



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, APRIL 12, 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		
21-098	Covid Vaccine Update	6:30 PM	J. McVeigh
21-099	Norfolk County Sheriff Visit	6:35 PM	Sheriff McDermott
21-100	Approval of DPW Bond Sale	6:50 PM	J. Scannell
21-101	Hearing: Stormwater/Land Disturbance – 329 Orchard Street	7:00 PM	D.Merrikin M. Recos
21-102	Discuss Pickle Ball Court Change of Hours Proposal	7:30 PM	J. McCaffrey
21-103	Discuss Council on Aging Budget Request	7:45 PM	P. Kayo B. Lannon
21-104	Acceptance of Gift for Cemetery & Approval of Winniker Family Project	8:00 PM	J. Mushnick E. Underhill
IV.	Open Session Agenda Items		
21-105	Approve and Sign Town Election Warrant		M. Guzinski
21-106	Discuss Town Meeting Warrant Articles		M. Guzinski
21-107	Approve and Sign Town Meeting Warrant		J. McCaffrey
21-108	Discuss and Approve Town Administrator's FY22 Budget Recommendations		M. Guzinski C. Johnston
21-109	Charter Review Committee Next Steps		Sel. Jurmain

21-110	Discuss Letter from Enterprise Funds Advisory Committee – Sewer Moratorium	Sel. Jurmain
21-111	Approval of Fee Waiver – Millis Schools’ Tents	M. Guzinski
21-112	Approval of Fairy House Project	K. Bouret
21-113	Approval of Water/Sewer Commitment	M. Guzinski
V.	Executive Session	
	To consider the purchase, exchange, lease or value of real property. (61A Parcel Village Street & Acorn Street Parcel)	
	To conduct strategy sessions in preparation for negotiations with union personnel. (Fire Contract)	
VI.	Adjournment	

Proposed Upcoming Meeting Schedule

Date	Time	Location
Monday, April 26, 2021	6:30 PM	TBD
Saturday, May 1, 2021	1:00 PM	MS/HS Parking Lot Prior to Annual Town Meeting
Monday, May 17, 2021	6:30 PM	TBD
Monday, June 7, 2021	6:30 PM	TBD
Monday, June 21, 2021	6:30 PM	TBD

Annual Spring Town Meeting – Saturday May 1, 2021

REVISED START TIME! 2:00 PM

4/6/21

At an open meeting held on April 5th, the Select Board voted to set the Annual Town Meeting date and time for **Saturday, May 1, 2021 at 2:00pm** with a rain date (or continuation) date of Sunday, May 2 at noon. **PLEASE NOTE** that the April 5th vote changed the start time of the meeting from 12:00pm to 2:00pm.

If both days are a wash out then the meeting will be held on Saturday, May 8th with a rain date (or continuation) on Sunday, May 9th. The meeting will be held outside at the Millis High School parking lot located at 245 Plain Street. In keeping with guidelines issued by the Massachusetts Department of Public Health and the Millis Director of Public Health, appropriate social distancing seating will be provided, and all attendees are requested to wear masks. All registered voters are urged to attend to have your voices heard and to vote on all Articles.

Voter registration for the town meeting will be ongoing until the final date of Saturday, April 10th. On that day the Town Clerk's Office will be open from 9:00 AM to 8:00 PM. Because the Town Hall is closed to the public due to pandemic, please call the Town Clerk's Office at 508-376-7046 for entry instructions. If you voted in the 2020 national election there is no need to re-register.

The Town Meeting Warrant will include the annual budget for Municipal and School operations. There are capital articles presented for consideration including proposals to take further steps to mitigate the impact of PFAS on the water supply. There is a proposal to invest in a building stabilization project for the historic Lansing Millis Railroad Station. Another proposal includes the possible purchase by the Town of a large parcel of open space on Village Street. In all, there are over thirty Articles for consideration.

The Select Board and the Finance Committee will continue to meet regularly in open session until Town Meeting. All of these meetings are being held on Zoom and information on connecting to the meetings is available on the meeting agenda on the Town website.

Additionally, the Finance Committee Report containing all of the Articles will be mailed to all residents by April 26 and the Finance Committee will host a public hearing and Pre-Town Meeting on April 28. This will also be a Zoom meeting so anyone wishing to review the Articles and ask questions is welcome to participate.

Thank you and see you at Town Meeting,

Jim McCaffrey, Select Board Chair

21-098
Covid Update

21-099

Norfolk County Sheriff Visit

21-100

Approval of DPW Bond Sale

Karen Bouret

From: Jennifer Scannell
Sent: Friday, April 9, 2021 10:14 AM
To: Karen Bouret
Subject: DPW Facility- Bond Sale Approval
Attachments: Debt Memo to BOS 041221.docx; Select Board Vote - Millis Bonds 04-30-21-c.docx; DPW Municipal Loan.pdf

Karen,

Please see attached information related to the approval for the Bond Sale for the construction, renovation and remodeling of the Town Department of Public Works Facility. The Town locked in a great rate (true Interrest cost -TIC) at 1.91%. I will leave the full closing documents in your office for the Select Board to sign.

Regards,

Jennifer Scannell
Treasurer/Collector
900 Main Street
Millis, MA 02054
508.376.7091 (O)
508.376.7055 (F)

Memorandum

To: Select Board
CC: Michael Guzinski
From: Jennifer Scannell
Date: 4/12/21
Re: General Obligation Municipal Purpose Loan – DPW Facility

Please see enclosed General Obligation Municipal Purpose Loan of 2021:

- \$4M for Construction, renovation, and remodeling of the Town Department of Public Works Facility.
- The Select Board will need to sign the following documents:
 - Bonds
 - Vote of the Select Board
 - Signature, No Litigation and Official Statement Certificate
 - Tax Certificate

Suggested motion is as follows: “I move that the Board adopt the votes prepared by Bond Counsel to approve the Town’s General Obligation Municipal Purpose Loan of 2021 Bonds dated April 30, 2021.”

Regards,
Jennifer Scannell
Treasurer

VOTE OF THE SELECT BOARD

I, the Clerk of the Select Board of the Town of Millis, Massachusetts (the “Town”), certify that at a meeting of the board held April 12, 2021, of which meeting all members of the board were duly notified and at which a quorum was present, the following votes were unanimously passed, all of which appear upon the official record of the board in my custody:

Voted: that the sale of the \$3,835,000 General Obligation Municipal Purpose Loan of 2021 Bonds of the Town dated April 30, 2021 (the “Bonds”), to Robert W. Baird & Co., Inc. at the price of \$4,074,700.15 and accrued interest, if any, is hereby approved and confirmed. The Bonds shall be payable on April 15 of the years and in the principal amounts and bear interest at the respective rates, as follows:

<u>Year</u>	<u>Amount</u>	<u>Interest Rate</u>	<u>Year</u>	<u>Amount</u>	<u>Interest Rate</u>
2022	\$155,000	5.00%	2029	\$155,000	5.00%
2023	155,000	5.00	2030	155,000	5.00
2024	155,000	5.00	2031	155,000	5.00
2025	155,000	2.00	2036	775,000	2.00
2026	155,000	2.00	2041	760,000	2.00
2027	155,000	2.00	2046	750,000	2.25
2028	155,000	5.00			

Further Voted: that the Bonds maturing on April 15, 2036, April 15, 2041 and April 15, 2046 (each a “Term Bond”) shall be subject to mandatory redemption or mature as follows:

Term Bond due April 15, 3036

<u>Year</u>	<u>Amount</u>
2032	\$155,000
2033	\$155,000
2034	\$155,000
2035	\$155,000
2036*	\$155,000

Term Bond due April 15, 2041

<u>Year</u>	<u>Amount</u>
2037	\$155,000
2038	\$155,000
2039	\$150,000
2040	\$150,000
2041*	\$150,000

* Maturity

Term Bond due April 15, 2046

<u>Year</u>	<u>Amount</u>
2042	\$150,000
2043	\$150,000
2044	\$150,000
2045	\$150,000
2046*	\$150,000

* Maturity

Further Voted: that in connection with the marketing and sale of the Bonds, the preparation and distribution of a Notice of Sale and Preliminary Official Statement dated March 31, 2021, and a final Official Statement dated April 7, 2021 (the “Official Statement”), each in such form as may be approved by the Town Treasurer, be and hereby are ratified, confirmed, approved and adopted.

Further Voted: that the Bonds shall be subject to redemption, at the option of the Town, upon such terms and conditions as are set forth in the Official Statement.

Further Voted: that the Town Treasurer and the Select Board be, and hereby are, authorized to execute and deliver a continuing disclosure undertaking in compliance with SEC Rule 15c2-12 in such form as may be approved by bond counsel to the Town, which undertaking shall be incorporated by reference in the Bonds for the benefit of the holders of the Bonds from time to time.

Further Voted: that we authorize and direct the Town Treasurer to establish post issuance federal tax compliance procedures and continuing disclosure procedures in such forms as the Town Treasurer and bond counsel deem sufficient, or if such procedures are currently in place, to review and update said procedures, in order to monitor and maintain the tax-exempt status of the Bonds and to comply with relevant securities laws.

Further Voted: that each member of the Select Board, the Town Clerk and the Town Treasurer be and hereby are, authorized to take any and all such actions, and execute and deliver such certificates, receipts or other documents as may be determined by them, or any of them, to be necessary or convenient to carry into effect the provisions of the foregoing votes.

I further certify that the votes were taken at a meeting open to the public, that no vote was taken by secret ballot, that a notice stating the place, date, time and agenda for the meeting (which agenda included the adoption of the above votes) was filed with the Town Clerk and a copy thereof posted in a manner conspicuously visible to the public at all hours in or on the municipal building that the office of the Town Clerk is located or, if applicable, in accordance with an alternative method of notice prescribed or approved by the Attorney General as set forth in 940 CMR 29.03(2)(b), at least 48 hours, not including Saturdays, Sundays and legal holidays, prior to the time of the meeting and remained so posted at the time of the meeting, that no deliberations or decision in connection with the sale of the Bonds were taken in executive session, all in accordance with G.L. c.30A, §§18-25, as amended, further suspended,

supplemented or modified by the Executive Order of the Governor of The Commonwealth of Massachusetts Suspending Certain Provisions of the Open Meeting Law, Chapter 30A, §20 dated March 12, 2020.

Dated: April 12, 2021

Clerk of the Select Board

91603154v.2

Bid Results

Millis (Town)
\$4,000,000 General Obligation Municipal Purpose Loan of 2021
Bonds

The following bids were submitted using **PARITY**[®] and displayed ranked by lowest TIC.
Click on the name of each bidder to see the respective bids.

Bid Award*	Bidder Name	TIC
<input type="checkbox"/>	Robert W. Baird & Co., Inc.	1.924128
<input type="checkbox"/>	Roosevelt & Cross, Inc.	2.125639

*Awarding the Bonds to a specific bidder will provide you with the Reoffering Prices and Yields.

Roosevelt & Cross, Inc. - New York , NY's Bid



Millis (Town)

\$4,000,000 General Obligation Municipal Purpose Loan of 2021 Bonds

For the aggregate principal amount of \$4,000,000.00, we will pay you \$4,209,091.20, plus accrued interest from the date of issue to the date of delivery. The Bonds are to bear interest at the following rate(s):

Maturity Date	Amount \$	Coupon %	Yield %	Dollar Price
04/15/2022	160M	4.0000	0.2000	103.636
04/15/2023	160M	4.0000	0.2500	107.321
04/15/2024	160M	4.0000	0.3700	110.670
04/15/2025	160M	4.0000	0.5000	113.700
04/15/2026	160M	4.0000	0.6200	116.478
04/15/2027	160M	4.0000	0.7500	118.903
04/15/2028	160M	4.0000	0.9000	120.863
04/15/2029	160M	4.0000	1.0500	122.466
04/15/2030	160M	4.0000	1.1500	124.193
04/15/2031	160M	4.0000	1.2500	123.237
04/15/2032				
04/15/2033				
04/15/2034				
04/15/2035				
04/15/2036	800M	2.0000	1.8500	101.232
04/15/2037				
04/15/2038				
04/15/2039				
04/15/2040				
04/15/2041	800M	2.2500	2.1500	100.810
04/15/2042				
04/15/2043				
04/15/2044				
04/15/2045				
04/15/2046	800M	2.5000	2.4000	100.801

Total Interest Cost: \$1,339,083.33
 Premium: \$209,091.20
 Net Interest Cost: \$1,129,992.13
 TIC: 2.125639
 Time Last Bid Received On: 04/07/2021 10:54:51 EDST

This proposal is made subject to all of the terms and conditions of the Official Bid Form, the Official Notice of Sale, and the Preliminary Official Statement, all of which are made a part hereof.

Bidder: Roosevelt & Cross, Inc., New York , NY
 Contact: Joe Daly
 Title:
 Telephone: 212-742-2295
 Fax: 212-509-7908

BOND DEBT SERVICE

Town of Millis, Massachusetts
DPW Facility Construction, Renovation & Remodeling (I)

Period Ending	Principal	Coupon	Interest	Debt Service	Annual Debt Service
10/15/2021	-	-	50,932.29	50,932.29	-
04/15/2022	155,000	5.000%	55,562.50	210,562.50	-
06/30/2022	-	-	-	-	261,494.79
10/15/2022	-	-	51,687.50	51,687.50	-
04/15/2023	155,000	5.000%	51,687.50	206,687.50	-
06/30/2023	-	-	-	-	258,375.00
10/15/2023	-	-	47,812.50	47,812.50	-
04/15/2024	155,000	5.000%	47,812.50	202,812.50	-
06/30/2024	-	-	-	-	250,625.00
10/15/2024	-	-	43,937.50	43,937.50	-
04/15/2025	155,000	3.800%	43,937.50	198,937.50	-
06/30/2025	-	-	-	-	242,875.00
10/15/2025	-	-	42,387.50	42,387.50	-
04/15/2026	155,000	2.000%	42,387.50	197,387.50	-
06/30/2026	-	-	-	-	239,775.00
10/15/2026	-	-	40,837.50	40,837.50	-
04/15/2027	155,000	2.000%	40,837.50	195,837.50	-
06/30/2027	-	-	-	-	236,675.00
10/15/2027	-	-	39,287.50	39,287.50	-
04/15/2028	155,000	5.000%	39,287.50	194,287.50	-
06/30/2028	-	-	-	-	233,575.00
10/15/2028	-	-	35,412.50	35,412.50	-
04/15/2029	155,000	5.000%	35,412.50	190,412.50	-
06/30/2029	-	-	-	-	225,825.00
10/15/2029	-	-	31,537.50	31,537.50	-
04/15/2030	155,000	5.000%	31,537.50	186,537.50	-
06/30/2030	-	-	-	-	218,075.00
10/15/2030	-	-	27,662.50	27,662.50	-
04/15/2031	155,000	5.000%	27,662.50	182,662.50	-
06/30/2031	-	-	-	-	210,325.00
10/15/2031	-	-	23,787.50	23,787.50	-
04/15/2032	155,000	2.000%	23,787.50	178,787.50	-
06/30/2032	-	-	-	-	202,575.00
10/15/2032	-	-	22,237.50	22,237.50	-
04/15/2033	155,000	2.000%	22,237.50	177,237.50	-
06/30/2033	-	-	-	-	199,475.00
10/15/2033	-	-	20,687.50	20,687.50	-
04/15/2034	155,000	2.000%	20,687.50	175,687.50	-
06/30/2034	-	-	-	-	196,375.00
10/15/2034	-	-	19,137.50	19,137.50	-
04/15/2035	155,000	2.000%	19,137.50	174,137.50	-
06/30/2035	-	-	-	-	193,275.00
10/15/2035	-	-	17,587.50	17,587.50	-
04/15/2036	155,000	2.000%	17,587.50	172,587.50	-
06/30/2036	-	-	-	-	190,175.00
10/15/2036	-	-	16,037.50	16,037.50	-
04/15/2037	155,000	2.000%	16,037.50	171,037.50	-
06/30/2037	-	-	-	-	187,075.00
10/15/2037	-	-	14,487.50	14,487.50	-
04/15/2038	155,000	2.000%	14,487.50	169,487.50	-
06/30/2038	-	-	-	-	183,975.00
10/15/2038	-	-	12,937.50	12,937.50	-
04/15/2039	150,000	2.000%	12,937.50	162,937.50	-
06/30/2039	-	-	-	-	175,875.00
10/15/2039	-	-	11,437.50	11,437.50	-
04/15/2040	150,000	2.000%	11,437.50	161,437.50	-
06/30/2040	-	-	-	-	172,875.00
10/15/2040	-	-	9,937.50	9,937.50	-
04/15/2041	150,000	2.000%	9,937.50	159,937.50	-
06/30/2041	-	-	-	-	169,875.00
10/15/2041	-	-	8,437.50	8,437.50	-
04/15/2042	150,000	2.250%	8,437.50	158,437.50	-
06/30/2042	-	-	-	-	166,875.00
10/15/2042	-	-	6,750.00	6,750.00	-
04/15/2043	150,000	2.250%	6,750.00	156,750.00	-
06/30/2043	-	-	-	-	163,500.00
10/15/2043	-	-	5,062.50	5,062.50	-
04/15/2044	150,000	2.250%	5,062.50	155,062.50	-
06/30/2044	-	-	-	-	160,125.00
10/15/2044	-	-	3,375.00	3,375.00	-
04/15/2045	150,000	2.250%	3,375.00	153,375.00	-
06/30/2045	-	-	-	-	156,750.00
10/15/2045	-	-	1,687.50	1,687.50	-
04/15/2046	150,000	2.250%	1,687.50	151,687.50	-
06/30/2046	-	-	-	-	153,375.00
	3,835,000		1,214,794.79	5,049,794.79	5,049,794.79

Town of Millis, Massachusetts

General Obligation Municipal Purpose Loan of 2021 Bonds dated April 30, 2021

Final Bond Structure - 25 years Equal Principal

General			
	DPW Facility Construction, Renovation & Remodeling	DPW Facility Additional Costs	TOTAL PRINCIPAL
15-Apr-22	155,000	-	\$ 155,000
15-Apr-23	155,000	-	155,000
15-Apr-24	155,000	-	155,000
15-Apr-25	155,000	-	155,000
15-Apr-26	155,000	-	155,000
15-Apr-27	155,000	-	155,000
15-Apr-28	155,000	-	155,000
15-Apr-29	155,000	-	155,000
15-Apr-30	155,000	-	155,000
15-Apr-31	155,000	-	155,000
15-Apr-32	155,000	-	155,000
15-Apr-33	155,000	-	155,000
15-Apr-34	155,000	-	155,000
15-Apr-35	155,000	-	155,000
15-Apr-36	155,000	-	155,000
15-Apr-37	155,000	-	155,000
15-Apr-38	155,000	-	155,000
15-Apr-39	150,000	-	150,000
15-Apr-40	150,000	-	150,000
15-Apr-41	150,000	-	150,000
15-Apr-42	150,000	-	150,000
15-Apr-43	150,000	-	150,000
15-Apr-44	150,000	-	150,000
15-Apr-45	150,000	-	150,000
15-Apr-46	150,000	-	150,000
Total	\$ 3,835,000	\$ -	\$ 3,835,000
Original Issue Date of BANs	5/20/2020	N/A	
BANs Outstanding	\$500,000	\$0	\$ 500,000
Reference	7(1)	7(1)	
Maximum Term MGL	30	30	
Date of RL	11/1/2019	3/3/2021	
Original Auth. Amt	\$3,900,000	\$100,000	
Date of Auth.	5/13/2019	11/7/2020	
Article No.	13	5	
Premium Approval	Yes	Yes	
Required Paydown:	\$0	\$0	\$ -
Maximum Maturity	5/20/2050	4/30/2051	
Remaining Life	30	30	

Total Bond Proceeds Needed	\$ 3,900,000	\$ 100,000	\$ 4,000,000
LESS: Excess Premium Applied to Project Costs	\$ 65,000	\$ 100,000	\$ 165,000
EQUALS: Revised Par Amount	\$ 3,835,000	\$ -	\$ 3,835,000

April 7, 2021

For Immediate Release

For Further information, contact;

Jennifer Scannell
Town Treasurer/Collector
900 Main Street
Millis, MA 02054
Tel: (508) 376-7091

Town of Millis, MA \$3,835,000 Bonds Net 1.91%

Jennifer Scannell, Town Treasurer/Collector, received competitive bids from bond underwriters on Wednesday, April 7, 2021 for a \$3,835,000, 25-year general obligation bond issue. Robert W. Baird & Co., Inc. was the winning bidder on the Bonds with an average interest rate of 1.91%. The Town received a total of 2 bids on the Bonds. Bond proceeds will be used to fund the construction, renovation and remodeling of the Department of Public Works facility.

Prior to the sale, Moody's Investors Service, a municipal bond credit rating agency, affirmed the Town's rating of Aa3 on the Bonds. The rating agency cited the Town's conservatively managed financial position, stable tax base with above average wealth levels, and manageable unfunded pension and other post-employment benefits liabilities as positive credit factors.

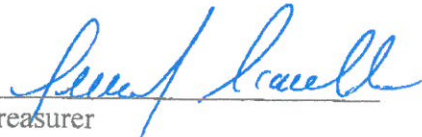
The bids for the Bonds were accepted at the offices of the Town's Financial Advisor, Hilltop Securities Inc., at 54 Canal Street in Boston, Massachusetts.

-end-

Certificate of Award

I, the Treasurer of the Town of Millis, Massachusetts, hereby award the \$3,835,000 General Obligation Municipal Purpose Loan of 2021 Bonds dated April 30, 2021 (the "Bonds") to the bidder submitting the bid attached hereto in accordance with the terms set forth in the attached bid and in the Notice of Sale dated March 31, 2021, relating to the Bonds, subject to the approval of this award by the Select Board.

Date: April 7, 2021


Treasurer

21-101

Hearing : Stormwater

329 Orchard Street



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

April 8, 2021

Select Board
900 Main Street
Town Offices
Millis, MA 02054

Ref: 326 Orchard Street
Stormwater Management Permit
Land Disturbance Permit

Dear Members of the Board,

I am writing on behalf of the Applicant to request waivers from the Town's Land Disturbance and Post-Construction Stormwater Management regulations. These regulations are modelled after DEP Stormwater Management Standards. As you may be aware, however, those DEP Standards do not apply to the construction of one single-family dwelling or to other small residential developments. The reason for this is that these standards are unreasonably burdensome for small projects in terms of the cost of their design and construction.

This application proposes the construction of one house on 14.6 acres of land. Due to an existing Conservation Restriction on the property, it cannot be developed further. While technically triggering your regulations by disturbing more than one acre of land, we do not believe it would be reasonable to require the Applicant to incur the significant costs associated with the design, peer review and construction of traditional stormwater BMPs that are described in your regulations and the DEP Stormwater Standards. However, the site has a variety of features that provide significant stormwater management as follows:

- ✓ The site is large and while the work area will disturb about two acres of land, only 3% of the site will be occupied by the driveway and house. The remainder of the site will be vegetated with a combination of modest landscape areas surrounded by large areas of undisturbed woodlands. The proposal is consistent with Low-Impact Development (LID) techniques, which is a recognized approach to appropriate stormwater management.
- ✓ Aside from the beginning part of the driveway crossing, the development area is outside of wetland resource areas and associated Buffer Zones. The beginning of the driveway lies in a flood plain and permits have already been obtained from the Conservation Commission



and Zoning Board of Appeals to construct it in that location as it is the only reasonable access to the large property.

- ✓ We have designed a roof runoff infiltration system that will capture and recharge a minimum of two inches of runoff from the roof area of the proposed house.
- ✓ Runoff from the upper portion of the driveway and yard areas will pass through lengthy wooded areas before reaching the surrounding wetlands areas. These woodlands will provide treatment and infiltration of runoff from these areas, providing comparable stormwater management to more traditional stormwater BMPs.
- ✓ Runoff from the lower portion of the driveway will be collected by a grass swale and routed into a shallow depression on the north side of the driveway. This area is being used as a flood plain replication area and will be vegetated. While it is not designed as a traditional stormwater basin, it will provide the same benefits as a stormwater basin, allowing for runoff to pass through a relatively flat area for infiltration and treatment.

Given these features, we therefore request the following waivers from your regulations:

1. Section 7.1.A to not require stormwater runoff calculations or the design of typical stormwater management BMPs except for the roof runoff infiltration system shown on the plans.
2. Section 7.1.B.2 to not provide peak rate of runoff calculations. Note that the site is surrounded by wetland areas and Bogastow Brook, which will not be impacted by a minor site development like this.
3. Section 7.1.B.3 to not provide infiltration calculations and formal infiltration BMPs except for the roof runoff infiltration system shown on the plans. Note that the vast expanses of vegetated and wooded areas on the site will provide significant stormwater infiltration of runoff from the developed portions of the site.
4. Section 7.1.B.4 to not provide traditional BMPs designed for 80% TSS removal from impervious areas. As noted above, the natural features of the site will provide significant treatment of stormwater runoff from the developed portions of the site.

The Trustees of Reservation has approved the development plan as part of the Conservation Restriction and the Applicant will provide a letter confirming that. Note also, consistent with DEP Stormwater Standards, compliance with erosion and sediment control requirements are provided. The submitted plans include perimeter erosion controls and the submitted documents include an O&M Plan and a SWPPP.

Select Board
April 8, 2021
Page 3 of 3



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

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

Yours Truly,

LEGACY ENGINEERING LLC

A handwritten signature in black ink that reads "Daniel Merrikin".

Digitally signed by Daniel J.
Merrikin, P.E.
Date: 2021.04.08 14:13:27 -04'00'

Daniel J. Merrikin, P.E.
President

cc: File





April 8, 2021

Mr. James McCaffrey, Chair of Select Board
Town of Millis
900 Main St.
Millis, MA 02054

Re: 326 Orchard Street – Applications for Stormwater Management and Land Disturbance

Dear Mr. McCaffrey:

BETA Group, Inc. (BETA) reviewed documents submitted for the Application for Stormwater Management and Land Disturbance for the proposed single-family dwelling entitled “326 Orchard Street”. This letter is provided to outline BETA’s findings, comments and recommendations.

BASIS OF REVIEW

BETA received the following items:

- Plans (3 sheets) entitled **326 Orchard Street**, dated March 23, 2021, prepared by Legacy Engineering LLC
- **Stormwater Report for 326 Orchard Street, Millis, MA**, dated March 23, 2021, prepared by Legacy Engineering LLC
- **Applications for Stormwater Management Permit and Land Disturbance Permit for 326 Orchard Street Millis, MA** dated March 23, 2021, prepared by Legacy Engineering, Millis, MA. Including applications, above mentioned site plan and stormwater report, letter of receipt from the Building Inspector and cover letter dated March 25, 2021.

Review by BETA includes the above items along with the following:

- **Town of Millis Stormwater Management Regulations**, amended February 12, 2007
- **Massachusetts Stormwater Handbook**, effective January 2, 2008 by MassDEP
- Applicable federal and state regulations

REVIEW SCOPE

The applicant has indicated they will apply for waivers from some of the provisions of the stormwater regulations. It is anticipated that when the project is presented the April 12th Select Board meeting there will be discussion as to whether the Board thinks granting of these waivers is appropriate. The Town of Millis Stormwater Regulation establishes standards to minimize adverse impacts offsite and downstream of proposed development that may affect abutters and the Town in regards to water quality and flow in lakes, streams, wetlands and groundwater, alter aquatica and wildlife habitat and cause flooding. The regulations and standards are a requirement of EPA’s MS4 Permit which (among other things) sets the threshold for a stormwater review and permit at one or more acres of disturbance, identifies Phosphorus and Total Suspended Solids reduction requirements and requires stormwater management systems to be designed in compliance with the Massachusetts Stormwater Handbook.

The following is BETA’s initial review of the project with additional review to follow pending the list of waivers to be provided by the applicant and the outcome of the April 12, 2021 Select Board hearing.

PROJECT DESCRIPTION

The 14.6± acre lot of undeveloped land is located on the West side of Orchard Street and contains wetlands along Bogastow Brook. The 2016 List of Integrated Waters identifies Bogastow Brook (MA72-16) as a Category 4A water impaired for E Coli & Fecal Coliform (TMDL No 32373). The entire Town of Millis is within the Charles River Watershed which has a TMDL for Nutrients. The lot is designated as open space based on MassGIS and in the Town of Millis Open Space and Recreation Plan identified as a privately-owned Land with a Permanent Conservation Restriction managed by the Trustees of Reservations. The application indicates that the site is subject to a recorded conservation restriction limiting development to a single-family dwelling and limiting the disturbed land area based on zoning lot size. Approval of the proposed development will need to be obtained in accordance with the recorded conservation restriction.

Available FEMA flood maps indicate that portions of the property along Bogastow Brook/Pond are located within FEMA mapped zones and Town mapped special flood hazard district. MassDEP Priority Resource Mapping and the base mapping provided identified wetlands on the property and the proposed driveway entrance within the bordering land subject to flooding and the 100' wetland buffer zone. The application indicates that an Order of Conditions and ZBA special permit has been granted allowing a driveway through this area. MassDEP Priority Resource Map indicates that this site is not located in an approved wellhead protection area and does not contain any NHESP Potential Vernal Pools although there may be potential vernal pools offsite, northeast of the property. NRCS maps list the soils in the development area as Canton fine sandy loam with a hydrologic soil group (HSG) of B (moderate infiltration potential) and at the site entrance Rippowam silt loam with a HSG of A/D (low infiltration potential).

This project proposes constructing a new 4 bedroom single-family home with a septic system, well, and driveway disturbing approximately 2.2 acres of land. Stormwater is proposed to be collected from the driveway via a grass swale and roof leaching fields are proposed for downspouts.

STORMWATER MANAGEMENT REVIEW

The plan set provided includes existing and proposed conditions with erosion controls, grading, septic design and details. A SWPPP has been provided and includes timing, schedules, sequence of development and maintenance schedule for the period of construction. A Long-term operations and maintenance plan has also been provided. The application includes discussion of stormwater management compliance with MassDEP Stormwater Management Standards. Below are BETA's review comments pertaining to the Town of Millis Stormwater Management Regulations and the Massachusetts Stormwater Management Standards as required by the Regulations.

ARTICLE I LAND DISTURBANCE AND POST-CONSTRUCTION STORMWATER MANAGEMENT:

SECTION 6. PERMITS AND PROCEDURE

No comments

SECTION 7.1 STORMWATER MANAGEMENT PLAN

- SB1. Estimated seasonal high groundwater elevation (November to April) is not provided in areas to be used for infiltration (§7.1.A.10). High groundwater is identified from borings at the septic location based on redox 6.5' below the ground surface. Provide soils and test pit data at infiltration locations.
- SB2. Indicate existing and proposed vegetation and ground surfaces on-site with runoff coefficients (§7.1.A.11).

- SB3. Provide pre and post condition watershed boundaries, drainage areas and provide callouts of stormwater surface flow on plans (§7.1.A.12).
- SB4. Provide a description of existing and expected hydrology for the proposed 3-15" culverts under the driveway in relation to Bogastow Brook to the south and the proposed compensatory flood storage area and wetlands north of the proposed driveway (§7.1.A.13).

SECTION 7.2 EROSION AND SEDIMENT CONTROL PLAN

- SB5. Indicate location of trees with a caliper of twelve (12) inches or larger, noting specimen trees and forest communities (§7.2.C.3.(b)).
- SB6. Provide a silt sack for the existing catch basin in Orchard Street just south of the proposed construction/driveway entrance.
- SB7. Include stormwater runoff calculations that meet MassDEP's Stormwater Management Policy (§7.2.C.12). See Massachusetts Stormwater Management Standards Comments below.

SECTION 8. OPERATION AND MAINTENANCE PLANS

The Applicant has provided a Long-term Operations and Maintenance Plan (O&M Plan). The operator is identified as Justin Johnson, who currently owns and operates the project address. The O&M plan includes the development proposed under this project.

- SB8. Expand Exhibit 1 Stormwater Facilities Plan and Maintenance Schedule to include extents of grassed swale capturing driveway runoff and driveway culverts. Include maintenance for these components and any other development techniques to meet stormwater standards (§8.B.3).
- SB9. Provide signature of owner(s) on the final O&M plan (§8.B.5).
- SB10. BETA recommends that the Operation and Maintenance Plan be recorded with the Registry of Deeds.

MASSACHUSETTS STORMWATER MANAGEMENT STANDARDS:

No untreated stormwater (Standard Number 1): *No new stormwater conveyances (e.g., outfalls) may discharge untreated stormwater directly to or cause erosion in wetlands or waters of the Commonwealth.*

The proposed stormwater design does not include discharge from stormwater conveyance within 100-foot wetland buffer. – **standard met.**

Post-development peak discharge rates (Standard Number 2): *Stormwater management systems must be designed so that post-development peak discharge rates do not exceed pre-development peak discharge rates. Roof runoff infiltration BMPs and drainage swales are proposed and mitigation measures are referenced however calculations have not been provided to document compliance with this standard.*

SW1. *Provide calculations for infiltration measures and mitigation referenced to ensure pre-development discharge rates are not exceeded and downstream properties and resources are protected.*

Recharge to groundwater (Standard Number 3): *Loss of annual recharge to groundwater should be minimized through the use of infiltration measures to maximum extent practicable.*

NRCS maps list the largest portion of the site on which work is proposed is on Canton fine sandy loam with, a class B soil with a moderate infiltration rate. Applicant is proposing rooftop infiltration fields designed to capture

2 inches of runoff from roof area and other site features to mitigate the impact of impervious runoff however calculations have not been provided to document compliance with this standard.

SW2. *Provide calculations for infiltration measures and mitigation referenced to ensure standard is met.*

80% TSS Removal (Standard Number 4): *For new development, stormwater management systems must be designed to remove 80% of the annual load of Total Suspended Solids.*

The project proposes to direct runoff from proposed impervious areas to roof runoff infiltration BMPs and drainage swales and references other mitigation measures however calculations have only been provided to document TSS removal credit for the rooftop infiltration system. A portion of proposed driveway area is directed to a swale that can receive LID credit if criteria is met. The applicant has also provided a long-term Operation and Maintenance plan, as well as a SWPPP.

SW3. *Revise driveway swale to incorporate a stone diaphragm along the pavement edge for pretreatment and possibly check dams to qualify for LID credit and document TSS removal for all impervious areas.*

Higher Potential Pollutant Loads (Standard Number 5): *Stormwater discharges from Land Uses with Higher Potential Pollutant Loads require the use of specific stormwater management BMPs.*

The project site is not a Land Use with Higher Potential Pollutant Loads – **not applicable.**

Critical Areas (Standard Number 6): *Stormwater discharges to critical areas must utilize certain stormwater management BMPs approved for critical areas.*

The project site does not lie within nor discharge to a Zone II or Interim Wellhead Protection Area of a public water supply. The project site does abut the Bogastow Brook, a tributary of the Charles River watershed which is impaired for phosphorus.

Redevelopment (Standard Number 7): *Redevelopment of previously developed sites must meet the Stormwater Management Standards to the maximum extent practicable.*

This project is currently undeveloped and therefore not considered redevelopment. – **not applicable.**

Construction Period Erosion and Sediment Controls (Standard Number 8): *Erosion and sediment controls must be implemented to prevent impacts during construction or land disturbance activities.*

The project as currently depicted will disturb more than one acre of land; therefore, a Notice of Intent with EPA and a Stormwater Pollution Prevention Plan (SWPPP) is required and has been included in the Stormwater Management Plan. Erosion and sediment control have been documented on the site plans and is discussed in the SWPPP for Construction Activity which has been provided with the submission. The plan includes perimeter controls and stabilized construction entrance. See comment SB6.

Operations/maintenance plan (Standard Number 9): *A Long-Term Operation and Maintenance Plan shall be developed and implemented to ensure that stormwater management systems function as designed.*

A Long-Term Operation and Maintenance (O&M) Plan has been provided. See comments SB8 and SB9.

Illicit Discharges (Standard Number 10): *All illicit discharges to the stormwater management systems are prohibited.*

The Long-Term Operation and Maintenance plan includes an illicit discharge statement prohibiting illicit discharges from the development.

Select Board – Stormwater Management and Land Disturbance Permit
April 8, 2021
Page 5 of 5

If we can be of any further assistance regarding this matter, please contact us at our office.

Very truly yours,
BETA Group, Inc.



Melissa Recos, PE
Senior Project Manager

cc: Karen Bouret – Select Board
Robert Weiss – Energy Manager, Economic Development and Planning

Job No: 7567

21-102

Discuss Pickle Ball Hours

Karen Bouret

From: Jim McCaffrey
Sent: Tuesday, March 30, 2021 1:42 PM
To: Apple Cider
Cc: Mike Guzinski; Karen Bouret
Subject: RE: Jack Fitzgerald requests Pickle Board courts close at 7:00 PM on weeknights

Mr. Fitzgerald:

Thank you for your correspondence relating to hours of operation for the pickle ball courts in the Town Park.

I invite you to attend the Select Board meeting of April 12 to present your proposal for Board action. Your correspondence will be provided to all Board members prior to the meeting. This meeting will be held on a Zoom call, so please let us know if you are available that evening. We can set up a specific time for you if you let us know.

As to Town meeting, the Warrant for the Spring meeting is closed so new Articles are not being accepted. Lighting costs are covered in the Town operating budget which is to be considered as Article 3 of the Warrant.

Thank you,
Jim McCaffrey
Chair, Select Board

-----Original Message-----

From: Apple Cider <apple12cider@yahoo.com>
Sent: Friday, March 26, 2021 11:58 AM
To: Jim McCaffrey <jmccaffrey@millisma.gov>
Subject: Jack Fitzgerald requests Pickle Board courts close at 7:00 PM on weeknights

Chair McCaffrey,

The current Town policy of keeping the pickle ball courts open as late as 10 PM on weeknights needs to be changed because the noise from the pickle ball racquets going late into the night is unfair to adjoining landowners. I respectfully request that the Select Board please change the hours of operation of the pickle ball courts so they will close at 7 PM on weeknights, and 8 PM on weekends.

The pickle ball racquets make substantially more noise than traditional tennis racquets. With the courts having been moved closer to adjoining homes, and all of the trees that used to absorb sound having been cut down and replaced by a school that reflects the sound back toward the homes, the repeated boinging noises are quite loud, unpleasant, and interfering with my ability to go to sleep. I work at 6:30 AM to 3 PM shift, so I have to go to bed early.

Please advise if the Select Board will kindly change the hours of operation of the pickle ball courts. If the Select Board is unwilling to accommodate the legitimate needs of the adjoining landowners in this matter, please advise as to the cut off date to submit Articles for the upcoming spring town meeting, and whether funding for the lights for the pickle ball courts is included on any Articles to be voted on at that town meeting.

Cordially,

John R. Fitzgerald

FEB 22 2021

Dear Selectmen, School and Park Department,

Please consider some sort of sound proofing around the pickle ball courts. Groups begin playing at 6 am and play until the lights go off at 10pm, seven days a week.

The pickle ball sound is very annoying and travels quite a distance and can be heard constantly. There is no quiet enjoyment during the spring, summer and fall months. No one ever considered the noise impact on the neighborhood.

There have been many studies on the issue of noise regarding pickle ball. Several noise reducing options are available.

Thank You for Your Consideration

John Hughes
44 McCabe Avenue
Representing the
neighborhood

21-103

Discuss COA Above Level Service Request

Budget Request Above Level Service

Title:

Description of Request:

The COA is requesting that the Center remain open until 4:00 Monday through Thursday to address the growing number of senior residents.

We are requesting an Operations Manager position that would fulfill clerical and programming duties as needed by the COA.

While postage expenses and the number of residents receiving the COA newsletter have increased dramatically in the past few years the expense line has not. Currently the States Formula grant is being used to cover that expense. In order to free up monies from the grant for programming we request that \$3,000 be added to our expense line.

Detailed Cost Impact:

Director	32 HRS PER WK TO 37	5 hours weekly	\$9,976.20
Operations Manager	29.5 HRS PER WK		\$23.27
Expense line request	Postage		\$3,000.
Total			\$48,672.38

Justification for Request

Attach copies of reports, master plans, or supporting documentation)

48% increase in senior population in Millis in the past 10 years
2010 (1,586) - 2019 (2,344)
**Town of Millis Annual Report*

Operational hours: In 19 years we have only increased operational hours 2.5 hours
(26hrs per week) 1999 8:30-2
(28.5hrs per week) 2018 +2.5 hours Wednesday until 4

Additional operational hours will enhance our local efforts to provide an array of programming and services including but not limited to: healthy aging and wellness, transportation, increase home visits, and enhance our efforts to link older adults to Federal and State programs.

LEVEL FUNDED	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	
	8:00-2	8:00-3:30	8:00-2	8:00-2	8:00-12:30	
DIRECTOR	7:30-2 (6.5)	7:30-3:30 (7.5)	7:30-2 (6.5)	7:30-2 (6.5)	7:30-12:30 (5)	32
OUTREACH	9-2:00 (5)	9-3:30 (6.5)		9:00-2:00 (5)	9-12:30 (3.5)	20
DISPATCH RECEPTIONIST	9-1	9-12 12-1	9-1	9-1	9-12:30	7 Town funded 9 Grant Tax Work Off
DRIVERS	8-2 (6)	8-2 (6)	8-2 (6)	8-2 (6)	8-2 (6)	30

DIRECTOR \$64,094
 OUTREACH \$24,733
 DRIVERS \$21,645
 LONGEVITY \$950
 DISPATCH \$4,351
 \$115,773

ABOVE LEVEL REQUEST	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	
	8-4	8-4	8-4	8-4	8-12:30	
DIRECTOR	7:30-4:00 8	7:30-4:00 8	7:30-4:00 8	7:30-4:00 8	7:30- 12:30 5	37
OUTREACH	9-4 (6.5)	8:30-4 (7)		9-4 (6.5)		20
OPERATION MANAGER	9-4 6.5	9-4 6.5	9-4 6.5	9-4 6.5	9-12:30 3.5	29.5
DISPATCH	9-1	9-12 12-1	9-1	9-1	9-12:30	7 9 Grant 3.5 Tax Work Off
DRIVERS	8-2	8-2	8-2	8-2	8-2	30

DIRECTOR \$ 74,070
 Oper. Manager \$ 35,696
 Outreach \$ 24,733
 Drivers \$ 21,645
 Longevity \$ 950
 Dispatch \$4,351
 \$161,445

21-104

Accept Cemetery Gift/Winniker Family Project

April 5, 2021

Good evening members of the Select Board.

My name is Jeffrey Mushnick and the reason I am speaking to you this evening is that I am representing the Cemetery Commission regarding a request that has been brought to us.

In June of last year a well-known former Millis resident passed away due to an unfortunate motorcycle accident in Florida. His name was Samuel Winiker. He was born on Norfolk Road and his family roots, which are intertwined deeply with mine, go back to the early 1900's. He was hospitalized for many weeks in Florida and when it was determined that he was not going to be able to survive and he knew it, he whispered to his eldest son and wife that his most ardent desire was to be brought back to Millis to be buried in Prospect Hill Cemetery. After much delay, due to Covid and other circumstances, his wish was eternally granted in June of 2020.

It is important to note here, that in the Jewish tradition, it is a "mitzvah" or good deed to go and visit the gravesite of the dearly departed.

Sam's family does this, all the time. Due to the location of the Winiker family plots as you can see from the site plan sketch, access to these graves is done at best, carefully during months of solid ground, at the worst, dangerously, due to the ground conditions and elevation changes. The family of Sam Winiker has decided that the best way for them to visit the gravesite regularly and without any danger of injury would be to have better access to his gravesite as well as to the other Winiker extended family member's gravesites who are already buried there.

The family would like to propose this plan. Install a new concrete pedestrian walkway as well as allow for DPW and Funeral Home access.

It would start with this; clear the existing grass, loam, gravel and different soils from the proposed work area. Bring the elevation down to a solid suitable, workable base. Properly grade and protect the sides of the adjacent grave areas. Install a multi inch layer of gravel and compact it mechanically to prevent it from settling and the possible negative effects to the new sidewalk.

Form and install a new cement walkway extending north approximately 115' in length from the northern intersection of the main gravel road to the large white pine tree at the end of the current cleared grave area in Section E adjacent to the western edge of Section E. This tree is noted on the sketch. On either side of the walkway, recycled asphalt would be installed to allow vehicular or machine traffic to operate without driving on the sidewalk. This would be done, because the DPW uses this current access area as a way to get to the lower graves with machinery and equipment for grave digging etc. The installation of the walkway alone would create access issues. The concrete will be flush with the grade and the recycled asphalt would be brought up to the same elevation so there is no trip hazard. The sidewalk would be approximately 4' in width and approximately 4" thick with river stone installed as a top layer to match the other walkway in Section E. This project would end before it intersects with the perimeter road to the north, and the ground at the end of this end of the project, left as untouched. This would prevent people from inadvertently turning left off the perimeter road onto this new walkway.

Two granite posts that match the current ones in place adjacent to this new area, would be installed at the upper entrance with a chain or other suitable guard, to prevent cars from turning right onto this new access area.

As you may have gathered by now, this is a win-win for the residents of Millis as well as for the Winiker and other families using and visiting the lower grave area in Section E. It will most certainly help to elevate the aesthetics of this portion of the cemetery as well. It will also make it easier for the DPW employees to maintain this section.

Local Millis contractors and longtime residents, Cliff Burnett, who I am sure we all know, will provide the necessary machinery, excavation and materials. Cliff's work is the best. Daniel White from White Cement Finishing of Bogastow Circle will provide the labor and skilled crew for the concrete work to create this wonderful gift. We are also extremely fortunate to have Wayne Simpson a longtime member of the Cemetery Commission directing the actual layout plan for this project. With this team, nothing can go wrong!!!

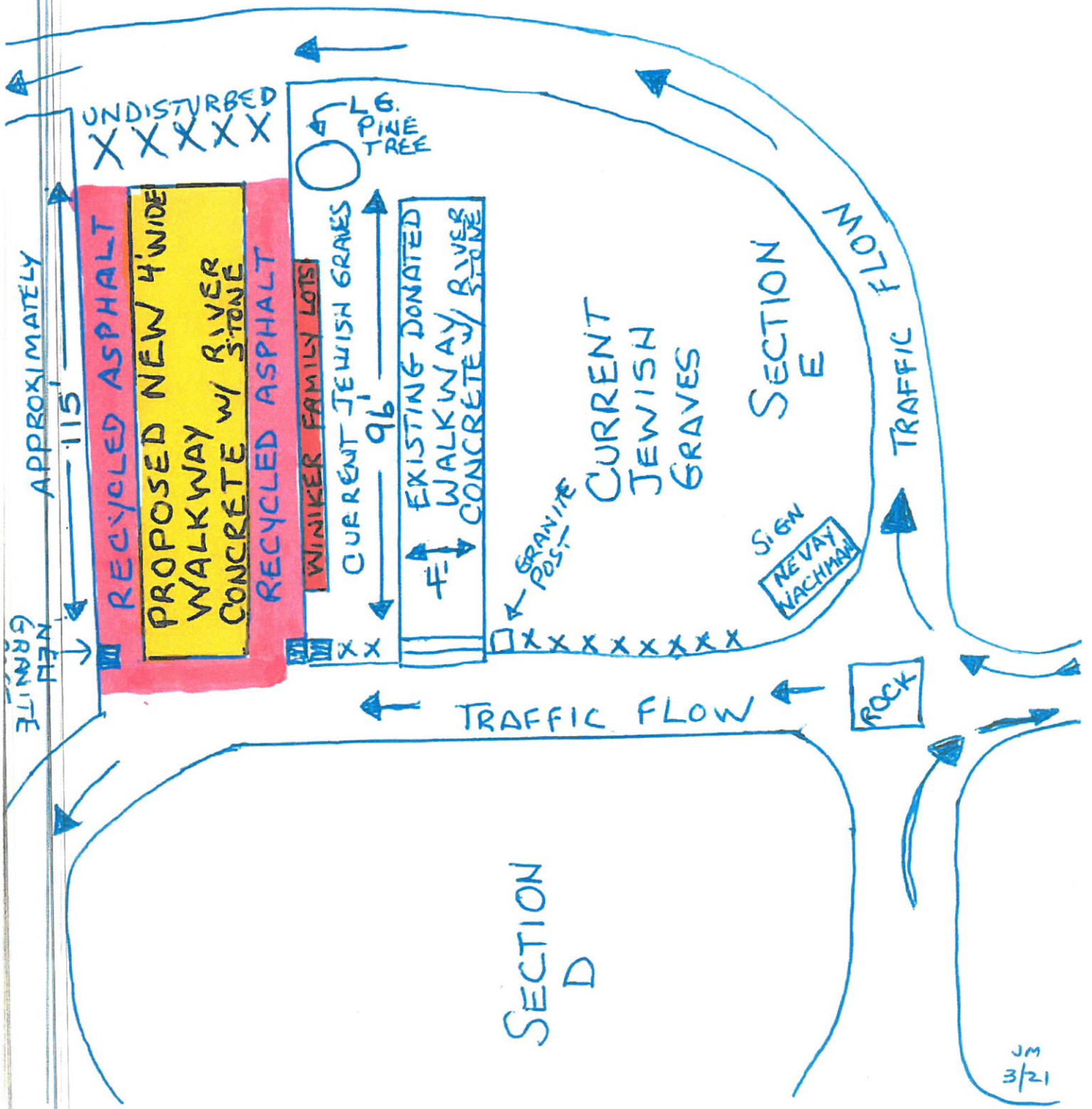
Lastly, and most importantly, it is a generous gift to the Town of Millis residents. There will be absolutely no cost to the town at all. The Winiker Family has generously offered to underwrite the total cost of this installation.

The Cemetery Commission has unanimously agreed to accept this generous gift and tonight, is looking for the Select Board to give its permission for this project to proceed.

One more note, the walkway would be identical to the existing walkway in Section E that was also donated by another prominent Jewish family in Millis, the Novick Family. This walkway was donated for the exact same reasons, being able to visit the family graves and without the fear of falling down due to topographical and elevation issues. Mrs. Novick, did in fact fall in the cemetery and that prompted her to make her donation years ago. A worthy tradition carried on altruistically!!

Thank you for your consideration in this extremely important matter and now I am ready for any questions and or comments.

WINIKER FAMILY PROPOSED GIFT ACCESS PROJECT



JM
3/21

21-105

Approve & Sign Election Warrant

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

NORFOLK, SS

To either of the Constables of the Town of Millis

GREETINGS:

In the name of the Commonwealth, you are hereby required to notify and warn the inhabitants of the Town who are qualified to vote in the Annual Town Election to vote at

**PRECINCT I, PRECINCT II, AND PRECINCT III
VETERANS MEMORIAL BUILDING**

on **MONDAY, THE TENTH OF MAY, 2021**, FROM 7:00 A.M. TO

8:00 P.M. for the following purpose:

To cast their votes in the Annual Town Election for the candidates for the following offices:

MODERATOR.....for one year
SELECT BOARDfor three years
SCHOOL COMMITTEEfor three years
SCHOOL COMMITTEEfor three years
BOARD OF HEALTHfor three years
LIBRARY TRUSTEE for three years
PLANNING BOARD for five years

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

Given under our hands this _____ day of April, 2021

SELECT BOARD OF THE TOWN OF MILLIS:

James J. McCaffrey, Chairman

Peter C. Jurmain, Vice Chairman

Erin T. Underhill, Clerk

A True Copy Attest:

POSTED IN FOUR PUBLIC PLACES

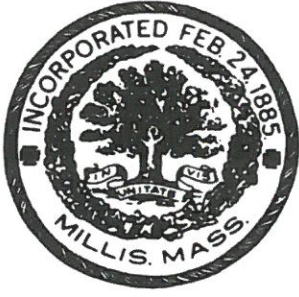
Town Clerk

Helen R. Kubacki, Constable

Dated: _____

21-106

Discuss ATM Warrant Articles



TOWN OF MILLIS

TO: Select Board

FROM: Michael Guzinski, Town Administrator

DATE: April 9, 2021

A handwritten signature in blue ink, which appears to be "Michael Guzinski", is written over the date and extends into the "FROM" field.

RE: Approval of Annual Town Meeting Warrant

You have received through separate email on April 9th the final (hopefully) version of the Annual Town Meeting Warrant. With that email you also received the draft Motions for the articles on the warrant. Town Counsel has reviewed and approved as to form, the ATM Warrant. Please note that the language in article 11 has been changed to clarify its intent. Also, please be aware that the funding source of this article has not been identified.

Please note that we have reached the deadline for final approval and signing of the warrant. If the Board does not approve the ATM Warrant at this meeting, we will be unable to meet the statutory 14 day deadline to have the Constable properly post the warrant. The Finance Committee will be meeting on Wednesday, April 14th to finish voting their recommendations on the warrant articles.

Please let me know if you have any questions in regards to these matters. Thank you.

21-107

Approve & Sign ATM Warrant

21-108

Discuss and Approve TA's Budget Recommendation



TOWN OF MILLIS

TO: Select Board

FROM: Michael Guzinski, Town Administrator

DATE: April 9, 2021

RE: Approval of FY22 Budget Recommendation

My budget recommendations are unchanged since your meeting on April 5th. However, based upon the discussion at the most recent Finance Committee meeting I recommend that the Select Board consider a few items. The Finance Committee was concerned that additional funding was requested by the COA for essentially the same purpose through both the HCA Impact funds (\$45,672.38), and through the General Funds as an “above level service” request (\$48,672.38) [See attached documents]. Based on that discussion, I recommend that the Board remove the COA request from the HCA list. One other related matter is that we are unsure as to when the COA will be able to physically open to the seniors again. The Finance Committee discussed whether or not this item should be reduced to accommodate an October 1 start date vs. a July 1st start date. This would end up reducing the “above level service” funding request in FY22 to \$36,505. I believe that this would be a reasonable compromise.

Please note that just like the ATM Warrant we have now reached the deadline for the Select Board to formally vote to recommend an FY22 Budget. The Finance Committee will be meeting on Wednesday, April 14th to finish voting their recommendations on the annual budget.

Please let me know if you have any questions in regards to these matters. Thank you.



Town of Millis Host Community Agreement Marijuana Impact Funds Request - FY2022

Department	Description of Expense	Total Expenses	Date of Proposed Funding
Board of Health	Cannabis use in e-cigarettes/vaping	\$4,000.00	Fall TM Nov 21
Council on Aging	Educate Seniors to the Benefits of Marijuana	\$45,672.38	Fall TM Nov 21
Library	Extend the hours Library is open to the public on Thursday evening until 8 pm	\$11,388.00	Fall TM Nov 21
Library	Extend the hours Library is open to the public on Saturdays during July & August	\$2,100.00	Spring TM May 21
Library	Extend the hours Library is open to the public on Friday evening until 8 pm	\$11,388.00	Fall TM Nov 21
Police	School Resource Officer Salary	\$61,030.75	Spring TM May 21
Police	School Resource Officer Salary	\$26,300.00	Fall TM Nov 21
Police	Marijuana Stipend - per Contract FY22	\$10,800.00	Spring TM May 21
Police	Marijuana Training	\$45,000.00	Fall TM Nov 21
Recreation	Summer program for participants with developmental and physical disabilities	\$9,200.00	Spring TM May 21
Recreation	Teen Program Coordinator	\$15,000.00	Spring TM May 21
School	School Adjustment Counselor - 0.6 FTE	\$40,637.00	Fall TM Nov 21
School	Bridge Therapeutic Program - Grade 8 - 0.2 FTE	\$12,365.00	Fall TM Nov 21
School	After-school activities through Extended Day Program	\$10,000.00	Fall TM Nov 21
School	Programs for all constituencies mental health link to substances	\$5,000.00	Fall TM Nov 21
School	Town-wide Social Worker	\$60,000.00	Fall TM Nov 21
Marijuana Impact Funds Request - FY2022		\$369,881.13	
Marijuana Impact Funds Request - FY2022		\$98,130.75	Spring TM May 21
Marijuana Impact Funds Request - FY2022		\$271,750.38	Fall TM Nov 21
Marijuana Impact Funds Request - FY2022		\$369,881.13	

FY2022 Above Level FundingNeeds

FY2022 Budget Requests Above Level Service						
Priority	Department	Request	Amount	Benefits	Funding Source	
MUST FUND	IT Administration	IT Specialist 35 hours per week (57% Mills/43% Norfolk)	\$35,600.00	Yes	General Fund/Reimbursement	
1	Veterans	Increase Veteran Services Officer (VSO) Stipend	\$6,525.12	No	General Fund	
2	Exec Office - SelectBoard/Town Admin	Department Assistant II increase to 35 hours per week	\$21,339.76	Yes	General Fund	
3	Council on Aging	Additional Operational Hours until 4PM Monday thru Thursday	\$48,672.38	Yes	General Fund	
4	DPW	Heavy Equipment Operator (HEO)/Laborer - Salary and Clothing Allowance	\$51,851.60	Yes	General Fund	
5	Recreation	Department Assistant 10 hour/week (currently funded by Rec Revolving Fund)	\$11,920.00	Yes	General Fund	
		General Funded Above Service Level Requests	\$175,908.86			
	DPW	Road Maintenance Supplies	\$50,000.00	No	General Fund Article	
	Tree Warden	Tree Removal & Trimming	\$40,000.00	No	General Fund Article	
		General Article Funded Above Service Level Requests	\$90,000.00			
		Total Above Service Level Requests - Funding Needs	\$265,908.86			

21-109

Charter Review Committee

Next Steps

21-110

Discuss Letter Regarding Sewer Moratorium

ENTERPRISE FUNDS ADVISORY COMMITTEE**MEMORANDUM**

TO: Members of the Millis Select Board
FROM: Cathy MacInnes, Chair, Enterprise Funds Advisory Committee
DATE: March 17, 2021
RE: New Requests for Sewer Hookup

At a duly posted meeting of the Enterprise Funds Advisory Committee (EC) held on Wednesday, March 17, 2021, the EC, with Jaikaur Leblanc, Robert Cantoreggi, Edward Chisholm, and Catherine MacInnes voting in the affirmative, and Peter Jurmain abstaining, voted to recommend to the Select Board (SB) that it institute a sewer moratorium until the Spring 2022 Town Meeting, for new sewer hookups to be effective as of the date of the Select Board vote. This proposed moratorium would exclude those homeowners who currently have a sewer line running in front of their house, and whose capacity has already been included in the town's capacity limit, and also including those developers who have already been approved for sewer hookup.

Since its first meeting held on October 22, 2020, and monthly thereafter, among other agenda items, the EC has studied and discussed the proposed sewer by-law forwarded to it by the SB. The EC heard from town counsel regarding its concerns as to the legality and fairness of the by-law to those homeowners who have sewer running past their property but have not hooked up. With the exception of those sewer betterment fees paid for by the developer of a project who included the payment of betterment fees in the sale of a home, all other homeowners have previously paid, or are in the process of paying, their betterment fees. The EC discussed a moratorium as a result of too many unanswered questions regarding the proposed by-law. Rather than hastily forward to the SB a by-law that fails to satisfy all issues presented, the EC voted on a moratorium, as outlined herein.

The town is at 102% capacity according to the Charles River Pollution District. This moratorium is to protect the town as a whole and not just the sewer users. It gives the SB the opportunity to "take a breath" in order to: Conduct studies to

determine alternatives, such as by-laws or revisions thereto; construction of an alternative treatment facility; prepare a policy outlining areas in Millis that should be considered a priority for sewer hookup due to soil conditions, etc.; and allow the town to continue its inflow and infiltration program to help seal leaks and cracks in existing sewer pipes, thereby increasing sewer capacity. The EC also discussed the possibility of lowering the sewer hook-up fee, which is the fee the town charges the homeowners for permission to actually hook into the town sewer system. This fee is in addition to the betterment fee.

The EC further found that an important reason for a moratorium is to allow the town to research and prepare requirements that would be imposed on a developer in order to secure new sewer hookup. The town of Weymouth, for instance, required a developer to pay \$2 million to replace old town-owned sewer lines in an adjacent neighborhood.

Several towns have, in the past or currently, instituted a sewer hookup moratorium: Scituate (18 years), Wareham, Chelmsford, Medway, and Charlton to name a few. Almost all of the communities that instituted a moratorium did so when their treatment capacity reached eighty (80%) percent.

Developers could still install individual septic systems or a treatment facility for their proposed development.

The Enterprise Funds Advisory Committee thanks the Select Board for the opportunity to review and analyze the town's proposed sewer by-law. We look forward to hearing from you.

21-111

Approval of Fee Waiver

School Tents



Millis Public Schools

Robert Mullaney, Superintendent

245 Plain St. Millis, MA 02054

Phone: (508) 376-7000 FAX: (508) 376- 7020 E-mail: rmullaney@millisschools.org

TO: Millis Select Board, Mike Guzinski, Carol Johnston

FROM: Bob Mullaney, Superintendent

RE: Fee Waiver Request

DATE: March 26, 2021

Millis Public Schools is in the process of renting and installing two frame tents for the Middle-High School campus. One 30'x30' tent is expected to be located outside the main high school entrance by the principal's office and one 40'x40' tent is expected to be located in the grass "bus loop" outside of the middle school entrance. We would like to ask that all inspection fees related to these tents be waived. Please do not hesitate to contact me if you need further information regarding these tents.

Thank you for your consideration of this request.

Respectfully submitted,
Bob Mullaney
Superintendent of Schools

21-112

Approval of GS Fairy House Project

Karen Bouret

From: Danielle Frappier <daniellerichard1@gmail.com>
Sent: Tuesday, March 30, 2021 9:03 AM
To: Karen Bouret; Mike Guzinski
Subject: Fwd: Girl Scout hosted Fairy Week

Hello My Name is Danielle Frappier and I lead a girl scout troop in town. I'm looking to organize a Fairy House event/Fundraiser for the Millis Food pantry.

My original idea was having any Millis girl scout that wanted to participate in creating a fairy house would do so (some examples can be found below) from recycled materials, things around the house (with permission, of course), art supplies or nature.

We were going to host this event at Oak Grove as a one day event and "sell" (they would actually be free) tickets on Eventbrite in 20 minute slots with a cap of 20 people per slot to stay under a 25 per limit. We also suggested donation of one non perishable item per person that will be donated to the food pantry. Unfortunately was not approved by the main girl scout council because we do not have enough volunteers to switch out for every 20 minute block and they have a rule that no one person can be exposed to more than 25 people at one time.

I really hate to give up on the idea so I suggested if instead of a day this could be a week long installation that is not a ticketed event and people can come enjoy at their own leisure. I spoke to the OGF council since this is where we originally intended to host the event and they expressed concern over vandalism since this is a week long installation with no one keeping watch.

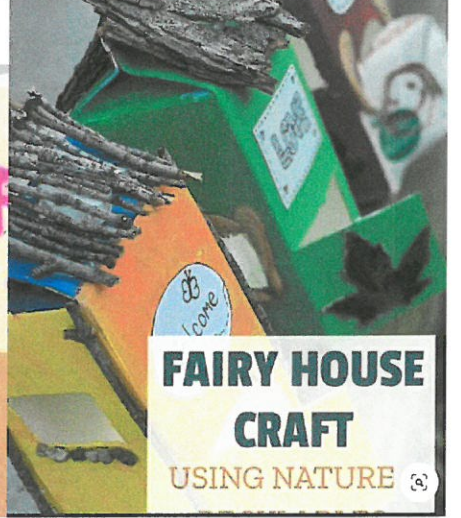
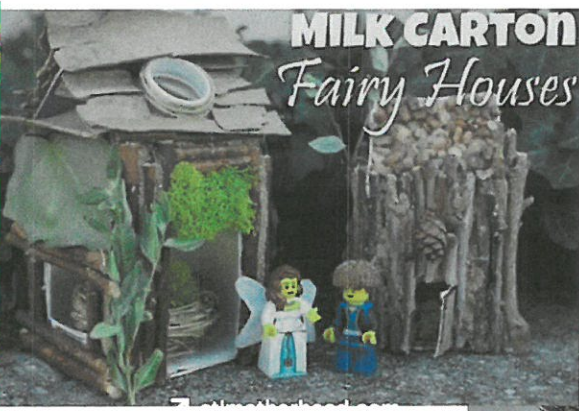
So, this is why I'm emailing you... Would it be possible to set up our fairy house installation on the town hall lawn. I'm hoping with the traffic and the fire station right across the way this will deter any vandalism. I would come by once or twice a day to check on the houses to make sure no debris is flying off them and empty the donation bin. At the end of the week myself and other volunteers would collect the houses and clean up the area.

The date I'm looking to do this is May 8th - May 15th, however I can be flexible on the dates.

Please let me know if you would like to schedule a call if you or would like additional details.

Thank you,
Danielle Frappier

Examples:



21-113

Approval of Water/Sewer Commitment



**THE COMMONWEALTH OF MASSACHUSETTS
TOWN OF MILLIS**

WATER / SEWER DEPARTMENT COMMITMENT TO COLLECTOR

To: Jennifer Scannell, Collector of Taxes for the Town of Millis, in the County of Norfolk
IN THE NAME OF THE COMMONWEALTH OF MASSACHUSETTS, you are hereby required to levy on and collect from the several persons named in the utility billing list herewith committed to you the amount of the utility charges assessed to each such person on Water and Sewer services to include Capital Assessment charges as set for the below, with interest and miscellaneous charges, the sum total of such list being.

ACCT #	COMMIT #	WATER	FINAL	SEWER	CROSS CONNECT	ON OFF	PAINE	TOTAL
200624620	F3243	23.52	47.25	49.51				120.28
35000106	F3244	23.52	47.25	49.5				120.28
35000108	F3245	23.52	47.25	49.51				120.28
35000010	F3246	23.52	47.25	49.51				120.28
35000008	F3247	27.22	47.25	56.91		40.43		171.81
35001122	F3248	30.92	47.25	64.31				142.48
301387000	F3249	23.52	47.25					70.77
35000228	F3251	27.22	47.25	56.91				131.38
301858900	F252	49.42	47.25	101.31				197.98
Total Commitment for March 2021								1195.54

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

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

Given under our hands this _____ day of _____, 2021

Town of Millis Water Commissioners: _____

