



# TOWN OF MILLIS

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

## OFFICE OF THE SELECT BOARD

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

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

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

### SELECT BOARD MEETING AGENDA TUESDAY, JUNE 6, 2023; 7:00 PM VETERANS MEMORIAL BUILDING ROOM 229

	Topic	Time	Speaker
I.	Call to Order	7:00 PM	Chair Schultze
II.	<b>Announcements</b> <ul style="list-style-type: none"><li>• Juneteenth</li><li>• Congratulations Class of 2023</li><li>• Water Restriction/Ban Update</li></ul>		
III.	<b>Appointments/Hearings</b>		
23-122	Event Approval <ul style="list-style-type: none"><li>• Run Back to School</li><li>• 10/1 Bicycle Ride for Food</li></ul>	7:00 PM	Chair Schultze
23-123	Appointment of Temporary Fire Department Maintenance Intern	7:05 PM	Chief Barrett M. Guzinski
23-124	Town-Owned Properties Study Final Presentation	7:10 PM	J. Steadman
23-125	Discussion with Millis Housing Authority	7:30 PM	C. Avery
23-126	Update on PFAS Treatment Plant Facility	7:45 PM	J. McKay D. Rachmaciej
IV.	<b>Open Session Items</b>		
23-127	Discuss/Vote FY24 Select Board Goals		Chair Schultze
23-128	Appoint Select Board Liaisons for FY24		Chair Schultze
23-129	Vote to Ratify Fire Union Contract		K. Bouret
23-130	Approval of One-Day Special Alcohol Licenses Boggestowe Fish & Game Club		K. Bouret
23-131	Approve Notice to Terminate Regional IT Agreement with Norfolk		M. Guzinski

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- 23-132** Approval of DRAFT Minutes
- 2/7/22
  - 2/14/22
  - 5/15/23
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**V. Enter Executive Session**  
To consider the purchase or lease of real property if such discussion may have a detrimental effect on the negotiating position of the governmental body.

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**VI. Adjournment**

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### Proposed Upcoming Meeting Schedule

Date	Time	Location
<b>Tuesday</b> , June 20, 2023	<b>7:00 pm</b>	Room 229 VMB
Monday, July 10, 2023	<b>7:00 pm</b>	Room 229 VMB
Monday, August 14, 2023	<b>7:00 pm</b>	Room 229 VMB
<b>Tuesday</b> , September 12, 2023	<b>7:00 pm</b>	Room 229 VMB
Monday, September 25, 2023	<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**

Millis Municipal Offices and the Library will be closed on 6/19

What is Juneteenth and why is it a holiday?

On June 19, 1865 — over 2 years after President Lincoln declared all enslaved persons free — Major General Gordon Granger and Union Army troops marched to Galveston, Texas, to enforce the Emancipation Proclamation and free the last enslaved Black Americans in Texas.

23-122

Event Approval

Karen Bouret DeMarzo <Karen.Bouret.DeMarzo@millisma.gov>; Ann Walsh <awalsh@millisschools.org>; Jane Liotta <jliotta@millisschools.org>  
**Subject:** Re: Boosters Run Back to School 2023

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

Hi Allison,

Thanks so much for taking this on again! It is on my calendar and I hope to be available to run next year. Congratulations on Alex and Andrew! We are going to miss them.

See you tomorrow night,

Bob

On Wed, May 31, 2023 at 5:35 PM Allison Maher <[allisonmariemaher@gmail.com](mailto:allisonmariemaher@gmail.com)> wrote:

Good evening everyone!

It's a busy week in the Millis community! I have 2 boys graduating tomorrow and an 8th grader off to her first semi-formal on Friday! But even as hectic as things are, before the school year ends I'd like to get the planning for the Boosters signature back to school event underway.

I will be going before the Select Board on Tuesday, 6/5, for approval so I wanted to reach out to everyone involved to make sure we are all on the same page and everything is done appropriately.

Our event is slated for Sunday, Sept. 24. and is based at the track. Similar to previous years, the 1 mile fun run (within the school campus) will take off at 9am and the 5k at 9:30am. The 5k will follow the same route: exit out the high school driveway, turn right on Spring St., cross 109 at the police station, follow Ridge St. to the turnaround at Union St., and return along the same route.

We are typically on site to set up by 7am and are cleaned up and out of there before noon. Our typical requests are:

1. use of the track/field area 7am-12pm
2. access to school bathrooms 8am-11am
3. emergency/ambulance gate unlocked
4. gates at either end of the path in front of CFB unlocked (1 mile route)
5. no buses parked along the fence by the field
6. 20 large orange cone dropped off to help us mark the side of Spring St. for runner safety

7. permission to leave sandwich board promotional signs at entrances to MHS and CFB

If anyone has questions or concerns, or is aware of any potential conflicts, please let me know. At this point I'm just hoping to get a general "OK" from everyone so I can proceed with approval from the Select Board and then begin promoting the event.

Thanks everyone! Have a great final couple of weeks before summer's here!  
Allison

--

Robert Mullaney  
Superintendent  
Millis Public Schools  
(He/him/his)

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

If you need this information translated, please copy and paste it into Google Translate. The link to Google translate is <http://translate.google.com/>

**Spanish / Español** - Si necesita que se le traduzca esta información, por favor, copie y pegue en Google Translate. El enlace de Google Translate es <http://translate.google.com/>

**Portuguese / Português** - Caso precise traduzir esta informação, por favor, copie-a e cole-a no Google Tradutor. O link para o Google Tradutor é <http://translate.google.com/>

**Arabic** - هو الرابط إلى ترجمة Google إذا كنت بحاجة إلى ترجمة هذه المعلومات فالرجاء نسخها ولصقها في ترجمة - <http://translate.google.com/>

**Russian** - Если вам нужен перевод этой информации, скопируйте и вставьте ее в Google Translate. Ссылка на гугл-переводчик <http://translate.google.com/>

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



**Three Squares New England**  
PO Box 1055  
Dedham, MA 02027  
[www.threesquaresne.org](http://www.threesquaresne.org)  
Tax ID: 46-4636259

## Board of Directors

Marcia Robinson  
*President*

Greg Jundanian  
*Co-Founder*

Seta Nersessian  
*Co-Founder*

Ron Joseph  
*Treasurer*

Liz Harrington  
*Clerk*

Bernice Behar

Michael Evangelista

Raghu Krishnan

Alex Shumway

J. Mike Remy

Jennifer London

Michael Guzinski  
Town Administrator  
Town of Millis  
900 Main St, Room 220  
Millis, MA 02054

March 1, 2023

Dear Mr. Guzinski,

We are writing to request permission to direct a portion of our 12th annual bicycle Ride for Food through Millis on Sunday morning October 1, 2023. The purpose of the Ride for Food is to partner with hunger-relief organizations to raise critical funds to fight hunger in Eastern Massachusetts. This year the Ride for Food will benefit 25-30 food pantries.

We estimate that approximately 150 riders will take the 50 mile route (<https://ridewithgps.com/routes/38969291>) and travel through Millis between 9:00 and 11:00 AM. Cyclists take a right onto Route 115 from Holbrook/Cleveland Street, and then a left onto Baltimore Street\*, a right onto Pleasant Street and a left onto Village\* and then into Medway.

**\*We would like to request police detail at Rte 115 and Baltimore (cyclists take a left onto Baltimore) and Pleasant St. and Village (cyclists take a left onto Village) between 9am and 12pm.**

For more information about the route or the Ride, please go to [www.threesquaresne.org](http://www.threesquaresne.org).

The Certificate of Insurance for the event is attached.

Sincerely,

Jen Shadrick Event Coordinator, [jen@threesquaresne.org](mailto:jen@threesquaresne.org)  
Bernice Behar, Chair, [bernice@threesquaresne.org](mailto:bernice@threesquaresne.org)

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# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

03/27/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> American Specialty Insurance & Risk Services, Inc.  7609 W. Jefferson Blvd., Suite 100 Fort Wayne IN 46804		<b>CONTACT NAME:</b> <b>PHONE (A/C, No, Ext):</b> _____ <b>FAX (A/C, No):</b> _____ <b>E-MAIL ADDRESS:</b> _____	
<b>INSURED</b> League of American Wheelmen dba League of American Bicyclists 1612 K Street NW, Sulte 1102  Washington DC 20006		<b>INSURER(S) AFFORDING COVERAGE</b> <b>INSURER A:</b> Arch Insurance Company <b>NAIC #</b> 11150 <b>INSURER B:</b> _____ <b>INSURER C:</b> _____ <b>INSURER D:</b> _____ <b>INSURER E:</b> _____ <b>INSURER F:</b> _____	

**COVERAGES**

CERTIFICATE NUMBER: 1002094503

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.


INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input checked="" type="checkbox"/> OTHER: OTHER	Y		SBCGL0054506	02/01/2023	02/01/2024	EACH OCCURRENCE	\$ 1,000,000
	DAMAGE TO RENTED PREMISES (Ea occurrence)						\$ 1,000,000	
							MED EXP (Any one person)	\$ Excluded
							PERSONAL & ADV INJURY	\$ 1,000,000
							GENERAL AGGREGATE	\$ 5,000,000
							PRODUCTS - COMP/OP AGG	\$ 5,000,000
								\$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident)	\$
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
								\$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED _____ RETENTION \$ _____						EACH OCCURRENCE	\$
							AGGREGATE	\$
								\$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				PER STATUTE	OTH-ER
							E.L. EACH ACCIDENT	\$
							E.L. DISEASE - EA EMPLOYEE	\$
							E.L. DISEASE - POLICY LIMIT	\$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

- Coverage applies to THREE SQUARES NEW ENGLAND, 91 EXETER ST, WEST NEWTON, MA 02465.

- The Certificate Holder shall be an Additional Insured, but only with respect to the operations of the Named Insured, and subject to the provisions and limitations of Form CG 2026 Additional Insured - Designated Person or Organization, but only with respect to 2023 RIDE FOR FOOD on October 01, 2023.

**CERTIFICATE HOLDER****CANCELLATION**

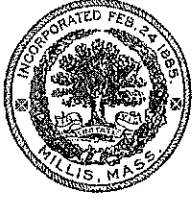
Town of Millis Attn Town Administrator Michael J. Guzinski Police Chief Chris Soffayor  900 Main Street, Room 220  Millis MA 02054	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 
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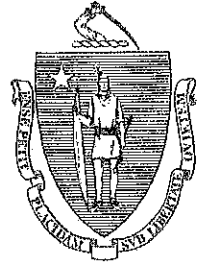
23-123

Temp Fire Dept Maintenance Intern Appt.



# Millis Fire/Rescue

885 Main Street  
Millis, Massachusetts 02054  
Phone: 508-376-2361  
Fax: 508-376-4339



Richard Barrett  
*Chief*

Andrew Hladick  
*Deputy Chief*

To: Mike Guzinski

Date: 6/1/2023

Mr. Guzinski,

Over the last year we have been working with the Millis Schools Transition program. This program works with students with special needs and helps them get ready for the workforce by teaching them how to cook, clean, do small jobs like shredding, vacuuming etc. We have been working with 2 students, Jared, and Maddie. Jarrod comes on Mondays and works with an aid for about an hour and Maddie comes on Friday and does the same. The department members have enjoyed working with both students and have been impressed with them.

This year Jared ages out of the program, the program director and Jared's Mom have been looking for somewhere for Jared to start to work and we discussed giving him a part time job here at the fire station. It would be once or twice a week for an hour or two and we would set him up with certain members of the department to help guide him. We would appoint Jared as a Fire Department Maintenance Intern.

I request that you appoint Jared Parker to the position of Fire Department Maintenance Intern with a start date of July 1, 2023.

Respectfully,



Richard Barrett

Fire Chief

23-124

Town-Owned Properties Study Report

23-125

Discussion with Millis Housing Authority

# MILLIS

# ELDERLY UNITS

UNIT	PULL LIST	DATE SENT	NUMBER SENT	MAILING COSTS Averages \$2.20 each	NOTES
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## KENNEDY TERRACE

312					
314					
316					Internal Move - July 2021
318					
322	Internal Move	23-Feb-23			
332	17207986	28-Dec-21	5	\$ 11.00	
334	19751539	22-Jul-22	36	\$ 79.20	
	21470264	01-Dec-22	15	\$ 33.00	
	22492289	23-Feb-23	60	\$ 132.00	
336					
338					Medical need

320a	2723	25-Apr-19	25	\$	55.00
320b					
320c	4231	25-Jul-19	25	\$	55.00
320d					
322a					
322b					
322c					
322d					
324a	4234	25-Jul-19	25	\$	55.00
	12124888	27-Oct-20	25	\$	55.00
324b	18332117	31-Mar-22	30	\$	66.00
	18642427	22-Apr-22	30	\$	66.00
	19098883	02-Jun-22	50	\$	110.00
	19751539	27-Jul-22	36	\$	79.20
	20612403	22-Feb-22	160	\$	352.00
	21470264	01-Dec-22	15	\$	33.00

Part of a multiple unit pull

324d					
326a					
326b					
326c	2720	25-Apr-19	25	\$	55.00
326d	6537	03-Dec-19	15	\$	33.00
	2727	25-Apr-19	25	\$	55.00
328A	2721	25-Apr-19	25	\$	55.00
328b					
328c					
328d					
330a					
330b					
330c					
330d	2724	25-Apr-19	25	\$	55.00

**MILLIS WAITLIST****MAY 22 2023**

<b>ELDERLY</b>	<b>3549</b>	<b>NON- ELDERLY/HANDICAPP</b>	
VETERAN/LOCAL	4	VETERAN/LOCAL	0
VETERAN/MINORITY	30	VETERAN/MINORITY	5
VETERAN	83	VETERAN	18
LOCAL/MINORITY	3	LOCAL/MINORITY	0
LOCAL	30	LOCAL	5
MINORITY ONLY	1093	MINORITY ONLY	311
NO PREFERENCES	2306	NO PREFERENCES	821

**FAMILY 6485****ONE BEDROOM**

VETERAN/LOCAL	1
VETERAN/MINORITY	22
VETERAN	34
LOCAL/MINORITY	3
LOCAL	11
MINORITY ONLY	696
NO PREFERENCES	1038

**THREE BEDROOM**

VETERAN/LOCAL	0
VETERAN/MINORITY	7
VETERAN	16
LOCAL/MINORITY	6
LOCAL	4
MINORITY ONLY	858
NO PREFERENCES	478

**TWO BEDROOM**

VETERAN/LOCAL	0
VETERAN/MINORITY	0
VETERAN	11
LOCAL/MINORITY	30
LOCAL	14
MINORITY ONLY	2037
NO PREFERENCES	1219



APPLICANT:  
 ROSEBAY AT MEDFIELD  
 Limited Partnership  
 61 BLUEBERRY LANE  
 WESTWOOD, MA 02090

# THE ROSEBAY AT MEDFIELD

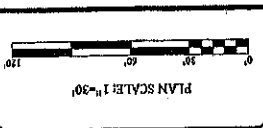
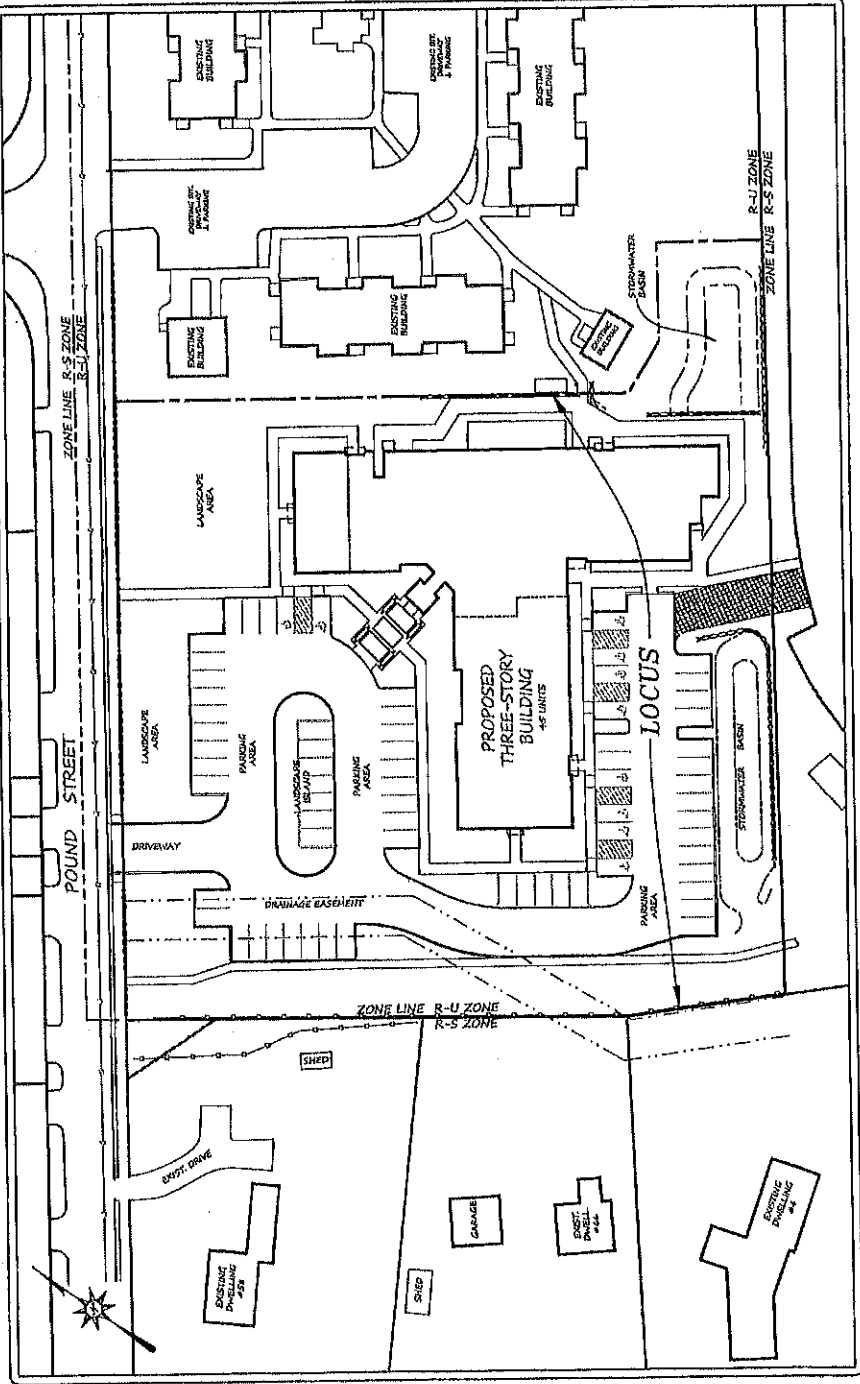
## SITE PLAN OF LAND

30 POUND STREET, MEDFIELD, MA

DECEMBER 17, 2018  
 Latest Revision: December 12, 2019

Another NewGate Housing Community

PREPARED BY:  
 LEGACY ENGINEERING LLC  
 730 MAIN STREET  
 SUITE 2C  
 MILLIS, MA 02054



NO.	DATE	REVISION
1	12-17-18	ISSUE FOR PERMITTING
2	12-17-18	REVISED PER PERMITTING COMMENTS
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99	12-17-18	REVISED PER PERMITTING COMMENTS
100	12-17-18	REVISED PER PERMITTING COMMENTS

THE ROSEBAY AT MEDFIELD  
 COVER SHEET  
 OF LAND IN  
 MEDFIELD, MA

LEGACY ENGINEERING

730 MAIN STREET  
 SUITE 2C  
 MILLIS, MA 02054  
 508-375-5550  
 C-0  
 02/21/20





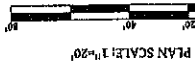


730 MAIN STREET  
SUITE 2C  
MELLS MA 01854  
508-272-5531  
www.legacyeng.com  
C-3  
0327-01

**THE ROSEBAY AT MEDFIED  
LAYOUT SHEET  
OF LAND IN  
MEDFIED, MA**

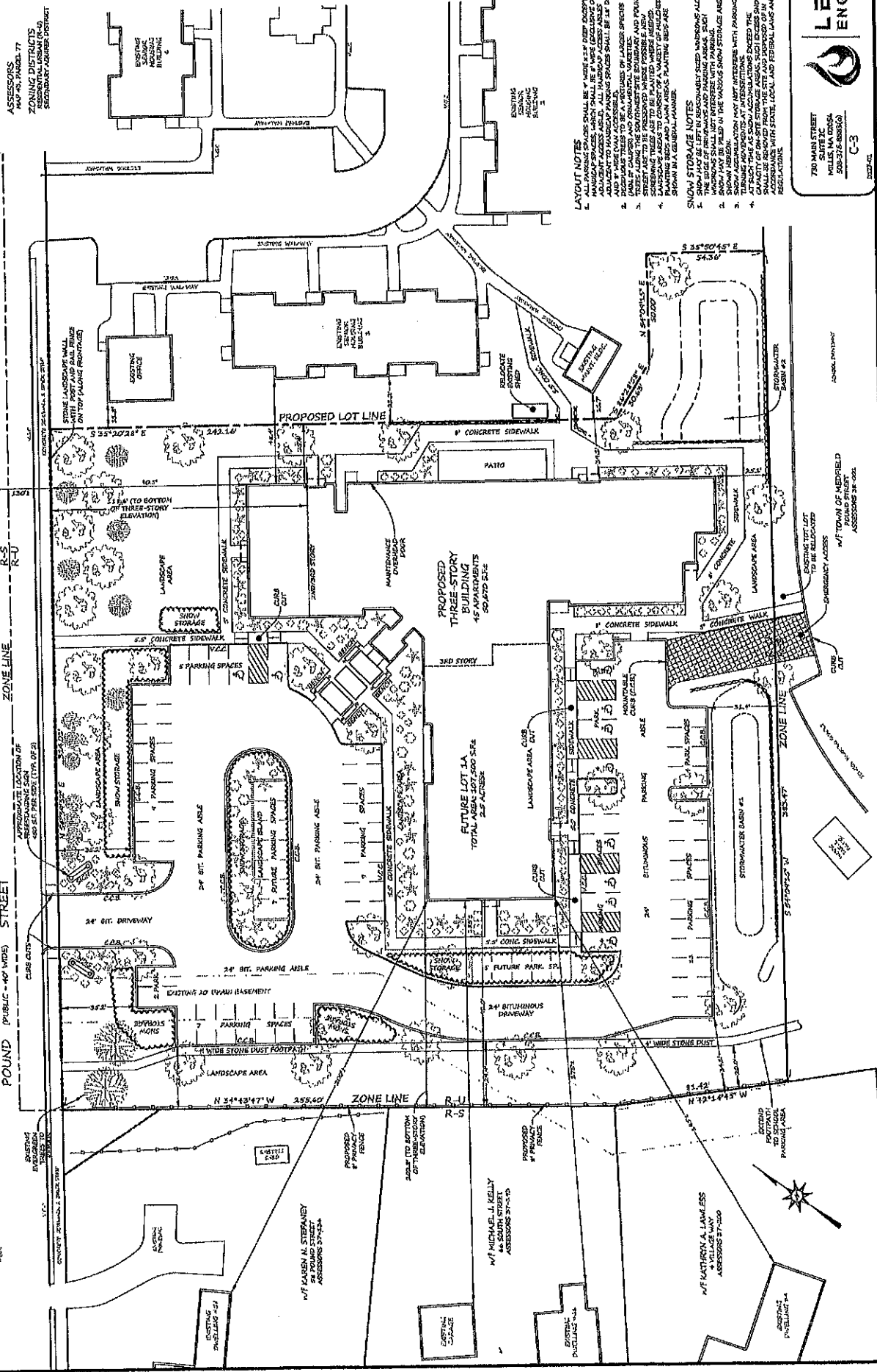
PLAN DATE: DECEMBER 17, 2018

DATE	REVISIONS
01/18	REVISED PER ZONING BOARD COMMENTS
02/18	REVISED PER ZONING BOARD COMMENTS
03/18	REVISED PER ZONING BOARD COMMENTS
04/18	REVISED PER ZONING BOARD COMMENTS
05/18	REVISED PER ZONING BOARD COMMENTS
06/18	REVISED PER ZONING BOARD COMMENTS
07/18	REVISED PER ZONING BOARD COMMENTS
08/18	REVISED PER ZONING BOARD COMMENTS
09/18	REVISED PER ZONING BOARD COMMENTS
10/18	REVISED PER ZONING BOARD COMMENTS
11/18	REVISED PER ZONING BOARD COMMENTS
12/18	REVISED PER ZONING BOARD COMMENTS



OWNER: HOUSING AUTHORITY  
MEDFIED MA 01854  
PROJECT NO.: 18-0001  
APPPLICANT:  
ROSEBAY AT MEDFIED  
LAYOUT SHEET  
WESTWOOD, MA 02090  
ASSESSORS:  
MAP NO. 98, PARCEL 77  
ZONING DISTRICTS:  
R-U  
SECONDARY ADDRESS PREFIX:

- LAYOUT NOTES**
1. ALL PARKING SPACES SHALL BE 8' WIDE x 20' DEEP. ALL PARKING SPACES SHALL BE 5' WIDE x 12' DEEP. ALL PARKING SPACES SHALL BE 5' WIDE x 12' DEEP. ALL PARKING SPACES SHALL BE 5' WIDE x 12' DEEP.
  2. ALL PARKING SPACES SHALL BE 5' WIDE x 12' DEEP. ALL PARKING SPACES SHALL BE 5' WIDE x 12' DEEP. ALL PARKING SPACES SHALL BE 5' WIDE x 12' DEEP.
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  4. ALL PARKING SPACES SHALL BE 5' WIDE x 12' DEEP. ALL PARKING SPACES SHALL BE 5' WIDE x 12' DEEP. ALL PARKING SPACES SHALL BE 5' WIDE x 12' DEEP.
- SNOW STORAGE NOTES**
1. THE EDGE OF THE DRIVEWAY AND PARKING AREAS SHALL BE 18" HIGHER THAN THE ADJACENT SIDEWALKS.
  2. THE EDGE OF THE DRIVEWAY AND PARKING AREAS SHALL BE 18" HIGHER THAN THE ADJACENT SIDEWALKS.
  3. THE EDGE OF THE DRIVEWAY AND PARKING AREAS SHALL BE 18" HIGHER THAN THE ADJACENT SIDEWALKS.
  4. THE EDGE OF THE DRIVEWAY AND PARKING AREAS SHALL BE 18" HIGHER THAN THE ADJACENT SIDEWALKS.
  5. THE EDGE OF THE DRIVEWAY AND PARKING AREAS SHALL BE 18" HIGHER THAN THE ADJACENT SIDEWALKS.



**NEIGHBORING PROPERTIES:**

- M/F SUELI ZHANG 34 POUND STREET ASSESSORS 43-0165
- M/F MAC P. FREEDOOD 43 POUND STREET ASSESSORS 13-0181
- M/F MICHAEL J. SARGO 44 POUND STREET ASSESSORS 43-0187
- M/F JOSEPH H. KETTELAS 44-02 POUND STREET ASSESSORS 43-0185
- M/F JOSEPH H. KETTELAS 44-02 POUND STREET ASSESSORS 43-0185
- M/F KAREN A. STEPHANEY 88 POUND STREET ASSESSORS 54-0184
- M/F MICHAEL J. KELLY 44 SOUTH STREET ASSESSORS 31-0178
- M/F KATHYRIN A. LAWLESS VILLAGE MANOR ASSESSORS 81-0180

**STREETS AND ZONES:**

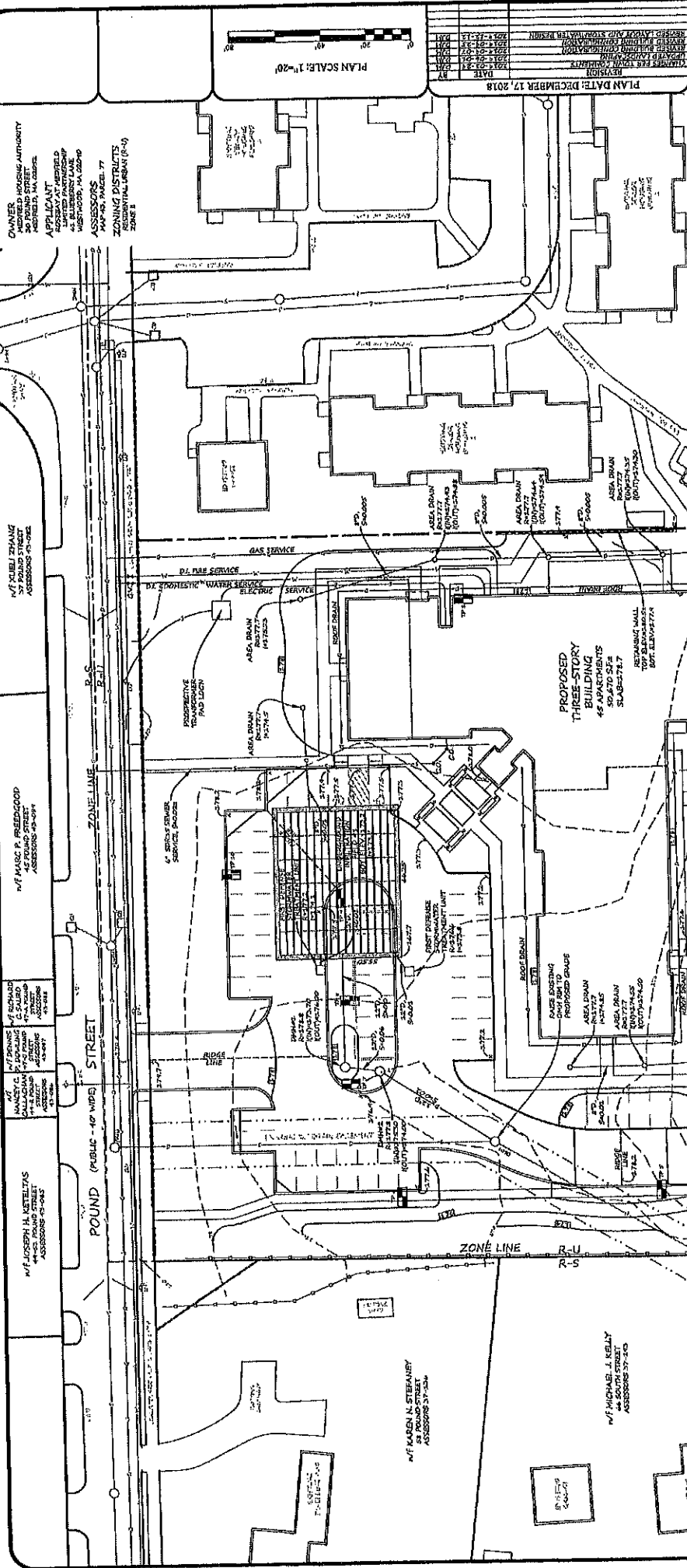
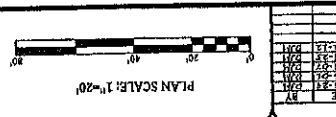
- POUND STREET (PUBLIC - 40' WIDE)
- 3RD STREET
- ZONE LINE
- R-S
- R-U
- R-O

**THE ROSEBAY AT MEDFORD  
PRELIMINARY SITE PLAN  
GRADING & UTILITIES**

- UTILITY NOTES**
1. DOMESTIC WATER SERVICE SHALL BE TYPE K COPPER IN ACCORDANCE WITH THE REQUIREMENTS OF THE CURRENT AND SHALL OBSERVE THE DOMESTIC REGULATION AND FIRE WATER SERVICE PIPE SIZE REQUIREMENTS FOR THE BULKHEAD SERVICE PIPE IN ACCORDANCE WITH THE REQUIREMENTS OF THE APPLICABLE CODES AND WATER DEPARTMENT OF MASSACHUSETTS.
  2. DRAINAGE SERVICE SHALL BE PERMITTED IN LANDSCAPE AREAS.
  3. DRAINAGE SERVICE SHALL BE PERMITTED FOR THE PROPOSED BUILDING.
  4. THE ELECTRICAL COMPANY SHALL DETERMINE THE FINAL LOCATION AND DEPTH OF UTILITIES. ELECTRIC CONDUITS TO PROPOSED LIGHT FIXTURES SHALL BE DESIGNED BY THE ARCHITECT.

PLAN DATE: DECEMBER 17, 2018

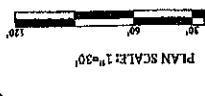
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**THE ROSBAY AT MEDFELD  
PROSPECTIVE A.N.R.  
PRELIMINARY SITE PLAN  
OF LAND IN  
MEDFELD, MA**

PLAN DATE: DECEMBER 17, 2018

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100	12-17-18	ISSUED FOR PERMITTING



FOR RESUBMIT USE

I CERTIFY THAT THIS PLAN HAS BEEN PREPARED BY ME OR UNDER MY CLOSE PERSONAL SUPERVISION AND THAT I AM A LICENSED PROFESSIONAL ENGINEER IN THE STATE OF MASSACHUSETTS.

I CERTIFY THAT THIS SURVEY AND PLAN CONFORM TO ALL APPLICABLE LAWS, REGULATIONS, ORDINANCES, AND DEEDS OF RECORD OF THE COMMONWEALTH OF MASSACHUSETTS.

REGISTERED LAND SURVEYOR DATE

BEING A SUBDIVISION OF LOT 1 AS SHOWN ON PLAN REGISTERED IN THE REGISTER OF DEEDS OF THE COMMONWEALTH OF MASSACHUSETTS.

REGISTERED LAND SURVEYOR DATE

BEING A SUBDIVISION OF LOT 1 AS SHOWN ON PLAN REGISTERED IN THE REGISTER OF DEEDS OF THE COMMONWEALTH OF MASSACHUSETTS.

REGISTERED LAND SURVEYOR DATE

**OWNER:** PROSPECTIVE AUTHORITY  
30 POUND STREET  
MEDFORD, MA 02155

**APPLICANT:** PROSPECTIVE AUTHORITY  
30 POUND STREET  
MEDFORD, MA 02155

**ASSESSOR:** TOWN OF MEDFORD  
30 POUND STREET  
MEDFORD, MA 02155

**ZONING DISTRICTS:**  
PROSPECTIVE A.N.R.  
SECONDARY ADJURD DISTRICT

**OWNER:** PROSPECTIVE AUTHORITY  
30 POUND STREET  
MEDFORD, MA 02155

**APPLICANT:** PROSPECTIVE AUTHORITY  
30 POUND STREET  
MEDFORD, MA 02155

**ASSESSOR:** TOWN OF MEDFORD  
30 POUND STREET  
MEDFORD, MA 02155

**ZONING DISTRICTS:**  
PROSPECTIVE A.N.R.  
SECONDARY ADJURD DISTRICT

**OWNER:** PROSPECTIVE AUTHORITY  
30 POUND STREET  
MEDFORD, MA 02155

**APPLICANT:** PROSPECTIVE AUTHORITY  
30 POUND STREET  
MEDFORD, MA 02155

**ASSESSOR:** TOWN OF MEDFORD  
30 POUND STREET  
MEDFORD, MA 02155

**ZONING DISTRICTS:**  
PROSPECTIVE A.N.R.  
SECONDARY ADJURD DISTRICT

**OWNER:** PROSPECTIVE AUTHORITY  
30 POUND STREET  
MEDFORD, MA 02155

**APPLICANT:** PROSPECTIVE AUTHORITY  
30 POUND STREET  
MEDFORD, MA 02155

**ASSESSOR:** TOWN OF MEDFORD  
30 POUND STREET  
MEDFORD, MA 02155

**ZONING DISTRICTS:**  
PROSPECTIVE A.N.R.  
SECONDARY ADJURD DISTRICT

**OWNER:** PROSPECTIVE AUTHORITY  
30 POUND STREET  
MEDFORD, MA 02155

**APPLICANT:** PROSPECTIVE AUTHORITY  
30 POUND STREET  
MEDFORD, MA 02155

**ASSESSOR:** TOWN OF MEDFORD  
30 POUND STREET  
MEDFORD, MA 02155

**ZONING DISTRICTS:**  
PROSPECTIVE A.N.R.  
SECONDARY ADJURD DISTRICT

**OWNER:** PROSPECTIVE AUTHORITY  
30 POUND STREET  
MEDFORD, MA 02155

**APPLICANT:** PROSPECTIVE AUTHORITY  
30 POUND STREET  
MEDFORD, MA 02155

**ASSESSOR:** TOWN OF MEDFORD  
30 POUND STREET  
MEDFORD, MA 02155

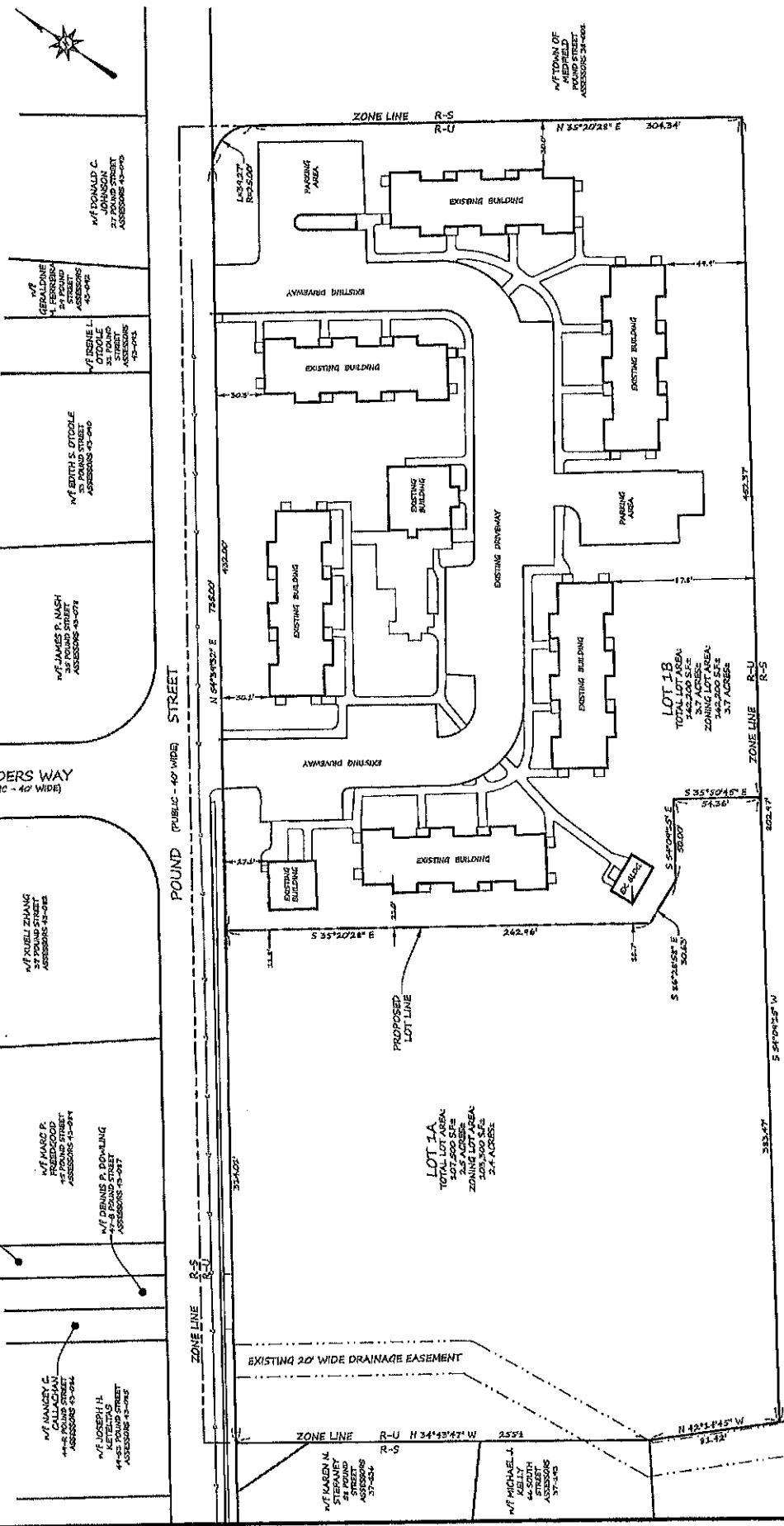
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PROSPECTIVE A.N.R.  
SECONDARY ADJURD DISTRICT

**OWNER:** PROSPECTIVE AUTHORITY  
30 POUND STREET  
MEDFORD, MA 02155

**APPLICANT:** PROSPECTIVE AUTHORITY  
30 POUND STREET  
MEDFORD, MA 02155

**ASSESSOR:** TOWN OF MEDFORD  
30 POUND STREET  
MEDFORD, MA 02155

**ZONING DISTRICTS:**  
PROSPECTIVE A.N.R.  
SECONDARY ADJURD DISTRICT



**OWNER:** PROSPECTIVE AUTHORITY  
30 POUND STREET  
MEDFORD, MA 02155

**APPLICANT:** PROSPECTIVE AUTHORITY  
30 POUND STREET  
MEDFORD, MA 02155

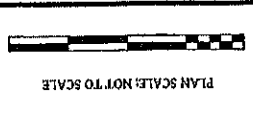
**ASSESSOR:** TOWN OF MEDFORD  
30 POUND STREET  
MEDFORD, MA 02155

**ZONING DISTRICTS:**  
PROSPECTIVE A.N.R.  
SECONDARY ADJURD DISTRICT

TOWN OF MEDFORD  
POUND STREET  
ASSESSOR 31-008

TOWN OF MEDFORD  
POUND STREET  
ASSESSOR 31-008

DATE	10/11/18
BY	AV
REVISION	
1	ISSUE FOR PERMITTING
2	REVISED PER COMMENTS
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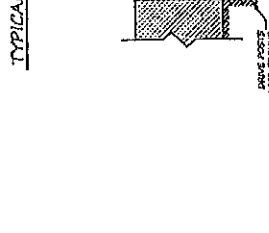
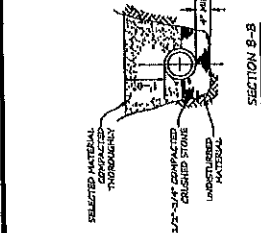
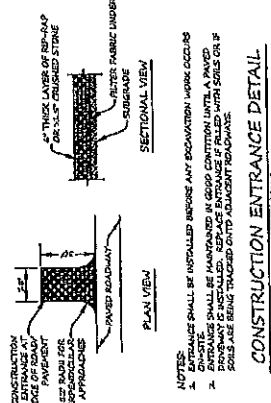
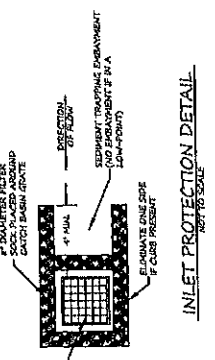
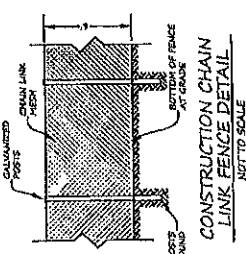
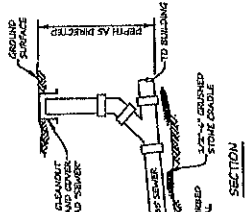
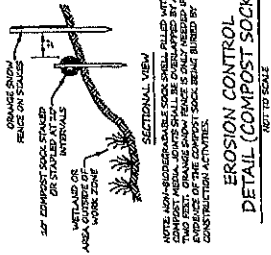
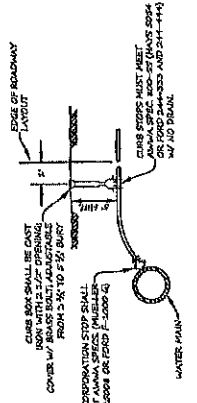
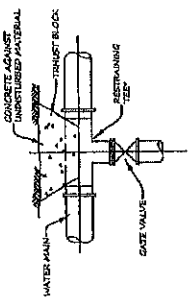
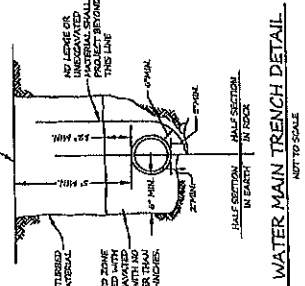
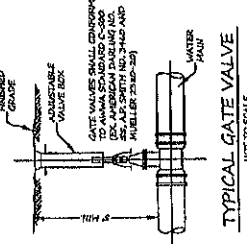
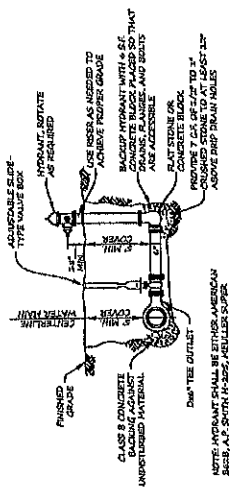


OWNER:  
ACQUIRED HOUSING AUTHORITY  
MEDFIELD, MA 02454

APPLICANT:  
ROSEBAY AT MEDFIELD  
45 BULLBERRY LANE  
WESTBORO, MA 01581

ASSESSORS:  
TOWN OF MEDFIELD

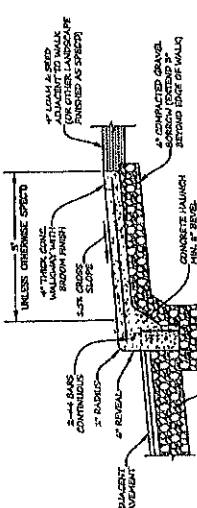
ZONING DISTRICTS:  
RESIDENTIAL URBAN (R-4)  
SECONDARY ANNUER DISTRICT



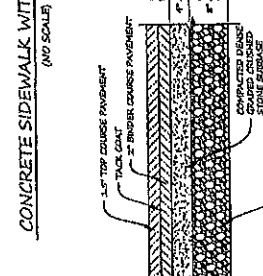
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PLAN SCALE: NOT TO SCALE

OWNER: MASSACHUSETTS AUTHORITY  
30 POND STREET  
MEDFIELD, MA 02055  
APPLICANT:  
1. MAJOR COMPANY  
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83. MAJOR COMPANY  
84. MAJOR COMPANY  
85. MAJOR COMPANY  
86. MAJOR COMPANY  
87. MAJOR COMPANY  
88. MAJOR COMPANY  
89. MAJOR COMPANY  
90. MAJOR COMPANY  
91. MAJOR COMPANY  
92. MAJOR COMPANY  
93. MAJOR COMPANY  
94. MAJOR COMPANY  
95. MAJOR COMPANY  
96. MAJOR COMPANY  
97. MAJOR COMPANY  
98. MAJOR COMPANY  
99. MAJOR COMPANY  
100. MAJOR COMPANY

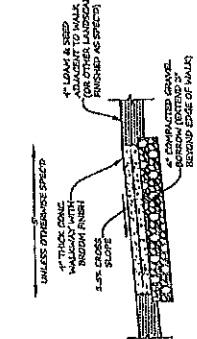
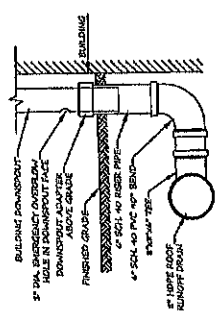


- CONCRETE SIDEWALK WITH INTEGRAL CURB**  
(NO SCALE)
- NOTES:
1. ALL ASPERS OF WALKWAY SIDEWALK CONSTRUCTION SHALL BE AT FULL COMPLIANCE WITH SET ONE.
  2. PROVIDE 1/4\"/>

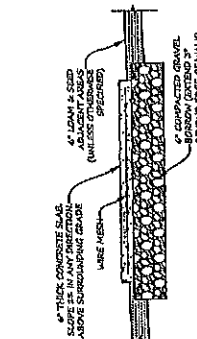


**TYPICAL PARKING LOT PAVING SECTION**  
(NO SCALE)

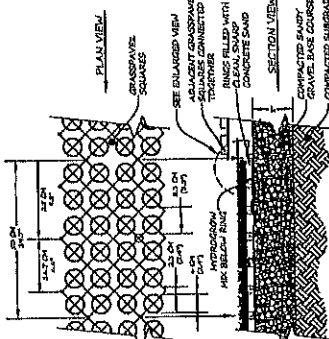
**ROOF DRAIN CONNECTION**  
NOT TO SCALE



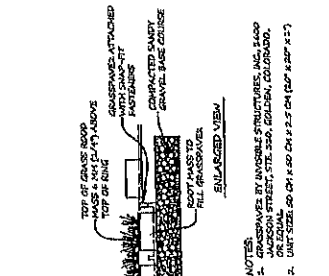
- MISC. CONCRETE PAD DETAIL**  
(NO SCALE)
- NOTES:
1. CONCRETE PADS SHALL BE INSTALLED IN ACCORDANCE WITH THE APPLICABLE SECTION FOR THIS DETAIL.
  2. PROVIDE 1/4\"/>



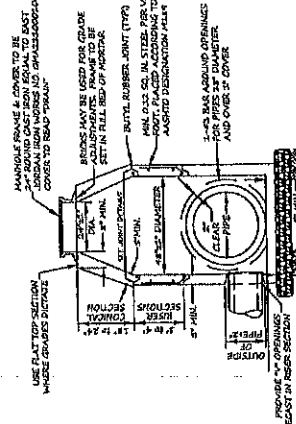
- CEMENT CONCRETE WALK/SIDEWALK**  
(NO SCALE)
- NOTES:
1. ALL ASPERS OF WALKWAY SIDEWALK CONSTRUCTION SHALL BE IN ACCORDANCE WITH SET ONE.
  2. PROVIDE 1/4\"/>



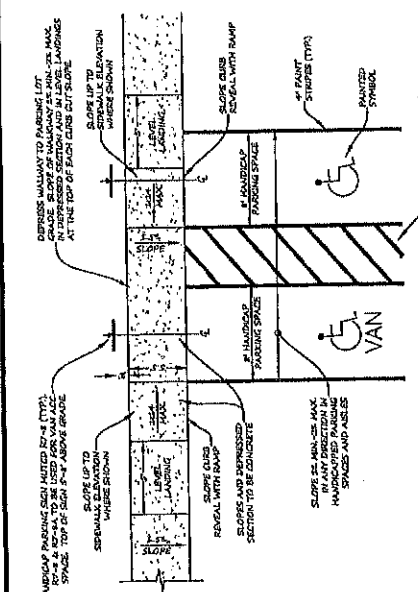
**REINFORCED TURF DETAIL**  
(NOT TO SCALE)



**TYPICAL HANDICAP PARKING DETAIL**  
(NO SCALE)



- PRECAST CONCRETE MANHOLE**  
NOT TO SCALE
- NOTES:
1. MANHOLE DIMENSIONS SHALL BE IN ACCORDANCE WITH THE APPLICABLE SECTION FOR THIS DETAIL.
  2. PROVIDE 1/4\"/>



- TYPICAL HANDICAP PARKING DETAIL**  
(NO SCALE)
- NOTES:
1. REFER TO THE LAYOUT PLAN FOR THE LOCATION, LAYOUT, AND NUMBER OF HANDICAP PARKING SPACES IN RELATION TO ADDRESSING WALKWAYS AND SIDEWALKS.
  2. PROVIDE 1/4\"/>



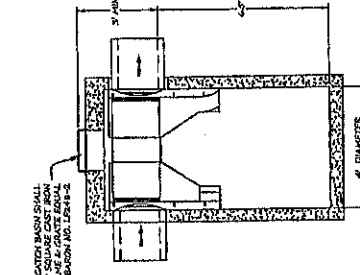
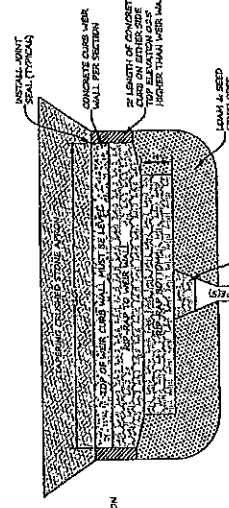
**THE ROSEBAY AT MEDFIELD  
PRELIMINARY SITE PLAN  
DETAILS  
OF LAND IN  
MEDFIELD, MA**

REVISIONS

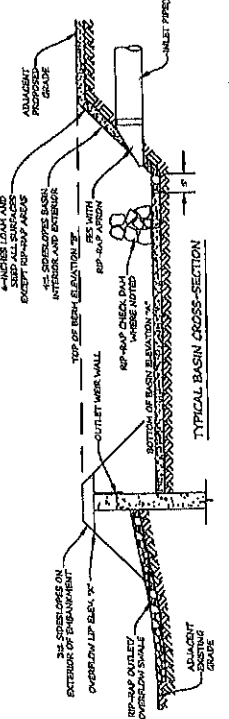
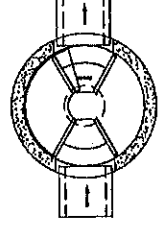
NO. 1	ISSUED FOR PERMITTING
NO. 2	REVISED PER CITY ENGINEERING DEPARTMENT COMMENTS
NO. 3	REVISED PER CITY ENGINEERING DEPARTMENT COMMENTS
NO. 4	REVISED PER CITY ENGINEERING DEPARTMENT COMMENTS
NO. 5	REVISED PER CITY ENGINEERING DEPARTMENT COMMENTS
NO. 6	REVISED PER CITY ENGINEERING DEPARTMENT COMMENTS
NO. 7	REVISED PER CITY ENGINEERING DEPARTMENT COMMENTS
NO. 8	REVISED PER CITY ENGINEERING DEPARTMENT COMMENTS
NO. 9	REVISED PER CITY ENGINEERING DEPARTMENT COMMENTS
NO. 10	REVISED PER CITY ENGINEERING DEPARTMENT COMMENTS
NO. 11	REVISED PER CITY ENGINEERING DEPARTMENT COMMENTS
NO. 12	REVISED PER CITY ENGINEERING DEPARTMENT COMMENTS
NO. 13	REVISED PER CITY ENGINEERING DEPARTMENT COMMENTS
NO. 14	REVISED PER CITY ENGINEERING DEPARTMENT COMMENTS
NO. 15	REVISED PER CITY ENGINEERING DEPARTMENT COMMENTS
NO. 16	REVISED PER CITY ENGINEERING DEPARTMENT COMMENTS
NO. 17	REVISED PER CITY ENGINEERING DEPARTMENT COMMENTS
NO. 18	REVISED PER CITY ENGINEERING DEPARTMENT COMMENTS
NO. 19	REVISED PER CITY ENGINEERING DEPARTMENT COMMENTS
NO. 20	REVISED PER CITY ENGINEERING DEPARTMENT COMMENTS
NO. 21	REVISED PER CITY ENGINEERING DEPARTMENT COMMENTS
NO. 22	REVISED PER CITY ENGINEERING DEPARTMENT COMMENTS
NO. 23	REVISED PER CITY ENGINEERING DEPARTMENT COMMENTS
NO. 24	REVISED PER CITY ENGINEERING DEPARTMENT COMMENTS
NO. 25	REVISED PER CITY ENGINEERING DEPARTMENT COMMENTS
NO. 26	REVISED PER CITY ENGINEERING DEPARTMENT COMMENTS
NO. 27	REVISED PER CITY ENGINEERING DEPARTMENT COMMENTS
NO. 28	REVISED PER CITY ENGINEERING DEPARTMENT COMMENTS
NO. 29	REVISED PER CITY ENGINEERING DEPARTMENT COMMENTS
NO. 30	REVISED PER CITY ENGINEERING DEPARTMENT COMMENTS

PLAN SCALE: NOT TO SCALE

CITIES:  
MEDFIELD HOUSING AUTHORITY  
30 PRINDLE STREET  
MEDFIELD, MA 02155  
APPLICANT:  
LEONARD P. ROSEBAY  
LEONARD P. ROSEBAY & ASSOCIATES  
100 WESTBURY AVENUE  
WESTBURY, MA 02156  
ASSESSORS:  
MAP NO. 2, PAGE 77  
ZONING DISTRICTS:  
R-1B  
R-2B  
SECONDARY ADDRESS DISTRICT



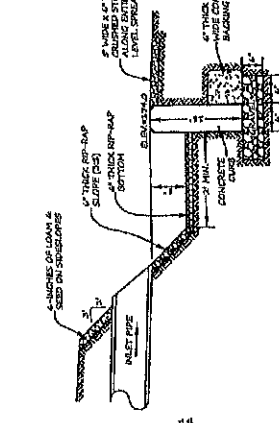
**FIRST DEFENSE (4' DIA. MODEL)**  
NOT TO SCALE



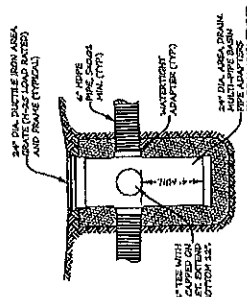
SCHEDULE OF DIMENSIONS AND ELEVATIONS

ITEM	BASIN #1	BASIN #2
BOTTOM OF BASIN ELEVATION "X"	276.0	274.0
TOP OF WEIR ELEVATION "X"	277.0	275.0
OVERLAP ELEVATION "Y"	N/A	N/A
OVERLAP HEIGHT "Z"	N/A	N/A
WEIR HEIGHT "A"	1.0	1.0
WEIR FACE OF WALL		

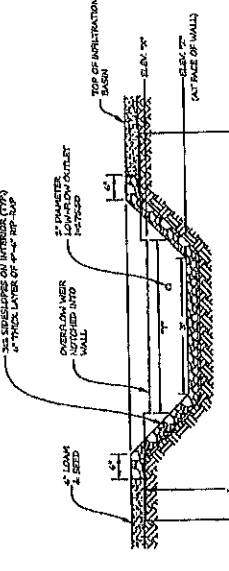
700 MAIN STREET  
SUITE 3C  
MILLS, MA 02054  
508-376-8890  
C-9  
R1732-02



**LEVEL SPREADER DETAIL**  
NOT TO SCALE

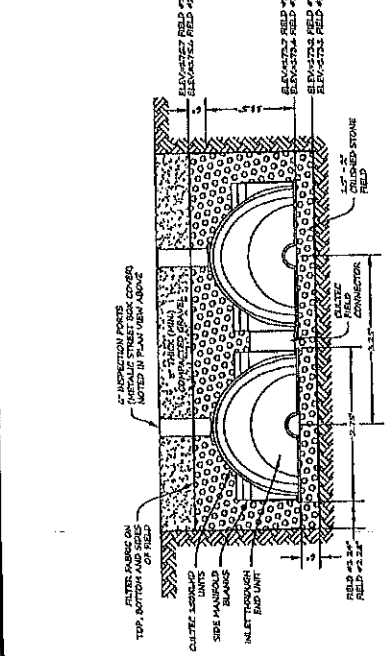


**AREA DRAIN (A.D.) DETAIL**  
NOT TO SCALE

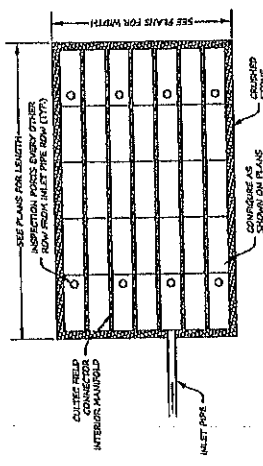


NOTES:  
1. SEE DRAWING SHEETS AND PROFILE SHEETS FOR SIZE OF INLET AND BOTTOM OF BASIN, ELEVATION OF TOP OF BASIN, SLOPE OF SLOPES, AND OTHER DIMENSIONAL REQUIREMENTS FOR EACH BASIN.  
2. ALL TOPSOIL AND SUBSOIL BELOW THE BOTTOM OF THE BASIN SHALL BE REMOVED AND REPLACED WITH SAND, LOAMY SAND OR SANDY LOAM, TITLE #11 FOR BENSON. THE SAND, LOAMY SAND OR SANDY LOAM, TITLE #11 SHALL BE 6" MINIMUM THICKNESS.  
3. WEIR WALLS SHALL BE REMOVED OF ALL TOP AND SUBSOIL AND OTHER UNSUITABLE SOILS. WEIR WALLS SHALL BE REINFORCED WITH A MINIMUM #4 REBAR AT 12" ON CENTER.  
4. ALL DIMENSIONS ARE UNLESS OTHERWISE NOTED.

**TYPICAL INFILTRATION BASIN CROSS-SECTION**  
NOT TO SCALE



**SECTION THROUGH TYPICAL LEACHING FIELD**



**FIELD PLAN VIEW**  
NOT TO SCALE

NOTES:  
1. INFILTRATION THROUGH UNITS TO BE RECOMMENDED SHALL BE MANUFACTURED BY QUANTEC. UNITS SHALL BE 12" X 12" X 12" IN SIZE AND SHALL BE MANUFACTURED WITH APPROVED EQUALS. UNITS SHALL BE IN ACCORDANCE WITH THE TOTAL SYSTEM STORAGE, OR LINE AND BOTTOM AREA.  
2. INFILTRATION SHALL BE IN ACCORDANCE WITH THE TOTAL SYSTEM STORAGE, OR LINE AND BOTTOM AREA.  
3. INFILTRATION SHALL BE IN ACCORDANCE WITH THE TOTAL SYSTEM STORAGE, OR LINE AND BOTTOM AREA.  
4. INFILTRATION THROUGH UNITS SHALL BE ABLE TO WITHSTAND FLOOD LOADS.

**INFILTRATION FIELD DETAIL**  
NOT TO SCALE

**OUTLET WEIR AND RIP-RAP SMALL DETAIL**  
NOT TO SCALE

# COMPREHENSIVE PERMIT ALTERNATE DESIGN SUBMISSION

September 26, 2019

# THE ROSEBAY AT MEDFIELD

## Another NewGate Housing Community 30 Pound Street, Medfield, Massachusetts

### LOT COVERAGE (APPROX.)

USE	AREA (S.F.)	LOT COVERAGE
Total All Buildings	20,700	19.6 %
Pavement (including Walls)	36,822	34.8 %
Total Impervious Area	57,522	54.4 %
Open Space	50,749	45.6 %

Zoning Restrictions: Zoning Approval is inclusive with the comprehensive permit, to permit the construction of the development shown on these plans.

### GENERAL NOTES:

- All areas and dimensions are approximate.
- All apartment and building plans are preliminary.

### CODE SUMMARY

Occupancy Group: Apartments-3B  
 Construction Type: Type 5A  
 Fire Suppression: Fire Sprinklers  
 Applicable Codes: Massachusetts State Building Code 9th Edition  
 Massachusetts Building Board Code

### APPROXIMATE FLOOR AREAS

FLOOR AREA	ONE STORY	TWO STORY	TOTAL
AREA (S.F.)	16,000	12,000	28,000
WALLS	12,000	12,000	24,000
TOTALS	48,000	24,000	72,000

### APARTMENT COUNT - THE ROSEBAY AT MEDFIELD

APT. TYPE	ONE BEDROOM	TWO BEDROOM	TOTALS
AREA (S.F.)	1,500	2,000	3,500
WALLS	1,000	1,500	2,500
FLOOR AREA	1,000	1,500	2,500
TOTALS	3,500	3,500	7,000

### PARKING SUMMARY

Number Of Oper. Air Spaces\* - 57 (Plus 12 Future)  
 \*Includes 10 Handicap Van Accessible Spaces



**APPLICANT**  
 Rosebay at Medfield Limited Partnership  
 c/o NewGate Housing LLC, 61 Blueberry Lane, Westwood, MA 02090 (617) 571-6664

**ENGINEERING/CONSTRUCTION CONSULTANT**  
 Waypoint K L A  
 24 Lakeview Road Framingham, MA 01701 (508) 877-2344

**ARCHITECT**  
 VMY Architects LLC  
 188 Needham Street, Suite 260, Newton, MA 02464  
 (617) 597-1900 Fax (617) 597-1905

**CIVIL ENGINEER**  
 Legacy Engineering LLC  
 730 Main Street, Suite 2C, Andover, MA 02004  
 (978) 376-5885

**ENVIRONMENTAL CONSULTANTS**  
 LEC Environmental Consultants, Inc.  
 197 Audubon Road, Building 2, Suite 110  
 Wakefield, MA 01880 (781) 245-2500

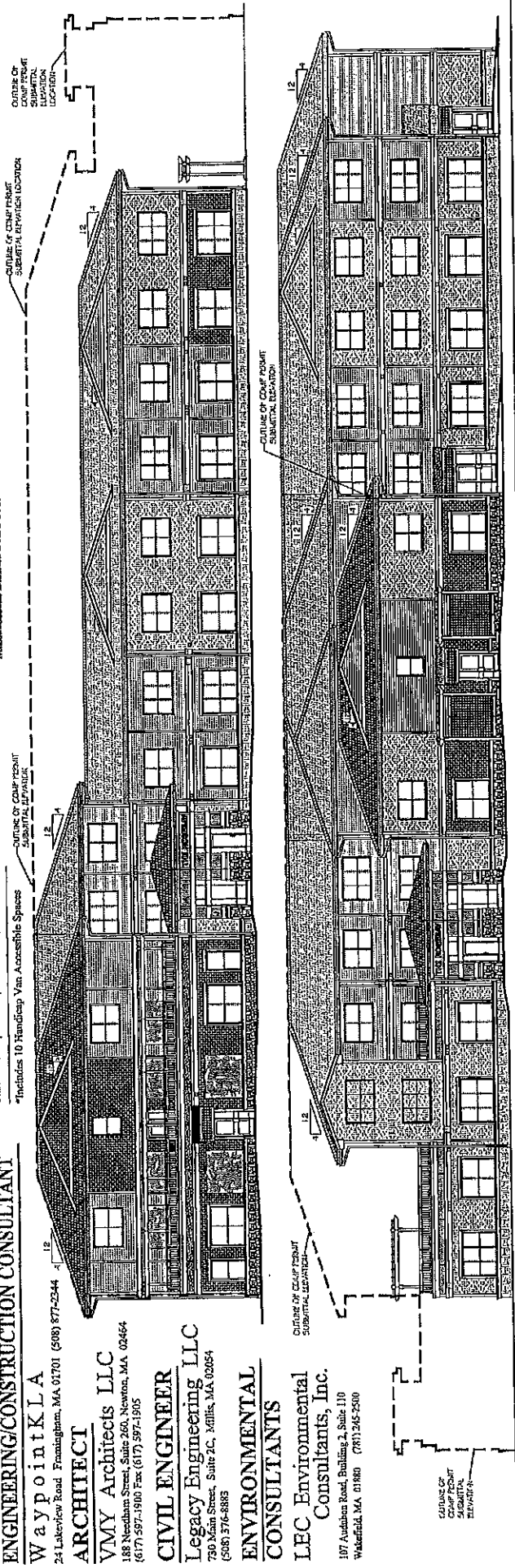
### LIST OF DRAWINGS

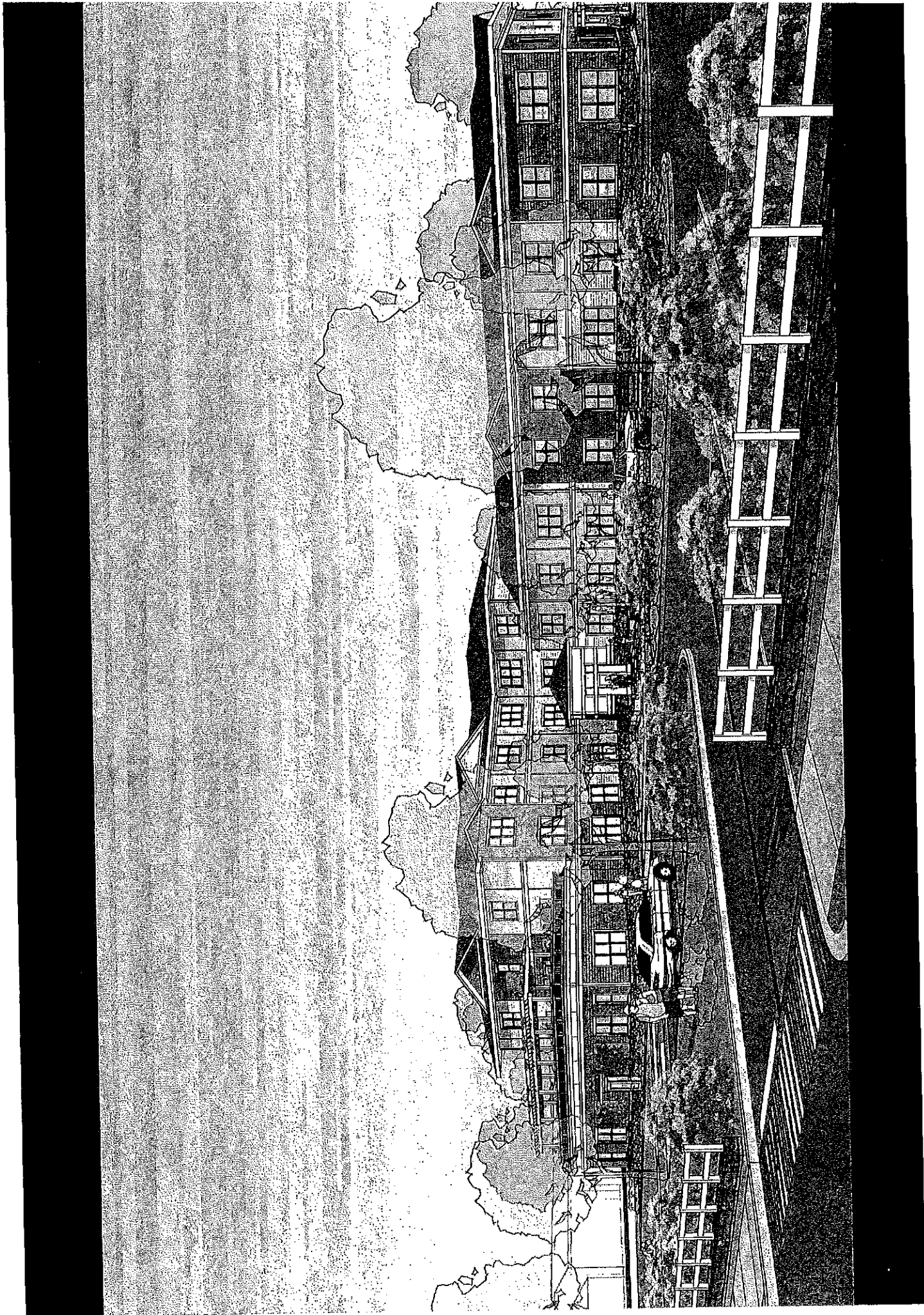
DATE	TITLE SHEET
08-26-2019	T-1 TITLE SHEET
08-26-2019	C-1 CIVIL DRAWINGS - CIVIL LAYOUT PLAN
08-26-2019	C-2 SITE DRAINAGE AND UTILITIES PLAN
08-26-2019	A-1 ARCHITECTURAL DRAWINGS - FIRST FLOOR PLAN & ENCLOSED DECK PLANS, SEE PLAN
08-26-2019	A-2 SECOND FLOOR PLAN AND 1BR & 2BR GROUP TWO UNIT PLANS
08-26-2019	A-3 THIRD FLOOR PLAN AND 1BR & 2BR GROUP TWO UNIT PLANS
08-26-2019	A-4 APARTMENT BUILDING FRONT ELEVATIONS

### DEVELOPMENT

**SUMMARY**  
 Total Parcel Area - 105,726 +/- S.F. / 2.4 Acres  
 Number Of Dwelling Units - 45  
 Number Of Dwelling Units Per Acre - 18.75

T-1

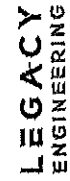




THE ROSEBAY AT MEDFELD  
 PRELIMINARY SITE PLAN  
 LAYOUT SHEET  
 OF LAND IN  
 MEDFELD, MA

PLAN DATE: DECEMBER 17, 2018

PLAN SCALE: 1"=20'



720 MAIN STREET  
 SUITE 202  
 MELLS, MA 02054  
 508-376-8880  
 C-3  
 02242

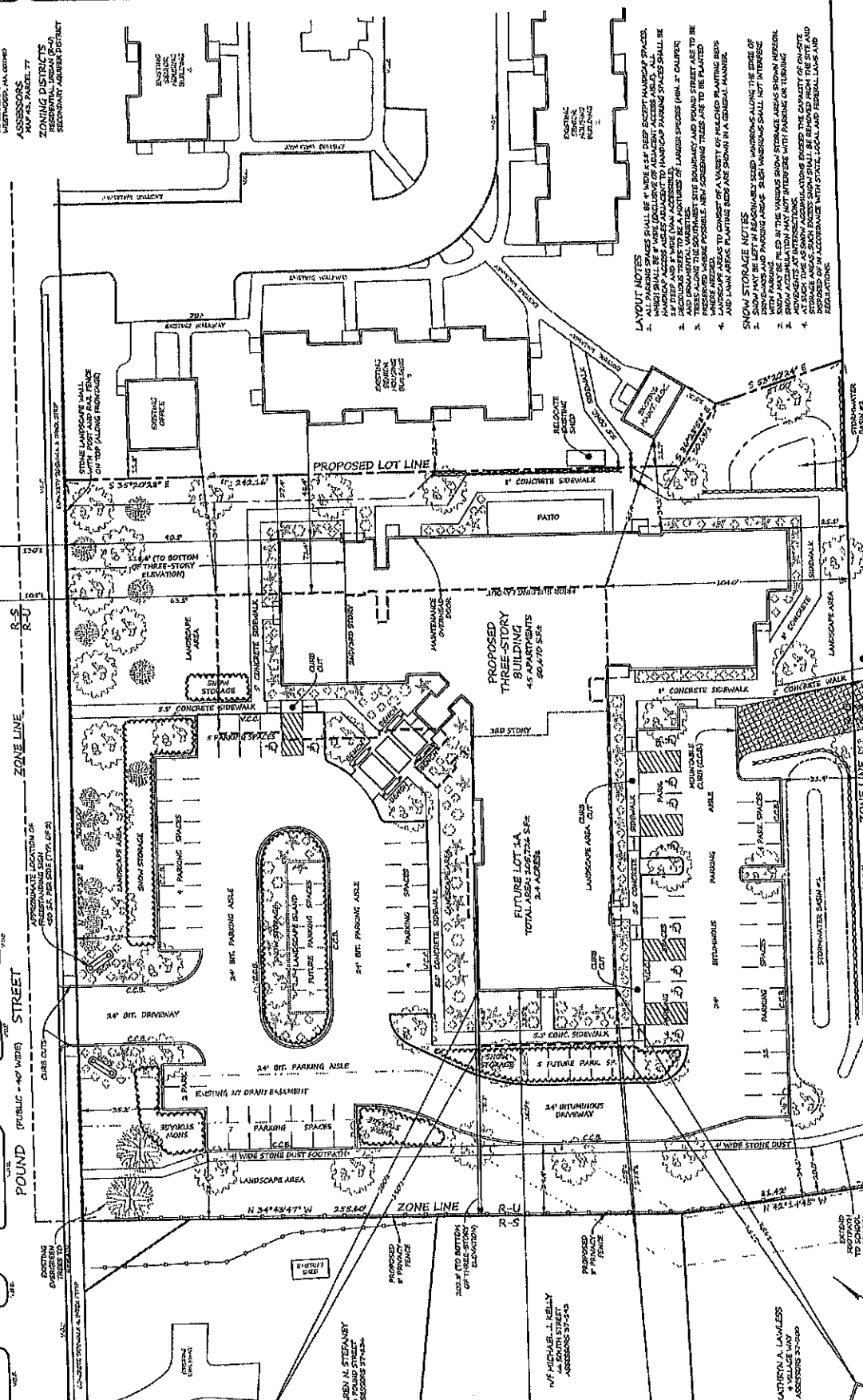
OWNER:  
 MEDFELD HOUSING AUTHORITY  
 30 PRIND STREET  
 MEDFELD, MA 02055

DESIGNER:  
 LEGACY ENGINEERING  
 720 MAIN STREET  
 SUITE 202  
 MELLS, MA 02054  
 508-376-8880

ASSESSORS:  
 MAP 45, PARCEL 77

ZONING DISTRICTS:  
 REGIONAL URBAN DISTRICT  
 RESIDENTIAL URBAN DISTRICT

- LAYOUT NOTES**
1. ALL PARKING SPACES SHALL BE 4' WIDE X 8' DEEP EXCEPT HANDICAP SPACES, WHICH SHALL BE 4' WIDE (EXCLUDING 8" ADA COMPLIANT CURB CUTS) X 8' DEEP. ALL PARKING SPACES SHALL BE PARALLEL TO THE DRIVEWAY OR SIDEWALK.
  2. ALL PARKING SPACES SHALL BE 4' WIDE X 8' DEEP EXCEPT HANDICAP SPACES, WHICH SHALL BE 4' WIDE (EXCLUDING 8" ADA COMPLIANT CURB CUTS) X 8' DEEP. ALL PARKING SPACES SHALL BE PARALLEL TO THE DRIVEWAY OR SIDEWALK.
  3. PAVED ALONG THE SOUTHWEST SITE BOUNDARY AND PRIND STREET ARE TO BE PAVED WITH ASPHALT. ALL OTHER PAVED AREAS ARE TO BE PAVED WITH CONCRETE.
  4. ALL LAND AREAS PLANNED TO BE SPARED IN A FUTURE PHASE.
- SNOW STORAGE NOTES**
1. SNOW STORAGE AREAS SHALL BE LOCATED ALONG THE EDGE OF THE DRIVEWAY AND PARKING AREAS. SNOW STORAGE AREAS SHALL NOT INTERFERE WITH PARKING OR DRIVEWAYS.
  2. SNOW STORAGE AREAS SHALL NOT INTERFERE WITH PARKING OR DRIVEWAYS.
  3. SNOW STORAGE AREAS SHALL NOT INTERFERE WITH PARKING OR DRIVEWAYS.
  4. SNOW STORAGE AREAS SHALL NOT INTERFERE WITH PARKING OR DRIVEWAYS.



PROGRESS  
 PRINT

MT ALLEN PLANNING  
 15 PRIND STREET  
 MEDFELD, MA 02055

MT MADE P. FRIEDGOOD  
 15 PRIND STREET  
 MEDFELD, MA 02055

MT JOSEPH H. KETTELING  
 15 PRIND STREET  
 MEDFELD, MA 02055

MT ARDEN W. STEWART  
 15 PRIND STREET  
 MEDFELD, MA 02055

MT MARCUS J. KELLY  
 15 PRIND STREET  
 MEDFELD, MA 02055

MT MARTHA A. LAWLESS  
 15 PRIND STREET  
 MEDFELD, MA 02055

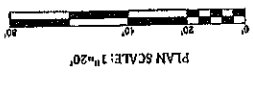


720 MAIN STREET  
METHEN, MA 02545  
TEL: 508-375-9850  
C-5  
02/27/20

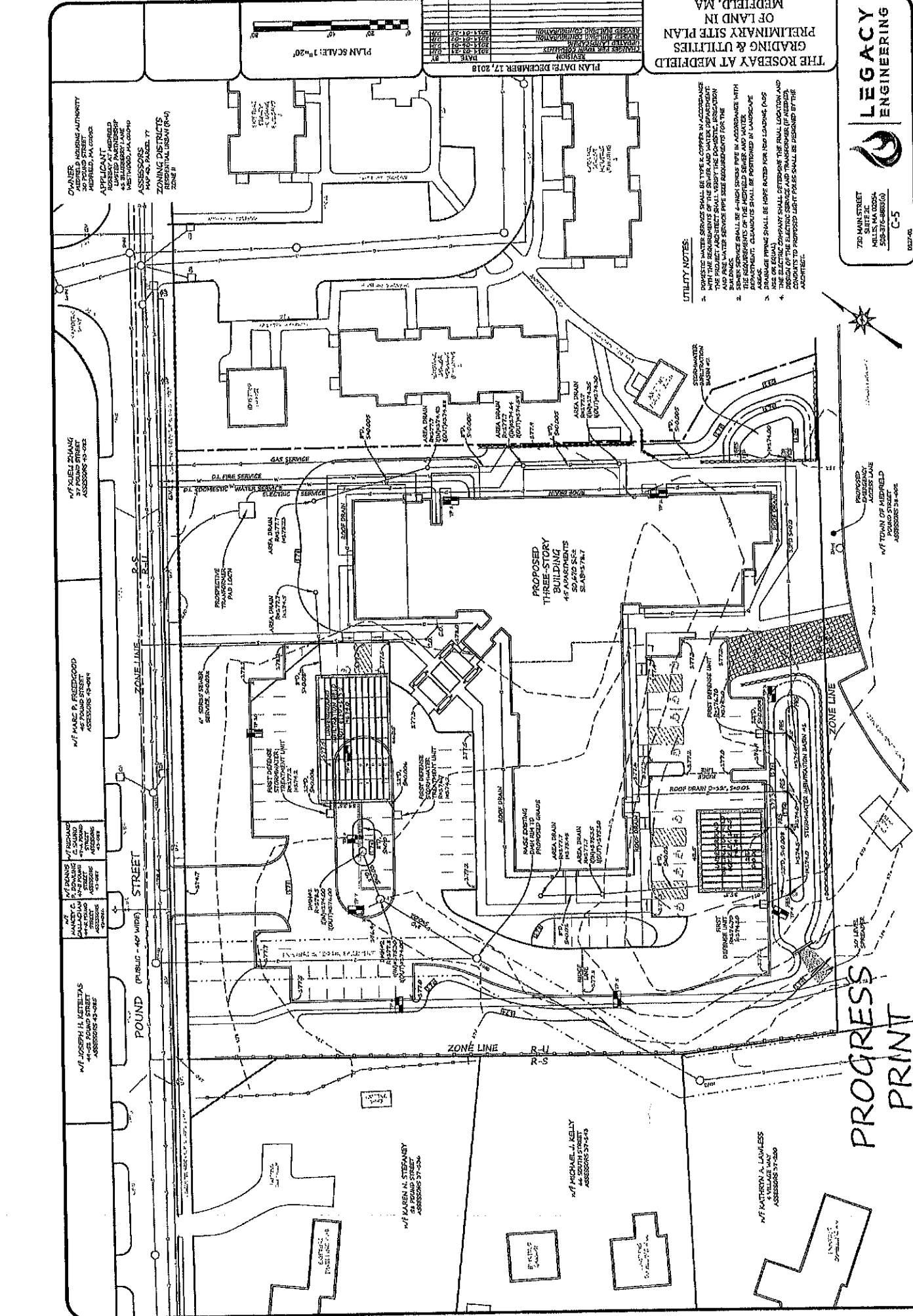
THE ROSEBAY AT MEDFIELD  
GRADING & UTILITIES  
PRELIMINARY SITE PLAN  
OF LAND IN  
MEDFIELD, MA

UTILITY NOTES:

1. DOMESTIC WATER SERVICES SHALL BE IN ACCORDANCE WITH THE PUBLIC HEALTH DEPARTMENT AND THE PUBLIC WORKS DEPARTMENT. THE PROJECT ARCHITECT SHALL VERIFY THE DOMESTIC, SEWERAGE AND FIRE WATER SERVICE PIPE SIZE REQUIREMENTS FOR THE PROJECT. THE PROJECT ARCHITECT SHALL VERIFY THE DOMESTIC, SEWERAGE AND FIRE WATER SERVICE PIPE SIZE REQUIREMENTS FOR THE PROJECT.
2. THE REQUIREMENTS OF THE METRO NORTH RAILROAD AND THE MASSACHUSETTS TURNPIKE AUTHORITY SHALL BE VERIFIED IN LANDSCAPE ARCHITECTURE. CONSULTANTS SHALL BE RESPONSIBLE FOR THE DESIGN OF THE PROJECT.
3. DRAINAGE PIPING SHALL BE HIDE BORED FOR 100' LENGTH. (SEE SPECIFICATIONS)
4. THE ELECTRIC COMPANY SHALL DETERMINE THE RUAL LOCATION AND DEPTH OF THE ELECTRIC SERVICE AND TRANSDUCERS (IF APPLICABLE). PROPOSED LIGHT POLES SHALL BE PROVIDED BY THE ARCHITECT.



NO.	DATE	DESCRIPTION
1	12/17/2018	ISSUED FOR PERMITTING
2	12/17/2018	ISSUED FOR PERMITTING
3	12/17/2018	ISSUED FOR PERMITTING
4	12/17/2018	ISSUED FOR PERMITTING
5	12/17/2018	ISSUED FOR PERMITTING
6	12/17/2018	ISSUED FOR PERMITTING
7	12/17/2018	ISSUED FOR PERMITTING
8	12/17/2018	ISSUED FOR PERMITTING
9	12/17/2018	ISSUED FOR PERMITTING
10	12/17/2018	ISSUED FOR PERMITTING
11	12/17/2018	ISSUED FOR PERMITTING
12	12/17/2018	ISSUED FOR PERMITTING
13	12/17/2018	ISSUED FOR PERMITTING
14	12/17/2018	ISSUED FOR PERMITTING
15	12/17/2018	ISSUED FOR PERMITTING
16	12/17/2018	ISSUED FOR PERMITTING
17	12/17/2018	ISSUED FOR PERMITTING
18	12/17/2018	ISSUED FOR PERMITTING
19	12/17/2018	ISSUED FOR PERMITTING
20	12/17/2018	ISSUED FOR PERMITTING



PROGRESS  
PRINT

OWNER  
HUBBARD AUTHORITY  
30 POUND STREET  
METHEN, MA 02545

APPLICANT  
JAMES P. FREEDGOOD  
45 POUND STREET  
METHEN, MA 02545

ASSESSORS  
MAP NO. PARCEL 77  
ZONING DISTRICTS  
RESIDENTIAL URBAN (R-4)  
ZONE R

M/T JAMES P. FREEDGOOD  
45 POUND STREET  
ASSESSORS 34-35

M/T JAMES P. FREEDGOOD  
45 POUND STREET  
ASSESSORS 36-37

M/T JAMES P. FREEDGOOD  
45 POUND STREET  
ASSESSORS 38-39

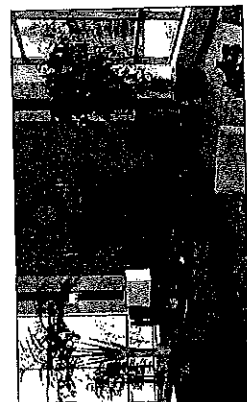
M/T JAMES P. FREEDGOOD  
45 POUND STREET  
ASSESSORS 40-41

M/T KAREN A. STERNBERG  
28 POUND STREET  
ASSESSORS 37-38

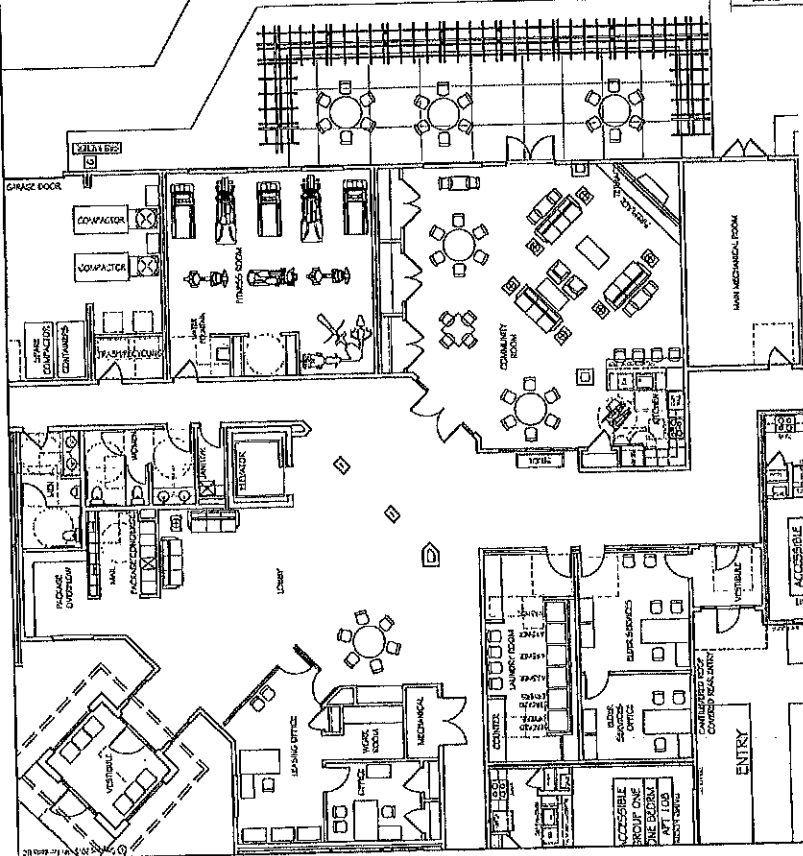
M/T MICHAEL J. KELLY  
44 SOUTH STREET  
ASSESSORS 37-38

M/T KATHYON A. LAWLESS  
4 VILLAGE WAY  
ASSESSORS 37-38

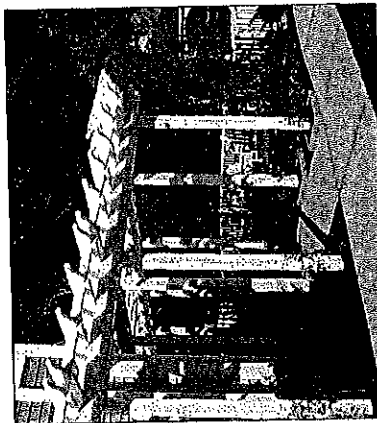
- ACCESSIBILITY SYMBOLS LEGEND**
- 6" DIAMETER WHEELCHAIR TURNING CIRCLE
  - 80" x 48" CLEAR FLOOR SPACE FOR SEVERE FORWARD OR PARALLEL APPROACH
  - 60" x 60" OR 48" x 60" CLEAR FLOOR SPACE AT APPROACH TO INTERIOR DOORS



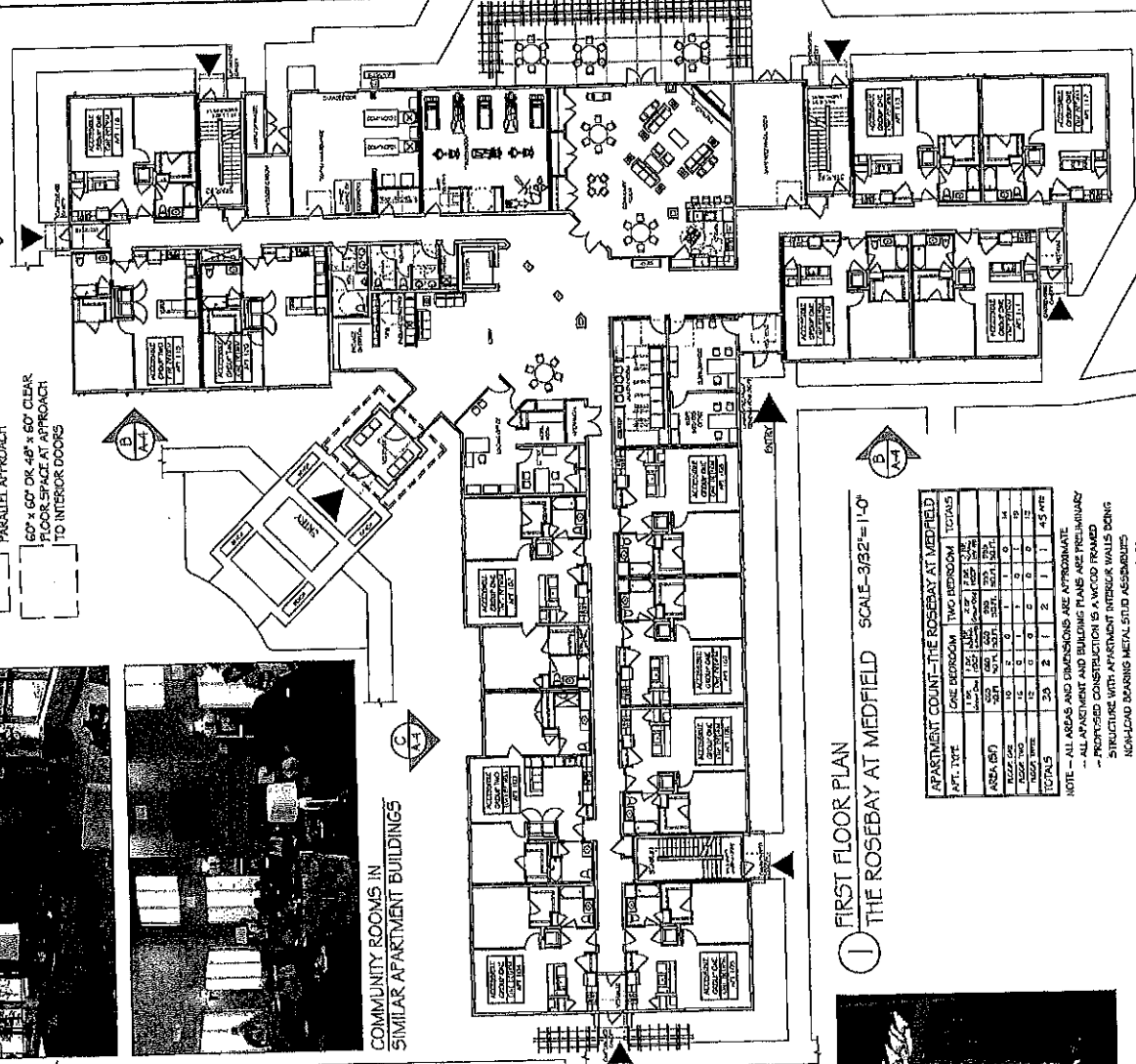
COMMUNITY ROOMS IN SIMILAR APARTMENT BUILDINGS



4 FIRST FLOOR PUBLIC SPACES SCALE=3/16"=1'-0"  
 THE ROSEBAY AT MEDFIELD



VINYL TRELLIS ASSEMBLIES AT SIMILAR APARTMENT BUILDINGS

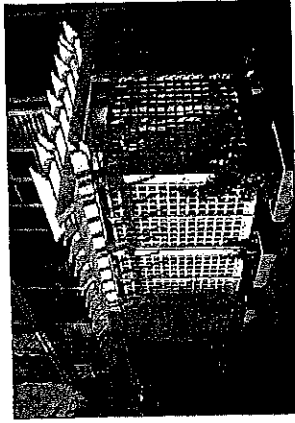


1 FIRST FLOOR PLAN  
 THE ROSEBAY AT MEDFIELD SCALE=3/32"=1'-0"

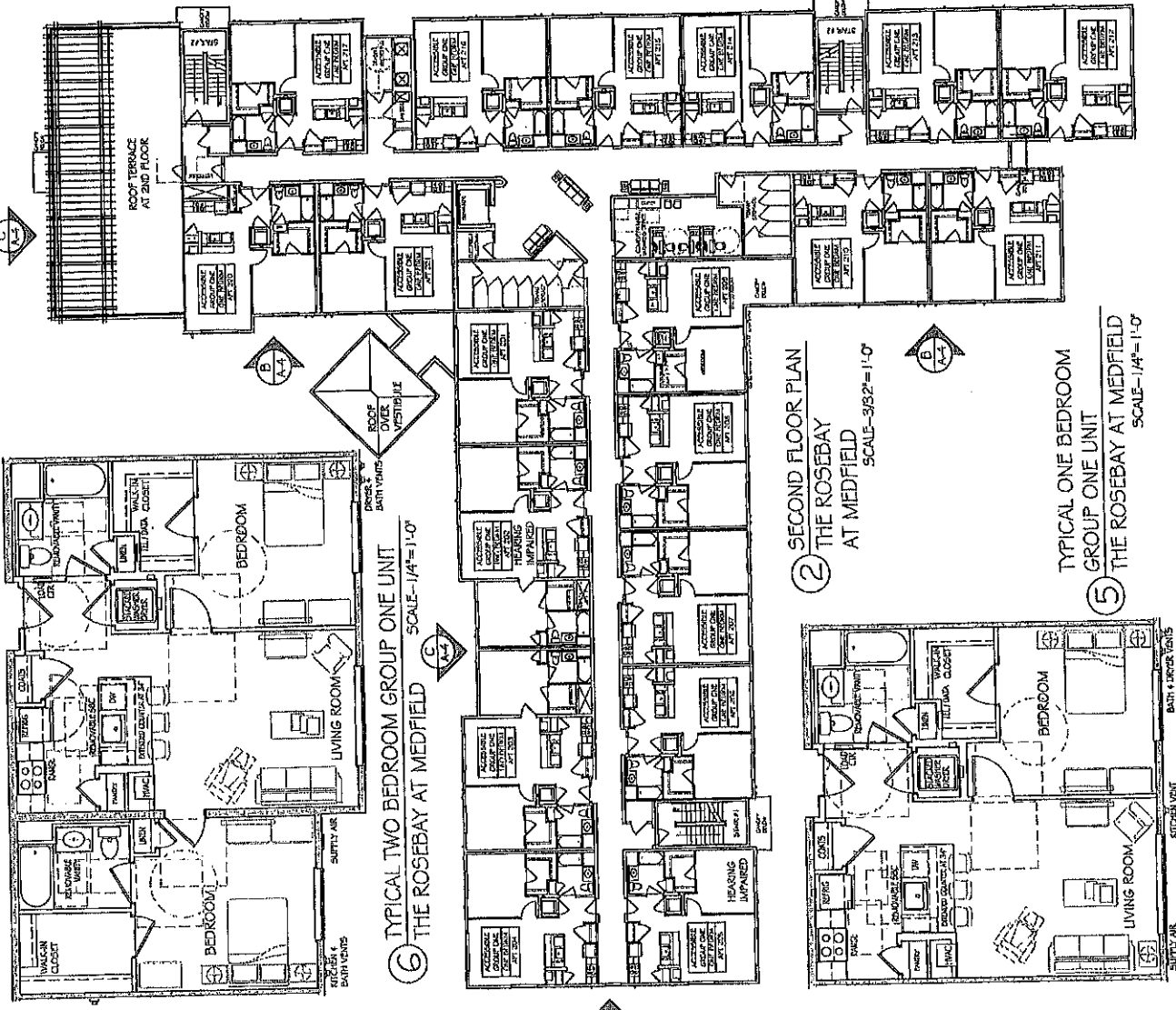
APARTMENT COUNT—THE ROSEBAY AT MEDFIELD

APT. TYPE	ONE BEDROOM	TWO BEDROOM	TOTALS
AREA (S.F.)	1,025	1,250	2,275
AREA (S.F.)	500	500	1,000
AREA (S.F.)	500	500	1,000
AREA (S.F.)	500	500	1,000
AREA (S.F.)	500	500	1,000
AREA (S.F.)	500	500	1,000
AREA (S.F.)	500	500	1,000
AREA (S.F.)	500	500	1,000
AREA (S.F.)	500	500	1,000
TOTALS	20	2	22

NOTE—ALL AREAS AND DIMENSIONS ARE APPROXIMATE  
 — ALL APARTMENT AND BUILDING PLANS ARE PRELIMINARY  
 — PROPOSED CONSTRUCTION IS A WOOD FRAMED  
 STRUCTURE WITH APARTMENT INTERIOR WALLS BUILT  
 NON-LOAD BEARING METAL STUD ASSEMBLIES  
 — SEE DETAILS FOR EXTERIOR FINISHES



VINYL TRELLIS ASSEMBLIES AT SIMILAR APARTMENT BUILDINGS



② SECOND FLOOR PLAN  
 THE ROSEBAY  
 AT MEDFIELD  
 SCALE - 3/32" = 1'-0"  
 ⑤ TYPICAL ONE BEDROOM  
 GROUP ONE UNIT  
 SCALE - 1/4" = 1'-0"

⑥ TYPICAL TWO BEDROOM GROUP ONE UNIT  
 SCALE - 1/4" = 1'-0"



SIMILAR APARTMENT LIVING ROOM



SIMILAR APARTMENT BEDROOM



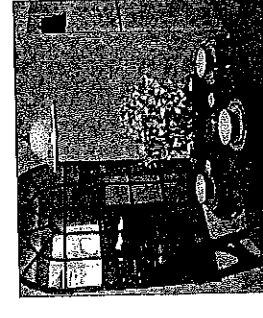
SIMILAR APARTMENT DINING AREA



SIMILAR APARTMENT LIVING ROOM



SIMILAR APARTMENT OPEN KITCHEN



SIMILAR APARTMENT DINING AREA

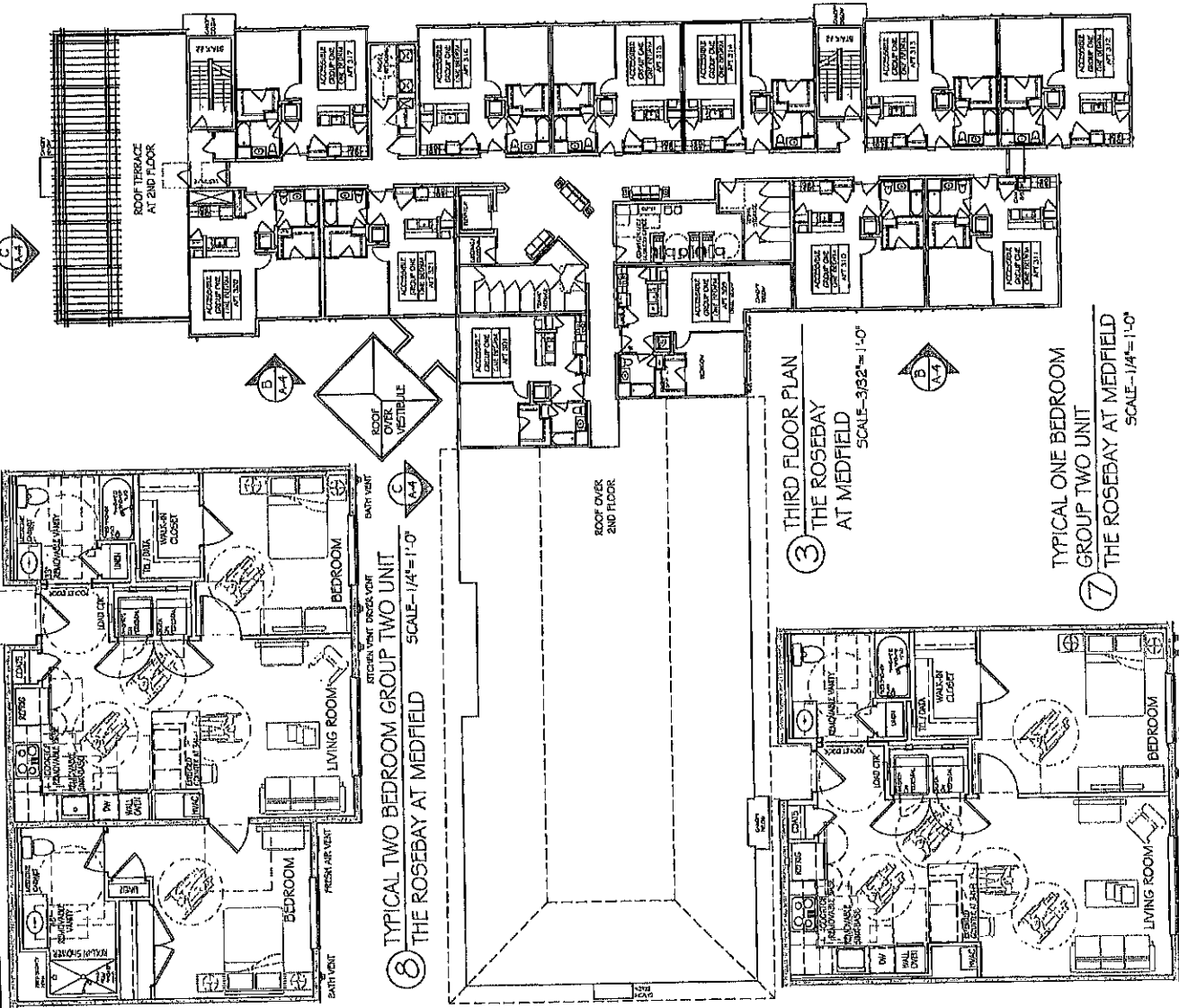
APARTMENT COUNT - THE ROSEBAY AT MEDFIELD

APT. TYPE	ONE BEDROOM	TWO BEDROOM	TOTALS
AREA (SF)	1,135	1,454	2,589
NO. OF UNITS	65	60	125
TOTALS	1,135	1,454	2,589

NOTE - ALL AREAS AND DIMENSIONS ARE APPROXIMATE.  
 - PREVIOUS CONSTRUCTION IS A WOOD FRAMED STRUCTURE WITH APARTMENT INTERIOR WALLS BEING NON-LOAD BEARING METAL STUD ASSEMBLIES.  
 - SEE ELEVATIONS FOR EXTERIOR FINISHES.

ACCESSIBILITY SYMBOLS LEGEND

- 6" DIAMETER WHEELCHAIR TURNING CIRCLE
- 30" x 48" CLEAR FLOOR SPACE FOR LITERS, FORWARD OR PARALLEL APPROACH
- 60" x 60" OR 48" x 60" CLEAR FLOOR SPACE AT APPROACH TO INTERIOR DOORS



SIMILAR APARTMENT LIVING ROOM



SIMILAR APARTMENT BEDROOM



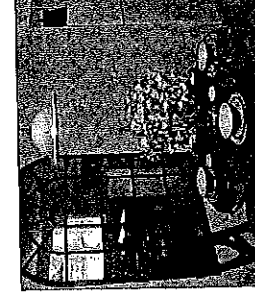
SIMILAR APARTMENT DINING AREA



SIMILAR APARTMENT LIVING ROOM



SIMILAR APARTMENT OPEN KITCHEN

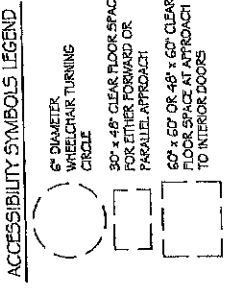


SIMILAR APARTMENT DINING AREA

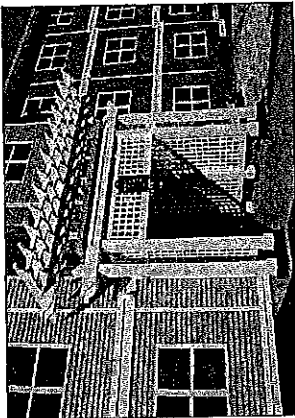
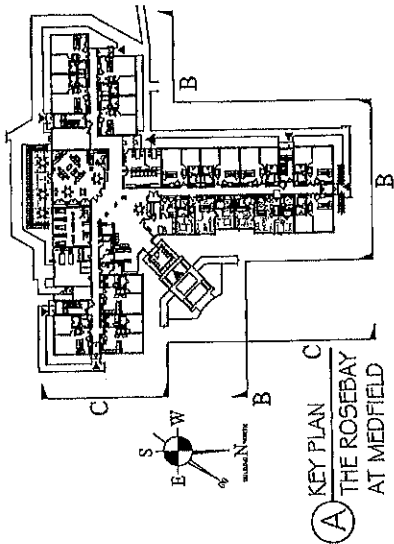
APARTMENT COUNT—THE ROSEBAY AT MEDFIELD

APRT. TYPE	ONE BEDROOM	TWO BEDROOM	TOTALS
NO. OF UNITS	12	12	24
AREA (SQ. FT.)	1,250	1,574	2,824
TOTAL GROSS AREA (SQ. FT.)	15,000	18,288	33,288
TOTALS	12	12	24

NOTE — ALL MEASUREMENTS AND DIMENSIONS ARE APPROXIMATE.  
 — ALL FINISHES AND BUILDING PLANS ARE PRELIMINARY.  
 — PROPOSED CONSTRUCTION IS A WOOD FRAMED STRUCTURE WITH APARTMENT INTERIOR WALLS BEING NON-LOAD BEARING METAL STUD ASSEMBLIES.  
 — SEE ELEVATIONS FOR EXTERIOR FINISHES.



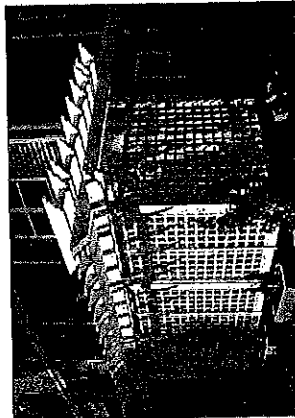




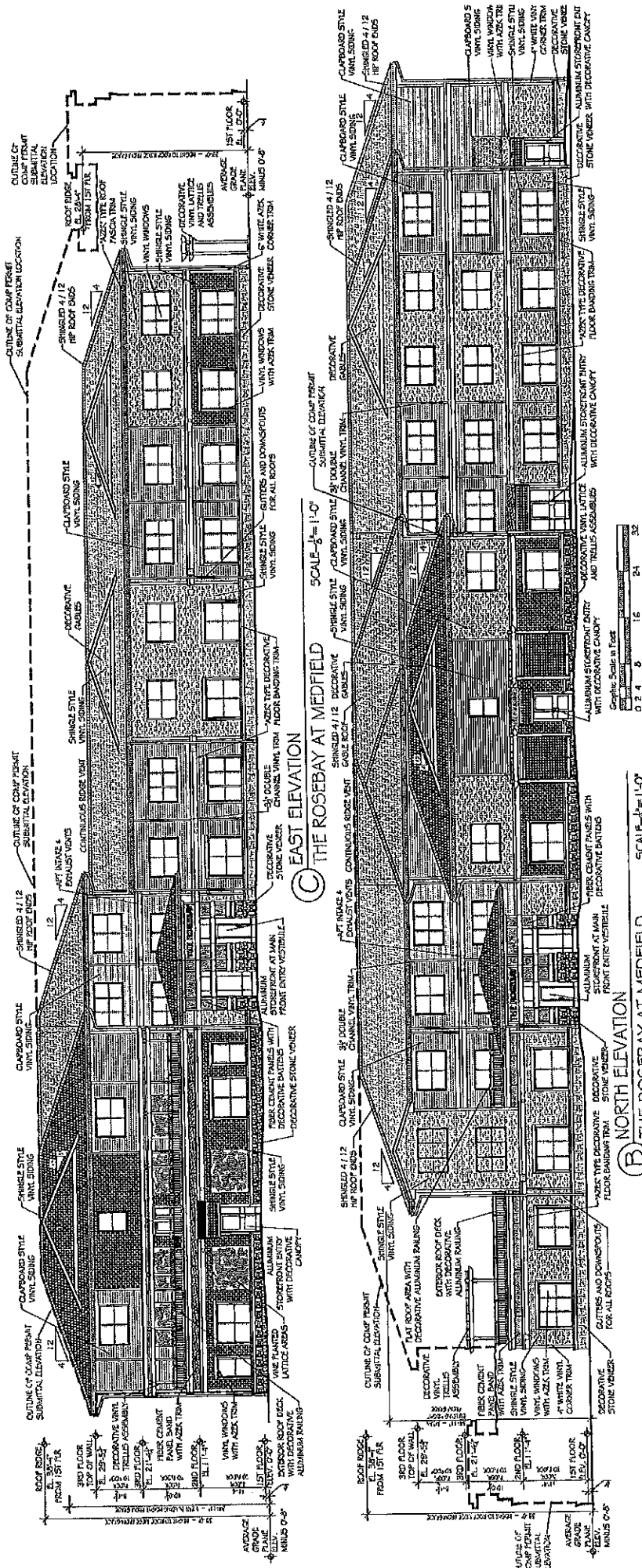
SIMILAR APARTMENT BUILDING ENTRY WITH DECORATIVE VINYL LATTICE AND TRELLIS ASSEMBLY



SIMILAR APARTMENT BUILDING DECORATIVE TRELLIS ASSEMBLY AT OUTDOOR PATIO AREA



SIMILAR APARTMENT BUILDING DECORATIVE VINYL LATTICE AND TRELLIS ASSEMBLY



**THE ROSEBAY AT MEDFIELD**

30 Pound Street, Medfield, Massachusetts

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**FRONT (NORTH AND EAST) ELEVATIONS**

---

**The Rosebay at Medfield**

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Rosebay at Medfield Limited Partnership  
 40 NewCan Building LLC, 81 Shawbury Lane Westwood, MA 02090  
 V M Y Architects LLC ARCHITECTS/PLANNERS  
 182 Naticket Street, Suite 200, Naticket, MA 01904 (617) 951-1900 medfield@vmyarchitect.com

---

Scale: As Shown  
 Date: 11/18/2015  
 Drawn by: V.M.Y.  
 Check by: V.M.Y.  
 Plot No.: 10274

23-126

PFAS Treatment Plant Update



June 1, 2023

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

RE: Change Order #5 – Snow Guards  
D'Angelis Water Treatment Plant PFAS Upgrades Project

Dear Mr. McKay:

Attached is a proposed change order from Winston Builders Corporation for the D'Angelis Water Treatment Plant PFAS Upgrades Project. This change order includes costs for materials and labor as needed to add snow rakes to the building roof. This work is recommended to provide protection of building gutters and to prevent falling snow from creating safety issues at the site. The total cost of the proposed change order is \$15,444. We have reviewed the request and agree that the materials cost is reasonable. The labor amount will be monitored by Kleinfelder and/or Town staff and the final amount will be paid on an hourly basis for work completed.

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

Sincerely,  
**KLEINFELDER**

A handwritten signature in black ink, appearing to read "Tyler Bernier", is written in a cursive style.

Tyler Bernier, Project Engineer

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



Contractors – Engineers

P.O. Box 990  
Westborough, MA 01581

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

---

**Change Order Request #6**  
May 18th, 2023

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

**Re:** D'Angelis WTP – Millis MA

**Attn:** Tyler Bernier

---

- Snow fence for the metal roof panels

Contractor Total:	\$ 14,456
M/U: 5%	\$ 722
Bond: 1.75%	<u>\$ 266</u>
Sub -Total:	\$ 15,444
<b>Change Order Total:</b>	<b>\$ 15,444</b>

Respectfully,

Nicholas Brecken  
Project Manager  
Winston Builders Corporation

Please find back up information attached

# Change Order #!

To: Winston Builders Corporation  
P.O. Box 990  
Westboro, Ma. 01581

Attn: Jeff Nyren @ 508-366-1767; Winston.builders@verizon.net

From: Robert Najarian  
RGN Construction Management, LLC  
P.O. Box 222  
Blackstone, Ma. 01504  
508-883-1038 Phone-508-883-1039-Fax

Date: 5/18/2023

Job: **D'Angelis WTP PFAS Upgrades, Millis, Ma.**

Re: *SNOW FENCE FOR THE PEMB*

---

RGN Construction is pleased to submit a cost of **\$ 14,456.00** to supply and install a Snow Retention Systems for the PFAS Building on site as noted in the project specifications and drawings, and in accordance with the terms, exceptions and conditions noted below.

## SCOPE OF WORK:

1. Supply and Install the X-Gard 1.0 Snow Retention System by LMCurbs in accordance with the standard installation instructions provided by LMCurbs.
2. Layout: As recommended by LMCurbs @ 2 runs per eave @ spaced per their recommendations.
3. Labor: To be installed by D & S Welding & Equipment
4. Equipment: A boom lift has been included for the installation work

## NOTES

1. Debris: Dumpsters to be provided and paid for by others
2. General Conditions @ Temporary electrical services and toilet facilities to be provided by others.
3. No Retainage

May 18, 2023

4. Items not specifically identified in this proposal are not included.
5. Sales Tax: Not included
6. Performance Bonding: Not included
7. Bid valid for (15) days.
8. Payment: 15 % due upon acceptance, balance within (30) days of completion.

---

Robert Najarian

RGN Construction Management, LLC

Jeff Nyren

Winston Builders.

**RGN #22-530-MILLIS WATER TREATMENT BUDGET-5-31-23**

**CHANGE ORDER #1**

ITEM	CONTRACT	OH&P-15%	TOTAL	UNIT	COST	TOTAL	NOTES
SNOW FENCE	\$ 14,456.00	\$ 1,884.78	\$12,571.22				14.99%
D&S WELDING & EQUIPMENT						\$6,720.00	Labor
D&S WELDING & EQUIPMENT						\$2,305.00	Boom Rental-1 week
LMCURB						\$3,546.22	Snow Retention Materials

23-127

FY24 Select Board Goals



23-128

Appt. Select Board Liaisons

Cable TV Advisory Committee (Select Board Liaison)	Schultze
Capital Planning Committee (Select Board Liaison)	Schultze
Cemetery Committee - Select Board Liaison (voting member)	Underhill
Community Preservation Committee (Select Board)	Rosenfeld
Economic Development Committee (Select Board Liaison VOTING)	Schultze
Energy Committee (Select Board Liaison)	Rosenfeld
Local Emergency Planning Committee (SB Liaison)	Underhill
MBTA 3A Advisory Committee	Schultze
Norfolk County Advisory Board Designee	Rosenfeld
Permanent Building Committee (SB Liaison)	Underhill

23-129

Ratify Fire Union Contract

23-130

Approval of One-Day Alcohol Licenses

Boggestowe Club



# TOWN OF MILLIS

## OFFICE OF THE SELECT BOARD

Veterans Memorial Building  
900 Main Street • Millis, MA 02054  
Phone: 508-376-7041  
townadministratorsoffice@millisma.gov

### ONE-DAY SPECIAL ALCOHOL LICENSE

The Select Board of the Town of Millis has approved, pursuant to the provisions of Chapter 138 Section 14, issuance of a special license as described herein:

Date of Local Authority Approval: June 6, 2023

Name of Applicant: Nathan Malinsky

Name of Establishment: Boggs town Fish & Game

Address: 247 Ridge St

Description of Establishment: Fish & Game Club

Date(s) of Function(s): 9-2-2023

Description of Function(s): Wedding reception for club member

Hours of Sales: 4-8 PM

License is for sale of: All alcoholic beverages   
Wine & Malt

The establishment is: For profit   
Non-profit

Restrictions imposed by the Select Board: \_\_\_\_\_

#### ***Town of Millis Select Board:***

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Vice Chair

\_\_\_\_\_  
Clerk



# TOWN OF MILLIS

## OFFICE OF THE SELECT BOARD

Veterans Memorial Building  
900 Main Street • Millis, MA 02054  
Phone: 508-376-7041  
townadministratorsoffice@millisma.gov

### ONE-DAY SPECIAL ALCOHOL LICENSE

The Select Board of the Town of Millis has approved, pursuant to the provisions of Chapter 138 Section 14, issuance of a special license as described herein:

Date of Local Authority Approval: June 6, 2023

Name of Applicant: Nathan Maltinsky

Name of Establishment: Boggestown Fish & Game Club

Address: 247 Ridge Street

Description of Establishment: Boggestock Music Festival

Date(s) of Function(s): September 14, 2023

Description of Function(s): 12th Music Festival

Hours of Sales: 12-9 PM

License is for sale of: All alcoholic beverages   
Wine & Malt

The establishment is: For profit   
Non-profit

Restrictions imposed by the Select Board: \_\_\_\_\_

#### ***Town of Millis Select Board:***

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Vice Chair

\_\_\_\_\_  
Clerk



# TOWN OF MILLIS

## OFFICE OF THE SELECT BOARD

Veterans Memorial Building  
900 Main Street • Millis, MA 02054  
Phone: 508-376-7041  
townadministratorsoffice@millisma.gov

### ONE-DAY SPECIAL ALCOHOL LICENSE

The Select Board of the Town of Millis has approved, pursuant to the provisions of Chapter 138 Section 14, issuance of a special license as described herein:

Date of Local Authority Approval: June 6, 2023

Name of Applicant: Nathan Malinsky

Name of Establishment: Boggs Lane Fish & Game

Address: 247 Ridge Street

Description of Establishment: Fish & Game

Date(s) of Function(s): 6-24-23

Description of Function(s): wedding Reception for Club Member

Hours of Sales: 4-8 PM

License is for sale of: All alcoholic beverages   
Wine & Malt

The establishment is: For profit   
Non-profit

Restrictions imposed by the Select Board: \_\_\_\_\_

#### ***Town of Millis Select Board:***

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Vice Chair

\_\_\_\_\_  
Clerk



# TOWN OF MILLIS

## OFFICE OF THE SELECT BOARD

Veterans Memorial Building  
900 Main Street • Millis, MA 02054  
Phone: 508-376-7041  
townadministratorsoffice@millisma.gov

### ONE-DAY SPECIAL ALCOHOL LICENSE

The Select Board of the Town of Millis has approved, pursuant to the provisions of Chapter 138 Section 14, issuance of a special license as described herein:

Date of Local Authority Approval: June 6, 2023

Name of Applicant: Nathan Maltinsky

Name of Establishment: Boggs Lane Fish & Game

Address: 247 Ridge Street

Description of Establishment: Fish & Game

Date(s) of Function(s): August 20, 2023

Description of Function(s): 83rd Clambake

Hours of Sales: 2-6 PM

License is for sale of: All alcoholic beverages   
Wine & Malt

The establishment is: For profit   
Non-profit

Restrictions imposed by the Select Board: \_\_\_\_\_

#### ***Town of Millis Select Board:***

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Vice Chair

\_\_\_\_\_  
Clerk



23-131

Notice to Terminate IT Agreement/Norfolk



# TOWN OF MILLIS

TO: Select Board

CC: Karen Bouret DeMarzo, Assistant Town Administrator

FROM: Michael Guzinski, Town Administrator

A handwritten signature in blue ink, appearing to read "Michael Guzinski", is written over the "FROM:" line and extends into the "DATE:" line.

DATE: May 31, 2023

**RE: Termination of Intermunicipal Agreement with Norfolk for IT Support**

Greetings,

As a result of the recent Town Meeting approval to increase the Millis hours of the IT Director from part time to full time, I am recommending that the Board vote (in accordance with Section 16 of the "Intermunicipal Agreement for Information Technology Services Between the Towns of Millis & Norfolk") to withdraw from and terminate its participation in the IT support agreement. As there is a 90 day notice provision in the agreement I recommend a termination date of September 30, 2023.

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

Thank you.

**INTERMUNICIPAL AGREEMENT**  
**For**  
**INFORMATION TECHNOLOGY SERVICES**  
**BETWEEN THE TOWNS OF MILLIS & NORFOLK**

THIS INTERMUNICIPAL AGREEMENT ("Agreement") is made and entered into as of this \_\_\_\_ day of 2020 by and between TOWN OF MILLIS ("Millis"), a municipal corporation organized under the laws of the Commonwealth of Massachusetts with a principal address of 900 Main Street, Millis, MA 02054, acting by and through its Select Board, and the TOWN OF NORFOLK ("NORFOLK"), a municipal corporation organized under the laws of the Commonwealth of Massachusetts with a principal address of 1 Liberty Lane, Norfolk, MA 02056, acting by and through its Select Board, with no personal liability to any of the members of the aforementioned Select Boards (all Towns collectively referred to as "Towns" or "parties").

**WHEREAS**, Chapter 40, Section 4A of the General Laws, as amended, allows the Select Board of a town to enter into agreements with one or more other towns to jointly perform activities or undertakings which any one of them is authorized by law to perform; and,

**WHEREAS**, for the purposes of this Agreement, Millis will have in its employ an Information Technology Specialist to enable it to fulfill certain technology related tasks for Millis;

**WHEREAS**, Norfolk is in need of additional technology staff, and accordingly, they desire to have Millis provide such information technology services to Norfolk;

**WHEREAS**, the Towns have obtained authorization for this undertaking pursuant to M.G.L. c. 40, §4A by vote of their respective Select Boards, as attested to by certified copies thereof contained in Appendix A;

**WHEREAS**, the parties have agreed to establish a mechanism for compensating Millis for such information technology services; and

**WHEREAS**, the parties have agreed to establish a mechanism for addressing operational issues concerning the provision of such information technology services; and

**WHEREAS**, each Town agrees to absolve the other Town from liability exclusively caused by one of its employees, as specified in this Agreement.

**THEREFORE**, for good and valuable consideration, including the exchange of mutual promises and benefits set forth herein, the receipt and sufficiency of which is hereby acknowledged, the parties hereby agree as follows:

**1. TERM**

The term of this Agreement shall be three (3) years, commencing on January 1, 2021 and terminating on December 31, 2023.

## **2. OBLIGATIONS OF NORFOLK**

Norfolk shall be responsible for the provision of all information technology equipment and infrastructure to receive the services described herein. Norfolk, upon receipt of notification of the cost and charges attributable to said service from Millis, shall remit payment thereof as specified in Appendix B to Millis within the time period specified in Appendix B.

## **3. OBLIGATIONS OF MILLIS**

Millis will provide to Norfolk, for a period of no more than 20 hours per week, the services of Millis' Information Technology Specialist for purposes of maintaining and/or repairing the information technology systems of the Norfolk per the negotiated cost basis. Millis is responsible for any and all employment related legal obligations related to the Information Technology Specialist, including but not limited to workers' compensation coverage, wages and retirement benefits, health insurance benefits, unemployment benefits, and leave benefits and agrees to defend, indemnify and hold harmless Norfolk for any and all liability regarding same including attorney's fees or court costs related to any action commenced by the Information Technology Specialist or any other person or entity regarding said compensation, benefits, or terms and conditions of employment.

## **4. PERSONNEL**

For the purposes of this Agreement, Millis shall maintain in its employ a duly qualified Information Technology Specialist, who shall provide all services hereunder. Millis shall be the appointing authority and employer of the Information Technology Specialist, retaining all supervisory and directory authority, including but not limited to decisions as to discipline or removal, as well as paying all reasonable and customary compensation, including salary and benefits. Millis will perform the services requested under this Agreement in compliance with all applicable laws and regulations, and in a manner consistent with that degree of skill and care ordinarily exercised by an Information Technology Specialist practicing in the same locality under similar conditions. Millis makes no other warranties or representations, either expressed or implied, regarding the services provided hereunder. Furthermore, it is expressly understood that, notwithstanding Millis's obligations under this paragraph, there may be repairs or maintenance that are technically beyond the skills and experience of the Specialist retained by Millis and, in such instances, Norfolk agrees that it bears the cost and responsibility for the same.

a. Confidentiality. The Information Technology Specialist shall maintain all information acquired during their service for Norfolk as confidential to be shared only with Norfolk and shall not share said information with Millis or any other person or entity, provided however that, upon request for any such records, the disclosure thereof shall be governed by the Public Records Law.

**5. COMPENSATION**

The compensation to be paid by Norfolk to Millis for said services shall be determined, assessed, invoiced, and paid as provided in the Service Cost Schedule set forth in Appendix B.

**6. DISPUTE RESOLUTION**

No suit upon any claim or cause of action upon, or by reason of, or growing out of, this Agreement or its non-performance or faulty performance, shall be filed or maintainable by any party unless notice of such claim or cause of action be first given to the other party at its above-noted address not less than sixty (60) days prior to filing.

In the event any dispute of any kind should arise between the Towns concerning the construction of this Agreement or the breach thereof, such dispute may, by agreement of the parties, be submitted to an arbitrator selected by the American Arbitration Association. The proceedings before said arbitrator shall be governed by the rules and regulations of said Association, and the award and determination of said arbitrator shall be binding and conclusive upon the Towns and they herewith agree to abide thereby. Any costs associated with arbitration shall be split evenly between the Towns. The Towns may also mutually agree to use other forms of alternative dispute resolution, including mediation, to address disputes arising under this Agreement. Notwithstanding the above, the Towns reserve the right, either in law or equity, to file suit with a court of competent jurisdiction in the nature of specific performance or other proceeding to enforce or compel performance of any or all terms and conditions herein.

Excepting for claims relating to non-payment or for reimbursement of monies paid hereunder, no suit for damages may be made hereunder by either Town against the other. Any and all such suits shall be otherwise limited to claims for equitable or injunctive relief.

**7. SEVERABILITY**

If any provision contained herein is determined by a court of competent jurisdiction to be unenforceable, for any reason, or beyond the scope of the statutory provisions of Chapter 40, § 4A of the General Laws, as amended, then it is the intention of the parties that the remaining provisions hereof shall continue in full force and effect.

**8. ANNUAL STATEMENT**

Each Town shall keep accurate records of services performed, costs incurred and payments, reimbursements and contributions made and received under the terms of this Agreement and shall provide same to the other Town(s) upon request. An annual financial statement reflecting this information shall be made available by each Town on or before October 1 of the following fiscal year.

**9. MAXIMUM FINANCIAL LIABILITY**

The maximum extent of each Town's financial liability in connection with the performance of this Agreement shall not exceed the amount validly appropriated by, or available to, each said Town for said purpose. Norfolk hereby agrees to present, to Town Meeting, a proposed appropriation for the reasonably expected amount to be paid for services hereunder. Should Town Meeting not approve said appropriation, Norfolk shall bear no further responsibility under this Agreement.

**10. LIABILITY**

Pursuant to MGL c. 40, s. 4A, each party shall be liable only for the acts and omissions of its own employees and not for the employees of any other agency in the performance of this Agreement to the extent provided by the Massachusetts Tort Claims Act, M.G.L. c. 258. By entering into this Agreement, none of the parties has waived any governmental immunity or limitation of damages which may be afforded to it by operation of law.

**11. AMENDMENT**

No officer, official, agent, or employee of any Town shall have the power to amend, modify or alter this Agreement or waive any of its provisions or to bind either Town by making any promise or representation not contained herein. Any modification to this Agreement shall be by a written amendment duly authorized by each Town. Said amendment shall be executed in the same manner as this Agreement is executed.

**12. ASSIGNMENT**

This duties and obligations established by this Agreement shall not be assigned or transferred by any Town without the express written consent of the other Towns, said consent to be made with the same formalities as are required for the execution of this Agreement.

**13. GOVERNING LAW**

This Agreement and all rights of the parties hereunder shall be governed by the laws of the Commonwealth of Massachusetts and may only be enforced in a Massachusetts State Court of competent jurisdiction.

**14. RELEASE**

The respective Towns shall release and hold each other harmless from any and all claims related to employment or employee benefits, collectively bargained or otherwise, made by persons under their employ prior to the commencement of operations under the Agreement and arising from the establishment hereof except to the extent specifically set forth in this Agreement. Each party to this Agreement shall be liable for the acts and omissions of its own employees and not for the employees of any other party in the performance of their

obligations under this Agreement to the extent provided by the Massachusetts Tort Claims Act, G.L. c. 258. By entering into this Agreement, no Town/ party hereto has waived any governmental immunity or limitation of damages which may be afforded to it by operation of law. While engaged in performing services in Norfolk under this Agreement, the Information Technology Specialist shall be deemed to be engaged in the service and employment of Millis, notwithstanding that such service activity or undertaking is being performed in Norfolk.

#### 16. **TERMINATION**

Any Town, by a vote of its Select Board, may withdraw from and terminate its participation in this Agreement provided it gives not less than ninety (90) days advance written notice to the other Towns of its intent to terminate as of a stated date certain. Such termination shall take effect on the date following the termination date specified in said notification. Such termination shall not relieve the terminating Town from any obligations of payment or indemnification that may have arisen hereunder prior to such termination, nor from any financial obligations that may extend beyond the termination date. Upon such termination, Millis shall prepare a full statement of outstanding unpaid financial obligations under this Agreement and present the same to Norfolk for payment within thirty (30) days thereafter.

#### 17. **WAIVER**

The obligations and conditions set forth in this Agreement may be waived only by a writing signed by the Towns waiving such obligation or condition. Forbearance by a Town shall not be construed as a waiver, nor limit the remedies that would otherwise be available to that Town under this Agreement or applicable law. No waiver of any breach or default shall constitute or be deemed evidence of a waiver of any subsequent breach or default.

#### 18. **HEADINGS**

The paragraph headings herein are used for convenience only, are not part of this Agreement and shall not affect the interpretation of this Agreement.

#### 19. **NOTICES**

Any notice permitted or required hereunder to be given or served on any Municipality shall be in writing signed in the name of or on behalf of the Municipality giving or serving the same. Notice shall be deemed to have been received at the time of actual receipt of any hand delivery, upon the date of verified delivery by courier of package delivery service, or three (3) business days after the date of any properly addressed notice sent by mail as set forth below:

**For : Town of MILLIS**

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

**For : Town of NORFOLK**

Blythe C. Robinson T  
Town Administrator  
1 Liberty Lane  
Norfolk, MA 02056

**20. COMPLETE AGREEMENT**

This Agreement constitutes the entire agreement between the Towns concerning the subject matter hereof, superseding all prior agreements and understandings. Any other agreements or understandings made or offered, whether oral or written, between the Towns concerning the subject matter hereof that are not contained in this Agreement and its amendments are hereby declared invalid. This Agreement may be executed in multiple counterparts and scanned or electronic signatures shall be sufficient to bind the parties.

Witness the duly authorized signatures of the parties:

**Town of MILLIS**

\_\_\_\_\_

By: \_\_\_\_\_

Its: \_\_\_\_\_

Date: \_\_\_\_\_

**Town of NORFOLK**

\_\_\_\_\_

By: \_\_\_\_\_

Its: \_\_\_\_\_

Date: \_\_\_\_\_



## APPENDIX B

### (COMPENSATION FOR SERVICES)

#### A. Fee Schedule:

Fee will be based on the following:

I. 43% (15 hours/35 hours) of contracted salary for the position, plus

II. 43% of total employer paid expenses as listed:

1. Health Insurance
2. NCRS Pension Apportioned Amount
3. Medicare Tax Withholding
4. Life Insurance
5. Workers Compensation

#### B. Invoice Procedure:

Fees will be billed quarterly, July 1, October 1, January 1 and April 1.

#### C. Payment:

Payment shall be made to the Town of Millis within thirty days of receipt of invoice.

23-132

Approval of DRAFT Minutes

Select Board Meeting Minutes 02/07/22

**Sel. Jurmain called the meeting to order at 7:00 pm.**

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

Announcements

Herman 'Buz' Downing died, he was a proud member of Millis. The Board thanks him for his service. Lions club is holding a fundraiser for a new sign in front of the VMB.

22-016 Municipal Response to the CCC for Advessa

**Sel. Schultze made a motion to authorize the Town Administrator to sign and complete on behalf of the Board the Municipal Response Form to the Cannabis Control Commission. Sel. Underhill seconded this motion. Sel. Jurmain polled the Board and the motion passed unanimously.**

22-017 Ratification of Ambulance and Fire Truck Contracts

**Sel. Jurmain made a motion to ratify the vote of the Select Board to approve the contract from the purchase of an Ambulance In the amount of \$339,51.00. Sel. Underhill seconded this motion. Sel. Jurmain polled the Board and the motion passed unanimously.**

**Sel. Schultze made a motion to ratify the vote of the Select Board to approve the contract from the purchase of a Firetruck In the amount of \$639,013.00. Sel. Underhill seconded this motion. Sel. Jurmain polled the Board and the motion passed unanimously.**

22-018 Valuation Update Agreement for Taxable and Exempt Real Property

**Sel. Schultze made a motion to approve the contract with Vision government solution for \$28,000 and to authorize the Town Administrator to sign on the Boards behalf. Sel. Underhill seconded this motion. Sel. Jurmain polled the Board and the motion passed unanimously.**

22-019 Discuss Proposed Sewer Bylaw

The Select Board reviewed the proposed Sewer Connection Bylaw.

1) Connectors

- a.) The Select Board extended the "one year" to "18 months".
- b.) The Select Board discussed what an appropriate amount for a fee would be per hookup. Jay Talerman from Town Counsel stated that waiving or reducing the fee could cause issues in the future and set a precedent. Sel. Schultze stated with all the new tie-ins that would cover the lost revenue to the sewer system.

2) Enforcement

- a) The Board agreed accept what is written and to keep the fines in pace.

3) Exemptions

- a) The Board agreed to change the date to when the bylaw is passed instead of when the Board started talking about this bylaw. The Board agreed to change the connection period from 10 years to 15 years of when a new septic system was installed.
- b)

4) Regulations

- a) No changes

5) Developers and Builders

- a) Jay Talerman from Town Counsel recommended that this is to be a regulation and not included in the bylaw. He will look at sewer permitting to see if we can limit it to a date/time.

22-020 Discuss proposed Sewer Moratorium

Sel. Jurmain stated he doesn't want to discourage new businesses from coming into Town and since the Board can override it at any time it's more of an advisory.

Sel. Schultze stated the moratorium gives notice and lets developers know we are over capacity.

A discussion ensued about the pros and cons of the moratorium.

Sel. Underhill voiced concerns about missing opportunities because builders won't come with a moratorium.

Jay Talerman from Town Counsel suggests a 6-month moratorium in order to get policies in place and rescind the moratorium sooner rather than later to not miss out on a 40B development opportunity.

**Sel. Schultze made a motion to pass a moratorium on sewer connections from 3/1/22 ending 7/31/22. With special permits or plan approval on or before 3/1/22. Sel. Underhill seconded this motion. Sel. Jurmain polled the Board and the motion passed unanimously.**

**Sel. Jurmain made a motion to enter executive session at 9:00pm to conduct strategy session in preparation for negotiations with union personnel. (Massachusetts Coalition of Police Local 171, Millis Police Association Dispatchers, SEIU). Sel. Underhill seconded this motion. Sel. Jurmain polled the Board and the motion passed unanimously.**

Respectfully submitted by Victoria Schindler

Select Board Meeting Minutes 02/14/22

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

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

Announcements

Sel. Jurmain announces that there are open election positions for the Town including the Moderator for 1 year, Select Board for 3 years, Board of Health for 3 years, School Committee for 3 years, Library Trustee for 3 years, Planning Board for 5 years, Housing Authority for 5 years. 44 Signatures are required and need to be submitted to the Town Clerks office no later than March 21, 2022, at 5:00pm.

Operations Support Manager, Karen Bouret DeMarzo, announces the new Water bottle refill stations around the VMB building, bought with the CARES act.

22-021 Covid Update/Discuss Mask Policy at Town Buildings

Board of Health Director, John McVeigh, states that Covid numbers are dropping a rapid rate and he recommends rescinding the mask mandate.

Sel. Jurmain questioned if the Town drops the mask mandate, should meetings resume in-person. Sel. Underhill and Sel. Schultze both agreed that meetings in person should resume.

**Sel. Underhill made a motion to lift the mask mandate for all Town buildings effective on 2/28/2022 and allow Boards and Committees to meet in person and recommend all unvaccinated persons continue to mask. Sel. Schultze seconded this motion. Sel. Jurmain polled the Board and the motion passed unanimously.**

22-022 Appointment of Enterprise Funds Advisory Committee Member

**Sel. Underhill made a motion to appoint John McDonagh to the Enterprise Funds Advisory Committee. Sel. Schultze seconded this motion. Sel. Jurmain polled the Board and the motion passed unanimously.**

22-023 Open Annual Town Meeting Warrant Tentative Date 5/2/22

**Sel. Schultze made a motion to open the Annual Town Meeting Warrant for the 5/2/2022 Town Meeting. Sel. Underhill seconded this motion. Sel. Jurmain polled the Board and the motion passed unanimously.**

22-024 FY22 Snow and Ice Budget Update

DPW Director, Jim McKay, states that the Snow and Ice budget is in deficit by \$2,998.42, not including the cost for the last 2 days with the recent storm.

Town Administrator, Mike Guzinski, stated he has the authority to take the action to go into deficit spending. He wants to the Board to be aware of the deficit.

22-025 Review & Approval of DPW Excavator Contract

**Sel. Underhill made authorize the Town Administrator to sign on the Towns behalf the contract with Bobcat of Boston in the amount of \$49,813.76. Sel. Jurmain seconded this motion. Sel. Jurmain polled the Board and the motion passed unanimously.**

22-026 Paving and Sidewalk Status Update

DPW Director, Jim McKay, explains the FY23 Projected paving funds. He asks the Board where they would like to focus the paving/sidewalk updates.

Sel. Underhill states that Main Street from Hammond to Medway would be high on her priority list, as well as Plain Street sidewalk, and then Pleasant street.

Sel. Schultze states that Main Street from Hammond to Medway, and then half of Spring Street. He also suggests making the speed bumps better marked. He states there are no sidewalks on Spring Street.

22-027 PFAS Water Treatment Plan Project Update

DPW Director, Jim McKay, states Kleinfelder is looking into why there is such a range of amounts on the Bids. He stated that himself, the Town Administrator, Financial Director, and the Treasure/Collector are meeting tomorrow and hopefully have contract for the Board to sign on the 2/24 meeting.

22-028 Discuss Proposal of Warrant Articles: Charter Changes

Sel. Jurmain starts a conversation with the Board regarding the Charter changes articles and potentially separating the one article into 5 separate articles. Sel. Underhill states that they should be separated into 5 articles, so it would be easier to debate them individually. Sel. Schultze thinks there should be 3 or 4 articles not 5 for simplicity, he does not want to spend the majority of the time at town meeting talking about the finance committee article when there are more important charter change article being proposed.

**Sel. Schultze made a motion to add 4 Articles to the Spring Annual Town Meeting Warrant, the first being the powers and duties of the Town Administrator as a bylaw change, the second being the Town Clerk being moved from elected to appointed to a charter change, and the third being the powers of appointment of the Select Board as a charter change, the fourth being the composition of the Select Board as a charter change. Sel. Underhill seconded this motion. Sel. Jurmain polled the Board and the motion passed unanimously.**

22-029 Discuss Proposed Stormwater Credit Manual Policy Changes

Sel. Jurmain discuss the changes made to the Stormwater credit manual policy made by Town Counsel. The Board decided to personally review the changes and then send the preferred changes to the Town Administrator and will be brought back before the Board a later meeting.

22-030 2/9 Charles River Pollution Control District (CRPCD) Meeting Briefing

Sel. Jurmain discusses the information he learned at the CRPCD meeting. It was a standard meeting about how they are managing the CRPCD.

22-031 Approval of Millis Youth Baseball Parade 4/24/22

**Sel. Underhill made a motion to approve the Millis Youth Baseball Parade on 4/24/22 at 9 am. Sel. Schultze seconded the motion. Sel. Jurmain polled the Board and the motion passed unanimously.**

22-032 Review/Approval of Water/Sewer Commitment

**Sel. Underhill made a motion to approve the water/sewer commitment for January 2022 in the amount of \$1,618.22. Sel. Schultze seconded this motion. Sel. Jurmain polled the Board and the motion passed unanimously.**

**Sel. Underhill made a motion to approve the water/sewer commitment for the quarterly bill run commitment for February 2022 in the amount of \$666,289.37. Sel. Schultze seconded this motion. Sel. Jurmain polled the Board and the motion passed unanimously.**

22-033 Review/Approval of DRAFT Minutes

**Sel. Schultze made a motion to approve the DRAFT meeting minutes for 1/24/22. Sel. Underhill seconded this motion. Sel. Jurmain polled the Board and the motion passed unanimously.**

**Sel. Jurmain made a motion to enter executive session at 8:11pm to conduct strategy sessions in preparation for negotiations with union personnel (Massachusetts Coalition of Police Local 171, Millis Police Association Dispatcher & SEIU) only to emerging to adjourn. Sel. Jurmain polled the Board and the motion passed unanimously.**

Respectfully Submitted by Victoria Schindler

DRAFT

Select Board Meeting Minutes 05/15/23.

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

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

Announcements

Sel. Rosenfeld read the Memorial Day Proclamation and announced the Memorial Day Parade that will be held on May 29<sup>th</sup>, 2023.

23-114 Vote to Reorganize Select Board

**Sel. Rosenfeld made a motion to nominate Craig Schultze to be the Chair of the Select Board. Sel. Underhill seconded the motion. Sel. Underhill polled the Board and the motion passed unanimously.**

**Sel. Underhill made a motion to nominate Ellen Rosenfeld to be the Vice Chair of the Select Board. Sel. Schultze seconded the motion. Sel. Underhill polled the Board and the motion passed unanimously.**

**Sel. Schultze made a motion to nominate Erin Underhill to be the Clerk of the Select Board. Sel. Rosenfeld seconded the motion. Sel. Underhill polled the Board and the motion passed unanimously.**

23-115 Lansing Millis Legacy Award Presentation

Bert Lannon is the 2023 Recipient of the Lansing Millis Legacy Award for his outstanding commitment to service to the Millis community and Millis Seniors.

23-116 Approval of Bond Anticipation Note

- D'Angelis Water Plant Improvements
- Ambulance/Fire Engine Purchase

**Sel. Rosenfeld made a motion to adopt the vote prepared by bond counsel in connection with the sale and approval of the Town's May bond anticipation notes. Sel. Underhill seconded the motion. Sel. Schultze polled the Board and the motion passed unanimously.**

23-117 Approve and Sign Municipal Vulnerability Preparedness (MVP) 2.0 Application Letter

**Sel. Rosenfeld made a motion that the Select Board support the Town's application to the states MVP 2.0 Pilot Process and to authorize the Town Administrator to sign the May 15<sup>th</sup>, 2023 Application letter. Sel. Underhill seconded the motion. Sel. Schultze polled the Board and the motion passed unanimously.**

23-118 Review and Approve FY24 Road Paving Projects

DPW Director, Jim McKay reviewed the FY24 Paving Requests.

23-119 Appointment of Election Workers

**Sel. Rosenfeld made a motion to ratify the Town Administrators Appointment of Deborah Bennet-Kozak, Sharilyn Steadman, Kathy Querusio, and Nancy Wornick as Election Workers, retroactive to 5/8/23. Sel. Underhill seconded the motion. Sel. Schultze polled the Board and the motion passed unanimously.**



23-120 FY24 Select Board Goals

Chair Schultze stated the Board members will each make a list of priorities and review it at their next meeting. They will also delegate Boards and Committees duties at their next meeting.

23-121 Select Board Liaison Updates

Sel. Rosenfeld attended the Millis Housing Meeting where they discussed the low income housing process; she also attended School Committee, Finance Committee, and the Energy Committee.

Sel. Underhill attended the Cemetery Committee.

Sel. Schultze announced that the State is giving Millis an additional \$112,000 in SPED Circuit Breaker Money.

**Sel. Schultze made a motion to enter Executive Session at 7:45pm to consider the purchase or lease of real property if such discussion may have a detrimental effect on the negotiating position of the governmental body only emerging to adjourn. Sel. Rosenfeld seconded the motion. Sel. Schultze polled the Board and the motion passed unanimously.**

Respectfully Submitted by Victoria Schindler

DRAFT