



TOWN OF MILLIS

James J. McCaffrey, *Chair*
Peter C. Jurmain, *Vice Chair*
Erin T. Underhill, *Clerk*

OFFICE OF THE SELECT BOARD

Veterans Memorial Building
900 Main Street • Millis, MA 02054
Phone: 508-376-7040
Fax: 508-376-7053

Michael J. Guzinski
Town Administrator
mguzinski@millisma.gov

Karen M. Bouret
Operations Support Manager
kbouret@millisma.gov

SELECT BOARD MEETING AGENDA MONDAY, MARCH 29, 2021; 6:30 PM

STATE OF EMERGENCY DECLARATION EFFECTIVE 3/30/20 UNTIL FURTHER NOTICE

TOWN HALL IS CLOSED BUT THIS MEETING WILL BE BROADCAST LIVE ON:
VERIZON CHANNEL 38, COMCAST CHANNEL 11

ZOOM LINK [HTTPS://US02WEB.ZOOM.US/J/8526387223](https://us02web.zoom.us/j/8526387223)

	Topic	Time	Speaker
I.	Call to Order	6:30 PM	Chair McCaffrey
II.	Announcements		
III.	Open Session Scheduled Appointments & Hearings		
21-078	COVID-19 Town Update	6:35 PM	J. McVeigh
21-079	Approval of Millis Beautification Day	6:45 PM	J. McCaffrey
21-080	1344 Main Street Cobble Knoll LIP Agreement	7:00 PM	D. Merrikin T. Roche
21-081	MVP Flood Mitigation Grant Update	7:20 PM	A. Goldberg J. McKay
21-082	Review & Approve Outdoor Dining Extension	7:35 PM	R. Weiss
21-083	2021 Green Communities Grant Update	7:45 PM	R. Weiss
21-084	Preliminary Report from Community Paradigm on Enterprise Funds	8:00 PM	C. Valente
21-085	Discuss 61A Property – Village Street/Braun	8:30 PM	J. McCaffrey
IV.	Open Session Agenda Items		
21-086	Discuss Lansing Millis Stabilization Proposal/Funding		J. McCaffrey
21-087	Discuss Town Meeting Warrant Articles		M. Guzinski
21-088	Review & Discuss Town Administrator's FY22 Budget Recommendations		M. Guzinski C. Johnston
21-089	Discuss Community Project Funding Requests (Earmarks)		M. Guzinski

21-090	Ratification of Finance Director's Contract	M. Guzinski
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V.	Executive Session To consider the purchase, exchange, lease or value of real estate. (61A Parcel Village Street) To conduct strategy sessions in preparation for negotiations with union personnel. (SEIU Contract)
VI.	Adjournment

Proposed Upcoming Meeting Schedule

Date	Time	Location
Monday, April 5, 2021	6:30 PM	Via Zoom
Monday, April 12, 2021	6:30 PM	Via Zoom
Monday, April 26, 2021	6:30 PM	Via Zoom
Monday, May 1, 2021	11:00 AM	MS/HS Parking Lot (Town Mtg)
Monday, May 3, 2021	6:30 PM	Via Zoom
Monday, May 17, 2021	6:30 PM	TBD
Monday, June 7, 2021	6:30 PM	TBD
Monday, June 21, 2021	6:30 PM	TBD

Announcements

Karen Bouret

From: Jim McKay
Sent: Friday, March 26, 2021 8:27 AM
To: Mike Guzinski; Karen Bouret
Subject: tree pruning

At Monday Nights Select Board meeting during announcements could the chair acknowledge Scott McPhee, from Harrison McPhee, Inc. Scotts company would like to donate time and the equipment needed to prune all the trees in front of the Veterans Memorial Building next Friday. Harrison McPhee pruned these trees 8 to 10 years ago and they are in need of work again Scott can attend the meeting and explain if possible this is a big savings to the Town and I would recommend approval.

Jim

James F. McKay
Director
Department of Public Works
900 Main Street
Millis, MA 02054
Tel: 508-376-5424
Fax: 508-3762442
jmckay@millisma.gov

21-078

COVID-19 Update

21-079

Approval of Millis Beautification Day

The first Millis Beautification Day was founded by Millis Lions member Don Reynolds in 2004. Since that time the Lions and the Millis Garden Club have co-sponsored the annual town-wide cleanup for 14 more years until 2019. In 2020 as the coronavirus spread, the event was canceled. So this year would mark the 16th MBD. The Lions and the Garden Club would again ask residents to show community spirit and pride in Millis by supporting a cleanup this year. Volunteers of all ages would help clean up the landscape by raking leaves, weeding, and removing litter and brush at town sites such as Town Hall, Millis Library, the schools, as well as along main roads.

In past years, community volunteers have made a big difference in just one Saturday morning. They have picked up over 100 cubic yards of brush and trash. That is 200 leaf bags, 140 bags of trash, and 5 small dump truck loads of brush and dead trees. Items such as a tire, a dismantled crib, and an old shower door were removed from sites in 2019.

With the approval and support of the Select Board, the Lions and the Millis Garden Club hope to sponsor Millis Beautification Day again this year on April 24th from 9:00 to noon. In the past MBD has attracted approximately 125 community volunteers who registered, signed waivers, chose cleanup sites, and picked up equipment at Town Hall the morning of the cleanup. However, mindful of the coronavirus, this year we plan to have a “touchless” Millis Beautification Day. **There would be no large gathering on April 24th from 9:00 to noon.**

To eliminate any large gathering and to accomplish a “touchless” Millis Beautification Day, we have done the following:

We have set up a Facebook page on which 1. volunteers will register in advance of the event and 2. volunteers will acknowledge and accept a release of the Town and co-sponsors from liability. The MBD Facebook page will direct volunteers to email Janet or me to receive their site assignments and a copy of the waiver. They will print the waiver and bring it to the site where we will collect them. The Facebook page will be posting sites on the reminders to bring waivers to the work 24th.

In addition to the Facebook page for registration and the release from liability, volunteer participants will be assigned work sites by the Lions and Millis Garden Club Co-Chairs and will receive notification of assignments by phone or email prior to the day of the event. Also our phone numbers are on Facebook for volunteers to call us.

Finally, to eliminate the need for equipment pick up at Town Hall the morning of April 24th, Lions and Garden Club members will deliver safety vests and gardening equipment to each site before volunteers arrive at the sites at 9. Equipment will be picked up at each site after participants leave.

To re-cap, with registration and a release of liability on Facebook, with site assignments by phone or email, and with delivery of equipment before work begins, we do away with the need for the large gathering at Town Hall that we've had in past years.

I'd like to turn your attention for a moment to our 2019 Site List, which remains largely the same this year. As you will see, the work sites involve 4-6 persons working along roadsides, at boat ramps, on sports fields, and other public spaces where social distancing can be maintained. For example, Site 1 on the Site List—the Football field-- has 4 persons picking up trash, raking leaves onto tarps, and loading them onto a truck. Site 18 on the Site List—Pleasant St. from Main St. to Village St.--has four persons picking up trash along one mile of road. All of the sites on the list allow more than adequate room for work to be done while social distancing. They involve no large groups of people.

To sum up, we envision a morning during which workers arrive at sites with equipment already in place, and where participants, wearing masks, have space to maintain strict social distancing.

We hope we have adequately addressed your questions concerning the health and safety of participants in MBD; we are happy to answer any we have missed. We would also welcome your suggestions to improve our plans for a safe Millis Beautification Day on April 24.

Thank you so much for your help and interest in Millis Beautification Day.

Jennifer Donehey
Lions Millis Beautification Day Co-Chair

Janet Gashler
MGC Millis Beautification Day Co-Chair

Site List 2019

Beware of poison ivy and ticks, especially in wooded areas!

LOCATIONS

NEEDS

1	Football field	4	Trash pick up, rake leaves along fence onto tarps, load onto truck
2	H.S. entrance & road around to back	4	Trash pick up, rake leaves along edges onto tarps, load onto truck
3	H.S. woods around "Frog Pond"	3	Trash pick up, rake edges onto tarp.
4	Little League baseball field	2	Trash pick up, rake leaves onto tarps, load onto truck
5	Varsity baseball field	4	Trash, rake leaves onto tarps, load onto truck
6	Back of H.S. to Spring St. exit	4	Trash pick up, rake leaves along edges onto tarps, load onto truck
8	Back of Clyde Brown, driveway, soccer field	4	Trash pick up, put rocks neatly back into culverts, rake raised perimeter onto tarps, rake along wooden fence by trees onto tarps, load onto truck
9	Town Hall lawn & garden by clock	4	Trash pick up and rake entire yard onto tarp. Pull weeds/grass roots by clock & garden, Edge & spread mulch there. No new mulch by monuments, just rake/fluff existing mulch. Existing mulch is too high around sign posts- remove it.
10	Town Hall area from main door to entrance road	4	Trash pick up, rake onto tarp, spread mulch along hedge line (2yds), cut off "suckers" at base of trees, remove excess mulch.
11	Environmental Drive, Union St. to Transfer Station	4	Vests, trash pick up
12	Union Street from Curve to Environmental Dr.	2	Vests, trash
13	Dover Road Medfield line to Island Rd.	2	Vests, trash pick up
14	Althea's Garden, Rte. 109 at Dover Rd. extension	3	Trash pick up, rake onto tarp, mulch sign area, straighten it up (1yd)
15	Rte. 109, "Designs by Lorraine" to Dover Rd.	3	Vests, trash pick up.
16	Rte. 109 from Pleasant St. to Medway line	3	Vests, trash pick up, suggest a car since long stretch, only do non-private sections
17	Hammond Lane & Farm St. to water tower	2	Vests, lots trash on Hammond (near Ryan's)
18	Pleasant St from Main St. to Village St.	4	Vests, trash pick up, Village end and near Primavera need most help
19	Woods bounded by Dyer/Village/Pleasant Sts.	2	Vests, trash pick up. Notice "Yeti" in woods!
20	Baltimore St., Norfolk St (Rte. 115) to Pleasant	2	Vests, trash pick up, mostly near Rte 115.
21	Rte. 115, Norfolk line to Village	4	Vests, trash pick up, including woods around canoe launch parking area
22	Richardson Pond area & "Picnic Path"	6	Minor trash. Saw fallen trees and clear path, clear briars, raise/replace walkway boards. If Picnic Path flooded, very little can be done, only 2 people needed.
23	Middlesex St from Orchard St. to Brookview Rd.	3	Vests, trash, mostly near Sherborn, only do non-private areas
24	Exchange St. from Orchard to Island	2	Vests, trash, mostly other side of street from Oak Grove Farm

25	Towle's Corner (Exchange/Middlesex/Orchard)	6	Weed, cut brush, rake onto tarp, spread mulch (3yds) on center (Memorial) section only. DPW will rake & seed everything but center when they're through parking equip. there.
26	Island Rd. along Oak Grove fields	2	Pick up trash
27	Library perimeter & new P.D. parking lots	3	Trash pick up whole area, rake leaves under trees toward RR tracks, rake edges onto tarp, rake behind Niagara building
28	Transfer Station animal shelter	3	Rake front & rear, mow grass (weedwhacker if no mower). Jeannie mulches.
29	Forest Rd. canoe launch site	2	Minor trash on river bank & wooded area.
30	St. Thomas large hall area	3	Lots trash, weed whack, cut brush, rake onto tarp
31	Village St, Medway to Rte. 115	2	Vests, very long road, but most is private, only do non-private areas.
32	Acorn Street end to end	2	Vests, long road, but do only non-private areas.
33	Waites Mill Park (old Rockville Fire Station)	3	Rake lawn (especially around edge), pick up branches, cut brush, put on tarp. Pick up trash along Pleasant from Park to Baltimore Street. Just a few spots need it.
34	RR tracks behind old train station	3	Has some trash, lots brush to cut/stack on tarp for DPW to pick up
35	Rte. 109, Milliston to Woodlawn	2	Trash pick up in low area on South side of street opposite Ann & Hope.
TOTAL WORKERS		103	

Karen Bouret

From: Karen Bouret
Sent: Friday, March 26, 2021 11:17 AM
To: millisbeautificationday@gmail.com; 'ROBERT GASHLER'; 'jennifer donehey'
Cc: Mike Guzinski; Jim McCaffrey
Subject: FW: Millis Beautification Day 4/24/2021
Attachments: Final_Indoor andOutdoor Events 3.11.21.pdf; 032922 SB Agenda .pdf

Hi Jen and Janet,

Please see John McVeigh's email below and the attached documents. We will see you via Zoom at 6:45pm Monday at the Select Board's meeting.

Here is the link:

<https://us02web.zoom.us/j/8526387223>

Best,

Karen M. Bouret

Operations Support Manager
Town of Millis
900 Main Street
Millis, MA 02054
508.376.7041

From: John McVeigh <jmcveigh@millisma.gov>
Sent: Thursday, March 25, 2021 9:06 AM
To: Mike Guzinski <mguzinski@millisma.gov>; Jim McCaffrey <jmccaffrey@millisma.gov>
Cc: Karen Bouret <kbouret@millisma.gov>
Subject: RE: Millis Beautification Day 4/24/2021

Hi Mike,

I would refer to the "Indoor Outdoor Event Gathering Checklist" and the link below as they change frequently.

I would suspect in late April -May the standards would be more relaxed with less virus transmission and greater vaccine distribution. I would advise that volunteers bring their own snacks or prepackaged food and beverages be served onsite as a precaution. Social distancing and appropriate PPE with use of hand-sanitizer would be part of the Covid safety protocol.

Link:

<https://www.mass.gov/info-details/safety-standards-and-checklist-indoor-and-outdoor-events>

P.S. The State DPH indicated this type of event was indeed allowed.

Thanks,
John

Karen Bouret

From: Mike Guzinski
Sent: Thursday, March 25, 2021 10:47 AM
To: John McVeigh
Cc: Jim McCaffrey; Karen Bouret
Subject: FW: Millis Beautification Day 4/24/2021

Follow Up Flag: Follow up
Flag Status: Flagged

FYI.

Mike

From: Kris Fogarty <kfogarty@millisma.gov>
Sent: Thursday, March 25, 2021 8:24 AM
To: Mike Guzinski <mguzinski@millisma.gov>
Subject: RE: Millis Beautification Day 4/24/2021

My only concern is we have a basketball program running from 9:00-11:00 and there could be some parking issues. I usually keep the front door open in between shifts, but I will make sure to lock them so public is not coming in to use bathroom. Nothing earth shattering, just my 2 cents.

Thanks,
Kris

From: Mike Guzinski <mguzinski@millisma.gov>
Sent: Wednesday, March 24, 2021 7:23 PM
To: Jim McKay <jmckay@millisma.gov>; Chief Rick Barrett <rbarrett@millisma.gov>; Chief Chris Soffayer <csoffayer@millisma.gov>; ktolson@minlib.net; Kerri Roche <kroche@millisschools.org>; Kris Fogarty <kfogarty@millisma.gov>; tim.davis13@gmail.com; 'Wendy Barry' <wendybarry@comcast.net>
Cc: John McVeigh <jmcveigh@millisma.gov>; 'Matthew Fuller' <matthew.s.fuller@gmail.com>; Jim McCaffrey <jmccaffrey@millisma.gov>
Subject: FW: Millis Beautification Day 4/24/2021
Importance: High

Good evening,

We have not heard from most of you in regards to this proposed event. Could you please respond to me by Friday to confirm whether or not you have any concerns in regards to this matter. The Select Board will be considering the request to approve this event at their upcoming meeting on Monday and want to make sure that any and all concerns that you may have are properly addressed.

Thank you.

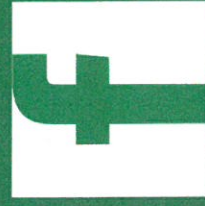
Mike

From: Karen Bouret <kbouret@millisma.gov>
Sent: Monday, March 15, 2021 12:30 PM

Millis Lions Club & Millis Garden Club

Co-Chairs Jen Donehey & Janet Gashler

- Rain or Shine
- Site Assignment
- Instructions



News & Updates

MILLIS BEAUTIFICATION DAY

SAT. APRIL 24
9AM – NOON



Families • Scouts • MHS Senior Projects
Friends & Neighbors!

EMAIL FOR YOUR TEAM SITE & WAIVER
millisbeautificationday@gmail.com

BYO: Teams, Garden Tools,
Gloves & Waters

21-080

LIP Agreement – 1344 Main St.

⊕ entire application
sent under separate
cover on
3/23/21

COBBLE KNOLL ESTATES
ROCHE'S BUILDING CO., INC.
TOM ROCHE
270 EXCHANGE STREET
MILLIS, MA 02054

January 22, 2021

Millis Select Board
Mr. James McCaffrey, Chair
900 Main Street
Millis, MA 02054

RE: LIP Application
Cobble Knoll Estates

Dear Mr. McCaffrey:

We are please to present the attached LIP Application for Cobble Knoll Estates, a proposed affordable townhome community of 20 homes for 1344 Main Street. The Board had previously reviewed and supported a draft plan submitted this past summer.

Along with the application is a packet regarding a request for the Board to support a "Small project exception" allowed by DHCD that would enable us to waive the need for an appraisal on the property. As you may know, I have owned the property for some time. I have established the value of the parcel at \$400,000 which is consistent with the value of similar properties in town. If the Board agrees and would issue a letter of support, we can expedite the approval process. I took the liberty to include a draft letter which would meet DHCD standards to accept the waiver. We have included copies of the regulation as well as a listing of comparable properties that have recently sold in Millis. Your consideration of this request is greatly appreciated.

If the Board is supportive of the project, we would need three original signed copies of the signature page (page 2 of application) for submittal to DHCD along with a brief letter of support.

We are happy to meet with the Board at your convenience to further review the project and answer any questions.

Thank you for your consideration of this proposal.

Sincerely,

Tom Roche

Tom Roche
ROCHE'S BUILDING CO., Inc.

COBBLE KNOLL ESTATES

1344 MAIN STREET
MILLIS, MASSACHUSETTS 02054

LOCAL INITIATIVE PROGRAM APPLICATION (LIP)



PROPOSED BY:

ROCHE'S BUILDING CO., INC.
TOM ROCHE
270 EXCHANGE STREET
MILLIS, MA 02054

With Support from:
MCO & Associates, Inc.
PO Box 372
Harvard, MA 01451
978-456-8388



Date

Local Initiative Program
Department of Housing and Community Development
100 Cambridge Street, Suite 300
Boston, MA 02114

Re: 40B Proposal – Main St, Millis, MA

Dear Sir/Madam:

The Millis Select Board is pleased to offer their endorsement of the LIP application for a certain xxx number of units c. 40B rental project on a parcel located at __ Main Street (Route 109) in Millis, Massachusetts (the "Project"). The Project will re-develop a site that is in Millis's Village Center. The Project site is ideal for the development of both affordable units as well as additional work-force housing.

The Board has carefully reviewed the Project, discussed the concerns of various staff members and has held a public meeting attended by staff and the public to discuss the project.

Based on this process, the Board is enthusiastically willing to endorse the LIP application. The Board's endorsement is contingent on the applicant's compliance with agreed upon terms for mitigation. While a majority of the terms of such agreement will not affect the permitting of the project, the Board is compelled to reserve their rights with respect thereto.

Of course, the Board's endorsement can in no way be construed to limit the Millis Zoning Board of Appeals' review of the project. To this end, the Board must also reserve its right to disapprove of any element of the project that may be determined to be adverse to local concerns upon the enhanced review that the Zoning Board will conduct.

Thank you.

Sincerely,

Millis Board Select Board
By: Michael Guzinski, Town Administrator

21-081

MVP Flood Mitigation Grant

Karen Bouret

From: Andrew Goldberg <Agoldberg@BrwnCald.com>
Sent: Wednesday, March 24, 2021 10:34 AM
To: Karen Bouret
Cc: Robert Weiss; Jim McKay
Subject: Flood Resiliency MVP Action Grant - Select Board Meeting 3-29-2021
Attachments: Millis_MVP_SelectBoard_3-29-2021.pdf; Millis - Flood Resiliency Master Plan Proposal 2-17-2021.pdf

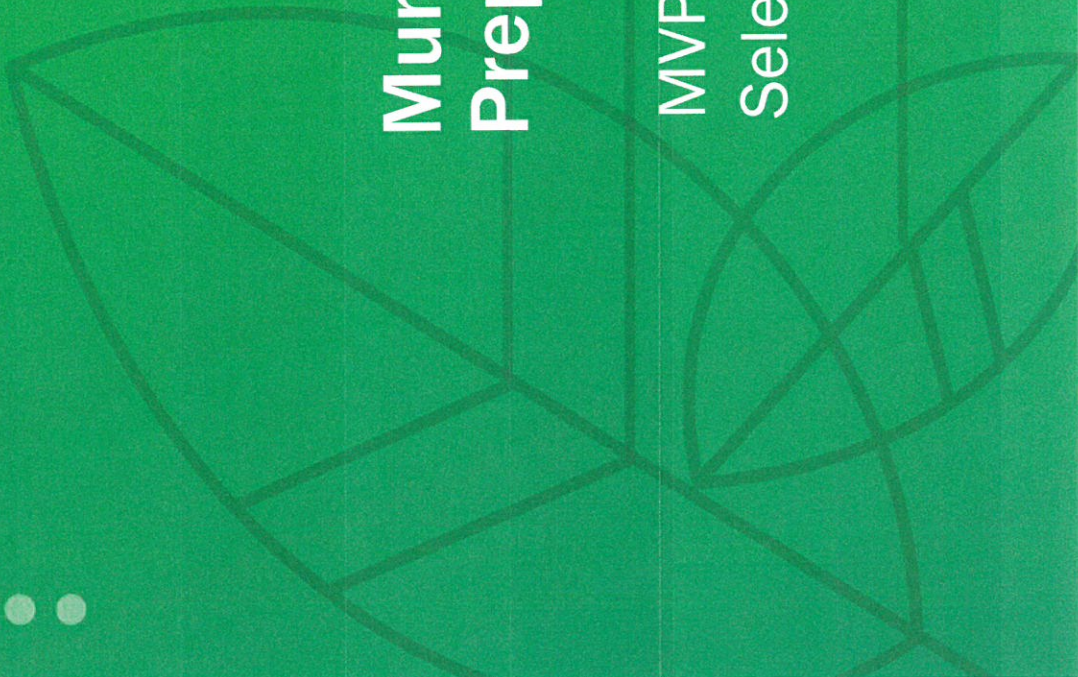
Good morning Karen,

I am providing slides to accompany our presentation to the Select Board on Monday night and also attaching a 1-page project factsheet, which the Board reviewed last month. To be respectful of everyone's time and since Bob and Jim introduced this project to the Select Board last month, we intend to speak briefly about slides 1-4 and focus primarily on slides 5-7. Can we please have 5 minutes for this presentation prior to Q&A and discussion? Please let me know if we need to shorten our portion of this presentation to make more time for discussion.

Key points:

- Slide 5 includes a **request for input from the Select Board on an Outreach Strategy for this project**. We are going to solicit input from the Select Board about potential local community-based organizations or groups to partner with for the outreach component of this project. We are open to incorporating the Board's ideas on effective education and outreach strategies into the grant application.
- Slide 6 includes details of the estimated project costs. We will discuss the **anticipated funding sources for the Town's match**, if the grant is awarded
- Slide 7 includes an update to the Grant application timeline and anticipated **project schedule**. While these documents are not yet available, we will request that the Select Board **signs a letter for support and provides a signature on application forms next month**

Andrew Goldberg



Municipal Vulnerability Preparedness (MVP) Program

MVP Action Grant Application Proposal
Select Board Meeting



March 29, 2021

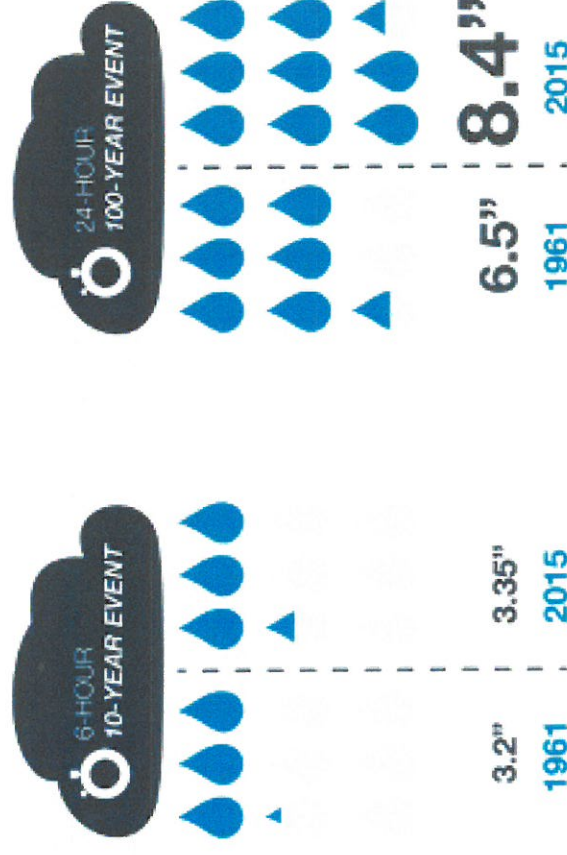


Agenda

- Update on the on-going Regional MVP Action Grant
- 2021 Grant Application Proposal
 - Project Goals & Overview
 - Input on Outreach Plan
 - Anticipated Project Costs and the Town's Financial Match
 - Next Steps and Timeline

On-going Regional MVP Action Grant

- Develop a regional hydrologic/hydraulic (drainage) model for communities in the Upper & Middle Charles River watershed
- Evaluate riverine flooding risks under current and future climate conditions
- Develop educational materials about flood vulnerabilities and climate resiliency. Equitably engage the community in the project



Changes to precipitation patterns in extreme storm events
Source: Charles River Watershed Association Webinar



Proposed 2021 MVP Action Grant Application - Outreach

Request for input from Select Board:

- Ideas for developing an effective local outreach strategy to reach **climate vulnerable populations** and those likely to be impacted by flooding

Preliminary ideas for community engagement:

- Town-wide education & outreach, public meetings, project workshops, and service events (ex: Millis Beautification Day)
- Targeted outreach to specific groups (ex: Council on Aging)

2021 MVP Action Grant – Estimated Costs

Task Name	Budget Estimate	Town's Contributions
Drainage System Data Collection and Analysis	\$40,000-50,000	
Model and Vulnerability Assessment	\$40,000-50,000	
Development of Nature-Based Solutions	\$55,000-75,000	Town Planning Director and DPW Staff to provide in-kind labor support.
Public Engagement	\$15,000-25,000	Remaining project costs will be met through the FY22 Stormwater Utility Budget
Estimated Total Project Costs	\$150,000-200,000	
Project Cost incurred by Town, if awarded Grant	\$37,500-50,000	25% of Total Project Costs



2021 MVP Action Grant - Timeline

- ✓ Feb 26 – Submit Expression of Interest
- ✓ March 12 – Project Meeting with EEA to refine the Grant proposal
 - Late March – EEA publishes the Grant Request for Responses
 - April – Town develops a Grant Application
 - Select Board will be asked for a letter of support and signatures on forms
 - May - Proposals due
 - September – EEA Awards Action Grants
- Fall 2021 - Project start date
- June 2022 - Project end date
 - Town may request funding through June 2023, if needed

Flood Resiliency Master Plan

Town of Millis, MA - Municipal Vulnerability Action Grant Application



Background

The Municipal Vulnerability Preparedness (MVP) Action Grant program, offered through the Executive Office of Energy and Environmental Affairs (EEA), provides grants to communities that complete actions to address climate hazards and vulnerabilities. The Town completed the MVP Planning process in 2019 and is eligible for additional funding under this program. Brown and Caldwell recommends that the Town applies for an MVP Action Grant for a Flood Resiliency Master Plan to address the Town's top priority climate-related hazard, flooding.

Addressing Local Flooding Hazards

The Town of Millis is vulnerable to flooding. The Town's Hazard Mitigation Plan identified multiple locations that chronically flood under present climate conditions. The risk assessment from this Plan estimated that a 100-year flood could displace over 65 of households and "result in \$6 million dollars in property damage" (MAPC, 2018). Through the Town's MVP Planning process and asset management planning efforts, the Town identified multiple additional locations that are susceptible to flooding. Climate change models indicate that large storm events will take place more frequently in the future.

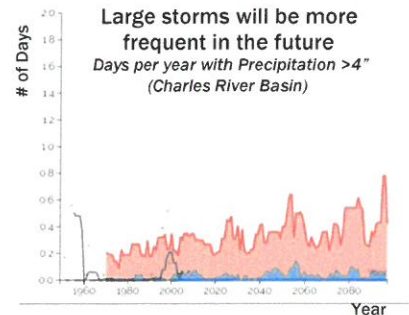
The Town is currently investigating and addressing flooding issues. Millis is participating in a regional MVP Action Grant project (Building Resilience Across the Watershed) with the Charles River Watershed Association (CRWA) and fifteen partner communities, which will identify climate change trends and riverine flooding risks. The regional project will be completed in spring 2021, but will not result in locally specific recommendations.

In the proposed next phase of work, the Town will prepare for impacts of climate change. The regional project will provide a foundation for the proposed next phase of work, which includes the refinement and enhancement of a drainage model specifically for the Town of Millis. **The proposed project will provide the Town with a holistic view of the current and future local flooding risks, will identify cost-effective strategies to minimize these risks, and will prepare the Town to seek additional grant funding to implement solutions for high-risk areas.** Applying for funding for this proposed project will not preclude the Town from participating in future phases of the regional project organized by CRWA.

Deliverables

The following will be deliverables from the Flood Resiliency Master Plan:

- A Town-wide drainage model and flood risk maps for current and future climate conditions
- Evaluation of flood vulnerable critical infrastructure and community assets
- Conceptual design of nature-based solutions to address flooding and preliminary design of green infrastructure a high priority area
- Educational materials, in electronic and print format, and public outreach about climate change and Town-specific flooding risks and solutions



Project Benefits

- Identify locations and root causes of current and future flooding hazards
- Identify and design strategies that address the root causes of flooding
- Prepare the Town to apply for additional funding to implement flood control strategies
- Maximize benefits of nature-based solutions to cost-effectively advance activities required under the MS4 Permit (reduce phosphorus-loading)
- Advance the goals of the Town's Asset Management Program by improving record keeping for the Town's drainage system
- Educate the public on climate change, flooding risks, and solutions

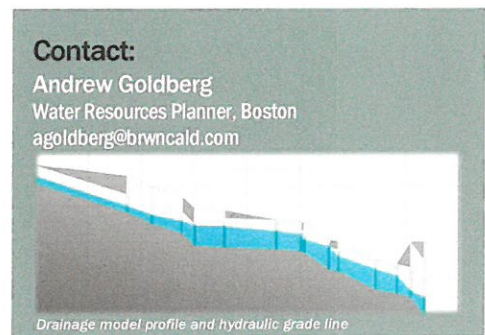
Table 1. Project Summary

Task Name	Sub-tasks	Description	Estimated Budget
Drainage System Data Collection and Analysis	<ul style="list-style-type: none"> Field data collection GIS updates 	Develop an accurate and robust understanding of the Town's drainage system, prior to modeling, which can also be used for other programs, such as asset management and stormwater regulatory compliance.	\$40,000-50,000
Model and Vulnerability Assessment	<ul style="list-style-type: none"> Model development 2D flood mapping Vulnerability assessment at neighborhood-scale 	Assess flood vulnerabilities under multiple climate and storm scenarios. Identify current and future flood risks to critical facilities Town-wide	\$40,000-50,000
Development of Nature-Based Solutions	<ul style="list-style-type: none"> Prioritization of flood mitigation and multi-benefit nature-based solutions (NBS) Conceptual design of NBS Preliminary design of recommended NBS for a high priority area 	Evaluate various strategies and prioritize strategies based on their effectiveness at minimizing flood risks and providing additional benefits to the community, such as improving water quality. Prepare the Town to implement high priority recommendations through the development of conceptual / preliminary designs of recommended solutions.	\$55,000-75,000
Public Engagement	<ul style="list-style-type: none"> Written/electronic materials Website Meetings/presentations 	Education on climate change and flooding vulnerabilities and measures the Town is taking to mitigate risks.	\$15,000-25,000
Total Estimated Project Costs			\$150,000-200,000
Project Cost incurred by Town, if awarded Grant (25% of Total) – can be a combination of in-kind labor and cash			\$37,500-50,000
<p>Note: Estimated project costs are based on a preliminary discussion about project goals with Jim McKay and Bob Weiss in February 2021. The estimated budget assumes that the Department of Public Works will lead the data collection task, as a part of the grant match requirements.</p>			

If the Town is awarded an Action Grant, the State will fund 75% of project costs. The Town would be responsible for the remaining 25% of project costs, as a match, through in-kind services and/or cash in the Town's FY22 budget.

Key Dates & Next Steps:

- Feb 26, 2021: Submit an Expression of Interest (EOI) [form](#) to EEA
- March 2021: Town and Brown & Caldwell participate in meeting with EEA to solicit input on and refine the proposal
- April/May 2021: Prepare an MVP Action Grant Application
- May Town Meeting: Town appropriates funding in the FY22 budget (25% of project costs as a combination of cash and/or labor)
- Fall 2021: EEA Awards MVP Action Grants
- December 2021-June 2022: Project duration



21-082

Outdoor Dining Permit Extension

Karen Bouret

From: Robert Weiss
Sent: Monday, March 22, 2021 9:49 AM
To: Chief Rick Barrett; Chief Chris Soffayer; Mike Giampietro; John McVeigh; Gary Pelletier
Cc: Mike Guzinski; Karen Bouret
Subject: Extending Outdoor Dining Permits

Rick, Mike, Chris, John,

I am going to ask the Select Board at its March 29th meeting to extend the outdoor dining permits that we granted to five restaurants last June and July. As you might recall, we created an expedited permitting process to accommodate the Governor's Orders #35 and #50. The governor has again extended outdoor dining as of April 1st.

I am going to ask that the Town extend the permits as long as there are no changes to the applicants' dining facilities. (Heating, electrical, seating arrangements, etc.) Please let me know if you have any objections or conditions you would like to attach.

Thank you,

Bob

Robert Weiss, LEED AP
Energy Manager, Economic Development and Planning Director
Town of Millis, Massachusetts

(508) 376-7040 ext 106
(508) 376-7053 fax
(508) 630-5277 mobile
rweiss@millisma.gov
900 Main St.
Millis, MA 02054
A Green Community



Think Green - Not every email needs to be printed



TOWN OF MILLIS

James McCaffrey, *Chair*
Pete Jurmain, *Vice Chairman*
Erin T. Underhill, *Clerk*
Michael J. Guzinski, *Town Administrator*

Economic Development & Planning Director
Veterans Memorial Building
900 Main Street • Millis, MA 02054
Phone: 508-906-3742
rweiss@millisma.gov

TO: MEMBERS OF THE MILLIS SELECT BOARD
FROM: ROBERT WEISS, ECONOMIC DEVELOPMENT & PLANNING DIRECTOR
RE: EXTENSION OF RESTAURANT OUTDOOR SEATING AND LIQUOR SALES

DATE: March 29, 2021

Last June, pursuant to the Governor's Covid-19 Order #35, this Board adopted a policy that allowed Millis restaurants to swiftly amend their permitted alcohol licenses and business operating site plans in order to relocate their serving operations outdoors. Five restaurants submitted plans to the Town's administration and each was granted an outdoor dining permit according to its specific plan. No fee was associated with this application.

Last Monday, March 22nd, 2021 the commonwealth instituted Phase IV of its Covid-19 reopening plan, which includes outdoor dining. This evening I am asking that the Town, through the Select Board, extend the expedited permitting that it issued in 2020 to the same five establishments. We are asking that the Board extend the permits to each restaurant as long as their plans for reopening have not changed from last year. Any change in a restaurant's dining plan would be submitted to the administration for review. The Town's administration will reach out to the 5 permitted restaurants and ask them to notify us of their plans to reopen this spring. Again, no fee will be charged. This process makes it simple and quick for Millis's restaurants to pick up their outdoor dining where they left off last fall.

Any restaurant that did not open under the expedited permitting process last year will have the right to do so under the same rules used in 2020.

21-083

2021 Green Communities Update

ATTACHMENT C – CERTIFICATION OF APPLICATION

The Certification of Application below must be completed, scanned, and uploaded as a PDF file.

CERTIFICATION OF APPLICATION

The **Chief Executive Officer** must complete this certification.

I, James J. McCaffrey am authorized to execute said Application on behalf of
the Town of Millis, Massachusetts, the applying municipality and verify that the
information in the Green Communities Competitive Grant Application is true.

[Signature of Chief Executive Officer]

[Title of Chief Executive Officer]

[Date]

NOTE: The Chief Executive Officer is defined as the manager in any city having a manager and, in any town, having a city form of government, the mayor in any other city, and the board of selectmen in any other town unless some other officer or body is designated to perform the functions of a chief executive officer under the provisions of a local charter or laws having the force of a charter.

21-084

Preliminary Enterprise Funds Report

TOWN OF MILLIS
DPW STUDY of ENTERPRISE FUNDS
COST ANALYSIS

Presentation to Select Board

March 29, 2021



COMMUNITY PARADIGM ASSOCIATES, LLC

Project Team

- Bernard Lynch, Principal
- Carl Valente, Senior Associate

Acknowledgements

- Michael J. Guzinski, Town Administrator
- James McKay, DPW Director
- David Rachmasiciej, DPW General Foreman
- Deidre Gilmore, DPW Department Assistant
- Carol Johnston, Finance Director
- Karen Bouret, Operations Support Manager
- MIIA, Cabot Risk Strategies
- Parker Elmore, Actuary, Odyssey Advisors

Project History

- The project was initiated by the Select Board
 - Report to Select Board in March 2020
 - Numerous questions regarding the fee structures of the Town's public works enterprises

Department of Public Works

Water/Sewer/Stormwater Enterprise Fund
Cost Methodology

March 2020 Report by Community Paradigm Are Direct and Indirect Costs Reasonable?

Findings:

- Limited Documentation of Methodology
- Limited Involvement of Existing Staff with Methodology

Recommendation:

- Complete Revision of Methodology

Direct Cost Analysis

March 2020 Finding:

- Limited Documentation of Staff Costs/Hours Worked

Recommendation:

- Track Actual Staff Hours for Tasks
 - Option 1: Use CMMS/CityWorks Application
 - Option 2: Manual Tracking by Foreman
 - Option 3: Manual Sampling by Foreman

Indirect Cost Analysis

March 2020 Finding:

- Limited Documentation of Methodology Developed by Former Staff

Recommendation:

- Develop Robust and Transparent Methodology for:
 - Other Departmental Costs
 - Insurance (Auto, Liability, Property)
 - Equipment Maintenance
 - Treasurer’s Office
 - Employee Benefits (Health Ins., Pension, Workers Comp., OPEB, Life Ins. Medicare)

PRELIMINARY DATA

Town of Millis

ENTERPRISE FUNDS - Direct and Indirect Costs						
Summary: Cost Analysis - FY2021						
		FY2021		FY2021		FY2021
		Water Enterprise	Sewer Enterprise	Stormwater Enterprise		
		Budget-Art. 5	Budget-Art. 4	Budget-Art. 6		
1	Direct Costs (as voted by Town Meeting)					
2	Compensation (salaries and wages- Table A5)					
3	FY21 Salary Budget-excluding overtime	\$ 336,180	\$ 250,759	\$ 152,657		
4	Compensation-Based on Work Hour Analysis	\$ 224,639	\$ 105,773	\$ 68,996		
5	Difference	\$ 111,541	\$ 144,986	\$ 83,661		
6	Overtime (budget)	\$ 50,000	\$ 15,392	\$ 23,000		
7						
8	Expenses-Budgeted (less debt serv. & CR Assessment)	\$ 704,741	\$ 388,461	\$ 382,214		
9	Debt Service	\$ 598,022	\$ 296,808	\$ -		
10	Assessment-Charles River Water Pollution Control District	\$ -	\$ 468,826	\$ -		
11	Total Budgeted Direct Costs (based on Row 3)	\$ 1,688,943	\$ 1,420,246	\$ 557,871		
12	Total Direct Costs Based on Work Hour Analysis (based on Row 4)	\$ 1,577,402	\$ 1,275,260	\$ 474,210		
13						
14	Indirect Costs (Based on FY19 Actual Expenditures)	Allocations/Transfer From General Fund-Based on FY19				
15	(All Rows Below are Linked to Tab 1)	Actual Expenditures (All links to Tab 1)				
16	Vehicle Depreciation, Maintenance, Fuel and Insurance Costs	\$ 10,313	\$ 21,903	\$ 6,727		
17	Auto Insurance	\$ 977	\$ 460	\$ 300		
18	Indirect DPW Administration including Benefits	\$ 71,499	\$ 30,740	\$ 24,821		
19	Workers Compensation Premiums (as Audited by MIIA)	\$ 7,275	\$ 5,660	\$ 1,465		
20	Retiree Health and Pension Benefits	\$ 42,100	\$ 19,823	\$ 12,931		
21	Indirect Town Expenses	\$ 76,460	\$ 72,749	\$ 33,877		
22	Liability and Property Insurance	\$ 9,119	\$ 3,197	\$ 169		
23	Employee Benefits (Health, Pension, Medicare and OPEB)	\$ 48,291	\$ 39,686	\$ 31,686		
24	Total Indirect Costs	\$ 266,034	\$ 194,217	\$ 111,976		
25	Budgeted Indirect Costs	\$ 261,248	\$ 213,749	\$ 139,173		
26						
27	Total Expenses-Budgeted	\$ 1,950,191	\$ 1,633,995	\$ 697,044		
28	Total Expenses-Actual Based on Analysis	\$ 1,843,437	\$ 1,469,477	\$ 586,186		
29	Difference (Excess Costs by Enterprise Fund)	\$ 106,754	\$ 164,518	\$ 110,858		
30	PERCENT OVER	5.8%	11.2%	18.9%		
31	Note: Special pay stipends have not been fully analyzed and may increase the Compensation-Based on Work Hour Analysis, Row 4					

Questions and Discussion

21-085

61A Property – Village/Braun

Mike Guzinski

To: richard_02054@yahoo.com
Cc: Karen Bouret
Subject: RE: [Millis MA] land on 371/377 village street (Sent by rich michael braun, richard_02054@yahoo.com)

Mr. & Mrs. Braun,

Thank you very much for your email. This information is very helpful. I've forwarded your email to the members of the Select Board for their review. I will be in touch if we have any questions in regards to this matter.

Best regards,

Mike

From: Contact form at Millis MA <cmsmailer@civicplus.com>
Sent: Wednesday, March 24, 2021 10:35 AM
To: Mike Guzinski <mguzinski@millisma.gov>
Subject: [Millis MA] land on 371/377 village street (Sent by rich michael braun, richard_02054@yahoo.com)

Hello mguzinski,

rich michael braun (richard_02054@yahoo.com) has sent you a message via your contact form (<https://www.millisma.gov/user/46/contact>) at Millis MA.

If you don't want to receive such e-mails, you can change your settings at <https://www.millisma.gov/user/46/edit>.

Message:

land in which the town is considering to purchase:

This past Monday night during the selectman's meeting, Bob Fox said a couple of things that weren't correct:

1. he said that the farm was involved in "poultry processing". This could not be further than the truth. My father was a poultry man alright, but he was an egg farmer. He raised 2500 chickens in the winter months and 5000 during the summer months. Every year he would eliminate the older chickens by selling them to F.B. Williams who would take them to a slaughter house. Yes my father did kill about 30 or 40 chickens and froze them to help feed our family of 8. It was NOT a poultry processing farm.
2. There is a stream that runs in the land, but it was deemed intermittent during the year of 2004 when we built our home. Having lived on the farm for the first 20 years of my life and coming back for the last 17 years, it dries up every year, and not always during a drought.
3. there was a chemical spill on Petis's land adjacent to the property, but the EPA took care of that problem years ago. They did many years of testing after the spill was cleaned up.

He also threw in that I should protect my interest in the land because if the town buys the property they can build anything anywhere. I said that there are boundary property lines and set backs. He said that it doesn't matter, the town government can do anything it wants to.

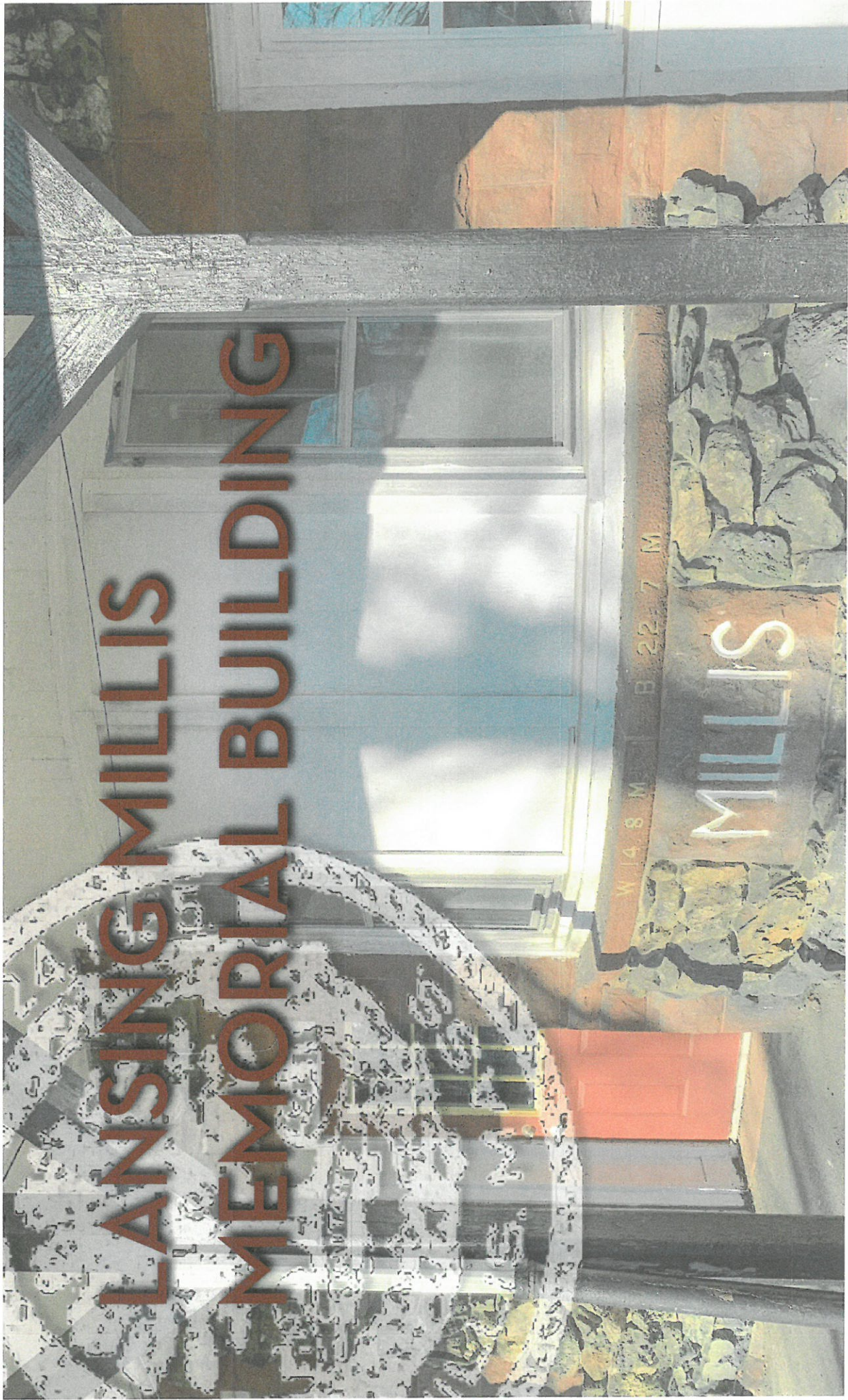
I just wanted to let you and the board of Selectmen to know the facts.

thanks Richard and Kathy Braun
377 Village st
Millis, Ma. 02054

21-086

Lansing Millis Bldg. Stabilization Proposal

LANSING MILLIS MEMORIAL BUILDING



Lansing Millis Memorial Building | Millis, Mass. | March 16, 2021

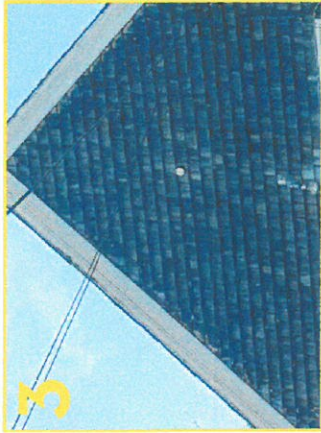


PROJECT DESCRIPTION: Critical exterior repairs and replacements, intended to stabilize the building exterior and secure it against further water penetration and pests

DIV. 01 - GENERAL REQUIREMENTS and GENERAL CONDITIONS		UNIT	QUAN	COST	STABILIZATION
	Staging, disposal, etc.				\$20,000
SUBTOTAL					\$20,000
DIV. 02 - SITE CONSTRUCTION		UNIT	QUAN	COST	
	Asbestos Abatement	LS	1	2000	\$2,000
SUBTOTAL					\$2,000
DIV. 06 - CARPENTRY		UNIT	QUAN	COST	
	Replace missing second floor railings	LF	40	100	\$4,000
	Replace deteriorated fascia and cornices (100%)	LF	322	100	\$32,200
	Replace deteriorated soffit (40%)	LS	1	20000	\$20,000
	Replace shingle siding	SF	718	30	\$21,540
SUBTOTAL					\$77,740
DIV. 07 - THERMAL AND MOISTURE PROTECTION		UNIT	QUAN	COST	
	Replace roof with new shingles (~4182 SF)	SF	4182	15	\$62,730
	Replace sheet metal flashings, gutters, and downspouts	LF	485	100	\$48,500
SUBTOTAL					\$111,230
SUBTOTAL					\$210,970
Overhead + Profit: @ 10%					\$21,097
SUBTOTAL					\$232,067
Payment + Performance Bonds: @ 1%					\$2,321
CONSTRUCTION COST SUBTOTAL					\$234,388
Construction Contingency: @ 20%					\$46,878
Design Contingency: @ 15%					\$35,158
Architecture/Engineering Fees 15%					\$47,464
PROJECT COST TOTAL					\$363,887

Bottom line:

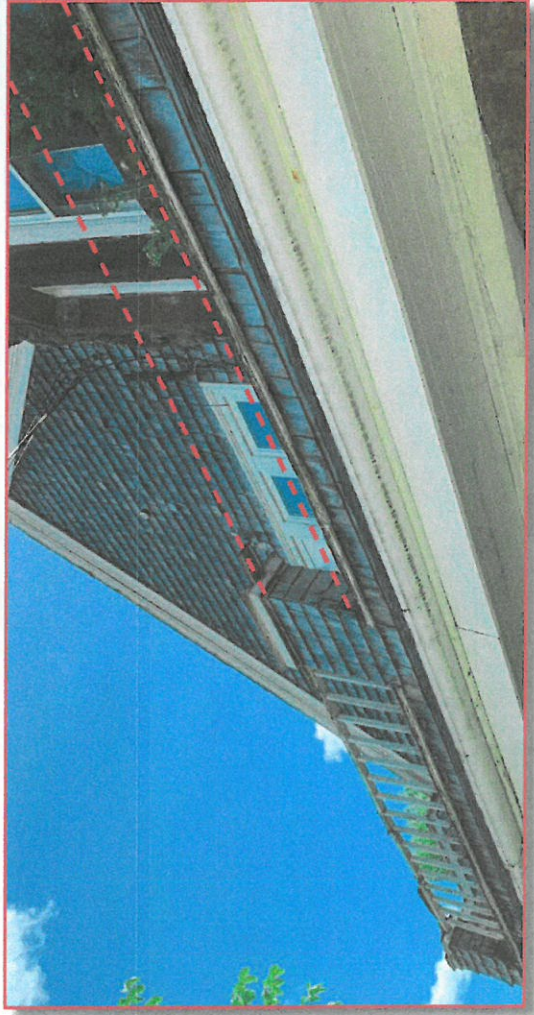
\$363,887



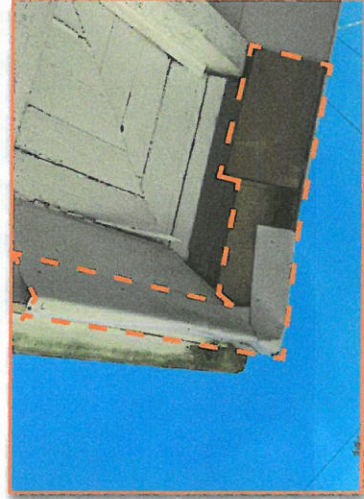
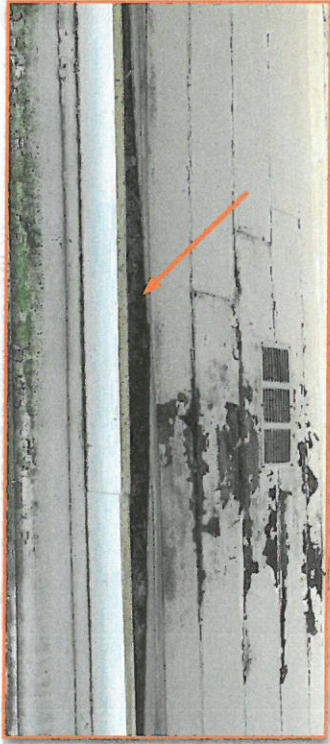
KEY DEFICIENCIES



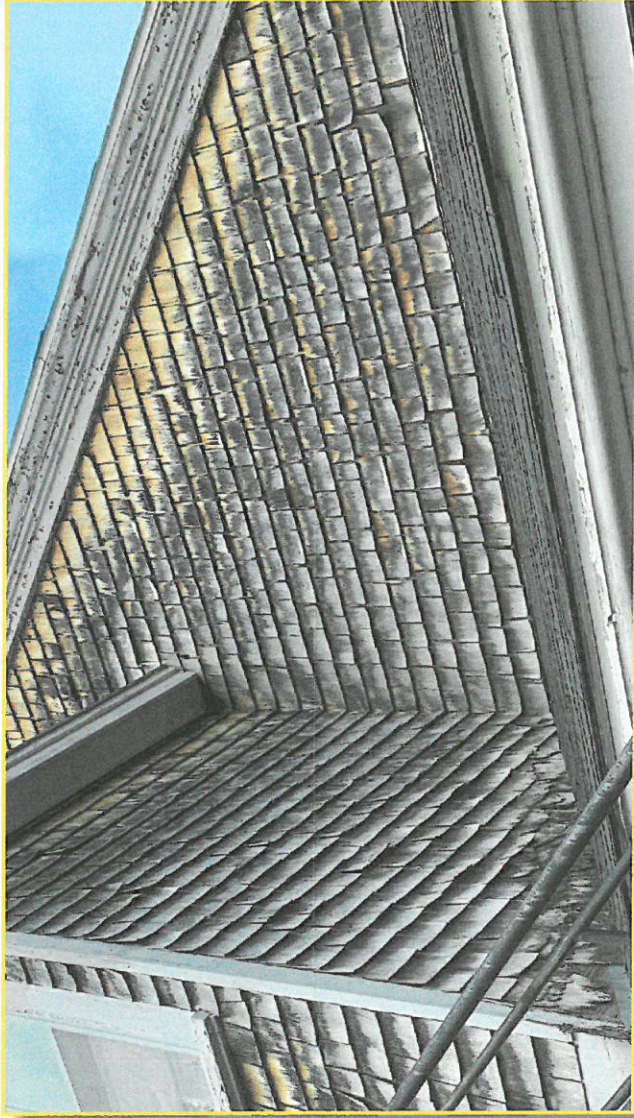
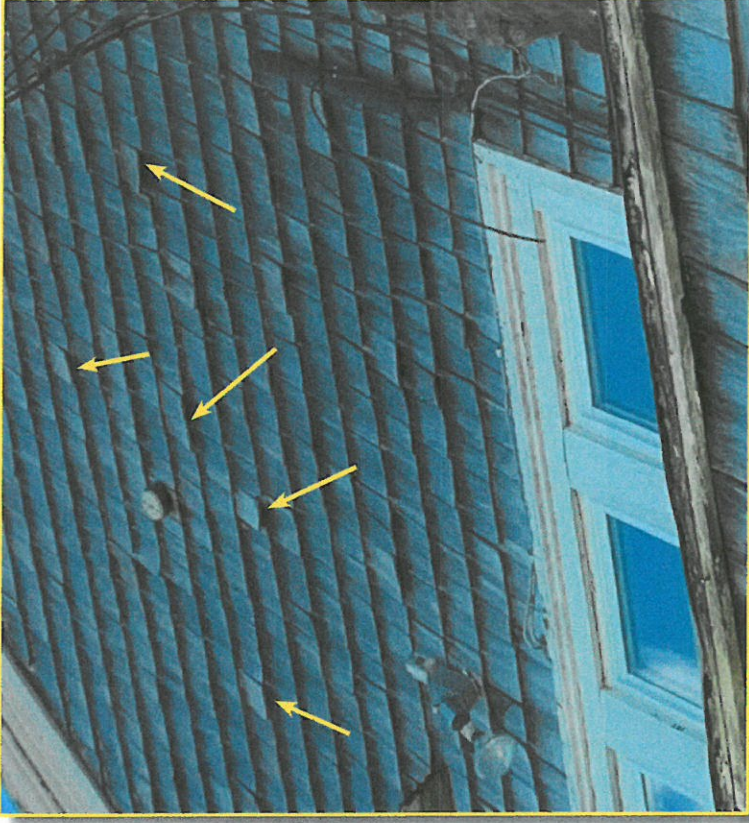
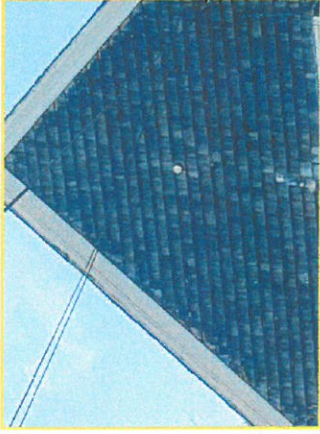
1 railings



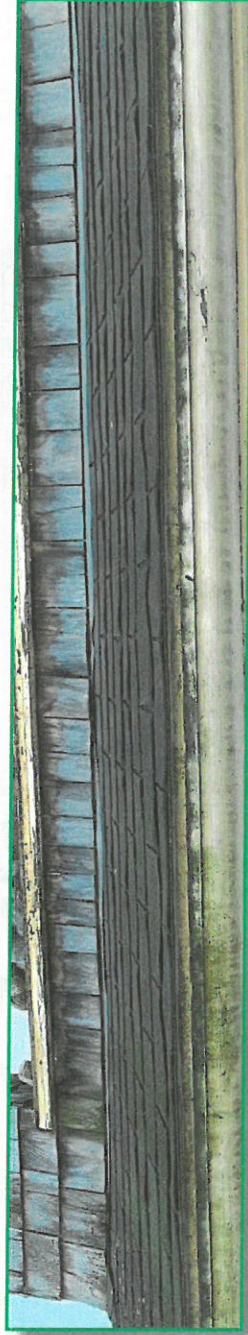
2 cornices, fascias, and soffits



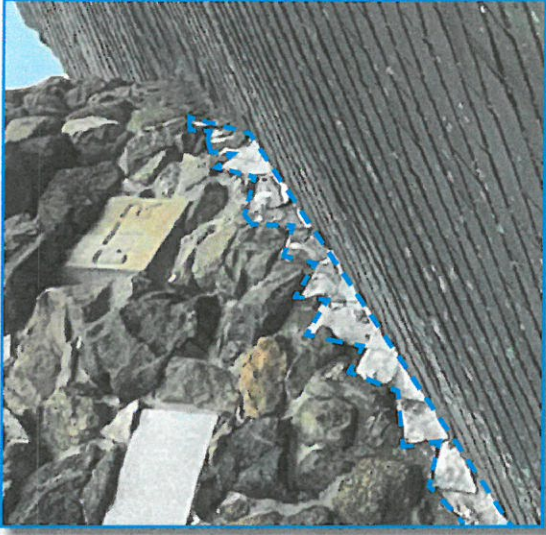
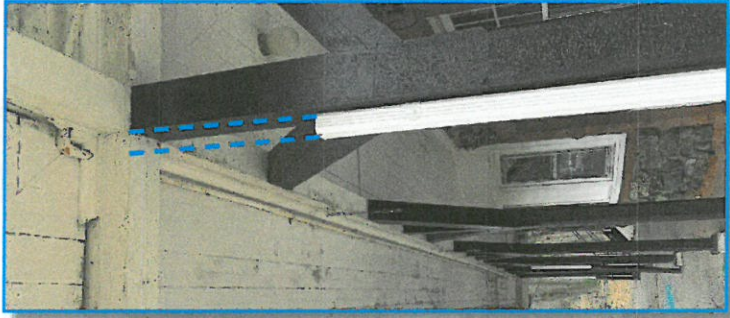
3 shingle siding

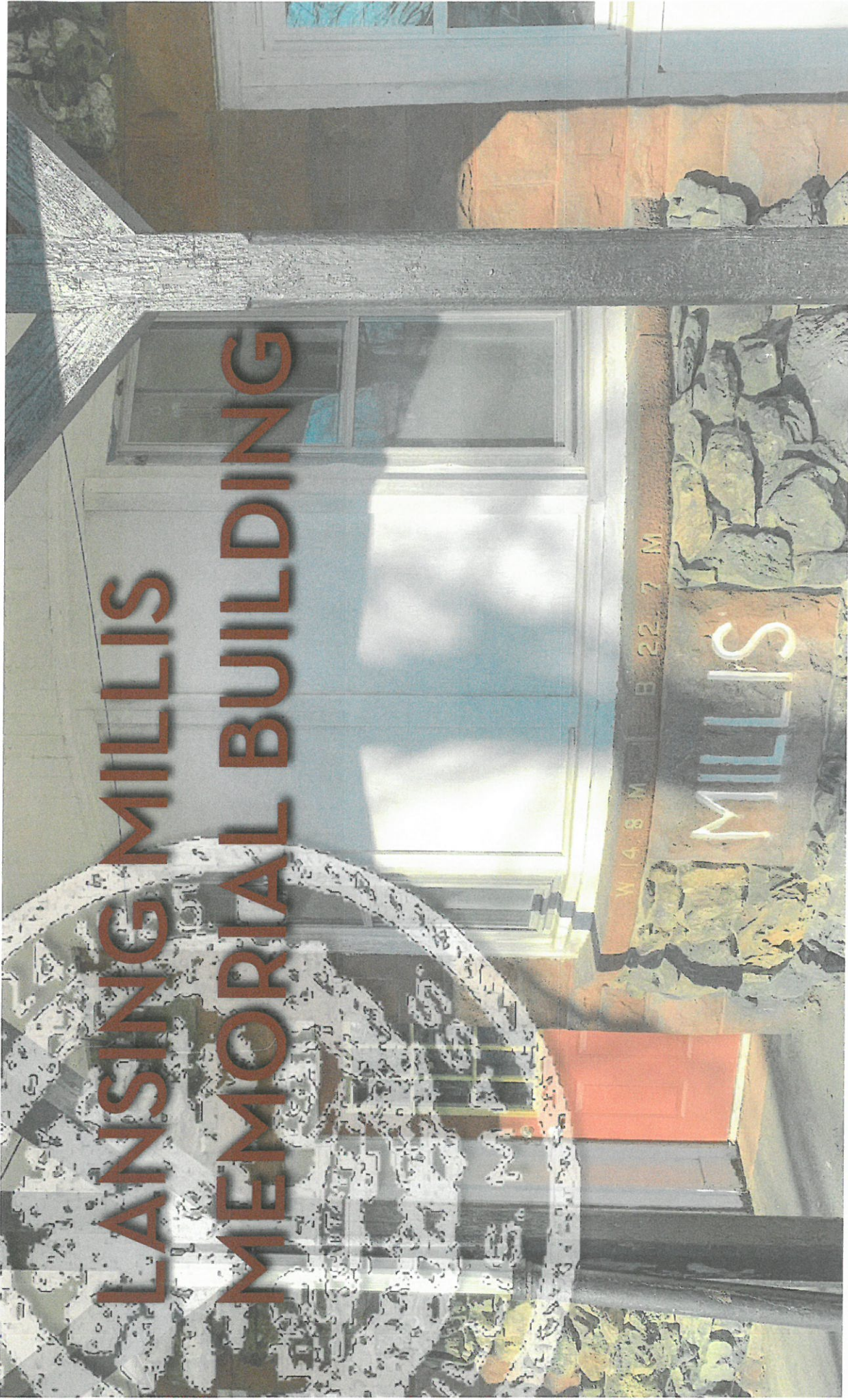


4 asphalt shingle roof



5 flashing, gutters, and downspouts





LANSING MILLIS MEMORIAL BUILDING

Lansing Millis Memorial Building | Mills, Mass. | March 16, 2021



21-087

ATM Warrant Articles



TOWN OF MILLIS

TO: Select Board

FROM: Michael Guzinski, Town Administrator

DATE: March 26, 2021

RE: Draft Spring Annual Town Meeting Warrant

Please see attached the most recent draft of the Spring Annual Town Meeting Warrant.

As you'll see, the details of a few articles are still being finalized.

The Board has a few decisions it will still need to make in regards to the warrant.

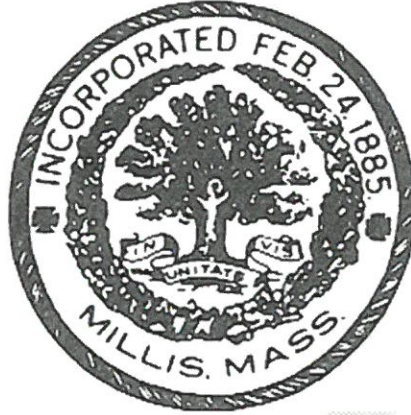
They are as follows:

- Should Articles 16 (tree trimming and removal) and 17 (road maintenance and repairs) to remain in the warrant or should these appropriations be placed within the DPW Budget?
- Should Article 20 (MGL Ch61A – Braun Parcel) stay on the warrant?
- Should Article 26 (Authorization to auction a parcel of land on Acorn Street) stay on the warrant?

I will discuss the warrant in more detail and answer any questions that you may have at your meeting on Monday.

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

Thank you.



3-26-21

DRAFT

May 1, 2021

**ANNUAL
TOWN MEETING WARRANT**

**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 **Saturday, the first day of May, AD 2021 at 12:00 p.m.** in the Middle-Senior High School **parking lot** located at 245 Plain Street in said Millis:

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

DRAFT

SPRING 2021 TOWN MEETING ARTICLE LIST

1. Unpaid Bills
2. FY21 Additional Wages and Expenses
3. FY22 Operating Budget
4. SEIU #888 & Firefighters Local #4704 Contract Ratifications
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. Community Preservation Historic Resource Reserve Fund – Phase II Walling Map Rehab
10. Community Preservation Open Space/Recreation Reserve Fund – MHS Dugout Project
11. Establish Lansing Millis Memorial Stabilization Account
12. Independent Annual Audit
13. FY22 Personal Property Interim Year Inspections (BOA)
14. FY23 Recertification Process (BOA)
15. Capital Items
16. Tree Pruning/Removal
17. Road Maintenance/Repair
18. New Computer Lease – Year One
19. Design/Construction of Drainage Rehab at Village Street and Birch Street
20. 61A Purchase – Braun Property/Village Street
21. Zoning Bylaw Amendment – Performance Based Solar Ordinance
22. Zoning Bylaw Amendment – Parking Dimensions
23. Zoning Bylaw Amendment - Compact Car Parking
24. Zoning Bylaw Amendment – Cannabis Delivery

25. Town Bylaw Addition – Waiver of Town Building Project Permit Fees
26. Authorize the Sale of Town Land – Acorn Street
27. PILOT Agreement – CFB Solar
28. Medicare/Medicaid Reimbursement Services
29. Unemployment Insurance Fund
30. OPEB Fund
31. Stabilization Fund

DRAFT

TOWN OF MILLIS

May 1, 2021 SPRING ANNUAL TOWN MEETING WARRANT

ARTICLE 1. To see if the Town will vote to transfer from available funds or by transfer from the Stabilization Fund, a sum of \$573.xx to pay the following unpaid bills incurred by Town departments from previous fiscal year(s), or take any other action in relation thereto.

Department	\$xxxx.xx	Bill
Department	\$xxxx.xx	Bill
Department	\$xxxx.xx	Bill

(Submitted by The Select Board)

4/5ths majority

ARTICLE 2. To see if the Town will vote to transfer from available funds, or by transfer from the Stabilization Fund, a sum of money for additional wages or expenses not sufficiently funded under Article 4, Operating Budget, of the June 29, 2020 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, 2021, or take any other action in relation thereto.

(Submitted by The Select Board)

2/3 majority if stabilization funds used

ARTICLE 4. To see if the Town will vote to raise and appropriate or transfer from available funds or transfer from the Stabilization Fund the sum of \$85,000 to fund the estimated first-year cost items contained in the contracts between the Town of Millis and SEIU Local 888, and Town of Millis and Professional Firefighters of Millis Local #4704, both to be effective July 1, 2021, or take any other action in relation thereto.

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, 2021**, 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, 2021**, 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, 2021**, 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 of the Town of Millis Personnel Plan** effective July 1, 2021, as shown in the FY22 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 2022:

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 Servs./Vaccination Fund	\$ 20,000.00
BOH Rabies Clinic/Program Fund	\$ 2,500.00
School Athletic Fields Fund	\$ 35,000.00
School Extracurricular Fund	\$ 8,000.00
Library Special Use Fund	\$ 10,000.00
Recreation Fund	\$ 200,000.00
Tobacco Control Program	\$ 1,000.00

(Submitted by The Select Board)

Simple majority

4. 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,

or the Budgeted Reserve from annual revenues in the amounts recommended by the Community Preservation Committee for administrative expenses, community preservation projects and/or other expenses in fiscal year 2022, with each item to be considered a separate appropriation or act in any manner in relation thereto.

Appropriations:

From 2022 estimated revenues for Committee Administrative Expenses	\$12,549.00
(To be divided equally: \$6,274.50 CPC Salary Account: \$6,274.50 CPC Expenses)	
From Undesignated Fund Balance for Long Term Debt- Principal	\$20,000.00
From Undesignated Fund Balance for Long Term Debt- Interest	\$ 9,950.00

Reserves:

From FY2022 estimated revenues for Historic Resources Reserve	\$25,098.00
From FY2022 estimated revenues for Community Housing Reserve	\$25,098.00
From FY2022 estimated revenues for Open Space Reserve	\$25,098.00
From FY2022 estimated revenues for Budgeted Reserve	\$80,000.00

(Submitted by the Community Preservation Committee)

Simple majority

ARTICLE 9. To see if the Town will vote to appropriate a sum of money from the Community Preservation Historic Resource Reserve Fund for the Preservation & **Rehabilitation of the Henry F. Walling Map Phase II**, or take any other action in relation thereto.

(Submitted by the Community Preservation Committee)

Simple majority

ARTICLE 10. To see if the Town will vote to appropriate a sum of money from the Community Preservation Open Space/Recreation Resource Reserve Fund for the **Millis High School Dugout Project**, or take any other action in relation thereto.

(Submitted by the Community Preservation Committee)

Simple majority

ARTICLE 11. To see if the Town will vote to raise and appropriate, or transfer from available funds, the sum of **\$363,887** to establish a Lansing Millis Memorial Building Stabilization Account, or act in any manner in relation thereto.

(Submitted by Select Board)

2/3 vote if Stabilization Funds or borrowing used

ARTICLE 12. To see if the Town will vote to appropriate and raise by taxation, or transfer from available funds, the sum of **\$36,750 for an independent audit** of all accounts of all departments of the Town, or take any other action in relation thereto.

(Submitted by The Select Board)

Simple majority

ARTICLE 13. To see if the Town will vote to appropriate and raise by taxation, or transfer from available funds, the sum of **\$20,000** for Fiscal Year 2022 Personal Property interim year inspections and Real Estate interim year revaluations, or act in any manner relating thereto.

(Submitted by Board of Assessors)

Simple majority

ARTICLE 14. To see if the Town will vote to appropriate and raise by taxation, or transfer from available funds, the sum of \$18,000 to conduct the F23 Recertification Process, or take any other action in relation thereto.

(Submitted by Board of Assessors)

Simple majority

ARTICLE 15. To see if the Town will vote to raise and appropriate or transfer from available funds, by transfer from the Stabilization Fund, or by borrowing the sum of **\$xxxx** to fund the following capital items:

Department	Capital Item	Amount
??????	????????????????????????????	\$ xx,xxx
??????	????????????????????????????	\$ xx,xxx
??????	????????????????????????????	\$ xx,xxx
Total		\$ xxx,xxx

Or take any other action in relation thereto.

(Submitted by The Select Board)

2/3 majority if stabilization funds or borrowing used

ARTICLE 16. To see if the Town will vote to appropriate and raise by taxation, or transfer from available funds the sum of **\$40,000.00 for tree trimming and removal**, or take any other action related thereto.

(Submitted by Select Board)

Simple majority

ARTICLE 17. To see if the Town will vote to appropriate and raise by taxation, or transfer from available funds the sum of **\$50,000.00 for road maintenance and repairs**, or take any other action related thereto.

(Submitted by Select Board)

Simple majority

ARTICLE 18. To see if the Town will vote to raise and appropriate or transfer from available funds, or by transfer from the Stabilization fund, or by borrowing under the provisions of M.G.L. Chapter 44 or any other enabling authority, a sum of **\$69,000 for a new lease/purchase(s) for computers for the Millis Schools**, or take any other action in relation thereto.

(Submitted by the School Committee)

Simple majority

ARTICLE 19. To see if the Town will vote to raise and appropriate or transfer from available funds, or by transfer from the Stabilization fund, or by borrowing under the provisions of M.G.L. Chapter 44 or any other enabling authority, a sum of **\$711,728 for the Design and Construction of Drainage Rehab at Village and Birch Street**, or take any other action in relation thereto.

(Submitted by Select Board)

2/3 majority if stabilization funds or borrowing used

ARTICLE 20. To see if the Town will vote to raise and appropriate or transfer from available funds, or by transfer from the Stabilization fund, or by borrowing under the provisions of M.G.L. Chapter 44 or any other enabling authority, a sum of money for the purchase of land....61A Village Street/Braun or take any other action in relation thereto.

(Submitted by the Select Board)

2/3 majority if stabilization funds or borrowing used

ARTICLE 21. To see if the Town will vote to amend the Zoning Bylaws, as most recently amended, by adding a new section as follows:

Proposed Amendments to Section XXI of the Millis Zoning By-Law
Large-Scale Ground-Mounted Solar Photovoltaic Installations

The following amendments (in bold below) are proposed to the current Millis Zoning By-Law:

1. Amend the definition of "Designated Location" in Section XXI.3 (Definitions):

Designated Location: The location(s) designated herein where Large-Scale Ground-Mounted Solar Photovoltaic Installations with a Rated Nameplate Capacity of 250 kW or more may be sited As-of-Right:

(a) in the I-P and I-P-2 Districts, as shown on the Zoning Map of the Town of Millis, Massachusetts referenced in Section III.C of this Zoning By-Law, or

(b) on any lot or grouping of contiguous lots that

(i) is at least 15 acres in total area and

(ii) consists of land

a. that is primarily and directly used for agricultural purposes as defined in M.G.L. c. 61A, § 1;

b. that is primarily and directly used for horticultural purposes as defined in M.G.L. c. 61A, § 2; or

c. where at least fifty percent (50%) of the total area of the lot or grouping of contiguous lots consists of important farmlands, including without limitation prime farmlands, unique farmland, and additional farmland of statewide importance, identified by the United States Department of Agriculture Natural Resources Conservation Service pursuant to 7 C.F.R. Part 657.

2. Add a new subsection XXI.9(d) to Section XXI.9 (Dimension and Density Requirements):

9. Dimension and Density Requirements:

The following dimensional and density requirements shall apply to all LGSPI.

Setbacks:

For large-scale ground-mounted solar photovoltaic installations, front, side and rear setbacks shall be as follows:

- (a) Front yard: The front yard depth shall be at least 40 feet; provided, however, that where the lot abuts a Conservation-Recreation or Residential district, the front yard shall not be less than 50 feet, and where the lot abuts a Residential District, the front yard shall provide a treed fifty foot (50') wide buffer from all Town roads and residential properties, except as provided in (d) below.
- (b) Side yard: Each side yard shall have a depth at least 20 feet; provided, however, that where the lot abuts a Conservation-Recreation or Residential district, the side yard shall not be less than 50 feet, and where the lot abuts a Residential District, the side yard shall provide a treed fifty foot (50') wide buffer from all Town roads and residential properties, except as provided in (d) below.
- (c) Rear yard: The rear yard depth shall be at least 30 feet; provided, however, that where the lot abuts a Conservation-Recreation or Residential district, the rear yard shall not be less than 50 feet, and where the lot abuts a Residential District, the rear yard shall provide a treed fifty foot (50') wide buffer from all Town roads and residential properties, except as provided in (d) below.
- (d) Natural sight barriers (which shall include without limitation rivers, upland gradients, and any wetland setbacks required by the Millis Conservation Commission pursuant to applicable law) may be considered by the Planning Board as a basis for reducing the 50' treed buffer requirement of (a), (b) and (c) above.

or take any other action in relation thereto.

(Submitted by the Select Board)

2/3 Majority

ARTICLE 22. To see if the Town will vote to amend the Zoning By-Laws, as most recently amended, by amending the section identified herein as follows:

- 1) By amending Section II, Definitions, "Parking Space"

From:

"An off-street space at least 9 ft. in width and 21 ft. in length, having an area of not less than 189 sq. ft., plus access and maneuvering space, whether inside or outside a structure for exclusive use as a parking stall for one motor vehicle.

To:

"An off-street space at least 9 ft. in width and 19 ft. in length, having an area of not less than 171 sq. ft.," plus access and maneuvering space, whether inside or outside a structure for exclusive use as a parking stall for one motor vehicle.

or to take any other action related thereto.

(Submitted by the Planning Board)

2/3 Majority

ARTICLE 23. To see if the Town will vote to amend the Zoning By-Laws, as most recently amended, by adding the section identified herein as follows:

1) Amend Section VIII. "Off-Street Parking and Loading Regulations", subsection B "General", by adding the following:

6. In order to reduce the overall impervious surface of off-street parking areas, the **Planning Board may allow by Special Permit, the use of parking spaces designed for cars smaller than full size, hereinafter called "compact cars"**, and still count toward the overall number of spaces required, as follows:

- a. The dimensional requirements of compact car parking spaces shall be 8' x 16' (128 sq ft).
- b. In parking lots containing more than 20 spaces, up to thirty-three (33%) of parking spaces may be designed for use by compact cars. In parking lots with 20 or fewer parking spaces, spaces designed for use by compact cars are not permitted.
- c. Compact car parking spaces shall be located in one (1) or more contiguous areas and shall not be intermixed with spaces designed for full size cars.
- d. Compact car parking spaces shall be clearly designated by pavement marking and labeled as "Compact Car Parking Only."
- e. Compact car parking shall be designed as perpendicular or angled parking only. All parallel parking spaces shall be full sized spaces as defined in Section II of this By-Law.
- f. Approval shall be based upon determination by the Planning Board that safety will be adequately protected and that commonly employed engineering and planning standards have been met in full.
- g. For any reduction in total parking area obtained as a result of using compact parking spaces, an equal area of open space shall be provided in addition to the minimum open space required herein.

or to take any other action related thereto.

(Submitted by the Planning Board)

2/3 Majority

ARTICLE 24. To see if the Town will vote to amend the Zoning Bylaw of the Town of Millis by making the following changes thereto, by deleting the word “as” (underlined) and inserting the italicized and emboldened text shown Section XIII, Special Permit Conditions, subsection V., Recreational Marijuana Establishments, 2. General Regulations, as follows:

2. General Regulations: Marijuana Establishments, as defined **and limited to Marijuana Cultivators, Craft Marijuana Cooperatives, Marijuana Product Manufacturers, Marijuana Microbusinesses, Independent Testing Laboratories, Marijuana Retailers, Marijuana Transporters, Delivery Licensees (including Marijuana Couriers and Marijuana Delivery Operators) Marijuana Research Facilities, but expressly excluding Social Consumption Establishments, as each of those terms are defined** in G.L. c., 940, § 1, and 935 CMR 500.000, may be permitted in the I-P-2 district pursuant to a Special Permit issued by the Planning Board, subject to the provisions of this Bylaw.

or take any other action in relation thereto.

(Submitted by the Select Board)

2/3 Majority

ARTICLE 25. To see if the Town will vote to add the following language to the General Bylaws establishing the waiver of all Town Building Project Inspection Fees

or take any other action in relation thereto.

(Submitted by the Select Board)

Simple Majority

ARTICLE 26. To see if the Town will vote to authorize an auction for the sale of . . . Acorn Street property or take any other action in relation thereto.

(Submitted by the Select Board)

2/3 majority if stabilization funds or borrowing used

ARTICLE 27. To see if the Town will vote to authorize the establishment of a . . . PILOT Agreement CFB Solar?

or take any other action in relation thereto.

(Submitted by the Select Board)

Simple Majority

ARTICLE 28. To see if the Town will vote to raise and appropriate or transfer from available funds, or by transfer from the Stabilization fund, or by borrowing under the provisions of M.G.L. Chapter 44 or any other enabling authority, a sum of money for **Medicare/Medicaid Reimbursement Services**, or take any other action in relation thereto.

(Submitted by the School Committee)

Simple Majority

ARTICLE 29. To see if the Town will vote to raise and appropriate or transfer from available funds, the sum of **\$40,000 for the Unemployment Insurance Fund**, or take any other action in relation thereto.

(Submitted by the Select Board)

Simple Majority

ARTICLE 30. To see if the Town will vote to raise and appropriate or transfer from available funds, a sum of money for the **Other Post-Employment Benefits (OPEB) fund**, or take any other action in relation thereto.

(Submitted by the Select Board)

Simple Majority

ARTICLE 31. 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 12th day of April in the year two thousand and twenty-one.

**TOWN OF MILLIS
SELECT BOARD**

James J. McCaffrey, Chair

Peter C. Jurmain, Vice-Chair

Erin T. Underhill, Clerk

A True Copy, Attest

Lisa J. Hardin, Town Clerk

**Helen R. Kubacki, Constable
Town of Millis**

21-088

TA's FY22 Budget Recommendations

21-089

Community Project Funding Requests

Karen Bouret

From: Mike Guzinski
Sent: Monday, March 22, 2021 12:04 PM
To: Jim McCaffrey
Cc: Mike Guzinski; Karen Bouret
Subject: FW: [External]: Community Project Funding ("earmark") input sought by April 9

FYI. Probably something that the SB should discuss at your meeting of March 29th.

Mike

From: Linsky, David - Rep. (HOU) <David.Linsky@mahouse.gov>
Sent: Friday, March 19, 2021 4:01 PM
To: Mike Guzinski <mguzinski@millisma.gov>
Subject: FW: [External]: Community Project Funding ("earmark") input sought by April 9

Dear Town Administrator Guzinski,

Congressman Auchincloss's office reached out to me regarding the newly implemented Community Project Funding aimed at helping to identify federal funding decisions. I have included the correspondence below for your convenience and please do not hesitate to reach out to me directly should you have any questions.

Sincerely,

David P. Linsky
State Representative
Fifth Middlesex

Congressman Auchincloss asked me to reach out to officials in our 34 cities and towns in the MA-04 for **your input on Community Project Funding requests** (previously referred to as Congressional "earmarks").

One of Congressman Auchincloss's top priorities is to represent our district in partnership with state and local officials. With this in mind, we are asking you to participate in the process of generating a list of projects that would bring the most benefits to our district with the help of dedicated federal dollars. Please note that Community Project Requests must be submitted by non-profit or governmental entities—for-profit requests do not qualify for funding.

We are engaging a variety of stakeholders in this process to solicit a wide array of ideas. Regional project submissions are encouraged. Our office will review all proposals and generate a final list of 10 projects for submission to the House Appropriations Committee for consideration.

If you would like to submit a Community Project Funding ("earmark") request or a regular Appropriations request for consideration, please complete [this form](#) by close of business on **Friday, April 9**.

Additional Guidelines for MA-04:

- Please do not send any cover letters, faxes, emails, worksheets, or additional documents at this time. All we need is the completed web form by the deadline of Friday, April 9.

- You will not be able to amend your request after submission, so please take your time to prepare and proof your responses in advance. Only one request is permitted per web form submission.
- Congressman Auchincloss's office will review all Community Project Funding and regular appropriations requests but cannot guarantee inclusion of requested funding levels or report language.

Please let our office know if there are any questions and please make note of the Friday, April 9 deadline for submission.

All my best,

Dana

DANA HANSON | *District Director*

Pronouns: she, her, hers

Office of Congressman Jake Auchincloss, MA-4

29 Crafts Street Suite 375, Newton, MA 02458

Cell: (617) 645-7552

Connect with Congressman Auchincloss online:

[Facebook](#) | [Twitter](#) | [YouTube](#) | [Instagram](#) | [Website](#)

If you would like to request that Representative Auchincloss submit an **Community Project Funding (“earmark”) request OR a regular Appropriations request** on your or your organization’s behalf, please complete [this form](#). An outline of the required information for a Community Project Funding request can be found below.

Our office’s deadline for all fiscal year 2022 individual appropriations requests is **Friday, April 9 COB**.

Additional Guidelines for MA-04 Appropriations:

- Do not send any cover letters, faxes, emails, worksheets, or additional documents at this time. All we need is the completed web form by the deadline.
- You will not be able to amend your request after submission, so please take your time to prepare and proof your responses in advance. Only one request is permitted per web form submission.
- Rep. Auchincloss’ office will review all earmark and regular appropriations requests but cannot guarantee inclusion of requested funding levels or report language.

Contact Information

1. First Name
2. Last Name
3. Email
4. Phone Number

Organization Information

1. Organization Name
2. Organization Head Name
3. Street Address
4. City
5. State
6. Zip Code

Appropriations Request

1. In which Appropriations bill, Agency, or Account is this federal program funded?
 - a. Agriculture, Rural Development, Food and Drug Administration, and Related Agencies
 - b. Commerce, Justice, Science, and Related Agencies
 - c. Defense
 - d. Energy and Water Development
 - e. Financial Services and General Government

- f. Homeland Security
- g. Interior, Environment, and Related Agencies
- h. Labor, Health and Human Services, Education, and Related Agencies
- i. Legislative Branch
- j. Military Construction, Veterans Affairs, and Related Agencies
- k. State, Foreign Operations, and Related Agencies
- l. Transportation, Housing and Urban Development, and Related Agencies
- m. Unknown/not sure

2. Request type

- a. Programmatic Funding Request
- b. Community Project Funding Request
- c. Bill Language
- d. Report Language

Community Project Funding Request

1. Project Name

2. Legal Name of Entity Receiving Funds (Please do not use abbreviations or acronyms)

3. Exact funding amount requested

4. Please select the account your community project request is eligible for:

- a. Department of Agriculture - Agricultural Research Service, Buildings, and Facilities
- b. Department of Agriculture - Rural Development, Rural Community Facility Grants
- c. Department of Agriculture - Rural Utilities Service, ReConnect Grants
- d. Department of Justice - Byrne Justice Assistance Grants
- e. Department of Justice - COPS Technology and Equipment
- f. National Oceanic and Atmospheric Administration - Operations, Research, and Facilities
- g. National Aeronautics and Space Administration - Safety, Security, and Mission Services
- h. Department of Defense - Research, Development, Test, and Evaluation Army
- i. Department of Defense - Research, Development, Test, and Evaluation Navy
- j. Department of Defense - Research, Development, Test, and Evaluation Air Force
- k. Department of Defense - Research, Development, Test, and Evaluation Space Force
- l. Department of Defense - Research, Development, Test, and Evaluation Defense-Wide
- m. Army Corps of Engineers – Investigations
- n. Army Corps of Engineers – Construction
- o. Army Corps of Engineers - Mississippi Rivers and Tributaries
- p. Army Corps of Engineers - Operations and Maintenance
- q. Bureau of Reclamations - Water and Related Resources
- r. Small Business Administration - Small Business Initiatives
- s. Federal Emergency Management Agency, Federal Assistance - Pre-Disaster Mitigation Grants
- t. Federal Emergency Management Agency, Federal Assistance - Nonprofit Security Grants
- u. Federal Emergency Management Agency, Federal Assistance - Emergency Operations Center Grants
- v. Land and Water Conservation Fund - Federal Land Acquisitions

- w. Environmental Protection Agency - State and Tribal Assistance Grants for certain water infrastructure projects
 - x. U.S. Forest Service - State and Private Forestry Projects
 - y. Department of Labor - Employment and Training Administration - Training and Employment Services
 - z. Department of Health and Human Services - Health Resources and Service Administration - Program Management
 - aa. Department of Health and Human Services - Substance Abuse and Mental Health Services Administration - Health Surveillance and Program Support
 - bb. Department of Education - Innovation and Improvement
 - cc. Department of Education - Higher Education
 - dd. Military Construction – Army
 - ee. Military Construction - Navy and Marine Corps
 - ff. Military Construction - Air Force
 - gg. Military Construction - Defense-Wide
 - hh. Military Construction - Army National Guard
 - ii. Military Construction - Air National Guard
 - jj. Military Construction - Navy Reserve
 - kk. Military Construction - Air Force Reserve
 - ll. Department of Transportation - Local Transportation Priorities
 - mm. Department of Transportation – Airport Improvement Program (AIP)
 - nn. Department of Housing and Development – Economic Development Initiative (EDI)
5. Is the funding recipient a non-profit organization as described under section 501(c)(3) of the Internal Revenue Code of 1986, the Commonwealth of Massachusetts, or a unit of local government?
 6. Can you submit documentation demonstrating community support for this project?
 7. Do you consent to publishing the name of the organization or individual requesting funding for this project if Congressman Auchincloss submits this request?

General Information

1. Please describe the problem or issue addressed by this request and include pertinent details that justify the need for appropriations. (Character Limit: 2,500)

21-090

Ratification of Fin Director's Contract

**Employment Agreement
Between
The Town of Millis
And
Carol E. Johnston**

This agreement is made and entered into on the 22nd day of March, 2021 by and between the Town of Millis ("Town"), a municipal corporation, acting through its Select Board (the "Board") and Carol E. Johnston, the Finance Director, both of whom agree to and understand the following:

WHEREAS, The Town desires to continue to employ the services of Ms. Johnston as its Finance Director; and

WHEREAS, it is the desire of the Town to establish certain conditions of employment and working conditions for the Finance Director; and

WHEREAS, the Town and the Finance Director acknowledge the provisions of local and state law with respect to the duties and obligations of the Town and the Finance Director as the same may change from time to time, including, but not limited to M.G.L. A. 41, §§55 and 108N (the "laws"); and

WHEREAS, the Town and the Finance Director desire to enter into an employment contract as defined under the Laws;

NOW, THEREFORE, in consideration of the mutual covenants contained herein, the parties agree as follows:

Section 1. Duties

The Town hereby agrees to employ Ms. Johnston to perform the functions and duties as described in the Charter of the Town of Millis, the Finance Director position description, as well as other legally permissible and proper duties and functions as the Town, acting through its Board or Town Administrator, shall from time to time assign.

Section 2. Term

This agreement shall be effective July 1, 2021 and shall remain in effect until June 30, 2024. The contract may be renewed at the end of its current term provided that the Finance Director is reappointed to a new term by the Select Board, and the terms of the renewal are agreed to by the Town and the Finance Director. It is expressly understood that the renewal and reappointment shall be contingent upon a satisfactory review of the Finance Director's performance by the Town as outlined under Section 15 of the Agreement. The Select Board will notify the Finance Director at least six (6) months prior to the expiration of the contract of its intent to renew or not renew the appointment and the agreement. If the Select Board fails to notify the Finance Director as provided herein, this contract will be extended under its current terms for one additional year. If the Town Administrator notifies the Finance Director of the Select Board's intent to renew, the parties will negotiate the terms of this renewal. If the terms are not agreed prior to termination of the contract, the contract will be extended under its current terms for one additional year. A new six (6) month notice period is established under the one year extension of the contract.

Nothing in this agreement shall prevent, limit, or interfere with the right of the Finance Director to resign or retire at any time during the term of this Agreement. In the event the Finance Director decides to resign, retire, or not seek reappointment on the expiration of this Agreement, the Finance Director will provide the Town with ninety (90) days notice unless the parties otherwise agree.

Nothing in this Agreement shall prevent, limit or otherwise interfere with the right of the Town to terminate the service of the Finance Director subject to the provisions on termination contained in this Agreement.

Section 3. Suspension and Termination

The Select Board may suspend or terminate the services of the Finance Director for malfeasance, misfeasance or nonfeasance in office, poor performance, or violations of the terms and conditions of this Agreement. When reasonably possible, the Selectmen will provide the Finance Director with written notice of its intent to suspend or terminate the Finance Director's employment and the reasons therefore, fifteen (15) days in advance of taking such action. Within those fifteen (15) days, the Finance Director may request a full evidentiary hearing before the Select Board or a hearing officer appointed by them. The Finance Director may be represented by counsel at her own expense and may present witnesses and evidence on her own behalf. Such hearing will be conducted within fifteen (15) days of the Finance Director's request. In the event no request is submitted, the Selectmen's action will be final fourteen (14) days after the delivery of the notice of intent. If a hearing is requested and held, the Select Board will have seven (7) days from the conclusion of the hearing to render its final decision. The decision with respect to suspension or termination within the term of the contract shall be made on the basis of a for cause standard. The time limits set hereunder are maximal.

Section 4. Compensation

I. The annual salary of the Finance Director for the period July 1, 2021 to June 30, 2022 shall be \$127,500. The Finance Director shall receive a one and a half percent (1.5%) salary increase on July 1, 2022. The Finance Director shall receive a one and a half percent (1.5%) salary increase on July 1, 2023. In addition to the above salary, the Finance Director shall receive up to a one and a half percent (1.5%) annual increase, if the Select Board, in its sole discretion, determines that her performance is proficient, documented through the performance evaluation process described in section 13 of this agreement.

II. The Finance Director's salary shall be paid bi-weekly. All salary increases are subject to Town Meeting appropriation. The Finance Director is an exempt employee under the Fair Labor Standards Act and is not entitled to any overtime pay.

III. In the event other benefits are granted to the personnel plan employees, the Town will reopen discussions with the Finance Director over the terms and conditions of this agreement.

Section 5. Hours of Work

The Finance Director shall be required to devote the amount of time necessary to effectively, professionally and diligently discharge the duties of the position, and manage the affairs of the Town of Millis and the employees under her supervision. The Finance Director's work week shall ordinarily consist of a four day week, Monday through Thursday, in addition to evening and/or weekend hours that may be necessary from time to time in order to properly discharge her duties. It is further understood that the Finance Director's work hours shall be flexible in recognition of the additional time she may spend beyond the normal workday in the conduct of the Town's business.

Section 6. Leave Policy

I. The Finance Director will be entitled to 25 days of paid vacation during each fiscal year of this agreement. Up to ten days of vacation may be carried over to subsequent years. Vacation will be scheduled and approved by the Town Administrator as much in advance as possible.

II. The Finance Director shall accrue one and one-quarter (1¼) days of sick leave per month.

The Finance Director may accrue up to a maximum of 150 days of sick leave. Upon death or retirement, the Finance Director is entitled to sell back to the Town up to 20% of her accrued sick leave at her then current salary up to a maximum benefit of \$1800.

III. Upon the death of any member of the Finance Director's immediate family (spouse, mother, father, father-in-law, mother-in-law, children, stepchildren, sister, brother, stepfather, stepmother, grandparents and grandchildren) the Finance Director shall be granted leave with pay to the extent necessary but not to exceed three days. Upon the death of the Finance Director's aunt, uncle, brother-in-law, or sister-in-law, the Finance Director shall be granted one leave day with pay.

IV. If the Finance Director is required to be absent from her employment to serve on a jury, she shall be paid her regular wages, less any pay received (excluding allowances) for serving on such jury, for all such time as the Finance Director is required to be absent. The Clerk of the Court shall certify all such absences.

V. The Finance Director shall be granted five (5) personal days per year to attend to personal matters as may be necessary.

VI. The Select Board, at its sole discretion, may grant to the Finance Director unpaid leaves of absences not covered by paid leave of absences hereunder.

Section 7. Health and Life Insurance

The Town agrees to provide the Finance Director with the same group health and life insurance benefits available to the other municipal employees in conformity with the provisions of Massachusetts General Laws, Chapter 32B.

Section 8. Retirement Benefits

The Finance Director shall be eligible to participate in Norfolk County Retirement System and the Commonwealth of Massachusetts Deferred Compensation Program. The Town shall pay from the benefits budget the sum of \$10,000 per contract year (to be paid in equal installments on

each bi-weekly payroll). Said amount to be used for the Finance Director's deferred compensation or individual retirement account (IRA).

Section 9. Holidays

Holiday leave may be taken in accordance with holidays granted to other general government employees under the Millis Personnel bylaw.

Section 10. Professional Development

The Town hereby agrees to budget for and to pay the reasonable travel and subsistence expenses of the Finance Director for professional development to include, but not limited to, conferences, short courses, seminars and meetings that are necessary for her professional growth for the good of the Town and the Millis Finance Department. The Town shall pay the costs of required textbooks, which shall become the property of the Finance Director. The Finance Director agrees to notify the Town Administrator in advance of confirming attendance at such courses, seminars and meetings, and attendance at such meetings is subject to the prior approval of the Town Administrator and the availability of appropriated funds for such expenses.

Section 11. Dues and Subscriptions

The Town agrees to budget and to pay for reasonable professional dues and subscriptions for the Finance Director necessary for her continuation and participation in national, regional, state and local associations and organizations necessary and desirable for her continued professional participation, growth and advance for the good of the town, subject to the prior approval of the Town Administrator and the availability of appropriated funds for such expenses. Such professional dues may include, but not be limited to, payments for membership in the Massachusetts Municipal Auditors and Accounts Association, Massachusetts Government Finance Officers Association, Government Finance Officers Association and the Plymouth/Norfolk/Bristol County Auditors Association.

Section 12. Indemnification

The Town shall defend, save harmless and indemnify the Finance Director against any tort, professional liability claim or demand, or any other civil legal action brought by any third party, whether groundless or otherwise, arising out of an alleged act or omission occurring in the performance of the Finance Director's duties. The Town will compromise and settle any such claim or suit and pay the amount of settlement or judgment rendered thereon. Willful torts and criminal acts are excluded from this indemnification. This section shall survive the termination of this Agreement.

Section 13. Performance Evaluation

Annually, after receiving the Select Board's goals for the Town, the Town Administrator shall develop jointly with the Finance Director, specific performance criteria that are necessary for the proper operation and welfare of the Finance Department and to attain the policy objectives of the Board, and shall annually thereafter review the Finance Director's performance. The Town Administrator and the Finance Director shall further establish a relative priority among those various goals and objectives; said goals, and objectives shall be reduced to writing.

The Town Administrator shall review and evaluate the performance of the Finance Director on a formal basis at least once annually under the

terms and conditions of this Agreement. Said review and evaluation shall include, but not be limited to - (1) the Finance Director's progress and performance on the annual goals and objectives as described above in this section; (2) budgetary/financial administration; (3) personnel administration; (4) supervisor/leadership; (5) staff development; (6) employee and labor relations; (7) policy execution; and (8) interaction with the Select Board as well as other governmental officials, departments, boards and committees. The Town shall provide the Finance Director with a performance evaluation form. The Town Administrator shall conduct quarterly reviews of the Finance Director's performance if an unsatisfactory evaluation is provided.

Such review and evaluation of performance of the Finance Director shall be done in conformity with the specific performance goals, objectives and criteria established by the above method. The Town Administrator shall provide the Finance Director with a written evaluation report after each formal review and evaluation and shall provide the Finance Director with an opportunity to discuss her review and evaluation.

Section 14. Other Insurance

Assuming coverage is reasonably available, as agreed to by both parties, the Town agrees to cover the Finance Director under a professional liability insurance policy with limits not less than \$1,000,000.00. The Town shall pay for said policy.

Section 15. Notices

Notices pursuant to this Agreement shall be given by deposit in the custody of the U.S. Postal Service, postage prepaid and addressed as follows:

Millis Select Board
Veterans' Memorial Building
900 Main Street
Millis, MA 02054

Carol E. Johnston
41 Maple Street
Medway MA 02053

Section 16. Severability of Provisions

If any clause or provision of this Agreement shall be determined to be invalid, unenforceable, unconstitutional, or illegal by a court of competent jurisdiction, the remainder of this Agreement shall not be affected thereby.

Section 17. Sexual Harassment Policy

The Finance Director shall be subject to the provisions of the sexual harassment policy that is part of the town's personnel plan.

Section 18. General Provisions

This agreement shall become effective upon signing by both parties. This Agreement may be modified or amended at any time by written mutual agreement of the parties.

This agreement embodies the whole Agreement between the Select Board and Carol E. Johnston, and there are no inducements, promises, terms, conditions or obligations made or entered into by either party other than those contained herein. The Laws of the Commonwealth of Massachusetts will govern this Agreement.

For the Select Board,

For Carol E. Johnston