expansion of the Town's current sewer data schema to include currently missing recent expansion areas
- Document progress in addressing data gaps in a data dictionary
- Recommend workflows to address additional data gaps (through field data collection, maintenance, etc.)
- Develop a GIS layer of existing BMPs with attributes performance and maintenance requirements.
- Kleinfelder assumes a total effort of ~~440~~ 190-328 hours for this task.

Task 1 Deliverables:

1. Updated GIS database for drinking water, sewer, and stormwater systems within their respective existing schemas
2. Technical Memorandum describing data gaps (the accuracy and level of completeness) and efforts to improve the inventory

TASK 2 –CONDITION DATA COLLECTION

Sewer

The Town is implementing an inflow and infiltration (I/I) program to identify and eliminate sources of excessive flow into their sewer system. The most recent reports for the Town's Infiltration and Inflow (I/I) program are dated January 29, 2019 ("Infiltration and Inflow Study and Sewer System Evaluation Survey") and March 15, 2022 ("2021 I-I Investigations"), both by GCG Associates, Inc. Kleinfelder will review these two reports and organize the findings into a format usable in the risk prioritization exercise in Task 3. Kleinfelder will also review the closed-circuit television (CCTV) inspection report, by Inland Waters (completed as part of the GCG reports) to infer pipeline condition, and utilize this information in the risk prioritization exercise in Task 3.

Kleinfelder proposes to reserve 3 field days for targeted inspections of sewer manholes and/or pipelines that are considered a high risk as an outcome of preliminary Task 3 work. As part of the inspection work, Kleinfelder will perform the following:

- Develop workplan identifying the scope of sewer pipe and manhole inspections

- Through a subcontractor, conduct the sewer CCTV inspections and manhole inspections. Condition defects will be logged based on National Association of Sewer Service Companies (NASSCO) classifications.
- Based on the findings of the inspections, Kleinfelder will update risk scores for sewer pipes and manholes.

Should 3 days of sewer field work be determined not to be necessary for the purposes of this project, Kleinfelder will redirect the budget allocated for this effort into additional stormwater catchment investigations.

The most recent report for the sewer system was written in 2019 and described that the Town has completed investigations in four of its nine sewersheds. While the Town has implemented measures to rehabilitate and improve the condition of inspected areas, additional inspections are needed to identify, prioritize, and resolve structural and maintenance-related defects across the system.

Through this task, Kleinfelder will work with the Town to identify both structural and maintenance-related defects to reduce I/I and plan for improvement projects by:

- Developing suitable workflows and data collection forms for sewer gravity main and manhole inspections in the Town's Asset Management software
- Prioritizing areas (sewershed or sub-area) for investigation and developing an investigation plan based on existing consequence of failure, recommendations from prior studies, and improvement recommendations for other buried infrastructure (such as planned water main replacement projects)
- Conducting camera inspections, sewer manhole inspections, external building inspections, smoke testing. Condition defects will be logged based on National Association of Sewer Service Companies (NASSCO) classifications
- Using inspections to update spatial accuracy, connectivity, and attribute data for sewer manhole structures and gravity mains. Updates to attributes would focus on invert depth, material, and diameter
- Incorporating results of sewer camera inspection and sewer manhole inspections into the Town's risk framework by assigning condition scores to pipe segments and manhole structures in GIS

Findings will be incorporated into a technical memorandum that documents completed investigations and recommendations.

Stormwater

The Town is currently completing condition inspections of parts of the stormwater system through procedures outlined in their Stormwater Management Plan (SWMP). The Town prioritized each of their approximately 160 MS4 outfalls for condition inspections and will complete these by spring 2021. 96 of these outfalls are classified as

either “problem” or “high priority” in their SWMP, which means catchment investigations should begin by 2021.

Through this task, Kleinfelder will work with the Town to conduct catchment investigations and condition inspections of assets within the catchment area of their problem and high priority outfalls. The investigation process will include:

- Developing suitable data collection forms for stormwater manhole inspections and catchment area investigations
- Conducting up to 4 catchment investigations, which includes inspection of (key) junction manholes and documentation of visible defects and CCTV/video of drainage lines, if needed
- Recording condition inspection findings and/or condition scores in Cityworks
- Using inspections to update spatial accuracy, connectivity, and attribute data for stormwater manhole structures and drainage lines

Findings will be incorporated into a technical memorandum that documents completed investigations and recommendations.

Task 2 Deliverables:

1. Inspection forms in the Town’s Asset Management software for manhole inspections and catchment investigations
2. Inspection database for manhole structure inspections and sewer CCTV, as limited to the workplan developed during the project. Kleinfelder has assumed the following:
 - ~~Light cleaning of pipes is assumed to be required. One day of heavy-duty cleaning is assumed.~~
 - **3 days of sewer manhole inspection and/or sewer CCTV investigations for targeted inspections based on high-risk determinations identified in Task 3.**
 - All inspections will be completed on consecutive days.
 - Police details, if needed, are assumed to be provided by the Town at no cost to Kleinfelder.
3. Up to 4 drainage catchment investigations by Kleinfelder and up to 12 additional investigations completed by Town Staff as in-kind services. Kleinfelder has assumed the following:
 - 5 field days’ effort, including 2 full days of camera inspection & drain cleaning.
 - ~~Inspections will be completed concurrently with sanitary sewer inspections previously described.~~
 - Police details, if needed, are assumed to be provided by the Town at no cost to Kleinfelder.
4. Updated GIS data for inspected sewer and stormwater assets.
5. Technical memoranda documenting findings and recommendations relating to the completed sewer assessments and stormwater catchment investigations.

TASK 3 – RISK PRIORITIZATION AND CAPITAL IMPROVEMENT PLAN UPDATES

The Town previously completed a capital improvement planning process for its water system based on asset-specific risk scores. To-date, stormwater and wastewater capital improvement projects were developed and prioritized primarily based on institutional knowledge and preferences due to lack of attribute and condition data for these assets.

Through this Task, Kleinfelder will complete risk-based analyses of sewer and stormwater assets (sewer gravity mains and drainage lines). Likelihood of failure scores for sewer and stormwater assets will be assigned based on the Town's existing framework (developed in 2019) and will largely be based on condition data collected in Task 2, as well as age, estimated service life, and material data from the GIS. Consequence of failure will be assessed using the Town's GIS based on the predetermined framework. Risk scores will be populated for each of these asset types.

Kleinfelder will develop excel-based models to make recommendations for maintenance, renewal, and replacement actions for sewer gravity mains and stormwater drainage lines, based on the findings of the risk analysis and other available information. Kleinfelder will assign unit costs to each type of recommended action. Results will be summarized in the CIP.

Additionally, Kleinfelder will prepare an updated CIP for the Town's drain and sewer infrastructure. Each project will include estimated costs and start years. Additional projects, such as rehabilitation to other asset types like sewer manholes and pump stations, will be added to the CIP and prioritized based on the Town's input and available documentation. These draft recommendations will be discussed with the Town during a workshop described in Task 4, which is dedicated to financial planning. With the Town's input, Kleinfelder will finalize this CIP for use in subsequent tasks.

Task 3 Deliverables:

1. Risk scores and GIS-based maps for sewer gravity mains and stormwater drainage lines
2. Excel-based models for developing rehabilitation, replacement, and maintenance recommendations for sewer gravity mains and stormwater drainage lines
3. Capital Improvement Plan for drainage and wastewater with projects prioritized based on risk

TASK 4 – FINANCIAL PLANNING

The Town of Millis routinely assesses water, sewer, and stormwater rates. Kleinfelder and Raftelis previously supported the Town through a separate effort in 2020-2021 with an evaluation of stormwater utility rates. Through this task, Kleinfelder, along with the Town's **current** consultant **Raftelis Tighe and Bond**, will conduct a rate analysis for the water and

sewer utilities. The evaluation will incorporate the recommendations from the Town's CIP developed in Task 3. The rate analysis will be used to recommendations for the Town in the financial sustainability for the water and sewer systems by establishing rates that support the cost of the capital improvements and provide sufficient budget to properly maintain assets.

Kleinfelder will support ~~Raffelis~~ **Tighe and Bond**, who will contract directly with the Town, in performing the following tasks as part of the rate analysis:

- Kickoff meeting to discuss the rate model and the current Town budgeting process (line-items and organization)
- Evaluate multiple financing options to meet rate setting objectives and assess customer impacts
- Review policies and practices for funding operations, capital improvements, and debt service requirements and those will be discussed with the Town
- Facilitate two (2) workshops with the Client to garner input on the development of the financial analyses
 - The first workshop will be focused on anticipated program costs and funding strategies for the water and sewer systems
 - The second workshop will be for Kleinfelder and ~~Raffelis~~ **Tighe and Bond** to review financing scenarios, discuss the findings of the financial model, and provide training for Client Staff on the maintenance and use of the water and sewer financial model
- Documentation of recommendations and presentation at a rate setting hearing

It is Kleinfelder's understanding that Tighe and Bond will lead the efforts noted within this section with support from Kleinfelder.

Task 4 Deliverables (by Tighe and Bond, to be contracted directly with Town, with Kleinfelder support):

1. Materials from kickoff meeting and two workshops
2. Short-term and long-term financial plan for the Client's water and sewer utilities, based on existing and future costs of operating the system
3. Water and sewer rate model that can forecast revenue needs, evaluate multiple scenarios, and calculate rate impacts on customer.
4. Recommendations on rates for water and sewer utilities

TASK 5 – ASSET MANAGEMENT SOFTWARE IMPLEMENTATION

Through this task, the Town will further develop its capabilities for utilization of its Asset Management Software, Cityworks, in-hand with the Town's GIS database to track data and report trends that will support capital planning and decision making. Through this Task, Kleinfelder will assist the Town in implementing real-time updates to Cityworks for use in field-locating utility features, documenting condition status, and updating the GIS database.

Kleinfelder will additionally coordinate between the Town, Cityworks, the Town's GIS management consultant CAI, and others as necessary to develop a repeatable standard operating procedure (SOP) for use by Town staff when utilizing existing hardware for connection with existing software.

Through this task, the Town will further implement its Asset Management software, Cityworks, ~~in-hand with the Town's GIS database~~ to track data and report trends that will support capital planning and decision making. The Town developed Levels of Service for each of the systems in the first phase of the Asset Management Program (2019-2020). Through this task, the Town will evaluate progress towards achieving these targets. The evaluation will use data from service requests, work orders, inspections, the Town's GIS, and other resources. Results may be visualized using dashboard functionality within Cityworks, Excel, ArcGIS Online, Power BI, or another similar software. To facilitate this task, Kleinfelder will schedule up to 2 workshops with the Town. The objectives of these workshops are outlined below:

- ~~Workshop #1— Levels of Service Framework and Data Availability~~
 - ~~Discuss preliminary Levels of Service and revise to meet current needs~~
 - ~~Assess data availability for qualitative or quantitative measurements for each performance goal and update if needed~~
 - ~~Review availability and completeness of data (accessibility from CAI, Cityworks, etc.), and development recommendations for accessibility across existing platforms~~
- ~~Workshop #2— Results~~
 - ~~Discuss the Town's progress on 1) Cityworks software implementation for data tracking and 2) Levels of Service performance~~
 - ~~Discuss overview of Town's data management (relationship between Cityworks, CAI, Kleinfelder, etc.)~~
 - ~~Discuss root causes, if applicable, for Levels of Service targets that the Town did not measure properly or achieve consistently~~
 - ~~Discuss recommended workflow changes and/or operational changes needed to improve data tracking and/or achieve performance goals~~

The methodology used to assess performance results will be summarized in a brief technical memorandum, to be presented in draft form at Workshop #2 and attached in the Town's Asset Management Plan report as a final document.

Through this task, Kleinfelder will also provide on-going support to the Town with implementing features within Cityworks. This task budget assumes an expenses budget of up to \$15,000 for software and hardware items such as Cityworks software licenses, Esri ArcGIS product licenses, and 3 iPads, and 3 cellular data plans.

Task 5 Deliverables:

1. ~~Workshop meeting materials~~
2. ~~Implementation support and/or staff training~~
3. ~~Software license and hardware purchases~~
4. ~~Technical Memorandum documenting levels of service, software implementation progress, and next steps~~

TASK 6 – ASSET MANAGEMENT PLAN AND OUTREACH

Asset Management Plan

Through this Task, Kleinfelder will update the Town's Asset Management Plan (AMP) with the methods, findings, and recommendations from Tasks 1-5 specific to each utility.

Outreach

Kleinfelder will prepare presentations for two public meetings. Presentations will summarize the grant project plan, project progress, and recommended next steps.

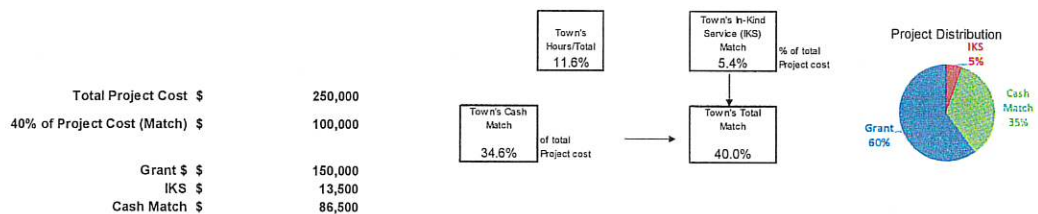
Task 6 Deliverables:

1. Draft and Final Asset Management Plan
2. PowerPoint presentations for two public meetings

BUDGET

Town of Millis, MA - FY23/24 Asset Management Grant

Tasks	Kleinfelder Hours	Average Kleinfelder Rate	Kleinfelder Labor Fee	Project Expenses (Mileage, Printing)	Town's IKS Hours	Town's Average Rate	Estimated In-Kind Service Match	Sub-Consultant / Software / Hardware Vendor Fee	Task Cost	Grant Amount Requested
TASK 1 - Asset Inventory	328	\$ 145.27	\$ 47,650	\$ 64	16	\$ 75	\$ 1,200	\$ -	\$ 48,914	\$ 29,348
TASK 2 - Condition Assessment	330	\$ 119.30	\$ 39,370	\$ 520	100	\$ 75	\$ 7,500	\$ 13,000	\$ 60,390	\$ 36,234
TASK 3 - Risk & CIP	244	\$ 143.11	\$ 34,920	\$ 88	16	\$ 75	\$ 1,200	\$ -	\$ 36,208	\$ 21,725
TASK 4 - Financial Planning	98	\$ 155.82	\$ 15,270	\$ 292	8	\$ 75	\$ 600	\$ 15,000	\$ 31,162	\$ 18,697
TASK 5 - Asset Management Software and Training	152	\$ 137.11	\$ 20,840	\$ 228	32	\$ 75	\$ 2,400	\$ 15,000	\$ 38,468	\$ 23,081
TASK 6 - Asset Management Plan	222	\$ 153.29	\$ 34,030	\$ 228	8	\$ 75	\$ 600	\$ -	\$ 34,858	\$ 20,915
Total Project	1374	\$ 139.80	\$ 192,080	\$ 1,420	180	\$ 75	\$ 13,500	\$ 43,000	\$ 250,000	\$ 150,000



Note: The above budget reflects Kleinfelder's best estimation of anticipated cost necessary to complete the proposed Phase III Asset Management project for the Town of Millis. Actual costs / level of effort may vary within the total proposed budget authorization (**\$211,500 consultant plus \$13,500 in-kind service and \$25,000 Town expenses fees**).



February 22, 2024

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

Proposal for Engineering Services for Village Street Well 3 Water Treatment Facility
Additional Design Tasks, Bidding & Engineering Services During Construction (Phase 3)

Dear Mr. McKay:

Kleinfelder is currently working to finalize the design and permitting of the new Well 3 Water Treatment Facility. The design of the facility is substantially complete and is awaiting final funding and permitting approvals prior to going to bid. The exact bidding timeline will be dependent on the State Revolving Fund's issuance of the final Intended Use Plan (IUP) and their review of the subsequent loan application documents. This proposal is for Kleinfelder to provide the Town of Millis (CLIENT) with bidding and construction phase designer services typically associated with a facility of this type and commensurate with the professional standard of care during construction and initial startup for the new treatment facility. Additionally, this proposal includes costs for additional design tasks which were not included in the original Final Design and Permitting (Phase 2) Scope of Services as described below.

BACKGROUND AND PURPOSE

Since the discovery of per- and polyfluoroalkyl substances (PFAS) in Millis' water supply, the Town has worked to improve water quality through the design and construction of the PFAS treatment upgrades at the D'Angelis Water Treatment Facility (DWTF). However, the remaining Wells 3 through 6 also have PFAS detections. While the new DWTF will be capable of meeting average daily demands on its own, the Town will need to install additional PFAS treatment in order to meet summer demands while minimizing PFAS in the system. Kleinfelder is substantially complete with final design and permitting for the new Well 3 Water Treatment Facility. This proposed scope of services represents the next phase of the project needed to complete the construction.

1.0 PROPOSED SCOPE OF SERVICES

Kleinfelder's Scope of Services generally consists of the following major activities (described in further detail below:

- Additional final design tasks beyond the scope of the prior contract which were required to complete the design for bidding.
- Bidding assistance.
- Construction administration.
- Regular field oversight for and oversight for key contractor activities.
- Facility startup and project closeout support.

Kleinfelder's fee is based on an anticipated construction duration of 18 months. Kleinfelder (ENGINEER) shall furnish the following services, subject to applicable limitations described in Section 4.0:

Task 1- Additional Design Tasks

As we have previously discussed, during the final design and permitting phase of the project several unforeseen tasks were completed that were not incorporated into the original project scope and final design budget. In the interest of keeping the project on schedule, after notifying you of these additional items, and receiving verbal / email approval, Kleinfelder completed the necessary tasks 'at risk'. These tasks were due to either client-driven changes in the design and permitting scope or significant effort beyond the original budget assumptions. The additional tasks resulted in overages to the originally proposed design budget and are detailed in the table below.

	Cost Impact
Additional survey to delineate wetlands and update basemaps	\$ 12,686
Design of sprinkler fire protection system	\$ 11,533
HazMat survey for existing chem feed building and demolition plans	\$ 18,407
Design of new chlorine contactor pipe loop	\$ 9,402
Additional EPA Grant Coordination (100 hours)	\$ 16,429
EHIR Permitting requested by Millis BOH	\$ 15,100
<i>Total</i>	\$ 83,557

Task 2 – Bidding Assistance

Kleinfelder will provide bidding assistance by executing the following subtasks:

- Assist Town during the bidding phases of the project by coordinating bid activities and document review. Prepare a bid package including technical specifications and drawings to allow public bidding in accordance with Chapter 149 of the Massachusetts General Laws.
- Prepare legal advertisements for the Town to place in local newspaper and post on Town website. Kleinfelder will submit notice to Central Register.
- Provide electronic bid documents for distribution to potential bidders.
- During the bid phase, respond to questions from plan holders and prepare up to five (5) addenda addressing the issues raised. Addendum shall also include issuance of sub-

bid results.

- Coordinate and attend a pre-bid site walk with prospective bidder.
- Consult with and advise Town as to the acceptability of subcontractors and other persons and organizations proposed by the prime contractor (hereinafter called the "Contractor") for those portions of the work as to which such acceptability is required by the bidding documents.
- Consult with and advise Town as to the acceptability of substitute materials and equipment proposed by Contractor when substitution prior to the award of contracts is allowed by the bidding documents.
- Review and tabulate all bids. Review the qualifications of the apparent low bidder and provide Client with written recommendation of contract award to the lowest qualified bidder.
- Assist the Client with preparing the formal contract documents for award of the contract. This effort will include reviewing the required insurance certificates, labor and material bonds to check compliance with the intent of general conditions or the contract documents. Town is also responsible for confirmation that insurance certificates comply with Town requirements.
- Prepare Conformed Contract Documents incorporating all addenda.
- Coordinate with federal funding authorities (EPA and SRF) as needed throughout the bidding and award process.

EXCLUSIONS AND ASSUMPTIONS

- The Town will oversee the public bid openings and provide electronic copies of bid documents to Kleinfelder for review.

Task 3 – Engineering Services During Construction (ESDC)

- General Construction Administration
 - Provide general project management and administration throughout the project duration, including regular communications with CLIENT regarding all administrative, technical, and financial aspects of the project as well as periodic (every other month) updates to the Select Board.
 - Develop and provide monthly project status reports and Kleinfelder invoices.
 - Develop and process contracts with sub-consultants (e.g. Electrical / HVAC designer and Hazardous Building Materials Designer).
 - Review and comment on Contractors' Schedule on a monthly basis and advise CLIENT as to their progress.
 - Serve as CLIENT's liaison to MassDEP and other regulatory and funding agencies on project-related matters involving the agencies.
- Construction Coordination Meetings
 - Conduct a pre-construction meeting at CLIENT site with the Contractor to review contract requirements, scheduling, and logistics. Provide meeting minutes.
 - Prepare for and attend 18 monthly construction progress meetings with the Contractor and CLIENT to review and discuss all aspects of the project. Prepare agenda and meeting minutes. It is assumed that half of the progress meetings will be on-site and the other half will be conducted remotely.

- Conduct regular internal team progress/coordination meetings.
- Shop Drawing and Submittal Reviews (up to 95 shop drawings/submittals)
 - Review and take appropriate action with respect to shop drawings and submittals including review of samples, results of tests and inspections, and other data which Contractor is required to submit.
 - Receive submittals from the Contractor, log-in the submittals, distribute the submittals to the appropriate reviewer(s), coordinate with the CLIENT where appropriate, log-out the submittals, and distribute submittal responses to the Contractor.
- Requests for Information (RFIs)
 - Review and take appropriate action with respect to RFIs (up to 15 assumed) submitted by the Contractor. Request clarification where needed; review in relation to contract document requirements; develop design sketches; evaluate alternatives; make technical decisions; discuss with CLIENT, and provide direction to the Contractor.
 - Issue RFI related instructions to the Contractor, and issue necessary interpretations and clarifications of the Contract Documents.
 - Administer RFI tracking, processing, and management. Receive requests for information (RFIs) from the Contractor, log-in the RFIs, distribute the RFIs to the appropriate reviewer, coordinate with the CLIENT where appropriate, log-out the RFIs, and distribute responses to the Contractor.
- On-Site Construction Oversight
 - Conduct site visits as necessary to review and evaluate the progress and acceptability of the Contractor's work. Coordinate with CLIENT, provide follow up, including site visit reports, and directives to the Contractor. Visits will be conducted at intervals appropriate to the various stages of construction to observe as an experienced and qualified design professional, the progress and quality of the work of Contractors and to determine, in general, if such work is proceeding in accordance with the Contract Documents.
- Change Order Management
 - Develop and issue CLIENT-desired change directives to the Contractors to modify the scope of Contractor's work.
 - With regard to Contractor's requests for scope modifications and additional compensation, review and consult with the CLIENT, evaluate, act on, and provide recommendations to the CLIENT.
 - Assist CLIENT with negotiating credits due to changes in the work.
 - Develop and manage all change order documentation. The budget assumes up to 5 change directives (Client and/or Contractor-directed) during construction and up to 10 Change Orders.
- Payment Applications
 - Assist the CLIENT with review of Contractor applications for payment and make recommendations on payment applications.

EXCLUSIONS AND ASSUMPTIONS

- CLIENT will provide general day-to-day oversight of the work progress and coordinate with Kleinfelder. Kleinfelder has assumed two (2) regular site visits per week will be necessary through the active construction period to observe the work as an experienced and qualified design professional. An additional thirty (30) site visits are included to observe critical aspects of the foundation and building construction.

Task 4 – Startup, Commissioning, and Project Closeout

- Closeout Documentation
 - Conduct reviews to determine if the Project is substantially complete and to determine if, to the best of ENGINEER's knowledge, the work has been completed in substantial conformance with the Contract Documents and the intent of the design and if Contractor has fulfilled all of his obligations thereunder, and recommend, in writing, final payment to Contractor(s) if the work is acceptable.
 - Issue a Certificate of Substantial Completion.
 - Help to develop and monitor the closeout punch list(s).
 - Issue a Certificate of Final Completion.
 - Conduct a warranty site visit approximately 10 months after Substantial Completion and document any warranty items to be addressed by the Contractor.
- Startup Assistance and Operations & Maintenance Manual
 - Schedule and coordinate performance testing and start-up of equipment by manufacturer's representatives.
 - Provide on-site observation of equipment start-up (up to 80 hours).
 - Provide on-site observation of performance testing (up to 80 hours).
 - Document start-up and performance testing results.
 - Schedule and coordinate training sessions with manufacturer's representatives at the new facility for operators for familiarization with the purpose of and operation of the equipment and systems installed for this project.
 - Review and compile equipment manufacturer's data into electronic PDF and two (2) hard copies of operation and maintenance manuals. Manuals will contain Contractor-submitted equipment manufacturer's operation instructions, parts lists, maintenance data, and shop drawings.
 - Upon satisfactory completion of the work, notify MassDEP and attend the final site inspection.
- Prepare Record Drawings
 - Prepare Record Drawings for the contract. Record Drawings will reflect marked-up prints and drawings furnished by the Contractor to the ENGINEER.
 - Provide electronic, and two (2) hard copies (one full size and one half size set) of the documents to the CLIENT.

2.0 SCHEDULE

The construction phase of the project is anticipated to take approximately 18 months. Kleinfelder agrees to commence work immediately upon receipt of Notice to Proceed from the CLIENT. Kleinfelder shall use its best efforts to perform the proposed services in a timely manner and in accordance with the standard of professional care barring delays outside of Kleinfelder's control.

3.0 COMPENSATION

Kleinfelder proposes to complete the Scope of Services for the fee by task shown the table below, for a fee Not to Exceed Six Hundred Fifty-Three Thousand Two Hundred Thirty-Four Dollars (\$653,234). Compensation for Tasks 1 and 2 will be invoiced on a lump sum basis. Compensation for Tasks 3 and 4 will be invoiced on a time and materials basis.

Task	Fee
1: Additional Design Tasks	\$83,557
2: Bidding Assistance	\$36,992
3: Engineering Services During Construction	\$412,470
4: Startup, Commissioning, and Project Closeout	\$120,215
Total	\$653,234

4.0 LIMITATIONS

ENGINEER shall not be responsible for the acts or omissions of any Contractor, or subcontractor, or any of the Contractor's or subcontractor's agents or employees or any other persons (except ENGINEER's own employees and agents) at the site or otherwise performing any of the Contractor(s)' work; however, nothing contained in the Scope of Services, shall be construed to release ENGINEER from liability for failure to properly perform duties undertaken by them in the Contract Documents.

Shop Drawing and Submittal Reviews: ENGINEER will review and take appropriate action with respect to shop drawings and submittals, but only for conformance with the design concept of the Project and compliance with the information given in the Contract Documents (such review or other action shall not extend to each detail of the means, methods, sequences, techniques or procedures of construction or to safety precautions and programs incident thereto); determine the acceptability of substitute material and equipment proposed by Contractor; and receive and review (for general content as required by the Specification) maintenance and operating instructions, schedules, guarantees, bonds and certificates of inspection which are to be assembled by Contractor in accordance with the Contract Documents.

Site Visits by Office Personnel: ENGINEER shall not be responsible for the detailed means, methods, techniques, sequences or procedures of construction selected by Contractor or the safety precautions and programs incidental to the work of Contractor. KLEINFELDER shall exercise due professional diligence and reasonable care to provide a greater degree of confidence that the completed work of Contractor will conform to the Contract Documents, but KLEINFELDER shall not be responsible for the failure of Contractor to perform the work in

accordance with the Contract Documents. During such visits, and on the basis of on-site observations, KLEINFELDER shall endeavor to keep CLIENT informed of the progress of the work, shall endeavor to guard CLIENT against defects and deficiencies in such work and shall recommend the CLIENT disapprove or reject work failing to conform to the Contract Documents.

Payment Applications; Project Closeout: Recommendations for payment or for issuing Certificate of Substantial Completion, will constitute a representation to the CLIENT, based on such observations and review, that the work has progressed to the point indicated, that, to the best of ENGINEER's knowledge, information and belief, the quality of such work is in accordance with the Contract Documents (subject to an evaluation of such work as a functioning Project upon Substantial Completion, to the results of any subsequent tests called for in the Contract Documents, and to any qualifications stated in his recommendation), and that payment of the amount recommended is due to the Contractor; but by recommending any payment ENGINEER will not thereby be deemed to have represented that continuous or exhaustive examinations have been made by ENGINEER to check the quality or quantity of the work or to review the means, methods, sequences, techniques or procedures of construction or safety precautions or programs incident thereto or that ENGINEER has made an examination to ascertain how or for what purposes the Contractor has used the moneys paid on account of the Contract Price, or that title to any of the work, materials or equipment has passed to the CLIENT free and clear of any lien, claims, security interest or encumbrances, or that the Contractors has completed their work exactly in accordance with the Contract Documents.

Record Drawings: The information submitted by the Contractor will be incorporated by ENGINEER into Record Drawings will be assumed to be reliable, and ENGINEER will not be responsible for the accuracy of this information, unless collected by ENGINEER.

Thank you for the opportunity to be of service to Millis. If you have any questions, please feel free to contact me at 617-498-4772 or tbernier@kleinfelder.com.

Respectfully Yours,
KLEINFELDER



Tyler J. Bernier
Project Manager

cc: Kirsten Ryan, Client Account Manager
File

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

January 15, 2024

**RE: Scope of Work and Cost Estimate
Professional Engineering/Consulting Services
April 2024 – March 2025**

Dear Mr. Guzinski,

Geosphere Environmental Management, Inc. (GEOSPHERE) is pleased to submit the following Scope of Work and Cost Estimate to continue to provide professional engineering/consulting services related to groundwater and landfill soil gas monitoring at the Millis Sanitary Landfill in accordance with Massachusetts Department of Environmental Protection's (MassDEP) guidelines and permit requirements. The enclosed Scope of Work and Cost Estimate is for a one-year period beginning on April 1, 2024.

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

SCOPE OF WORK

Soil Gas Monitoring

GEOSPHERE will perform quarterly landfill soil gas monitoring at up to six locations, during the months of April, July, and October, 2024, and January 2025. In accordance with 310 CMR 19.000, each gas monitoring point will be monitored for the following parameters:

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

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

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

Groundwater and Surface Water Testing

Groundwater (from 8 monitoring wells [MW] and 1 private well [PW]) and surface water (from 2 surface water [SW] locations) testing will be performed semi-annually in April 2024 and October 2024 at the following locations:

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

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

The following parameters will be tested:

Indicator Parameters:

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

Inorganics (dissolved and/or total):

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

Volatile Organic Compounds (VOCs):

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

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

Additional Parameters

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

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

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

Contract Period

The term of this contract shall be for one year, from April 1, 2024 through March 31, 2025.

Cost Estimate

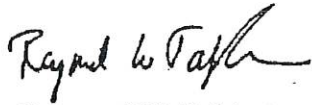
Based on the Scope of Services described above, for the one year beginning April 1, 2024, the labor and material costs to complete the above tasks are estimated to be **\$ 15,196**, not including laboratory analysis services, to be contracted directly with the Town of Millis.

<u>Description</u>	<u>Labor</u>	<u>Expenses</u>
Engineering Services for Groundwater and Landfill Soil Gas Monitoring – 1 Year	\$ 12,586.00	\$ 2,610.00
TOTAL		\$15,196.00

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

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

Sincerely,
GEOSPHERE ENVIRONMENTAL MANAGEMENT, INC.



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

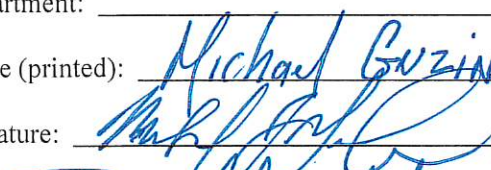


Lauren Kaehler, M.S.
Project Hydrogeologist

ACCEPTED AND APPROVED BY THE TOWN OF MILLIS:

Department: _____

Name (printed): Michael Guzinski

Signature: 

Title: Town Administrator Date: 3-4-24

22.1652.012
February 27, 2024

Mr. James F. McKay
Deputy Director/ Chief of Operations
900 Main Street, Room #204
Millis, MA 02054

Re: **Millis Asset Management Plan Assistance**

Dear Jim:

We have developed the following scope of services to assist Kleinfelder with their water/ sewer asset management plan.

SCOPE OF SERVICES

1. Attend internal kickoff with Kleinfelder team to discuss project, workflow, preferences etc. prior to beginning work.
2. Attend project kickoff with Millis and Kleinfelder Team
3. Incorporate project cost and risk/criticality data into our rate model and estimate future rate increases.
4. Meet with the Kleinfelder team to discuss potential adjustments to timing/funding if warranted based upon estimated rate increases.
5. Attend two workshops with Kleinfelder and the Town to review project recommendations, rate impacts etc.
6. Revise model if required and provide results in a technical memorandum.

Schedule

Tighe & Bond will deliver draft deliverables within three weeks of receipt of project data. Final deliverables will be provided within two weeks of final meeting.

Assumptions

1. Internal meetings will be virtual, meetings with Town may be in person or virtual.
2. Rate model is not included as a deliverable.

Fee

Tighe & Bond will perform these services for a lump sum fee of \$10,500, invoiced monthly based on percentage complete. In the event that the scope of work is increased for any reason, the lump sum fee to complete the work shall be mutually revised by written amendment. Our previously negotiated Terms and Conditions (attached) is part of this letter agreement.

Very truly yours,

TIGHE & BOND, INC.



Benjamin R. Levesque, PE
Vice President

ACCEPTANCE

ACCEPTANCE

On behalf of the Town of Millis, the scope, fee, and terms of this proposal are hereby accepted.

Authorized Representative

Date

Print Name and Title

Enclosures: Terms and Conditions

J:\M\M1652 Millis, MA Water Rate Assistance\012 AMP Assistance (Kleinfelder)\Proposal\Millis Asset Management Plan Assistance rev 2_23_24.doc



24-040

Approve Incentive Program

DPW Testing

TOWN of MILLIS

DEPARTMENT OF PUBLIC WORKS

TO: Select Board

FROM : James F. McKay, Director of Public Works

DATE : March 7, 2024

SUBJECT : Incentive program

I would ask the Select Board to approve the DPW's request for the purchase of 40 gift cards in the amount of \$50.00 from a local vendor.

Cost: \$ 2,000.00

Funding source: Water Enterprise Fund - Supplies and Expenses Account #71000052-558000

Justification:

The gift cards will be given to Millis Water Rate Payers that complete the Town's Mandated Lead and Copper Sampling Program. The Water Department surveyed all homes built from 1983-1985 and asked all homeowners if they would be interested in the testing program. Testing for the program is performed twice a year. In the past, testing was performed once every three years. The reason for the new testing regiment is because of the new PFAS Plant located at Wells #1 & 2.

The MassDEP has suggested incentives (see attached) on how to express the Water Department's appreciation for participating in the twice a year testing program.

The Water Department has used the same approach by thanking Millis residents in the past.

The water rates will not be affected by this request.

I look forward to explaining the need for this request at your meeting.

MassDEP's Drinking Water Program has collected examples of incentives PWS have used nationally and locally to encourage homeowners to participate in their local community lead and copper drinking water program. Some of the listed incentives are:

- ✦ A credit towards the homeowner's water bill,
- ✦ A cash reward,
- ✦ A prize drawing with a variety of prizes to win,
- ✦ A gift card to a well-known business; businesses such as a coffee seller, a fast-food or other restaurant, a home improvement store, an ice cream store, and so on would all be great incentives. Giving a choice between multiple gift card options might entice the most homeowners.
- ✦ Tickets to a local event such as a sporting event, movie theater, a carnival, or a show.

TOWN OF MILLIS



DEPARTMENT OF PUBLIC WORKS
Veterans Memorial Building
900 Main Street
Millis, Massachusetts 02054

March 7, 2024

Dear Resident:

Please be advised that the Millis Department of Public Works will be collecting drinking water tap samples to be analyzed for lead and copper on Wednesday, April 24th, 2024. Your house was chosen because of the year it was built 1983 – 1985, just prior to the ban on the use of lead solder joints on copper premise plumbing in Massachusetts.

Instructions on how to collect the sample, a sample bottle and a form will be provided to you on Tuesday, April 23rd, 2024.

As part of the MassDEP lead and copper sampling program we are required to document your interest in participating in the sampling program. Please complete and mail back the enclosed postcard as soon as possible.

I would like to take this time to thank you in advance for your participation in the lead and copper sampling program. This program is very important in the daily operation of our water system and the accuracy of the test is vital to its continued success. As a thank you for your successful participation in the April 2024 sampling program, a gift card will be provided to you with a copy of the sampling results.

If you have any questions or require any additional information, please do not hesitate to call me at 508-376-5424.

Sincerely,

James F. McKay
Director Millis Department of Public Works

24-041

Waive Bldg. Fees

Scoreboard Installation

TOWN of MILLIS

DEPARTMENT OF PUBLIC WORKS

900 MAIN STREET, MILLIS, MA 02054

TO: Select Board

FROM : James F. McKay, Director of Public Works

DATE : March 6, 2024

SUBJECT : Waive of Building Department Fees

I would ask the Select Board to waive building fees for the installation of a new scoreboard at Millis Town Park in the amount of \$ 200.00.

The scoreboard was gifted to the Town by the Smith family in memory of past Select Board member Chris Smith.

The permit and installation of the scoreboard will be done by the DPW.

24-042


Open/Discuss ATM



TOWN OF MILLIS

TO: Select Board

CC: Karen Bouret DeMarzo, Assistant Town Administrator

FROM: Michael Guzinski, Town Administrator 

DATE: March 8, 2024

RE: Open ATM Warrant & Discuss Spring Annual Town Meeting & Discuss the FY25 Budget

Greetings,

I've enclosed the current draft of the Spring Annual Town Meeting Warrant for your review and discussion. The current draft includes the standard articles usually contained in the Spring Annual Town Meeting Warrant, as well as a number of articles of special note. These include a Proposition 2-1/2 Override, several Capital Projects, and an MBTA Zoning Bylaw Amendment, among others. Several of the articles require some further research and additional language. The Board has the authority to open the warrant at your meeting, and to add or remove articles. The Board is currently scheduled to approve and sign a final ATM Warrant at your meeting of April 8th.

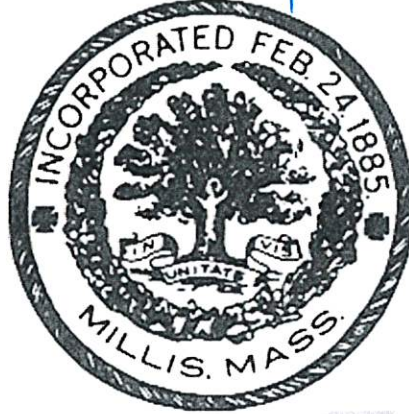
The work on the FY25 budget is ongoing. The Finance Director and I are finalizing a balanced FY25 draft budget for review by the Select Board. I expect this draft budget will be completed prior to your meeting of March 25th.

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

Thanks.

3-8-24

DRAFT



DRAFT

May 7, 2024

**ANNUAL
TOWN MEETING WARRANT MOTIONS**

**TOWN OF MILLIS
COMMONWEALTH OF MASSACHUSETTS**

NORFOLK, SS.

GREETING:

To either of the Constables of the Town of Millis in said county, in the name of the Commonwealth of Massachusetts, you are hereby directed to notify and warn the inhabitants of the Town of Millis qualified to vote in elections and in town affairs, to meet on Tuesday, the seventh day of May, AD 2024 at 7:30 p.m. in the Middle-Senior High School Auditorium in said Millis:

**FOR THE BUSINESS MEETING, THEN AND THERE,
TO ACT ON THE FOLLOWING ARTICLES, VIZ**

SPRING 2024 TOWN MEETING

1. Unpaid Bills
2. FY24 Additional Wages and Expenses
3. FY25 Operating Budget
4. Supplemental FY25 Budget – Proposition 2-1/2 Override
5. Sewer Enterprise Fund
6. Water Enterprise Fund
7. Stormwater Enterprise Fund
8. Consent Agenda:
 - Amendments to Personnel Plan
 - Board of Health Appointing Authority
 - Revolving Funds
 - Community Preservation Fund
9. Sewer Enterprise - Infiltration & Inflow Investigation Project
10. Water Enterprise – Lead Service Line Inventory Compliance Project
11. Community Preservation - Open Space/Recreation Reserve Fund - Oak Grove Farm Trail Improvements
12. Community Preservation – Oak Grove Farmhouse Renovations
13. Capital Items
14. Zoning Bylaw Amendment – MBTA Communities Multi-Family Overlay District
15. Zoning Bylaw Amendment – MCMOD Inclusionary Zoning
16. Establish Opioid Settlement Special Revenue Account/Transfer of Funds
17. New Police Cruiser Lease – Year One
18. Library Parking Lot Contamination – Environmental Study
19. Rescind Debt Authorization for Drainage Improvements at Village St./Birch St.
20. Special Act – Authorize Town Administrator to Approve Payroll/Expense Warrants
21. Increase Maximum Tax Abatement for Senior Tax Work-off Program
22. M.G.L. Chapter 41 Section 111F Injury Leave Indemnity Fund
23. Unemployment Insurance
24. Stabilization Fund

TOWN OF MILLIS

May 7, 2024 SPRING ANNUAL TOWN MEETING WARRANT

ARTICLE 1. To see if the Town will vote to transfer from available funds the sum of **\$0,000.00** to pay the following **unpaid bills** incurred by Town departments from previous fiscal year(s), or take any other action in relation thereto.

Department	Vendor	Amount
	Total	\$0,000.00

(Submitted by The Select Board)
4/5ths Majority

ARTICLE 2. To see if the Town will vote to transfer from available funds a sum of money for **additional operating expenses** not sufficiently funded under Article 3, Operating Budget, of the May 3, 2023 Annual Town Meeting, or take any other action in relation thereto.

(Submitted by The Select Board)
Simple Majority

ARTICLE 3. To see if the Town will vote to fix the compensation of elected officers, provide for a reserve fund, and determine what sums of money the Town will raise and appropriate, including appropriations from taxation, by transfer from available funds, and/or the Stabilization Fund to **defray charges and expenses to the Town, including debt and interest, and a reserve fund**, for the fiscal year beginning July 1, 2024, or take any other action in relation thereto.

(Submitted by The Select Board)
2/3rds Majority if stabilization funds used

ARTICLE 4. To see if the Town will vote to raise and appropriate from the tax levy for the Fiscal Year beginning July 1, 2024, for departmental operating purposes and other town expenses contingent upon passage of a Proposition 2-1/2 Ballot Question under Massachusetts General Laws Chapter 59, Section 21C.

PURPOSE	RECOMMENDED
School Department	\$?,???,???
Police Department - Wages	\$???,???
Fire Department - Wages	\$???,???
<u>Dept. of Public Works - Wages</u>	<u>\$??,???</u>
 Total Contingent Appropriations	 \$?,???,???

or take any other action in relation thereto.

(Submitted by The Select Board)
Simple Majority

ARTICLE 5. To see if the Town will vote to raise and appropriate or transfer from available funds a sum of money to **operate the sewer enterprise fund beginning July 1, 2024**, including a reserve fund, or take any other action in relation thereto.

(Submitted by The Select Board)
Simple Majority

ARTICLE 6. To see if the Town will vote to raise and appropriate or transfer from available funds a sum of money to **operate the water enterprise fund beginning July 1, 2024**, including a reserve fund, or take any other action in relation thereto.

(Submitted by The Select Board)
Simple Majority

ARTICLE 7. To see if the Town will vote to raise and appropriate or transfer from available funds a sum of money to **operate the stormwater enterprise fund beginning July 1, 2024**, including a reserve fund, or take any other action in relation thereto.

(Submitted by The Select Board)
Simple Majority

CONSENT ARTICLE 8. To see if the Town will vote the following consent articles:

1. To see if the Town will vote to adopt **amendments to Schedule A-Salary Plan and Schedule C-Employee Benefits of the Town of Millis Personnel Plan** effective July 1, 2024, as shown in the FY25 Finance Committee Report, or take any other action in relation thereto.

(Submitted by The Select Board)

Simple Majority

2. To see if the Town will vote in accordance with M.G.L., Chapter 41, section 4A, and Chapter 268A, to authorize the **Board of Health to appoint any of its members to another town office or position for which it has appointing authority**, for the term provided by law, if any, otherwise for a term not exceeding one year, and fix the salary of such appointee, notwithstanding the provision of M.G.L. Chapter 41, Section 108, or act in any manner in relation thereto.

(Submitted by the Board of Health)

Simple Majority

3. To see if the Town will vote pursuant to the provisions of M.G.L. Chapter 44, Section 53E½, to establish the following fiscal year spending limit for the Town's established revolving funds for Fiscal year 2025:

AUTHORIZED REVOLVING FUNDS	FISCAL YEAR EXP. LIMIT
Oak Grove Farm Maintenance Fund	\$ 35,000.00
Animal Control Shelter Fund	\$ 3,000.00
Fire Alarm Fund	\$ 10,000.00
Historical Commission Fund	\$ 12,000.00
Ambulance Department Fund	\$ 20,000.00
Council on Aging Transportation Fund	\$ 5,000.00
VMB Custodial/Maintenance Fund	\$ 6,000.00
School Food Service Fund	\$360,000.00
School Transportation Fund	\$500,000.00
Stormwater Management Fund	\$ 10,000.00
BOH Medical Services/Vax Fund	\$ 20,000.00
BOH Rabies Clinic/Program Fund	\$ 2,500.00

BOH Food Fund	\$ 4,500.00
School Athletic Fields Fund	\$ 35,000.00
School Extracurricular Fund	\$ 8,000.00
Library Special Use Fund	\$ 10,000.00
Tobacco Control Program	\$ 1,000.00

(Submitted by The Select Board)

Simple Majority

- To see if the Town will vote to raise and appropriate a sum of money or reserve a sum of money from the **Community Preservation Fund**, for the Historic Resources Reserve, the Community Housing Reserve, the Open Space Reserve, and the Budgeted Reserve from annual revenues in the amounts recommended by the Community Preservation Committee, along with administrative expenses and debt service, with each item to be considered a separate appropriation or act in any manner in relation thereto.

Appropriations:

From 2025 estimated revenues for Committee Administrative Expenses	\$
(To be divided equally: \$??????? CPC Salary Account: \$????? CPC Expenses)	
From Undesignated Fund Balance for Long Term Debt- Principal	\$
From Undesignated Fund Balance for Long Term Debt- Interest	\$

Reserves:

From FY2025 estimated revenues for Historic Resources Reserve	\$
From FY2025 estimated revenues for Community Housing Reserve	\$
From FY2025 estimated revenues for Open Space Reserve	\$
From FY2025 estimated revenues for Budgeted Reserve	\$

(Submitted by the Community Preservation Committee)

Simple majority

ARTICLE 9. To see if the Town will vote to transfer from available funds the sum of **\$137,630** to fund the FY25 Sewer Infiltration & Inflow Investigation of the sewer system in Millis, or take any other action in relation thereto.

(Submitted by The Select Board)

Simple Majority

ARTICLE 10. To see if the Town will vote to transfer from available funds the sum of **\$187,000** to fund a Lead Service Line Inventory of the water system in Millis, or take any other action in relation thereto.

(Submitted by The Select Board)

Simple Majority

ARTICLE 11. To see if the Town will vote to transfer the sum of **\$??????** from the **Community Preservation Open Space Reserve Fund for the Oak Grove Farm Trail Improvement Project**, or take any other action in relation thereto.

(Submitted by Community Preservation Committee)

Simple Majority

ARTICLE 12. To see if the Town will vote to transfer the sum of **\$??????** from the **Community Preservation Open Space Reserve Fund for the Oak Grove Farmhouse Renovation Project**, or take any other action in relation thereto.

(Submitted by Community Preservation Committee)

Simple Majority

ARTICLE 13. To see if the Town will vote to raise and appropriate or transfer from available funds the sum of **\$442,232 to fund the following capital items:**

Department	Capital Item	Amount
DPW	Safety Equipment	\$40,000
Fire	Chevy Tahoe	\$85,000
Fire	Portable Radios	\$26,232
Library	Library Exterior Building Repairs	\$35,000
School	MPS Server Project	\$65,000
School	MPS Switch Project	\$70,000
School	Skid-Steere	\$68,000
Town Buildings	Aerial Boom Lift	\$53,000
	Total	\$442,232

And to authorize the Select Board to dispose of old vehicles or equipment by outright sale, trade, auction, or otherwise and that the proceeds from such disposal be applied to the purchase price of the vehicle or equipment, or take any other action in relation thereto. (Submitted by The Select Board)

Simple Majority

ARTICLE 14. Zoning Bylaw Amendment – MBTA

(Submitted by the ????????)

Simple Majority

ARTICLE 15. Zoning Bylaw Amendment – MCMOD

(Submitted by the ????????)

Simple Majority

ARTICLE 16. To see if the Town will vote transfer a sum of money from Free Cash into the Opioid Settlement Revenue Fund, such sum of money shall be equal to that amount allocated to date by the State to the Town from the opioid litigation settlements resulting from the Town's participation in the national Opioid Multi-District Litigation, or take any other action in relation thereto.

(Submitted by The Select Board)

Simple Majority

ARTICLE 17. To see if the Town will vote to borrow under the provisions of M.G.L. Chapter 44 or any other enabling authority, the sum of **\$68,816 for the lease/purchase(s) of one Police Cruiser**, or take any other action in relation thereto.

(Submitted by Select Board)

2/3rds Majority

ARTICLE 18. To see if the Town will vote to raise and appropriate, or transfer from available funds the sum of \$????????????? To fund the environmental study and DEP reporting of areas of the Library Parking Lot, or take any other action related thereto.

(Submitted by the Select Board)

Simple Majority

ARTICLE 19. To see if the Town will vote to rescind the debt authorization of **\$711,728** for drainage improvements at the intersection of Village Street and Birch Street, which was approved under Article 19 of the Annual Town Meeting of May 1, 2021, or take any other action related thereto.

(Submitted by the Select Board)

Simple Majority

ARTICLE 20. Special Act – Town Administrator to Approve Warrants

(Submitted by the Select Board)

Simple Majority

ARTICLE 21. To see if the Town will vote approve increasing the **Senior Tax Work Program amount from \$1,500 each year to \$2,000 each year**, pursuant to M.G.L. Chapter 59, Section 5K, or take any other action related thereto.

(Submitted by the Select Board)

Simple Majority

ARTICLE 22. To see if the Town will vote to transfer from available funds, a sum of money for **the MGL Chapter 41, Section 111F Injury Leave Indemnity Fund**, or take any other action related thereto.

(Submitted by Select Board)

ARTICLE 23. To see if the Town will vote to raise and appropriate or transfer from available funds, a sum of money **for the Unemployment Insurance Fund**, or take any other action in relation thereto.

(Submitted by the Select Board)

Simple Majority

ARTICLE 24. To see if the Town will vote to raise and appropriate or transfer from available funds, a sum of money for the **Stabilization Fund**, or take any other action in relation thereto.

(Submitted by the Select Board)

Simple Majority

And, you are hereby directed to serve this Warrant by posting attested copies hereof fourteen days before time of said meeting as directed by the vote of the Town. Hereof fail not and make due return of this Warrant with your doings thereon at the time and place of said meeting.

Given under our hands this 8th day of April in the year two thousand and twenty-four.

**TOWN OF MILLIS
SELECT BOARD**

Craig W. Schultze, Chair

Ellen Rosenfeld, Vice-Chair

Erin T. Underhill, Clerk

A True Copy, Attest

Lisa J. Hardin, Town Clerk

Helen R. Kubacki, Constable
Town of Millis

24-043

Close ATM

24-044

FY25 Budget

24-045

CO#2 Library Pkg Lot Remediation/Phase II

CHANGE ORDER NO. 2

PROJECT: Comprehensive Response Actions, Millis Library Property Petroleum Release 961 Main Street, Millis, Massachusetts	CONTRACT INFORMATION: Contract For: Comprehensive Response Actions Date: February 10, 2023	CHANGE ORDER INFORMATION: Change Order Number: 02 Date: February 28, 2024
CLIENT: Town of Millis, Millis, Massachusetts	PROJECT NO.: R232.01008.001	CONTRACTOR: Ransom Consulting, LLC, 50 High Street, Suite 25, North Andover, Massachusetts

THE CONTRACT IS CHANGED AS FOLLOWS:

Following resolution of the access issues, Ransom was at the Site in fall 2023 to continue Phase II Comprehensive Site Assessment (CSA) activities including advancing soil borings, installing wells, and collecting soil and groundwater samples for chemical analysis. Unfortunately, three of the previously installed monitoring wells that were proposed for sampling were unable to be located despite several attempts by field staff using metal detectors and hand tools. Specifically, wells MW-3, MW-5 and MW-8 could not be located (see attached figure). These three wells are positioned in cross/downgradient locations and provide important data points for defining the nature and extent of the contamination on-Site. These wells were last sampled in 2014 (MW-8) and 2017 (MW-3 & MW-5) and data is needed regarding the current contaminant concentrations in groundwater in these areas.

Ransom proposes to install new monitoring wells to replace those which were not found, along with additional soil borings/monitoring wells to further resolve the remaining data gaps at the Site. Following the additional field work, quarterly groundwater monitoring events will also be needed to ensure any seasonal variations are understood prior to completing the final Phase II CSA Report.

The additional costs are as follows:

Subcontractor fees - \$14,600.00
 Ransom labor and expenses - \$15,380.00

The original Contract Sum was:	\$43,850.00
The net change by previously authorized Change Orders (No.1 – Site Survey):	<u>\$2,600.00</u>
The Contract Sum prior to this Change Order:	<u>\$46,450.00</u>
The Contract Sum will be increased by the Change Order in the amount of:	<u>\$29,980.00</u>
The new Contract Sum, including this Change Order will be:	<u>\$76,430.00</u>

The services shall be provided in accordance with the Project Contract Terms and Conditions, and Fee Schedule. Costs will be billed on a time and expense basis.

NOT VALID UNTIL FULLY EXECUTED.

RANSOM CONSULTING, LLC

TOWN OF MILLIS

Brian Pettingill

Digitally signed by Brian
Pettingill
Date: 2024.02.28 11:25:39
-05'00'

SIGNATURE

SIGNATURE

Brian R. Pettingill, P.G.
Vice President

PRINTED NAME AND TITLE

PRINTED NAME AND TITLE

February 28, 2024

DATE

DATE

24-046

Approval of Baseball/Softball Parade

Karen Bouret DeMarzo

From: Mike Carter <mcarter@millisschools.org>
Sent: Monday, February 26, 2024 2:37 PM
To: Karen Bouret DeMarzo; Jim McKay; Chief Rick Barrett; Chief Chris Soffayer; Kris Fogarty; Autumn Richard
Subject: Millis Baseball/Softball Parade

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.

Millis Select Board, chiefs, and all other interested parties,

I'm writing to request a permit for Millis Youth Baseball and Softball's annual opening day parade. For years the town has been kind enough to allow our youth to begin their spring season with a walk through the center of town and being escorted by our wonderful first responders. Millis baseball is requesting that privilege once again this year.

The details will be as last year. Our youth will organize at the Clyde Brown parking lot around 8:30 on April 21, with the parade starting at 9am. The path of the parade takes us down Spring street to Main Street. We will then take a right onto Main street and continue through the town to the intersection of 109 and 115. At that point, we take a right onto 115 and head down to McCabe street. We enter McCabe street and take a left onto park street at which time the parade will conclude at the baseball majors field.

The parade usually lasts less than a half hour.

We appreciate your attention to this and would like to extend an invitation to the Select board to the opening day ceremonies, it is a lot of fun and the parents and kids have such a great time.

Thank you for your time,

Mike Carter
Millis Youth Baseball
774-286-9333

The Millis Public Schools does not discriminate on the basis of race, color, age, gender, gender identity, religion, national origin, sexual orientation, disability or homelessness.

Please remember when writing or responding, the Massachusetts Secretary of State has determined that e-mail is a public record.

24-047

Liaison Updates

24-048

DRAFT Minutes

**SELECT BOARD
MEETING MINUTES
Monday, February 26, 2024
Veterans Memorial Building Room 229
900 Main Street, Millis, MA 02054**

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

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

Announcements

The Millis Public Library will be holding a Booksale on 3/1-3/3. Friday 3/1 is a preview sale for Friends of the Millis Public Library. Saturday (3/2) and Sunday (3/3) are for the public.

There will be an Easter Egg hunt on Sunday 3/23 at 11:00am in the Town Park with Free Admission.

On Wednesday 2/28 there will be a Millis Middle/High School Building Project Public Forum from 7:00pm – 8:30pm via Zoom.

Early Voting has started in Millis – Beat the lines and vote ahead of Election Day!

24-028 Discuss & Vote to Close ATM Warrant

Chair Schultze listed the items on the Annual Town Meeting Warrant.

Sel. Rosenfeld motioned for the Board to close the May 7th Annual Town Meeting warrant. Sel. Underhill seconded the motion. Sel. Schultze polled the Board and the motion passed unanimously.

24-029 Dangerous Dog Hearing: 31 Myrtle Street

Sel. Rosenfeld made a motion to open the dangerous dog hearing regarding Hunter, a dog owned by Gary Ciasullo of 31 Myrtle Street. Sel. Underhill seconded the motion. Sel. Schultze polled the Board and the motion passed unanimously.

Town Counsel Steve Chaplin gives a brief overview of the what the steps of the hearing will be.

Mr. Chaplin called Animal Control Officer Erin Mallette review the timeline of events which include the following:

- *July 25, 2018* – Facebook post to the Millis Public Forum with a picture of Hunter in the roadway.
- *March 5, 2023* – ACO Mallette was notified by Norfolk ACO Cohen a motorist reported a loose German Shepard by the high-tension wires on Myrtle Street heading towards Village Street. Both ACO Mallette and ACO Cohen believe this dog to be Hunter who has a known history of being loose in the roadway on Myrtle. A “good neighbor letter” was sent to Mary and Gary Ciasullo regarding Hunter being unlicensed in the Town and roaming at large. There was no correspondence to the letter.
- *June 19, 2023* – ACO Mallette received a call from Millis Police Dispatch. The caller reports a loose German Shepard around Granite Street. Police were unable to find the dog upon arrival.
- *January 4, 2024* – ACO Mallette received a Report of Bite by Domestic Animal. The report stated the person bitten was Michelle Lipsett of Millis. The report also states she received an injury to her left thumb by a German Shepard named “Hunter” of 31 Myrtle Street, Millis. ACO Mallette telephoned Ms. Lipsett in regard to the incident and Ms. Lipsett stated the dog had previously bit her but she did not report it. Ms. Lipsett stated she had a haircut appointment at the residence with Mary Ciasullo. Ms. Lipsett stated when the door opened Hunter lunged at her and bit her hand and Mary quickly grabbed him back securing him. Ms. Lipsett stated she then quickly left the residence to receive medical attention and called the Millis Police Department. Gary Ciasullo was not home at the time of the incident. ACO Mallette telephoned Gary Ciasullo and left a message. ACO Mallette later spoke with Mrs. Ciasullo in regard to the incident and she did confirm that “Hunter” had

bitten Ms. Lipsett. Mrs. Ciasullo stated the dog was owned by Gary and it was not her dog. ACO Mallette explained to Mrs. Ciasullo that "Hunter" was being placed on a 10-day quarantine in their home. ACO Mallette received a phone call later from Gary Ciasullo who stated he was not home at the time of the incident. Mr. Ciasullo stated his home had been robbed several years ago so he got "Hunter" to protect their home. ACO Mallette advised him of the 10-day quarantine and of the dog roaming at large. Mr. Ciasullo stated the dog goes out loose at night to scare the deer off the property. He was made aware of the leash law and advised to keep him in the yard.

- *January 8, 2024* – ACO Mallette received a written complaint for a Dangerous Dog hearing from Michelle Lipsett. The request was forwarded to the Town administrator for advisement.

Steve Chaplin then calls up the dogs owners, Vanessa Ciasullo and Gary Ciasullo.

Mr. Chaplin questioned Gary and Vanessa Ciasullo if they dispute or disagree with any of the report just given by ACO Mallette. They are in agreement. Mr. Ciasullo stated he only allows the dog out at night.

Mr. Chaplin asked Mary Ciasullo to come forward.

Mary Ciasullo testified that she was in the kitchen while Michelle Lipsett came up the cellar stairs unannounced and the dog bit her at the top of the stairs. Sel. Rosenfeld asked to clarify if she actually saw the dog bite Ms. Lipsett. Mrs. Ciasullo stated she did not see the dog bite Ms. Lipsett because she was in the kitchen.

Mr. Chaplin asked Michelle Lipsett to come forward.

Michelle Lipsett testified Mary Ciasullo has been her hairdresser for 10 years. Ms. Lipsett stated the first time she went there for a haircut the dog attacked her, she was not hospitalized and did not file a report. Ms. Lipsett testified she came in through the garage, went up the stairs, knocked on the door, then opened the door and the dog came directly at her face and she put her hands up to block the dog and the dog bit her hand. Ms. Lipsett stated she is still being treated for her injury and is still out of work.

Mr. Chaplin asked Jaikar LeBlanc to come forward.

Jaikar LeBlanc, resident at 30 Myrtle Street, a neighbor of the Ciasullo home. Ms. LeBlanc testified that the dog is loose at all hours of the day not only at night. Ms. LeBlanc state she does not recall seeing the dog out since January.

Sel. Rosenfeld made a motion to close the dangerous dog hearing regarding Hunter, a dog owned by Gary Ciasullo of 31 Myrtle Street. Sel. Underhill seconded the motion. Sel. Schultze polled the Board and the motion passed unanimously.

Mr. Chaplin provided a reference sheet differentiating a dangerous dog and a nuisance dog.

The Board discussed and agreed because the dog is a protective animal and in his home he was protecting his home.

Sel. Rosenfeld made a motion to declare "Hunter" a nuisance dog. Sel. Underhill seconded the motion. Sel. Schultze polled the Board and the motion passed unanimously.

The Board asked ACO Mallette for her recommendations for the nuisance dog.

ACO Mallette stated her recommendations are the dog be humanely restrained by a leash or/tethered on the property having a minimum tensile strength of 300 pounds and when removed from the property "Hunter" shall be securely and humanely muzzled and leashed.

Sel. Rosenfeld made a motion that the Board impose the following remedial measures for the nuisance dog "Hunter". That the dog be humanely restrained by a leash or/tethered on the property having a minimum tensile strength of 300 pounds and when removed from the property "Hunter" shall be securely and humanely muzzled and leashed. Sel. Underhill seconded the motion. Sel. Schultze polled the Board and the motion passed unanimously.

24-030 Referral to Planning Board for Public Hearing on MBTA Communities Multi-family Overlay District (MCMOD) Bylaw

Sel. Rosenfeld made a motion that the Board refer the proposed MBTA Communities Multi-family Overlay District (MCMOD) zoning bylaw to the Planning Board for review at a public hearing to be held on Tuesday, March 12, 2024. Sel. Underhill seconded the motion. Sel. Schultze polled the Board and the motion passed unanimously.

24-031 Approval of Agreement of Shared Services Review for Millis & Medway

Sel. Rosenfeld made a motion that the Board approve the Professional Service Agreement for Shared Services Review for Millis and Medway between the Town of Millis and the Edward J. Collins Jr. Center for Public Management, UMass Boston, for senior services review for a total amount of \$25,000 and authorize the Town Administrator to sign on the Town's behalf. Sel. Underhill seconded the motion. Sel. Schultze polled the Board and the motion passed unanimously.

24-032 Vote to Ratify Integrated Collective Bargaining Contract for SEIU

Sel. Rosenfeld made a motion that the Board ratifies the integrated Collective Bargaining Agreement between the SEIU, and the Town of Millis as written. Sel. Underhill seconded the motion. Sel. Schultze polled the Board and the motion passed unanimously.

24-033 Board/Committee Liaison Updates

Sel. Rosenfeld attended the Chales River Pollution Control meeting where they didn't discuss anything. She also attended the Energy Committee where they worked on the RFP for a Net zero plan.

Sel. Schultze attended the Capital Planning where they discussed the Town Buildings capital requests.

Sel. Underhill attended the Permanent Building Committee where they talked about the difficulty getting quotes for the Lansing Millis Building but they are looking forward to receiving money from the state to restore the building. She also attended the School Building Committee where they discussed the preliminary design proposal and next up is the public forum. She also attended the community preservation commission where they discussed the Oak Grove Trial improvements, and discussed the Farmhouse where there is significant repairs needed.

24-034 Approval of DRAFT Minutes

Sel. Rosenfeld moved that the Board vote to approve the draft minutes of 2/5/24 and 2/12/24 as written. Sel. Underhill seconded the motion. Sel. Schultze polled the Board and the motion passed unanimously.

Sel. Rosenfeld made a motion to adjourn at 7:55pm. Sel. Underhill seconded the motion. Sel. Schultze polled the Board and the motion passed unanimously.

Respectfully Submitted by Victoria Schindler

24-049

Water/Sewer Commitments



**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 #	WATER	CAP ASSESMENT	SEWER	CROSS FEES	ON/OFF	TOTAL
QB0324	320002.43	184871.70	377868.94		664.19	\$ 883,407.26
GRAND TOTAL						

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

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

Given under our hands this _____ day of _____, 2024

Town of Millis Water Commissioners: _____

