



# TOWN OF MILLIS

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

## OFFICE OF THE SELECT BOARD

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

Michael J. Guzinski  
 Town Administrator  
[mguzinski@millisma.gov](mailto:mguzinski@millisma.gov)

Karen Bouret DeMarzo  
 Assistant Town Administrator/  
 Human Resources Manager  
[kbouret@millisma.gov](mailto:kbouret@millisma.gov)

### SELECT BOARD MEETING AGENDA MONDAY, MAY 15, 2023; 7:00 PM VETERANS MEMORIAL BUILDING ROOM 229

	Topic	Time	Speaker
I.	<b>Call to Order</b>	7:00 PM	Chair Underhill
II.	<b>Announcements</b>		
	<ul style="list-style-type: none"> <li>Memorial Day Proclamation &amp; Events</li> </ul>		
III.	<b>Appointments</b>		
23-114	Vote to Reorganize Select Board	7:05 PM	Select Board
23-115	Lansing Millis Legacy Award Presentation	7:10 PM	Chair
23-116	Approval of Bond Anticipation Note	7:15 PM	J. Scannell
	<ul style="list-style-type: none"> <li>D'Angelis Water Plant Improvements</li> <li>Ambulance/Fire Engine Purchase</li> </ul>		
23-117	Approve and Sign Municipal Vulnerability Preparedness (MVP) 2.0 Application Letter	7:20 PM	R. Weiss
23-118	Review and Approve FY24 Road Paving Projects	7:25 PM	J. McKay
23-119	Appointment of Election Workers	7:30 PM	M. Guzinski
	<ul style="list-style-type: none"> <li>Deborah Bennett-Kozak</li> <li>Sharilyn Steadman</li> <li>Kathy Querusio</li> <li>Nancy Wornick</li> </ul>		
IV.	<b>Open Session Items</b>		
23-120	FY24 Select Board Goals		Chair
23-121	Select Board Liaison Updates		Sel. Rosenfeld
V.	<b>Enter Executive Session</b>		
	To consider the purchase or lease of real property if such discussion may have a		

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detrimental effect on the negotiating position of the governmental body.

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**VI. Adjournment**

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**Proposed Upcoming Meeting Schedule**

Date	Time	Location
<b>Tuesday, June 6, 2023</b>	<b>7:00 pm</b>	Room 229 VMB
<b>Tuesday, June 20, 2023</b>	<b>7:00 pm</b>	Room 229 VMB
<b>Monday, July 10, 2023</b>	<b>7:00 pm</b>	Room 229 VMB
<b>Monday, August 14, 2023</b>	<b>7:00 pm</b>	Room 229 VMB
<b>Monday, September 11, 2023</b>	<b>7:00 pm</b>	Room 229 VMB
<b>Monday, September 25, 2023</b>	<b>7:00 pm</b>	Room 229 VMB

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

Zoom (Broadcast only)  
**Meeting ID: 852 638 7223**  
**Passcode: SBMeeting**

## Announcements

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Memorial Day Proclamation

## PROCLAMATION

*Whereas, Memorial Day, originally called Decoration Day, is a day of remembrance for those who have died in service of the United States of America. Over two dozen cities and towns claim to be the birthplace of Memorial Day. While Waterloo N.Y. was officially declared the birthplace of Memorial Day by President Lyndon Johnson in May 1966, it's difficult to prove conclusively the origins of the day.*

*Whereas, regardless of the exact date or location of its origins, one thing is clear – Memorial Day was borne out of the Civil War and a desire to honor our dead. It was officially proclaimed on 5 May 1868 by General John Logan, national commander of the Grand Army of the Republic, in his General Order No. 11. "The 30th of May, 1868, is designated for the purpose of strewing with flowers, or otherwise decorating the graves of comrades who died in defense of their country during the late rebellion, and whose bodies now lie in almost every city, village and hamlet churchyard in the land," he proclaimed. The date of Decoration Day, as he called it, was chosen because it wasn't the anniversary of any particular battle.*

*Now, Therefore, Be It Resolved that the Millis Select Board do hereby proclaim Monday, the 29<sup>th</sup> day of May 2023 as Memorial Day in the Town of Millis, and urge all citizens of this community to join us in support of Memorial Day.*

*Respectfully,  
The Millis Select Board*

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*Craig W. Schultze, Chair*

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*Ellen Rosenfeld, Vice Chair*

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*Erin T. Underhill, Clerk*

## Karen Bouret DeMarzo

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**From:** John Moore  
**Sent:** Friday, May 5, 2023 10:11 AM  
**To:** Mike Guzinski  
**Cc:** Karen Bouret DeMarzo  
**Subject:** Memorial Day Parade, 29 May

Mike,

Here is the sequence of events for Millis' Memorial Day Event on 29 May 2023.

### Timeline

8:00-09:10: Breakfast at the Legion  
9:30: Parade Form up at the Police Station  
10:00: Step off for the parade  
10:15-10:30: Arrive at Town Hall  
10:30: Ceremony Begins  
11:30: Ceremony Concludes

I will let you know of any changes/updates.

Respectfully,

John Moore, Major (Ret) USMC  
Veterans Services Officer, Town of Millis  
[jmoore@millisma.gov](mailto:jmoore@millisma.gov)  
(508) 376-7059

23-114

Reorganize Board

23-115

Lansing Millis Award

# *The Lansing Millis Legacy Award*

Given By The Select Board, Town of Millis



The Millis Select Board has announced “The Lansing Millis Legacy Award” to be its highest recognition of a Millis senior resident for exemplary volunteer community service. The award is homage to the spirit of railroad entrepreneur, turned town incorporator Lansing Millis. It was his vigorous advocacy and service to people of all ages that grew community support behind his goal to trailblaze an early industrial and agricultural economy in Millis. It is in the spirit of service that this award is established.

## *Bert Lannon – 2023 Recipient*

Our 2023 Inaugural Lansing Millis Legacy Award recipient is Bert Lannon, a lifelong Millis resident who was employed at some of the prominent companies of Lansing Millis’ era.

His first job was picking apples off the ground at Apple Knoll farm, earning 5 cents a bushel. Bert was 15, and you had to be 16 to use a ladder, hence his job on the ground. Bert was able to take home \$20 a week, equaling 400 bushels or 4,000 apples each week. During summers of high school and college he was a shipper-receiver at Herman Shoe, and an over-night box-car loader at Clicquot Club.

Bert graduated from Clyde Brown, attended grades 5 – 7 in this very building, then moved on to the sparkling new Millis High School in 1961. There he met his wife Kathy, our former town nurse. For those of you who note special car license plates, Bert’s GU70 tells you that he is a proud Hoya from Georgetown University, from which he launched his human services accounting career. Bert made time to coach three sports while their son, Bert Jr., attended Millis schools, and has run 7 Boston Marathons and a total of 35 marathons!

In retirement Bert has not slowed down. What was apple box lifting in his youth is now helping to haul over 1,000 pounds of food for the clients of the Millis Food Pantry each month. He



drives seniors to their destinations through our Council on Aging and is currently serving on the COA Board. He also finds two days each week to assist veterans at the VA Hospital in West Roxbury. If you look at his schedule today, you can see in retirement this marathoner of community service never sits still because he is so busy helping seniors, veterans, and local families.

It is for his boundless energy, and continued selfless service to others, that the Select Board salutes and honors Bert Lannon with our Inaugural Lansing Millis Legacy Award. We're giving him a special crate that will have meaning to him, and we hope he'll enjoy it's much-deserved cargo, even more than apples. Congratulations and thank you Bert!

[Take picture of presentation for posting and for the family].

## *Letter of Invitation*

Mr. Bert Lannon  
6 Cedar Street  
Millis, MA 02054

Dear Bert,

On behalf of the Millis Select Board, I am delighted to confirm that you have been selected as our Inaugural Lansing Millis Legacy Award recipient, to recognize your outstanding commitment to service to community and seniors.

We would like to announce this at our upcoming May Meeting on Monday, May 15<sup>th</sup> at the VMB. The meeting begins at 7PM and this would be near the top of the agenda. Please do bring your family, friends, and neighbors to applaud with enthusiasm—you deserve it!

With your award, we will usher in a new annual tradition of stopping to acknowledge the community service commitment of outstanding seniors, in the name and spirit of the founder of Millis.

Congratulations and thank you for all that you do for others!

Select Board

# *Nominations*

## ELIGIBILITY FOR THE LANSING MILLIS LEGACY AWARD

1. This award honors exemplary service by a Millis senior with at least ten (10) years of town residency, to recognize the good work they do to improve the community and/or seniors.
2. Eligible nominees must be at sixty (60) years or older; the submission can include contributions made prior to this age, but the emphasis should be impacts made on or after reaching age 60.
3. A spousal duo can receive the award jointly if their community contributions have been made together. Repeat recipients are disallowed; posthumous and self-nominations are eligible.
4. The recipients service purpose in our community and beyond must include stellar contributions to elevate the quality of life for older adults. For example, assistance that has helped to improve someone's lifestyle independence, sense of personal wellbeing, economic stability, education, or subject knowledge (personal technology), intergenerational and social connections, and access to specialized resources. They can also assist in ways that benefit seniors, such as: hospital, veteran, transportation, reading, bookkeeping, personal meals, or fitness.
5. Nominees cannot be a paid, full-time employee of any organization whose primary purpose is to serve older adults, or a full-time employee of, or consultant to, the Town of Millis. Part-time or stipend employment is permissible. If the nominee is semi- or fully retired, their cited standout contributions must be other than paid work in the aging services profession.
6. Submissions require two references who are available to speak with direct knowledge about the nominee's service and how it has benefitted seniors and others.
7. Nominations forms are posted to the town website; submissions are due on or before March 1. The Legacy Award recipient is announced by the Select Board in May, during Older Americans Month. Their name(s) will be engraved on a plaque for display at the Veteran's Memorial Building (Town Hall), with our town's gratitude.

23-116

Approval of BAN

# Memorandum

**To:** Select Board  
**CC:** Michael Guzinski  
**From:** Jennifer Scannell  
**Date:** 05/15/23  
**Re:** General Obligation Bond Anticipation Notes - \$4,120,000

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Please see enclosed General Obligation Municipal Purpose Loan of 2022:

- \$4,120,000 – For the water treatment plan improvements at the D’Angelis Water Treatment Plant; purchasing and equipping a new Ambulance and a new Fire Engine (ATM110821)
- Interest – weighted average net interest cost is 3.575% (\$17,510)
- The Select Board will need to sign the following documents:
  - Note
  - Vote of the Select Board
  - Signature, No Litigation and Official Statement Certificate
  - Tax Certificate
  - Significant Events Disclosure Certificate

Suggested motion is as follows: “to adopt the vote prepared by bond counsel in connection with the sale and approval of the Town’s May bond anticipation notes.”

Regards,  
Jennifer Scannell  
Treasurer

## VOTE OF THE SELECT BOARD

I, the Clerk of the Select Board of the Town of Millis, Massachusetts, certify that at a meeting of the board held May 15, 2023, 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: to approve the sale of \$4,120,000 4.00 percent General Obligation Bond Anticipation Notes (the "Notes") of the Town dated May 24, 2023, and payable May 24, 2024, to Fidelity Capital Markets, a division of National Financial Services LLC, at par and accrued interest, if any, plus a premium of \$17,510.

Further Voted: that in connection with the marketing and sale of the Notes, the preparation and distribution of a Notice of Sale and Preliminary Official Statement dated April 20, 2023, and a final Official Statement dated April 27, 2023, 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 Town Treasurer and the Select Board be, and hereby are, authorized to execute and deliver a significant events 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 Notes for the benefit of the holders of the Notes 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 Notes and to comply with relevant securities laws.

Further Voted: that any certificates or documents relating to the Notes (collectively, the "Documents"), may be executed in several counterparts, each of which shall be regarded as an original and all of which shall constitute one and the same document; delivery of an executed counterpart of a signature page to a Document by electronic mail in a ".pdf" file or by other electronic transmission shall be as effective as delivery of a manually executed counterpart signature page to such Document; and electronic signatures on any of the Documents shall be deemed original signatures for the purposes of the Documents and all matters relating thereto, having the same legal effect as original signatures.

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 Notes were taken in executive session, all in accordance with G.L. c.30A, §§18-25, as amended.

Dated: May 15, 2023

\_\_\_\_\_  
Clerk of the Select Board

132698273v.1

Registered  
Number 1

Registered  
\$4,120,000

United States of America

The Commonwealth of Massachusetts

TOWN OF MILLIS

GENERAL OBLIGATION  
BOND ANTICIPATION NOTE  
(Municipal Purpose Loan of 2023)

<u>Interest Rate</u>	<u>Maturity Date</u>	<u>Registration and Original Issue Date</u>	<u>CUSIP</u>
4.00%	May 24, 2024	May 24, 2023	601090 SM6

PRINCIPAL AMOUNT: FOUR MILLION ONE HUNDRED TWENTY THOUSAND DOLLARS

REGISTERED OWNER: CEDE & CO.

REGISTRAR AND  
PAYING AGENT: U.S. BANK TRUST COMPANY, NATIONAL ASSOCIATION

The Town of Millis, Massachusetts (the "Town") for value received, promises to pay to the Registered Owner of this note or registered assigns the Principal Amount specified above in lawful money of the United States of America on the Maturity Date upon presentation and surrender hereof, with interest (calculated on the basis of a 30-day month and a 360-day year) at the Interest Rate per annum, payable on the Maturity Date. This note will bear interest from the Original Issue Date.

This note certificate is the only instrument representing an issue of \$4,120,000 aggregate principal amount of notes issued by the Town pursuant to Chapter 44 of the General Laws as amended in anticipation of bonds authorized for water treatment plant and municipal equipment purposes.

The notes are general obligations of the Town and the full faith and credit of the Town is pledged for the payment of principal of and interest on the notes as the same shall become due.

The notes are being issued by means of a book entry system, with a note certificate immobilized at The Depository Trust Company, New York, New York ("DTC") evidencing ownership of the notes in principal amounts of \$1,000 or integral multiples thereof, and with

transfers of beneficial ownership effected on the records of DTC and its participants pursuant to rules and procedures established by DTC. Note certificates are not available for distribution to the public. The principal of and interest on this note are payable by U.S. Bank Trust Company, National Association, or its successor as paying agent (the "Paying Agent") for the Town, in immediately available funds to the Registered Owner of this note, as nominee of DTC. Transfer of principal and interest payments to participants of DTC is the responsibility of DTC; transfer of principal and interest payments to beneficial owners by participants of DTC will be the responsibility of such participants and other nominees of beneficial owners. The Town is not responsible or liable for maintaining, supervising or reviewing the records maintained by DTC, its participants or persons acting through such participants.

Unless this note certificate is presented by an authorized representative of The Depository Trust Company to the Paying Agent for registration of transfer, exchange or payment, and any note certificate issued is registered in the name of Cede & Co. or such other name as requested by an authorized representative of The Depository Trust Company and any payment is made to Cede & Co., ANY TRANSFER, PLEDGE OR OTHER USE HEREOF FOR VALUE OR OTHERWISE BY OR TO ANY PERSON IS WRONGFUL since the registered owner hereof, Cede & Co., has an interest herein.

In the event that (a) DTC determines not to continue to act as securities depository for the notes or (b) the Town determines that continuation of the book entry system of evidence and transfer of ownership would adversely affect the interests of the beneficial owners of the notes, the Town will discontinue the book entry system with DTC. If the Town fails to identify another qualified securities depository to replace DTC, the Paying Agent will authenticate and deliver replacement notes in the form of fully registered certificates.

This note is transferable only upon the registration books kept by the Paying Agent as registrar, but only in a manner which will maintain immobilization of note certificates at one or more securities depositories. This note may not be transferred or exchanged in a manner which would involve the delivery of note certificates to the beneficial owners unless the book entry system has been discontinued by the Town in accordance with the terms of this note, in which case replacement notes may be issued in accordance with law and such procedures as the Town shall deem appropriate.

The Town hereby covenants that it will take all lawful action necessary to comply with all requirements of the Internal Revenue Code of 1986, as amended, that must be satisfied subsequent to the issuance of the notes in order that interest on the notes be and continue to be excluded from gross income for federal income tax purposes and it will refrain from taking any action that would cause interest on the notes to become included in gross income for federal income tax purposes.

In connection with the offering of the notes the Town has executed a Significant Events Disclosure Certificate dated as of the date hereof (as it may be amended from time to time, the "Certificate"). The Town hereby covenants to comply with the provisions of the Certificate, and reference is made to the Certificate for a description of the nature and extent of the obligations of



the Town and the rights of the owners of the notes under the Certificate. The Certificate is described in the Official Statement relating to the notes. A copy of the Certificate is available from the Town upon request.

TOWN OF MILLIS,  
MASSACHUSETTS

By: *Stephane Lavel*  
Treasurer

Countersigned:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Select Board

(Town Seal)

# Town of Millis, Massachusetts

\$4,120,000 General Obligation Bond Anticipation Notes

**Sale Date:** 4/27/2023

**Dated Date:** 5/24/2023

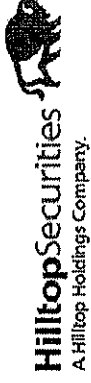
**Delivery Date:** 5/24/2023

**Due Date:** 5/24/2024

**Days Per Year:** 360

**Day Count:** 360

**Bank Qualified:** Yes

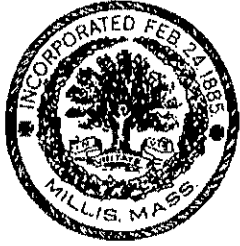


Bidder	Underwriter	Principal	Coupon Rate	Premium	Interest	Net Interest	NIC	Prorata Premium	Prorata Interest	Award	Reoffering Yield
Fidelity Capital Markets	•	\$4,120,000	4.00%	\$17,510.00	\$164,800.00	\$147,290.00	3.5750%	\$17,510.00	\$164,800.00	\$4,120,000	
Jefferies LLC	•	\$4,120,000	5.00%	\$57,226.80	\$206,000.00	\$148,773.20	3.6110%				
Oppenheimer & Co.	•	\$4,120,000	4.50%	\$33,825.20	\$185,400.00	\$151,574.80	3.6790%				
BNY Mellon Capital Markets	•	\$4,120,000	4.50%	\$32,627.93	\$185,400.00	\$152,772.07	3.7081%				
TD Securities	•	\$4,120,000	5.00%	\$51,500.00	\$206,000.00	\$154,500.00	3.7500%				
Piper Sandler & Co.	•	\$4,120,000	6.00%	\$91,917.20	\$247,200.00	\$155,282.80	3.7690%				
<b>Award Totals</b>											
								\$17,510.00	\$164,800.00	\$4,120,000	

Weighted Average Net Interest Cost: 3.5750%

23-117


Approval of MVP Application



# TOWN OF MILLIS

*Millis Board of Selectmen*  
Erin T. Underhill, Chair  
Craig Schultze, Vice Chair  
Ellen Rosenthal, Clerk  
Michael J. Guzinski, Town  
Administrator

Energy Manager  
Veterans Memorial Building  
900 Main Street • Millis, MA 02054  
Phone: 508-376-7040  
Fax: 508-376-7053  
rweiss@millis.net

TO: Board of Selectmen  
FROM: Robert Weiss, Energy Manager   
DATE: May 15, 2023  
RE: Motion to Adopt MVP Application Letter

Last year, Millis received a \$170,000 grant for the state's Municipal Vulnerability Preparedness program to create a master plan for environmental resilience to increased storm water runoff due to Climate Change. From that process, we now know locations where flooding will occur during severe storms, and we are ready to address those problems. Millis was also included in the Charles River Watershed Association's MVP River Flood Modeling, which gives important information about potential flooding in areas along our river front.

The MVP program is enhancing its mission and is asking communities to submit projects that will identify the Climate Warming needs of the Town's most vulnerable groups.

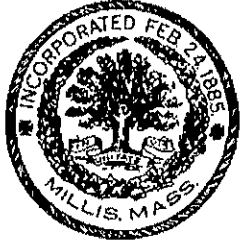
Tonight, I am asking the Select Board to support the Town's application for a pilot project that will provide Millis with a \$95,000 grant to improve the Town's climate resilience. This grant will help us uncover factors that contribute to the vulnerability and resilience of people in the Town who are often left out of the conventional communications when emergencies arrive. This will help us update and redirect our approach to climate emergencies, like sudden flooding or heat waves.

With this grant we will be able to reach out to the Town's most vulnerable residents. For instance, the elderly and families who do not speak English as their primary language can easily miss notifications about emergencies. To that end, the pilot project will help us create an action project that will assure the inclusion of the vulnerable groups in future resilience work.

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## Suggested Motion

*Madame Chair, "I make a motion that the Select Board support the Town's application to the state's MVP 2.0 Pilot Process and that the chair, or her appointee, sign the May 15<sup>th</sup>, 2023, Application Letter."*



# TOWN OF MILLIS

Millis Board of Selectmen  
Erin T. Underhill, Chair  
Craig Schultze, Vice Chair  
Ellen Rosenthal, Clerk  
Michael J. Guzinski, Town  
Administrator

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Select Board  
Veterans Memorial Building  
900 Main Street • Millis, MA 02054  
Phone: 508-376-7040  
Fax: 508-376-7053  
[rweiss@millis.net](mailto:rweiss@millis.net)

May 15, 2023

Kara Runsten  
Executive Office of Energy and Environmental Affairs  
Municipal Vulnerability Preparedness Program  
100 Cambridge St., Suite 100  
Boston, MA 02114

Dear Ms. Runsten,

We are pleased to inform you that the members of the Millis Select Board readily support the Town's application to the Commonwealth's MVP 2.0 funding round.

Millis realizes the need to prepare our residents and businesses for the extreme weather events brought upon us by Climate Change. In addition to Millis' general population, we have a sizeable number of aging residents (30% of our residents are over 60 years old), and an Environmental Justice community that are vulnerable to the consequences of flooding, heat waves, and other emergencies.

Millis was one of the earlier participants in the Municipal Vulnerability Preparedness process and has since been involved in two regional MVP planning grants and in a second project that created a storm water runoff master plan for our Town. With these experiences we fully support MVP's staff requirements and are confident that our Town's personnel will deliver an appropriate project. As with our past MVP projects, participants from the Town's boards and committees, as well as our residents, will contribute the vital leadership needed for the effort.

We look forward to enhancing our current MVP Core Group to address the project's direction and to implement a seed project to advance our community resilience priorities. We understand the challenges involved with the grant process and are confident we will provide resilience for our most vulnerable population, along with the balance of our citizens. We also anticipate updating our 2019 MVP priorities and applying them to the resiliency needs that we will discover with MVP 2.0.

We appreciate this opportunity to enhance Millis' community resilience building and look forward to hearing from you.

Sincerely,  
Erin Underhill

Chair

A. 

B. **PROCESS OVERVIEW AND GOALS:** Those selected for a grant award will complete the MVP 2.0 process by following the steps and guidance in the [MVP 2.0 Process Guide](#):



#### **Step 0: Hire a Primary Vendor**

One to two months (July - August of Year 1)

- Follow local procurement processes to hire a vendor or vendor team to support the community in completing Steps 1-7 and Step 9 that has expertise in equity-centered project facilitation, community-driven processes, and climate and community resilience (qualifications outlined in [Attachment B](#)).

#### **Step 1: Groundwork**

One month (August - September of Year 1)

- Dig deeper into understanding who lives and works in the community and who will likely be disproportionately affected by climate change.
- Identify perspectives and lived experience within the community that will be important to include in your Core Team.

#### **Step 2: Recruiting Your Core Team**

One to three months (September - November of Year 1)

- Build out a group of municipal staff and community liaisons to lead equitable climate resilience work in the community. Community liaisons are community members from and/or with strong relationships with Environmental Justice or other priority populations<sup>1</sup> who live and work in the community. Community liaisons will be compensated for their time through the grant funding and play an important role in

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<sup>1</sup> Priority populations are people or communities who are disproportionately impacted by climate change due to life circumstances that systematically increase their exposure to climate hazards or make it harder to respond. In addition to factors that contribute to Environmental Justice status (i.e., income, race, and language), other factors like physical ability, access to transportation, health, and age can indicate whether someone or their community will be disproportionately affected by climate change.

making sure the insight, needs, and priorities of those most impacted by climate change inform decisions throughout the process.

### **Step 3: Core Team Training**

One to two months (November - December of Year 1)

- Build the skills and capability of the Core Team to assess community vulnerability and develop a project that can build community resilience.
- Build the skills and capability of the Core Team to work together and build community resilience in ways that center equity and climate justice.

### **Step 4: Uncovering Social Resilience**

Three months (January - March of Year 1)

- Identify factors that contribute to vulnerability and resilience for people who live and work in the community and region.
- Use that insight to inform your approach to building community resilience in ways that simultaneously address root causes of vulnerability.

### **Step 5: Revisiting Resilience Priorities**

Two to three months (March - May of Year 1)

- Review and update climate resilience priorities based on wider community input about factors that influence vulnerability and resilience for people in the community.
- Vet those updated priorities with community members, and specifically people who will be most impacted by climate change, to create shared understanding, transparency, and accountability around community resilience priorities.

### **Step 6: Selecting a Seed Project**

Two months (May - June of Year 1)

- Collaborate on the development of a project that will jump-start or advance the community resilience priorities; this project will receive \$50,000 in grant funding, should be able to be completed in 9-10 months and should not require much if any permitting or regulatory approval.
- Vet the project with community members, to ensure that people who will be most impacted by climate change inform decisions related to the project.

### **Step 7: Developing Seed Project Implementation Plan**

One to two months (July - August of Year 2)

- Collaborate on the development of an implementation plan for your Seed Project that will help translate the idea into action.
- Apply a process that can be replicated for future Action Grants.

### **Step 8: Implementing the Seed Project**

Nine to ten months (September - June of Year 2)

- Follow local procurement processes to hire a vendor or vendor team to support Seed Project implementation.
- Implement a Seed Project that will set the groundwork for future Action Grants and/or contribute to building community resilience in your community or region.

### **Step 9: Reflecting, Adjusting, and Next Steps**

Less than one month (June of Year 2)

- Reflect on the process in order to evolve and improve it for future resilience building efforts.

The grantee also agrees to provide feedback, including participating in approximately 2-4 meetings as requested by EEA in relation to the pilot round, so that the program can be improved before its formal roll out anticipated in the FY25 round.

After this pilot round, EEA expects to start requiring communities to undergo this MVP 2.0 process to remain eligible for MVP Action Grants, starting with communities with the oldest original MVP plans. Communities who complete the program as part of this pilot round RFR will have completed this requirement.

Any additions, deletions or other changes to the scope outlined in the [MVP 2.0 Process Guide](#) must be approved by EEA prior to commencement of such activities.

As outlined in the [MVP 2.0 Process Guide](#), all grantees will be required to submit deliverables and have check in communications with their MVP Regional Coordinator at various points in the process.



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FY24 Road Paving Projects

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Appt. of Election Workers

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FY24 SB Goal Discussion

## **Select Board Goals FY23:**

### **Financial Management:**

- a. Limit town expense growth to 4%, exclusive of grant or dedicated revenue stream offsetting the expense.
- b. Plan for the eventual elimination of the Host Community Agreement funds
- c. Consolidate services with other towns, municipal departments, and School Department
  - i. Field Maintenance w/ school
  - ii. Senior Services w/ Library and Recreation
- d. Significant movement towards correcting the Enterprise funding issue (resolve 66% of the funding issue in this budget year). Totally corrected in FY25 budget.
- e. Charter Change to allow Town Administrator and Finance Director to approve warrants in place of the Select Board.

### **2) Enterprise Funds:**

- a. Sewer:
  - i. Create a detailed connection policy
    1. Develop a process to either connect homes or remove homes that have not paid a betterment for a "by right" connection
    2. Limit the time a builder can hold/maintain an unused connection permit
    3. Create a guideline that prioritizes connections
  - ii. Encourage Package Treatment plants to reduce sewer flow to the Charles River Pollution Control District
- b. Water:
  - i. Secure all available grants/legal settlements for PFAS remediation
- c. Storm Water:
  - i. Consider reducing the fee and multiple billing, not a lump sum annual payment
- d. Appoint a Sewer/ Water/ Storm Water board of three individuals, who will:
  - i. Recommend on policy
  - ii. Adjudicate appeals
  - iii. Recommend rates

### **3) Improve Town Infrastructure:**

- a. Recommend for or against Senior Center for November Town Meeting.
- b. Continued significant funding for Road and Sidewalk program.
- c. Investigate uses for Town Owned land.
  - i. Lansing Millis Building
  - ii. Open Space (including Cassidy and Braun property)
- d. Software/ support for capital planning.

### **4) Expand Town Services & Programs:**

- a. Increase services for Seniors
- b. Investigate Rail Trail
- c. Recognize Citizen of the Year
- d. Investigate town wide trash Service

- e. Improved Communication:
  - i. Live Stream meetings (interactive)
  - ii. Open Gov. up and running (and current)
  - iii. Web Site Improvements

The Select Board voted unanimously to approve the above listed FY23 goals at their meeting on 7/18/22

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Liaison Updates