



TOWN OF MILLIS

Peter C. Jurmain, *Chair*
Erin T. Underhill, *Vice Chair*
Craig W. Schultze, *Clerk*

OFFICE OF THE SELECT BOARD

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

Michael J. Guzinski
Town Administrator
mguzinski@millisma.gov

Karen Bouret DeMarzo
Operations Support Manager
kbouret@millisma.gov

SELECT BOARD MEETING AGENDA MONDAY, JUNE 7, 2021; 7:00 PM

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

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

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

	Topic	Time	Speaker
I.	Call to Order	7:00 PM	Chair Jurmain
II.	Announcements <ul style="list-style-type: none">Howley Retirement ProclamationMillis Fire Blood Drive		
III.	Open Session Scheduled Appointments & Hearings		
21-147	Discuss Local Government Board/Committee Meeting Protocols	7:05 PM	M. Guzinski J. McVeigh
21-148	Appointment of (2) DPW Summer Seasonal Workers	7:15 PM	J. McKay M. Guzinski
21-149	Appointment of a Part-Time Public Safety Dispatcher	7:20 PM	Chief Soffayer
21-150	Appointment of Economic Development Committee Member	7:25 PM	R. Weiss
21-151	Request to Rename the Plain Street Bridge to The Wishing Bridge – Life Experience School	7:30 PM	K. Bouret L. Randa
21-152	Discuss Sewer Connection Request 1178 Main Street	7:40 PM	D. Merrikin J. McKay
21-153	Discuss Sewer Connection Request Acorn Place Condos	7:45 PM	D. Merrikin J. McKay
21-154	Review/Approval of Revised Plan for Previously Approved Land Disturbance Permit	8:00 PM	D. Merrikin
21-155	Award of FY22 Annual Paving Bid	8:10 PM	J. McKay
21-156	Charter Review Committee Recommendations Presentation	8:15 PM	Chief Soffayer
IV.	Open Session Agenda Items		

21-157	Respond to Planning Board's Request for Comment - Marijuana Cultivation Facility Special Permit for GTE 1480-86 Main St.	R. Weiss
21-158	Annual Acceptance of Select Board Policies & Procedures	M. Guzinski
21-159	Discuss Board/Committee Liaison Assignments for FY22	Sel. Jurmain
21-160	Designate Working Group Representative for PBC	Sel. Jurmain
21-161	Discuss Acceptance of Local Option for Remote Participation for Boards & Committees	M. Guzinski
21-162	Authorize Issuance of RFP for Salary Study	M. Guzinski
21-163	Discuss & Approve Letter to State Representatives Regarding PFAS	Sel. Jurmain
21-164	Discuss Juneteenth State Holiday	M. Guzinski
21-165	Approval of Statement of Interest Letter to MSBA Regarding Renovation of Middle/High School	Sel. Jurmain
21-166	Approval of Water/Sewer Commitment	M. Guzinski

V.

Executive Session

To consider the purchase, exchange, lease or value of real estate.
(61A Parcel Village Street)

Strategy with respect to potential litigation regarding property on Forest Road.
(60 Forest Road)

Strategy with respect to ongoing litigation.
(Comprehensive Litigation Update)

VI.

Adjournment

Proposed Upcoming Meeting Schedule

Date	Time	Location
Monday, June 21, 2021	7:00 PM	Room 220, VMB
Monday, June 28, 2021	7:00 PM	Room 220, VMB
Monday, July 19, 2021	7:00 PM	Room 220, VMB
Monday, August 16, 2021	7:00 PM	Room 220, VMB
Monday, September 13, 2021	7:00 PM	Room 220, VMB
Monday, September 27, 2021	7:00 PM	Room 220, VMB

Vincent "Gerry" Howley

The Millis Select Board deems it a great privilege and honor to recognize and thank Vincent "Gerry" Howley for an outstanding 34 years of service in his position as Lieutenant and EMT with the Town of Millis Fire Department.

Lt. Howley joined the Millis Fire Department in 1987 as a Call Firefighter. He became one of the first two fulltime Firefighters and EMTs in 2000. He also served as EMS Coordinator for several years and was actively involved in the purchase of Ambulance 1 and Fire Engine 2. Lt. Howley has always carried himself in a professional manner, earning the respect and admiration of numerous firefighters and EMTs throughout the Department. Lt. Howley has proudly served this community with duty, honor, and respect.

We, the members of the Select Board, do hereby join all the citizens of the Town of Millis to extend our sincere appreciation for Gerry's dedication to ensure the safety of the citizens of the Town of Millis and do proudly declare Saturday, June 12th, 2021 as

Vincent "Gerry" Howley Day

in the Town of Millis. Given this 28th day of May 2021:

MILLIS SELECT BOARD

Peter C. Jurmain, Chair

Erin T. Underhill, Vice Chair

Craig W. Schultze, Clerk



Summer **FULL OF LIFE**

Millis Fire Department Community Blood Drive Millis Town Hall

Gym
900 Main Street
Millis, MA 02054

**Saturday, July 3, 2021
9:00 a.m. to 2:30 p.m.**

Please call 1-800-RED CROSS (1-800-733-2767) or visit RedCrossBlood.org and enter: **FDMillis** to schedule an appointment.



NEW MERCH! Come to give July 1-6 for an exclusive Red Cross embroidered hat, while supplies last!

Share the vibe. Give blood to help save lives.

Download the Blood Donor App | RedCrossBlood.org | Call 1-800-RED CROSS

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21-147

Local Govt. Board/Committee Protocols



TOWN OF MILLIS

TO: Select Board

FROM: Michael Guzinski, Town Administrator

A handwritten signature in blue ink, appearing to read "Michael Guzinski", is written over the printed name of the Town Administrator.

DATE: June 2, 2021

RE: Recommendation of Board/Committee Meeting Protocols

In light of the Governor's recent lifting of most of the COVID-19 safety protocols and after discussion with the Health Director, I am recommending that the Board approve and allow start of in-person meetings of all local government boards/committees in the Town of Millis effective Monday, June 15th. This is the same date that the Governor has set for the expiration of the "State of Emergency" in the Commonwealth of Massachusetts. This will also result in the expiration of a number of emergency provisions that were established by the Governor (please see attached Advisory for Town Counsel).

It is still strongly recommended that those individuals that have not yet been vaccinated continue to wear a face mask and socially distance from others.

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



Mead, Talerman & Costa, LLC
Attorneys at Law

30 Green Street
Newburyport, MA 01950
Phone 978.463.7700
Fax 978.463.7747
www.mtclawyers.com

CLIENT ADVISORY

To: Town Managers, Town Administrators
From: Mead, Talerman & Costa, LLC
Date: June 2, 2021
Re: End of State of Emergency – Municipal Implications

On May 17, 2021, Governor Baker announced that the COVID-State of Emergency will lift on June 15, 2021. The State of Emergency was originally declared on March 10, 2020 and has been in place since then. Since March 10, 2020, numerous pieces of legislation were enacted altering significant aspects of municipal governance, and much of that legislation was based on the existence of the State of Emergency.

This Advisory focuses on the laws that impact municipal governance that are affected by the end of the State of Emergency, as they will have significant impact on your municipalities. These changes will be effective on June 15, 2021, unless intervening legislation is passed.

Among the key aspects of municipal governance affected by the lifting of the State of Emergency are immediate cessation of certain Open Meeting Law modifications, modification to Town Meetings held after June 15; an immediate end to tolling and certain permitting deadlines for state-issued permits; resumption of time frames for municipalities to respond to options to purchase under G.L. c. 61, 61A, and 61B; and changes to deadlines and expiration dates regarding permits issued by municipal permit granting authorities.

I. Open Meeting Law Modifications

On March 12, 2020, Governor Baker issued an “Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A, § 20 (“OML Order”). Importantly, this Order was to “remain in effect until rescinded or until the State of Emergency is terminated, whichever happens first.”

This OML Order temporarily suspended two major requirements of G.L. c. 30A, § 20 which altered the way public meetings were legally held during the duration of the State of Emergency. Specifically, the OML Order temporarily suspended the following provisions of the Open Meeting Law:

- G.L. c. 30A, § 20 requirement that a public body meet in a public place that is physically open to the public. This resulted in public bodies being able to meet without the public physically present.
- G.L. c. 30A, § 20(d) and 940 CMR 29.10(4)(b) requirements that members of a public body be physically present to participate. This enabled members to satisfy quorum requirements and participate in meetings remotely by video call, or other means.

With the rescission of the State of Emergency on June 15, the above provisions of the Open Meeting Law will no longer be suspended. This means that beginning on June 15, to comply with the Open Meeting Law, all public bodies must meet in places physically open to the public, pursuant to G.L. c. 30A, § 20.

Millis Office

730 Main Street, Suite 1F
Millis, MA 02054
Phone 508.376.8400

In addition, beginning on June 15, members of a public body must be physically present at the meeting to participate and satisfy quorum. This means remote participation by members of the public body is not allowed, except to the extent that remote participation was authorized in a particular community prior to the State of Emergency (and only with a quorum physically present at the meeting location).

An issue of significant concern arises when a remote or virtual hearing (or session thereof) was scheduled prior to the Governor's announcing the lifting of the State of Emergency. To the extent that such hearing was scheduled for a date following June 15th, it is our opinion that it cannot be assumed that it will take place at Town Hall or another customary venue. In such circumstances, we suggest working with applicants for an agreed upon continuance so as not to give rise to a potential procedural flaw.

We also note that the Governor Baker filed legislation on May 25, 2021 to extend certain emergency measures currently in place via executive orders that are set to expire on June 15. Most notably, this legislation, if enacted, would extend the authority for municipal boards to conduct virtual meetings. However, until this legislation is passed and enacted as law, the above provisions govern. If any changes to the content of this Advisory occur in the coming days or weeks, we will alert you immediately.

I. Town Meeting Impacts

Chapter 92 of the Acts of 2020, § 7(a) provided that, "a town may act by vote of its select board or board of selectmen, in consultation with the approval of the town moderator, to prescribe the number of voters necessary to constitute a quorum at any town meeting held during the governor's March 10, 2020 declaration of a state of emergency at a number that is less than the number that would otherwise be required by law, town by-law or town charter...."

After June 15, towns will no longer be able to reduce Town meeting quorum pursuant to Chapter 92 of the Acts of 2020, § 7(a).

Chapter 92 of the Acts of 2020, § 8(a) addressed remote participation for representative town meetings during the State of Emergency. Specifically, it provided that representative town meetings could be held by remote participation. However, as of June 15, 2021, remote participation for representative town meetings is no longer allowed and participation must be in person.

As of June 15, 2021, Chapter 92 of the Acts of 2020, § 9 expires and all town meetings must be held within the geographic limits of the town.

II. State Permitting Deadlines and State Permit Extensions

COVID-19 Order No. 42: Order Resuming State Permitting Deadlines and Continuing to Extend the Validity of Certain State Permits, impacted permits issued by agencies within the Executive Office of Housing and Economic Development and the Executive Office of Energy and Environmental Affairs. Specifically, it provided that "an approval issued by a state permitting agency valid as of March 10, 2020 and any deadline to record said approval to establish its validity shall not lapse or otherwise expire during the state of emergency and the expiration date of the approval and the deadline to record said approval shall toll during the state of emergency."

The ending of the State of Emergency on June 15 starts the clock on those permits paused by COVID-19 Order No. 42. Among those permits which as of June 15 will no longer be tolled are: any permit, including an environmental permit, certificate, license, certification, determination, exemption, variance, waiver, state building permit, or other determination of rights issued by a state permitting agency, including any order but excluding any enforcement order, concerning the use, development, or

rehabilitation of real property or improvements located thereon, the allocation or use of water of other natural resources, or the discharge, emission, abatement, or management of waste and pollutants, including but not limited to approvals issued pursuant to chapter 21, section 18 of chapter 21A, chapter 21D, section 3B of chapter 21E, section 61 to 62I, inclusive, of chapter 30, section 20 to 23, inclusive, or chapter 40B, chapter 91, chapter 92A½, chapter 112, chapter 131, chapter 131A, chapter 132, chapter 143, chapter 143, and chapter 253 of the General Laws, but excluding approvals issued pursuant to chapters 92 of 132A of the General Laws.

III. Responses to Options to Purchase under G.L. c. 61, 61A, and 61B

Chapter 53 of the Acts of 2020, originally approved on April 2, 2020, provided municipalities relief from a variety of deadlines imposed by the Massachusetts General Laws. Among them, Section 9 of Chapter 53 of the Acts of 2020 suspended the time frames found in G.L. c. 61, § 8, G.L. c. 61A, § 14, G.L. c. 61A, § 9, within which any municipality was required to act, respond, effectuate or exercise an option to purchase. Specifically, those time frames were suspended “during and for a period of 90 days after the termination of the governor’s March 10, 2020 declaration of a state of emergency.” This means that with the State of Emergency lifting on June 15, the aforementioned timeframes will resume on or about Monday, September 13, 2021, provided that the normal 120-day deadline to exercise a right of first refusal will be reduced to 90 days.¹

IV. Municipal Permitting Procedures and Deadlines

As mentioned above, Chapter 53 of the Acts of 2020, originally approved on April 2, 2020, and as further modified by Chapter 201 of the Acts of 2020, provided municipalities and permit applicants relief from a variety of deadlines imposed by the Massachusetts General Laws. The temporary modifications to permitting largely expire on or a certain prescribed number of days after the State of Emergency ends. These include:

- As of June 15, 2021, permit granting authorities may no longer hold remote meetings. Chapter 53 of the Acts of 2020, § 17(d).
- A permit in effect or existence as of March 10, 2020, including any deadlines or conditions of the permit, cannot lapse or otherwise expire during the State of Emergency. The expiration date of the permit, or time for meeting a deadline or for performance of a condition under the permit, tolled during the state of emergency but stops tolling on June 15, 2021. Chapter 53 of the Acts of 2020, § 17(b)(iii).

Note that, while no specific guidance is available at this time, the Baker-Polito Administration announced that it anticipates working with legislative and municipal partners to manage an orderly transition from the above enacted emergency measures.

We look forward to working with you in the implementation of these procedural changes and deadline alterations. In the meantime, do not hesitate to contact us with any questions that you may have.

¹ The specific language of Chapter 53 of the Acts of 2020, Section 9, provides that “during and for a period of 90 days after the termination of the governor’s March 10, 2020 declaration of a state of emergency, all time periods within which any municipality is required to act, respond, effectuate or exercise an option to purchase shall be suspended.” Due to the ambiguity of this language, we advise municipalities to treat this provision as requiring any suspended action to occur within 90 days after the end of the State of Emergency.

21-148

Appt of Summer Seasonal DPW Worker



TOWN of MILLIS

DEPARTMENT OF PUBLIC WORKS

900 MAIN STREET, MILLIS, MA 02054

TO: Michael Guzinski, Town Administrator
FROM : James F. McKay, Director of Public Works
DATE : June 4, 2021
SUBJECT : Summer help

I would ask that you appoint the following as seasonal summer help which is under the Personal Plan starting June 8, 2021 and ending September 30, 2021. These appointment will fill the open position for summer help, the position has proven to be very successful with helping with the all maintenance town wide.

One of the position will be paid out of the DPW building project.

The other will be paid out of the General fund.

Brian Nichols, 47 Grove Street Millis, MA 02054

Christopher Gokey, 16 Hilltop Drive Millis, MA 02054

Brian and Christopher will need a physical.

James F. McKay,
Director of Public Works

21-149

Appt of P/T Dispatcher



Millis Police Department

1003 Main Street

Millis, Massachusetts 02054

Phone: 508-376-5112 Fax: 508-376-6220

June 3, 2021

Mr. Guzinski,

I respectfully ask that the board consider the appointment of Mr. Max Moran as a part-time public safety dispatcher. The town will not have to pay to train Mr. Moran, 100% of the training will be paid for by a grant we received from State 911.

Mr. Moran is in the Massachusetts National Guard and has obtained a Bachelor of Arts Degree from Norwich University. Mr. Moran has successfully completed a C.O.R.I. & background check. Mr. Moran would be a great addition and asset to our department. Thank you for your consideration.

Respectfully Submitted,

Christopher J Soffayer
Chief of Police



TOWN OF MILLIS

OFFICE OF THE BOARD OF SELECTMEN

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

APPLICATION FOR EMPLOYMENT

Position(s) Applied For <i>Dispatcher</i>					Date of Application <i>24 MARCH 2021</i>	
Last Name <i>Moran</i>		First Name <i>Max</i>		Middle Name <i>Larsen</i>		
Address: Number <i>8</i>	Street <i>Independence Lane</i>	City <i>Millis</i>	State <i>MA</i>	Zip <i>02054</i>		
Telephone Numbers: Home		Cell <i>508-498-1906</i>	Email Address <i>Moran1647@aol.com</i>			

- Are you under age 18? Yes No
- Have you ever been employed by the Town of Millis before? Yes No
- Are you legally authorized to work in the United States? Yes No
- Are you available to work: Full-Time Part-Time Permanent Temporary
- On what date would you be available for work? *30 MARCH 2021*
- Have you been convicted of a felony? Yes No
- Have you been convicted of a misdemeanor within the past five years (other than a first conviction for any of the following misdemeanors: drunkenness, simple assault, speeding, minor traffic violations, affray or disturbance of the peace)? Yes No

EDUCATION

	Name and Address	Course of Study	# Years	Degree
High School	<i>Millis High School 245 Plain St. Millis, MA 02054</i>		<i>4</i>	<i>High School Diploma</i>
Undergraduate College	<i>Norwich University 158 Harmon Dr. Northfield, VT 05663</i>	<i>History</i>	<i>4</i>	<i>Bachelor of Arts</i>
Graduate School				
Other (Specify)				

EMPLOYMENT EXPERIENCE

Please start with your present or last job.

1. Employer Fieldstone Landscape	Work Performed Manually labored to install and repair irrigation systems		
Address 11 Independence Ln Mills, MA 02054			
Phone Number 508-328-7019			
Job Title Laborer	Dates Employed	<i>From</i>	<i>To</i>
		Jun. 2015	Sep. 2020
Reason for Leaving Summer Job while in School/left for Active Duty Army Training	Hourly Rate/Salary	<i>Start</i>	<i>Finish</i>
		\$20/hr	
2. Employer Norwich University	Work Performed Work Study for the International Center and Fitness Center. Performed office work for the International Center. Monitored and maintained the fitness center.		
Address 158 Harmon Dr. Northfield, VT 05663			
Phone Number 802-485-2934/802-485-2232			
Job Title Work Study Student Employee	Dates Employed	<i>From</i>	<i>To</i>
		Jan. 2017	Mar. 2020
Reason for Leaving Graduated/Semester Ended	Hourly Rate/Salary	<i>Start</i>	<i>Finish</i>
		\$10/hr	
3. Employer Roche Brothers	Work Performed Bagged groceries, assisted customers, and helped other areas of store.		
Address 6 Milliston Rd. Mills, MA 02054			
Phone Number 508-376-2091			
Job Title Front End Service Clerk	Dates Employed	<i>From</i>	<i>To</i>
		Oct. 2013	Jul. 2017
Reason for Leaving High School Job/Left for College	Hourly Rate/Salary	<i>Start</i>	<i>Finish</i>
		\$7.50/hr	\$10/hr
4. Employer	Work Performed		
Address			
Phone Number			
Job Title	Dates Employed	<i>From</i>	<i>To</i>
Reason for Leaving	Hourly Rate/Salary	<i>Start</i>	<i>Finish</i>

SPECIALIZED SKILLS

- | | | | |
|---|--|--|---|
| <input type="checkbox"/> Microsoft Word | <input type="checkbox"/> Microsoft Outlook | <input type="checkbox"/> Microsoft Excel | <input type="checkbox"/> Microsoft PowerPoint |
| <input type="checkbox"/> MUNIS | <input type="checkbox"/> Adobe Acrobat | <input type="checkbox"/> Internet Explorer | <input type="checkbox"/> Other _____ |

Please summarize special job-related skills and qualifications acquired from employment or other experience or special licenses or certifications held.

Military Experience and Training. Can perform under
pressure and stressful situations.

Please share any additional information you feel may be helpful to us in considering your application.

Currently a Soldier in the Massachusetts Army
National Guard.

APPLICANT STATEMENT

I certify that answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature which means that the employee may resign at any time and the employer may discharge the employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization. In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.



Signature of Applicant

24 MARCH 2021

Date

21-150

Appt of Econ Dev Comm Member



TOWN OF MILLIS

Pete Jurmain, *Chair*
Erin T. Underhill, *Vice Chair*
Craig Schultze, *Clerk*
Michael J. Guzinski, *Town Administrator*

Economic Development Committee
Veterans Memorial Building
900 Main Street • Millis, MA 02054
Phone: 508-376-7040
Fax: 508-376-7053
rweiss@millisma.gov

TO: Pete Jurmain, Chair, Millis Select Board

FROM: Nicole Riley, Chair, Millis Economic Development Committee

DATE: June 7, 2021

RE: Appointment of Member to the Millis Economic Development Committee

At its May 26th meeting, Millis's Economic Development Committee nominated Christine (Christy) Lagos for committee membership. Ms. Lagos has her MBA in Entrepreneurship and Marketing from Babson College and is the Manager of Alumni Engagement and Annual Giving at Babson. She also sits on the Education Foundation Board at Tri-County Vocational School. Christy is a longtime resident of Millis and lives with her husband James and their two children Jordan and Noah.

The members of the Economic Development Committee ask that the Select Board appoint Ms. Lagos to the committee this evening.



TOWN OF MILLIS

OFFICE OF THE SELECT BOARD AND TOWN ADMINISTRATOR

Veterans Memorial Building
900 Main Street • Millis, MA 02054
Phone: 508-376-7041
Fax: 508-376-7053

VOLUNTEER/TALENT FORM

Millis is a small town with many committees and boards that help shape the day-to-day quality of life here preserving our hometown's character. We invite our fellow neighbors to volunteer to make a difference in our town. Time requirements for participation and assignments differ by group; some meet year-round, others seasonally, and some have special projects that are short-term. To sample a committee of interest, public meeting agendas with dates and locations are posted on the bulletin board at the Veterans Memorial Building and on the Town's website. Attending a committee meeting is the best way to become familiar with the focus. Please complete this form and mail it to Karen Bouret at the Town Administrator's office or email it to kbouret@millisma.gov. Circle all committees or preference.

- | | |
|--|--|
| <input type="checkbox"/> Agricultural Commission | <input type="checkbox"/> Enterprise Funds Advisory Committee |
| <input type="checkbox"/> Board of Assessors | <input type="checkbox"/> Finance Committee |
| <input type="checkbox"/> Capital Planning Committee | <input type="checkbox"/> Historical Commission |
| <input type="checkbox"/> Cemetery Committee | <input type="checkbox"/> Local Emergency Planning Committee |
| <input type="checkbox"/> Charter Review Committee | <input type="checkbox"/> Commission on Disability |
| <input type="checkbox"/> Community Preservation Committee | <input type="checkbox"/> Oak Grove Farm Commission |
| <input type="checkbox"/> Conservation Committee | <input type="checkbox"/> Permanent Building Committee |
| <input type="checkbox"/> Council on Aging | <input type="checkbox"/> Planning Board Associate Member |
| <input type="checkbox"/> Cultural Council | <input type="checkbox"/> Public Weighers |
| <input checked="" type="checkbox"/> Economic Development Committee | <input type="checkbox"/> Recreation Committee |
| <input type="checkbox"/> Energy Committee | <input type="checkbox"/> Poll Worker/Election Volunteer |

NAME: CHRISTY LAGOS REGISTERED VOTER: Millis
HOME ADDRESS: 163 EXCHANGE STREET
PHONE(s): 508-566-1441 EMAIL lagoschristy@gmail.com

SPECIAL INTERESTS/OCCUPATION/REASON WANTING TO SERVE:

I have an MBA in Entrepreneurship + Marketing. I have owned a couple of businesses in the past. Interested in growing & attracting business development in Millis.

21-151

Request for The Wishing Bridge

THE LIFE EXPERIENCE SCHOOL

16 Lavender Street
Millis, MA 02054
www.lesmillis.org

August 28, 2020

Dear Millis Select Board Members,

First we'd like to thank you once again for making the crosswalk at the corner of Lavender and Exchange Streets wheelchair accessible. We were wishing that would happen and you made our wish come true!



Along those lines, we have another wish. If ever there was a time to make wishes, it is surely during a global pandemic. There are places that lend themselves to making a wish or hoping for something to happen or for something to change or for something to end. Down the street from The Life Experience Program is the new bridge over the railroad tracks on Plain Street. Unlike other bridges, this bridge has an immediate crest you experience in a car or walking or in a wheelchair. It is like driving over a bridge that has hidden within it a **rainbow**.

When it was rebuilt a few years ago, we at the Life Experience Program thought it would be a good idea to name it **THE WISHING BRIDGE**, which everyone could make wishes on. Ever since then, we've been making wishes on the bridge and so have others who have heard about it. It's an unintentional, well-kept secret. We even made a sign we held on the bridge!

So I am writing on behalf of the Life Experience Program to request the Town of Millis officially renamed the Plain Street Bridge **THE WISHING BRIDGE**.



Just think about it, renaming this bridge would serve to encourage people to never lose heart, never give up on wishing, and always believing that wishes do come true.

There seems to be no better time for a closely-knit town like Millis to identify this particular birdge for children and adults to make wishes on. There are lots of wishing wells and covered bridges — it's high time to uncover that rainbow hidden within the Plain Street Bridge and publicly name it **THE WISHING BRIDGE**.

We are not sure how the town goes about renaming a bridge so we wanted to present this idea and ask how we can help make this wish come true.

Thank you for considering this request. We all made a wish on the bridge that it becomes the official **WISHING BRIDGE!**

Sincerely,

Ian Muraswki and Elizabeth Holz on behalf of the students and staff at The Life Experience School.



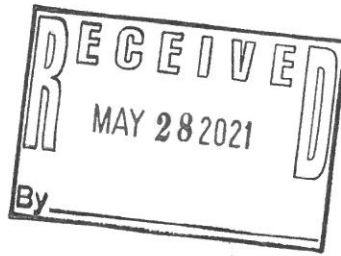
21-152

Sewer Connection

1178 Main Street



LEGACY
ENGINEERING



dan@legacy-ce.com

508-376-8883(o)

508-868-8353(c)

730 Main Street

Suite 2C

Millis, MA 02054

May 19, 2021

Select Board
900 Main Street
Town Offices
Millis, MA 02054

Ref: 1178 Main Street
Sewer Connection Permit

Dear Members of the Board:

On behalf of the Applicant, please find enclosed the following relative to an application for a sewer connection permit for the proposed development of 1178 Main Street:

- ✓ An application for Sewer Connection;
- ✓ A check in the amount of \$1,000 for the filing fee; and
- ✓ One copy of a preliminary site layout.

The Applicant is a prospective purchaser of the land and has received positive feedback from the Planning Board on the enclosed preliminary site layout. The Applicant anticipates constructing three duplex units, each with three bedrooms and one small apartment building consisting of eight two-bedroom units and four one-bedroom units. The total bedroom count is 38, which yields a Title V flow rate of 4,180 gpd. As you know, actual average daily flow is likely to be less than 2,000 gpd. This property front on an existing sewer on Main Street and as such, a main extension is not required. All that is needed is a service connection.

We will provide the detailed design of the development for technical review when it is ready, but the Applicant requests confirmation at this time that the development will be allowed to connect to the existing sewer in Main Street.

Select Board
May 19, 2021
Page 2 of 2



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

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

Sincerely,

LEGACY ENGINEERING LLC

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

Digitally signed by Daniel J.
Merrikin, P.E.
Date: 2021.05.19 12:07:24 -04'00'

Daniel J. Merrikin, P.E.
President

cc: File

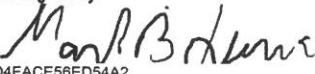
TOWN OF MILLIS, MASSACHUSETTS
SEWER MAIN EXTENSION APPLICATION

NAME OF APPLICANT: 1178 Main Street, LLC

LOCATION: 1178 Main Street

SEWER AGREEMENT

The undersigned applicant hereby requests approval of its proposal to construct a sewer which shall eventually become a public sewer and herewith submits to the Town for its review, recommendation and approval, the design drawings and specifications of the proposed sewer. The undersigned applicant understands, covenants and agrees that the Board may, in its sole discretion, submit the said design information to its independent professional engineering firm for a review and recommendations, and that the undersigned shall be required to pay the full cost of any such engineering review without any surcharges or add-ons by the Town and that the said payment shall be made by the applicant directly to the engineering firm. Fees listed below shall be charged for in-house review of plans and field inspections during construction. The Town shall not approve, disprove or otherwise act on the said application until said payment has actually been made.

DocuSigned by:

AD4FACE56ED54A2...

5/7/2021

Applicant Signature

Date

Mark Howe, Manager

Proposed No. Gallons per Day Discharge: 4,180 gpd (Title V value), est. 2,000 gpd ave.

SEWER: L.F.: 200 l.f.

No. of SMH's: 1

No. of Services: 1

\$1,000 Deposit Fee (for Town's Consulting Engineers)

\$1,000 Extension Fee

_____ \$1,750 per sewer service (paid at time of building permit application)

Classification: Residential Extension

Commercial Extension

Industrial Extension

21-153

Sewer Connection

Acorn Place Condos



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

May 26, 2021

Select Board
900 Main Street
Town Offices
Millis, MA 02054

Ref: Acorn Place – Phase 2
Sewer Connection Permit

Dear Members of the Board:

On behalf of the Applicant, please find enclosed the following relative to an application for a modified sewer connection permit for Acorn Place:

- ✓ An application for Sewer Connection;
- ✓ A check in the amount of \$1,000 for the filing fee;
- ✓ One copy of a preliminary site layout for Phase 2; and
- ✓ A tabulation of historic water consumption for housing units in the area.

The Board previously approved a sewer connection permit for Acorn Place, which is a senior residential community with four single-family units and 22 duplex units for a total of 48 units. Those units contain 100 bedrooms. The Title V maximum day sewage flow was estimated at 11,000 gpd for this development.

As we have previously opined, Title V flow rates are not reliable indicator of average daily flows to your sewer system. This is because Title V flow rates are specifically identified as max day flow rates, which are typically approximately two times the average daily flow rate. We have obtained water consumption data for units in Acorn Place and also for the single-family homes in Hickory Hills to illustrate this fact (see attached spreadsheet). For each housing unit identified, the Town's billed water usage was utilized to calculate the average daily water consumption per dwelling unit and per bedroom for each of the four quarters. Since we are looking at water consumption data, Q2 and Q3 are not reliable estimates of sewage generation because some homes utilize a significant amount of outside water (for lawns, gardens, pools, etc...) in spring and summer and that water never enters the sewer system. Q1 and Q4 (cold weather months) are therefore the more reliable indicator of sewage generation per home.





As the attached table indicates, the four-bedroom homes in the Hickory Hills subdivision have an average water consumption in Q1/Q4 of only 30 gpd per bedroom, compared to the Title V flow rates of 110 gpd per bedroom. Similarly, the two-bedroom units in Acorn Place have an average water consumption in Q1/Q4 of only 40 gpd per bedroom. Clearly, the Title V estimates are more than two times higher than actual average daily sewage generation.

The Applicant desires to add a second phase to Acorn Place that will consist of approximately sixteen senior residential duplex units. Each unit will have two bedrooms, for a total of 32 additional bedrooms. In addition, the current property owner where this development will occur (99 Acorn Street) would like to connect their home plus two adjacent homes of family members. The total Title V flow rate for this additional phase is therefore:

- 16 two-bedroom units for a total of 32 bedrooms, which yields a Title V flow rate of 3,520 gpd.
- Existing four-bedroom home at 99 Acorn Street, which yields a Title V flow rate of 440 gpd.
- Existing four-bedroom home at 95 Acorn Street, which yields a Title V flow rate of 440 gpd.
- Existing three-bedroom home at 103 Acorn Street, which yields a Title V flow rate of 330 gpd.

The total proposed connection therefore has a Title V flow rate of 4,730 gpd. If, however, we conservatively assume 55 gpd per bedroom of sewage generation (50% of the Title V value), this second phase will only generate 2,365 gpd of sewage and the total Acorn Place development will only generate 7,865 gpd of average sewage flow, well below the original approval for 11,000 gpd.

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

Sincerely,

LEGACY ENGINEERING LLC

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

Digitally signed by Daniel J.
Merrikin, P.E.
Date: 2021.05.26 14:28:58 -04'00'

Daniel J. Merrikin, P.E.
President

cc: File

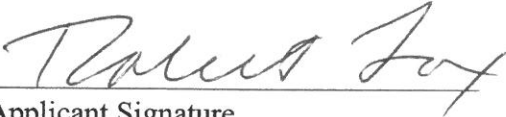
TOWN OF MILLIS, MASSACHUSETTS
SEWER MAIN EXTENSION APPLICATION

NAME OF APPLICANT: TD Development

LOCATION: Portion of 99 Acorn Street

SEWER AGREEMENT

The undersigned applicant hereby requests approval of its proposal to construct a sewer which shall eventually become a public sewer and herewith submits to the Town for its review, recommendation and approval, the design drawings and specifications of the proposed sewer. The undersigned applicant understands, covenants and agrees that the Board may, in its sole discretion, submit the said design information to its independent professional engineering firm for a review and recommendations, and that the undersigned shall be required to pay the full cost of any such engineering review without any surcharges or add-ons by the Town and that the said payment shall be made by the applicant directly to the engineering firm. Fees listed below shall be charged for in-house review of plans and field inspections during construction. The Town shall not approve, disprove or otherwise act on the said application until said payment has actually been made.


Applicant Signature

5/24/2021
Date

Robert Fox, Manager

Proposed No. Gallons per Day Discharge: 4,730 gpd (Title V value), est. 2,200 gpd ave.

SEWER: L.F.: ~1,550 l.f.

No. of SMH's: ~2

No. of Services: ~19

\$1,000 Deposit Fee (for Town's Consulting Engineers)

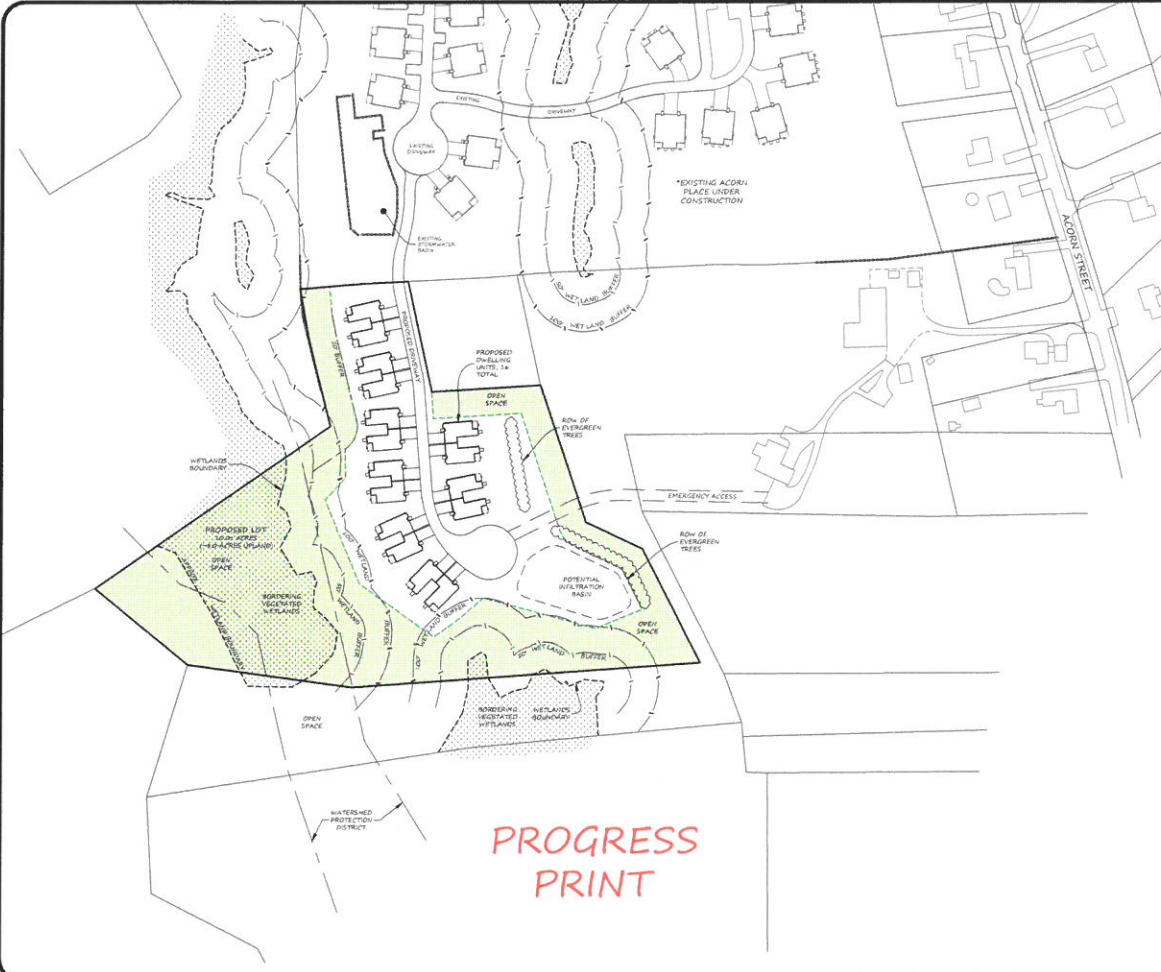
\$1,000 Extension Fee

_____ \$1,750 per sewer service (paid at time of building permit application)

Classification: Residential Extension

Commercial Extension

Industrial Extension



OWNER:
ROBERT HENSLER
44 ACORN STREET
MILLS, MA 01928

APPLICANT:
ACORN HILLS RESIDENTIAL LLC
31 BOLLINGMAN GATE
FLEMINGTON, MA 01532

ASSESSORS INFORMATION:
MAP 34 PARCEL 11

ZONING CLASSIFICATION:
RESIDENTIAL SUBURBAN (R-5)



NO.	DATE	BY	REVISION

PLAN DATE: MARCH 9, 2021

ACORN PLACE II
SKETCH
PLAN OF LAND
IN
MILLS, MA

SKETCH PLAN NOTES:
1. THE EXISTING FARM AT 44 ACORN STREET IS PROPOSED TO BE DEMOLISHED. A PORTION OF WHICH WILL BE CONVEYED WITH ACORN PLACE II. NEW UNITS ARE PROPOSED TO BE BUILT ON THIS LAND.

750 MAIN STREET
SUITE 20
MILLS, MA 01928
508.234.4800
SHEET 1 OF 1





HICKORY HILLS DEVELOPMENT WATER CONSUMPTION SUMMARY

Address	Avg./bedroom*		2016				2017				2018				2019				2020																	
	Q1/Q4	Q2/Q3	Q2		Q3		Q4		Q1		Q2		Q3		Q4		Q1		Q2		Q3		Q4		Q1		Q2									
			Total (gal.)	Avg. (gpd)	Total (gal.)	Avg. (gpd)	Total (gal.)	Avg. (gpd)	Total (gal.)	Avg. (gpd)	Total (gal.)	Avg. (gpd)	Total (gal.)	Avg. (gpd)	Total (gal.)	Avg. (gpd)	Total (gal.)	Avg. (gpd)	Total (gal.)	Avg. (gpd)	Total (gal.)	Avg. (gpd)	Total (gal.)	Avg. (gpd)	Total (gal.)	Avg. (gpd)	Total (gal.)	Avg. (gpd)								
1 Teresa Dr	38	126																																		
2 Teresa Dr	21	22							9000	95	7000	81.4	6000	61	6000	72	7000	72	6000	78	9000	80	7000	80	6000	63	6000	77	10000	104	9000	95	16000	154		
5 Teresa Dr	35	40										12000	122	10000	120	14000	144	10000	130	16000	143	10000	115	11000	116	19000	244	21000	219	12000	126					
6 Teresa Dr	30	72						10000	103	10000	110	9000	105	10000	102	9000	108	79000	814	35000	455	15000	134	12000	138	12000	126	9000	115	12000	125	12000	126			
9 Teresa Dr	16	132	52000	559	55000	611	5000	55	5000	52	66000	725	52000	605	6000	61	5000	60	84000	866	61000	792	9000	80	8000	67	1000	16	5000	64	7000	73	7000	74		
10 Teresa Dr	37	145										55000	640	32000	327	8000	96	51000	526	45000	584	13000	116	11000	92	37000	389	59000	756	12000	125	12000	126			
13 Teresa Dr	32	53	50000	538	20000	222	20000	220	10000	103	10000	110	10000	116	10000	102	10000	120	10000	103	10000	130	20000	179	0	0	20000	211	20000	256	20000	208	10000	105		
14 Teresa Dr	36	63	40000	440	20000	222	20000	220	10000	103	30000	330	10000	116	20000	204	10000	120	30000	309	10000	130	20000	179	10000	22	20000	211	20000	256	10000	104	20000	211		
1 Debrah Ln	33	77										62000	721	13000	133	10000	120	22000	227	29000	312	11000	115	13000	149	15000	158	9000	115	14000	146	12000	126			
2 Debrah Ln	22	23											9000	92	7000	84	9000	93	11000	118	9000	94	8000	92	6000	63	7000	90	7000	73	8000	84				
5 Debrah Ln	54	46													12000	145	16000	165	13000	140	21000	219	19000	218	22000	232	16000	205	23000	240	25000	263				
6 Debrah Ln	19	24															9000	93	5000	54	10000	104	6000	69	12000	126	9000	115	6000	63	7000	74				
9 Debrah Ln	40	13																																		
10 Debrah Ln	32	143											18000	184	12000	145	63000	649	45000	584	16000	143	12000	26	50000	526	41000	526	13000	135	12000	126				
13 Debrah Ln	30	58										45000	523	18000	184	10000	120	14000	144	16000	208	18000	161	12000	26	13000	137	11000	141	11000	115	11000	116			
14 Debrah Ln	27	170													9000	108	52000	536	40000	519	17000	152	9000	20	73000	768	70000	897	12000	125	12000	126				
18 Debrah Ln	16	49							8000	88	16000	186	8000	82	7000	84	33000	340	10000	130	8000	71	7000	15	21000	221	17000	218								
1 Pearl St	29	33					12000	132	13000	134	15000	165	12000	140	14000	143	10000	120	14000	144	9000	117	14000	125	11000	92	13000	210	8000	103	10000	104	8000	84	2000	57
5 Pearl St	28	134			11000	122	10000	110	11000	113	58000	637	52000	605	13000	133	8000	96	40000	412	51000	662	13000	116	10000	83	41000	661	50000	641	12000	125	12000	126		
6 Pearl St	27	94	53000	570	24000	267	17000	187	15000	155	48000	527	33000	384	10000	102	9000	108	22000	214	23000	324	10000	89	7000	58	24000	387	27000	346	8000	83	9000	95		
13 Pearl St	22	67			28000	311	10000	110	10000	103	20000	220	10000	116	10000	102	7000	84	37000	381	31000	403	12000	107	7000	15	21000	221	18000	231	8000	83	10000	105		
17 Pearl St	14	23																	5000	65	8000	71	5000	11	11000	116	7000	90	8000	83	5000	53				
18 Pearl St	75	216							25000	258	46000	505	131000	1523	48000	490	23000	277	75000	773	72000	935	30000	268	23000	264	53000	558	70000	897	26000	271	27000	284		
21 Pearl St	26	41															8000	82	7000	91	10000	89	8000	92	24000	253	18000	231	11000	115	12000	126				
22 Pearl St	35	48																	9000	117	13000	116	10000	115	25000	263	15000	192	20000	208	12000	126				
26 Pearl St	5	142																						2000	23	49000	516	49000	628	3000	31	1000	11	50000	556	
30 Pearl St	36	55																									25000	223	16000	219	13000	155	13000	137		
34 Pearl St	34	46																										16000	35	30000	333	15000	179	9000	95	
42 Pearl St	25	6																											1000	23	23000	176	3000	22		
Overall Avg	30	74	gpd per bedroom																																	

* Each Dwelling has 4 Bedrooms



ACORN PLACE DEVELOPMENT WATER CONSUMPTION SUMMARY

2020

Address	Avg./bedroom*		2020							
	(Q1/Q4)	(Q2/Q3)	Q1		Q2		Q3		Q4	
			Total (gal)	Avg. (gpd)	Total (gal)	Avg. (gpd)	Total (gal)	Avg. (gpd)	Total (gal)	Avg. (gpd)
3 Acorn Pl	40	51	6000	66	8000	83	10000	120	8000	94
5 Acorn Pl	20	25	3000	33	4000	42	5000	60	4000	47
9 Acorn Pl	47	34			5000	52	7000	84	8000	94
10 Acorn Pl	35	34			5000	52	7000	84	6000	71
11 Acorn Pl	65	54					9000	108	11000	129
12 Acorn Pl	41	36					6000	72	7000	82
13 Acorn Pl	18	39			7000	73	7000	84	3000	35
14 Acorn Pl	71	108					18000	217	12000	141
15 Acorn Pl	53	N/A						9000		106
17 Acorn Pl	43	51	6000	66	9000	94	9000	108	9000	106
18 Acorn Pl	23	33	3000	33	7000	73	5000	60	5000	59
19 Acorn Pl	18	N/A						3000		35
20 Acorn Pl	53	N/A						9000		106
21 Acorn Pl	35	50			10000	104	8000	96	6000	71
22 Acorn Pl	40	60			7000	77	9000	94	12000	145
Overall Avg	40	48								

* Each Dwelling has 2 Bedrooms

21-154

Updated Plan Acceptance
Land Disturbance Permit



dan@legacy-ce.com

508-376-8883(o)

508-868-8353(c)

730 Main Street

Suite 2C

Millis, MA 02054

June 4, 2021

Select Board
Town Offices
900 Main Street
Millis, MA 02054

Ref: 4 Frontier Lane (former 2 Frontier Lane)
Land Disturbance Permit Modification

Dear Members of the Board:

Please find enclosed a revised site plan for Lot 8 Southend Farm. The previously approved lot was 2.08 acres in size. The new owner of the land has acquired the adjacent 351 Orchard Street and added some extra backland and reconfigured Lot 8C into Lot 8H, which is now 5.49 acres. Given the larger lot area, we have moved the house further back and changed the location of the septic system. Consistent with the Southend Farm Land Disturbance permit, we have also increase the Natural Preservation Area from 27,242 s.f. to 71,986 s.f. (30% of the new lot area).

We request that the Board accept the revised plan as a modification under the original permit, which is also enclosed for your reference. Do not hesitate to contact me should you have any questions or comments.

Yours Truly,

LEGACY ENGINEERING LLC

Digitally signed by Daniel J.
Merrikin, P.E.
Date: 2021.06.04 09:16:47 -04'00'

Daniel J. Merrikin, P.E.
President

Received

DEC 11 2018

**DECISION
FOR
#2 FRONTIER LANE
(Lot 8C) SOUTHEND FARM SUBDIVISION
STORMWATER & EROSION CONTROL PERMIT**

Kathleen E. Smith
Asst. Town Clerk
@ 3:00pm

On November 15, 2018, the Southend Farm LLC submitted applications for two permits as described below regarding the proposed construction of a single-family house at #2 Frontier Lane, also known as Lot 8C Southend Farm:

1. A Stormwater Management Permit pursuant to the "Town of Millis Stormwater Management Regulations, Article I, Land Disturbance and Post-Construction Stormwater Management" regulations (hereinafter referred to as "Article I") of the Town of Millis.
2. A Land Disturbance Permit pursuant to the "Town of Millis Stormwater Management Regulations, Article I, Land Disturbance and Post-Construction Stormwater Management" regulations of the Town of Millis.

The Board has found that the applications were submitted in accordance with the requirements of Article I, section 6 and Article II. Further, evidence of notice to Abutters (as defined in Article I) and advertisement in a local paper of general circulation was provided by the applicant. As such a public hearing was held on Monday, December 3, 2018 at 7:15 pm in Room 229 of the Veteran's Memorial Building, 900 Main Street, Millis, MA in accordance with Section 6.E of Article I. On Monday, December 3, 2018 on a motion by James McCaffrey and seconded by Loring Barnes, the board voted unanimously to close the public hearing.

Description of Application and Findings:

The lot development is part of the 104 acre previously approved residential subdivision known as Southend Farm. The application proposes the construction of a single-family home along with appurtenances such as a driveway, septic system, utilities, and landscaping.

Based on the testimony offered, the Board finds the following:

1. That the proposed lot development is consistent with the Stormwater Management Plan for the Southend Farm Subdivision, which was previously determined to meet the requirements of Section 7.1 of Article I, the DEP Stormwater Management Policy, and the requirements of Section 7.1.B of Article I ("Standards").
2. That the applicant has provided an Erosion and Sediment Control Plan for this lot development meeting the requirements of Section 7.2 of Article I.
3. That the proposed lot development is consistent with the Operations and Maintenance Plan for the Southend Farm Subdivision, which was previously determined to meet the requirements of Section 8 of Article I.
4. That the proposed lot development is consistent with the "Millis Board of Selectmen Decision for Southend Farm Definitive Subdivision Stormwater & Erosion Control and Municipal Storm Drain Permits" dated April 24, 2006 and recorded at the Norfolk County Registry of Deeds in Book 26180, page 227.
5. That the application, with the conditions imposed hereunder, generally complies with the requirements of Article I.

Decision:

On a motion by James McCaffrey and seconded by Catherine MacInnes, the board voted unanimously to grant the following to the Southend Farm, LLC for the proposed development of #2 Frontier Lane (a.k.a. Lot 8C Southend Farm):

1. Pursuant to Section 6.F.2 of Article I, subject to the conditions enumerated below, the Board hereby grants a Stormwater Management Permit,
2. Pursuant to Section 6.F.2 of Article I, subject to the conditions enumerated below, the Board hereby grants a Land Disturbance Permit,

All permits and approvals granted above are subject to the following conditions:

1. This permit shall run with the land and shall apply to all future owners of this lot. In the event of a change of ownership, the owner shall send the Millis Board of Selectmen a notice indicating the name, mailing address, and phone number of the new property owner(s).
2. The lot shall be developed in accordance with the submitted plan entitled "#2 (Lot 8C) Frontier Lane Lot Development Plan of Land in Millis, MA", prepared by Merrikin Engineering, LLP and dated May 15, 2018 (herein referred to as the "Approved Plan").
3. Construction activities shall be in accordance with the document entitled "Southend Farm Definitive Subdivision, Orchard Street, Millis, MA, Construction Operations and Maintenance Plan," prepared by Merrikin Engineering, LLP and dated May 10, 2006.
4. Construction activities shall be in accordance with the document entitled "Lots 1C, 2A, 3A, 4A, 5A, 6A, 7A & 8C Frontier Lane, Southend Farm Subdivision, Millis, MA, Supplement to the Construction Operations and Maintenance Plan" prepared by Merrikin Engineering, LLP and dated May 24, 2018. On-site vehicle re-fueling shall be performed in an area as far away from catch basins as practicable.
5. Lot development and use shall comply with all pertinent provisions of the "Millis Board of Selectmen Decision for Southend Farm Definitive Subdivision Stormwater & Erosion Control and Municipal Storm Drain Permits" (hereinafter "Subdivision Stormwater Decision") dated April 24, 2006 and recorded at the Norfolk County Registry of Deeds in Book 26180, page 227.
6. Lot development and use shall comply with all pertinent provisions of the "Millis Board of Selectmen Decision for Southend Farm Definitive Subdivision Water Connection Permit" dated April 24, 2006 and recorded at the Norfolk County Registry of Deeds in Book 26180, page 224.
7. This lot is part of, and subject to, the requirements of the Southend Farm Trust per the Declaration of Trust dated August 19, 2008, which is recorded at the Norfolk County Registry of Deeds in Book 26092, page 29. The Declaration of Trust includes a Subdivision Operations and Maintenance Plan which requires the lot owner to conduct landscape care practices in accordance with the Integrated Pest Management Plan included therein. The Subdivision Operations and Maintenance Plan also requires each lot owner to install and maintain (or replace as needed) a roof runoff leaching system and gutter shields. Each lot owner shall allow the Southend Farm Trust to inspect said roof runoff leaching systems annually.
8. A professional engineer or Massachusetts certified Soil Evaluator shall inspect the soils at each roof runoff leaching field prior to installation to determine the location of seasonal high groundwater (SHGW). Wherever practicable, the bottom of the roof runoff leaching field shall be at least two feet above SHGW. Where such an

elevation is not practicable, the bottom of the roof runoff leaching field shall be as high above SHGW as possible and may not be placed below SHGW.

9. This lot may be subject to easements and restrictions as described in a Grant of Easements dated August 19, 2008 (recorded in Book 26092, Page 93), in a Grant of Trail Easements dated August 19, 2008 (recorded in Book 26092, Page 125), and in Declaration of Restriction dated August 19, 2008 (recorded in Book 26092, Page 130).
10. The Natural Preservation Area ("NPA") depicted on the Approved Plan, the edge of which will be demarcated by concrete bounds on the lot, shall be retained in an undeveloped condition in perpetuity. Wooded areas within the NPA must be maintained in a wooded condition. Deadwood trees and trees in danger of falling, as approved by the Tree Warden, may be removed. Non-wooded portions of the NPA may be mowed up to four times per year to prevent the intrusion of woody vegetation and trees may be planted within said area. No fertilizers, pesticides, herbicides, or other landscape care chemicals may be applied within the NPA. No lawn, planting beds (except for new trees), or mulch may be installed in the NPA. The applicant may only change the boundaries or location of the NPA or conduct other activities within said area with the approval of the Board of Selectmen. The concrete bounds shown on the Approved Plan demarcate the boundary of the NPA and shall be maintained by the lot owner in perpetuity.
11. No de-icing chemicals shall be used on any paved surface.
12. If it becomes necessary to replace existing sidewalk areas due to damage caused by driveway or other lot construction activities, the sidewalk shall be re-constructed in full compliance with ADA standards.
13. Dumpsters, portable toilets, and designated vehicle re-fueling and overnight storage areas (all required pollution prevention control measures as specified in the Construction Operations and Maintenance plan) may be shared among a group of lots being developed concurrently by the same developer.
14. Wherever plans and conditions differ, conditions of the permit shall govern.
15. This decision shall be recorded by the applicant prior to issuance of a building permit for the project.
16. Construction shall commence within two years of obtaining all necessary permits or from the resolution of appeals action, whichever occurs later. If construction does not commence within that time period, this permit shall lapse.

For the Board of Selectmen:

Date: December 3, 2018


Catherine C. MacInnes (Chair)

Loring Barnes (Vice Chair)

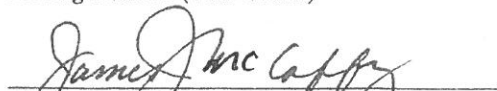
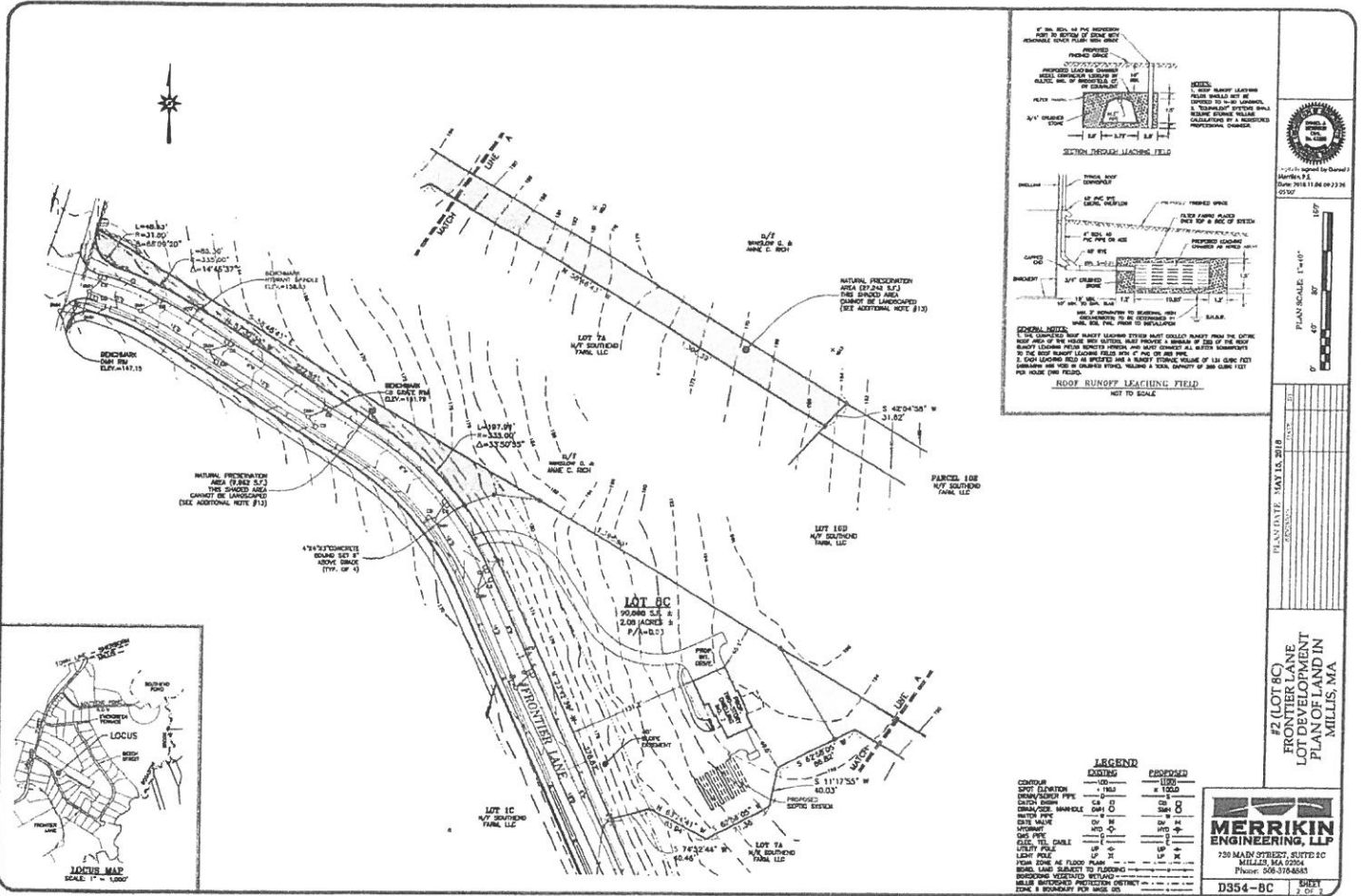

James J. McCaffrey (Clerk)

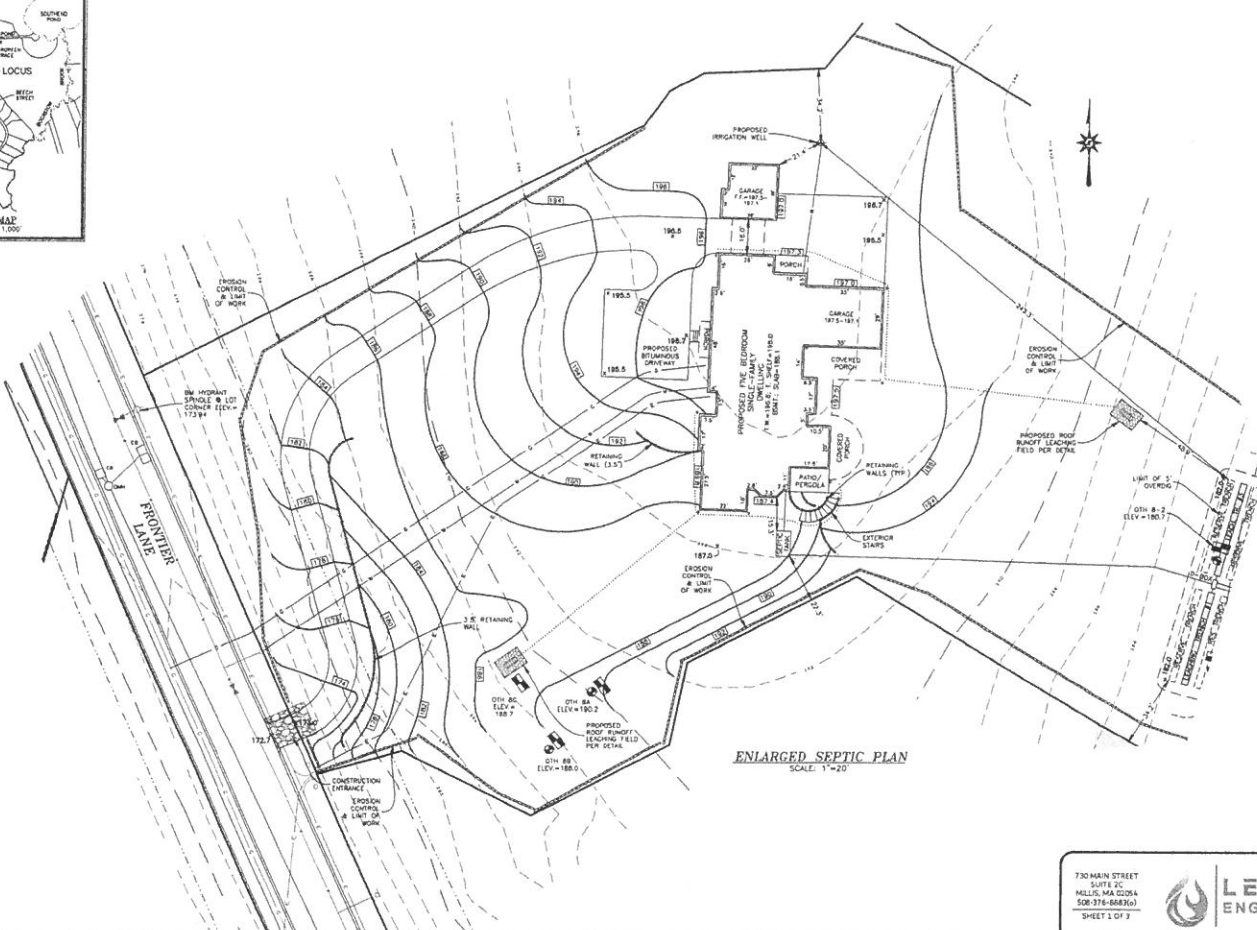
EXHIBIT A

SITE PLAN



This 27th Day of December, 2018
 A True Copy Attest:

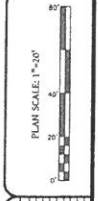
Kathleen E. Smith
 Kathleen E. Smith
 Assistant Town Clerk



ENLARGED SEPTIC PLAN
SCALE: 1" = 20'



Digitally signed by Daniel J. Marston, D.J.
DN: cn=Daniel J. Marston, o=Daniel J. Marston, ou=Daniel J. Marston, email=D.J.Marston@legacyeng.com



PLAN DATE: DECEMBER 19, 2018	DATE: 12/19/18
DRAWN BY: [Name]	CHECKED BY: [Name]
SCALE: 1" = 20'	SCALE: 1" = 20'
PROJECT: SEPTIC SYSTEM FOR LOT 8H, FRONTIER LANE, MILLIS, MA	

#2 (LOT 8H)
FRONTIER LANE
LOT DEVELOPMENT
PLAN OF LAND IN
MILLIS, MA

730 MAIN STREET
SUITE 2
MILLIS, MA 0204
508-376-6683
SHEET 1 OF 7

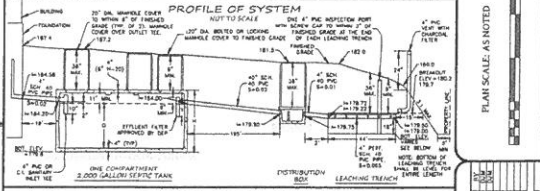
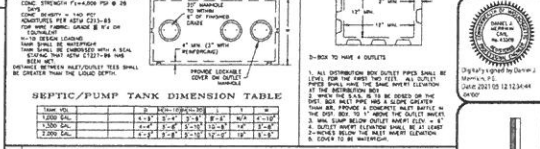


0314-8C

- NOTES**
- NO SYSTEM IS TO BE BACKFILLED OR CONCEALED WITHOUT THE REQUIRED INSPECTION BY AND PERMISSION OF THE BOARD OF HEALTH.
 - ALL BRUNT AND CONSTRUCTION TO BE PREPARED BY DESIGN ENGINEER.
 - CERTIFICATION OF CONSTRUCTION REQUIRED BY THE INSTALLER.
 - INSTALLER SHALL BE STAMPED AND SIGNED FROM DATE OF INSTALLATION.
 - SMALL CERTIFICATE OF COMPLIANCE IS ISSUED.
 - SITE IS NOT IN A WATERSHED SENSITIVE AREA.
 - THERE ARE NO PUBLIC WELLS WITHIN 100' OF THE SEPTIC SYSTEM.
 - THERE ARE NO PRIVATE WELLS WITHIN 100' OF THE SEPTIC SYSTEM.
 - THERE ARE NO BOREHOLE MONITORED WELLS, ISLAND BOREHOLE SURFACE WATERS WITHIN 100' OF THE SOIL ABSORPTION SYSTEM.
 - THERE ARE NO WELLS WITHIN 25' OF THE SOIL ABSORPTION SYSTEM.
 - THERE ARE NO WELLS WITHIN 25' OF THE SEPTIC SYSTEM.
 - THERE ARE NO INDUSTRIAL, CATEGORY OR OTHER PROHIBITED WASTEWATERS.
 - ALL SEPTIC SYSTEM COMPONENTS SHALL BE MARKED WITH PLASTIC WARNING TAPE.
 - RESIDENTIAL SYSTEMS ARE NOT SIZED FOR GARAGE DRAINAGE.
 - NO SIA.
 - FINISH GRADE TO BE DONE IN ACCORDANCE WITH THE PLAN.
 - NO SIA.
 - FOR PROPER PERFORMANCE, THE SEPTIC TANK SHOULD BE PUMPED ANNUALLY.
 - ANY TORSION, FALL, OR OTHER UNDESIRABLE MATERIALS WITHIN 5' OF THE PROPOSED LEACHING AREA, WHICH LIES BELOW THE TOP OF THE TRENCH PEDESTALS MUST BE REMOVED AND REPLACED WITH GRAVEL IN CONFORMANCE WITH 310 CMR 15.13(3). (REQUIRED)
 - SOIL EVALUATION - DANIEL J. WILKINSON, P.E.
 - LIVING SOIL LAYER - C (LOW SAND)
 - DRAINAGE EFFLUENT DISTRIBUTION LINE OUTLET DEVICES SHALL BE EVENLY SPACED AND LOCATED WITH ACCORDANCE WITH CMR 310.15.02(18). HOLE SIZES SHALL BE BETWEEN 3/8" AND 5/8".

SYSTEM DESIGN

RECYCLING - DESIGN FLOW: 100 GPD SEPTIC TANK: 1,500 GAL. FRESH WATER: 15 GPM/HR. GAS CONDENSER: NOT ALLOWED
 PROPOSED SYSTEM: FOUR 4" x 10" x 1' WIDE x 1.5' DEEP TRENCHES
 DESIGN CAPACITY: 44' x 13' x 1.5' x 4 = 408 GPD x 4 = 1,632 GPD



SCHEDULE OF ELEVATIONS

ITEM	ELEVATION	ITEM	ELEVATION
Top of Floor (F.C.)	187.4	Top of Tank	187.4
Bottom of Tank	187.4	Top of Distribution Box	187.4
Top of Floor (F.C.)	187.4	Top of Trench	187.4
Top of Floor (F.C.)	187.4	Top of Trench	187.4
Top of Floor (F.C.)	187.4	Top of Trench	187.4

SOIL TEST RESULTS

DATE	TIME	DEPTH	REMARKS
03/23/2021	10:30	8-1	1.5' - 2.0' SAND
03/23/2021	10:30	8-2	1.5' - 2.0' SAND
03/23/2021	10:30	8-3	1.5' - 2.0' SAND
03/23/2021	10:30	8-4	1.5' - 2.0' SAND
03/23/2021	10:30	8-5	1.5' - 2.0' SAND
03/23/2021	10:30	8-6	1.5' - 2.0' SAND
03/23/2021	10:30	8-7	1.5' - 2.0' SAND
03/23/2021	10:30	8-8	1.5' - 2.0' SAND
03/23/2021	10:30	8-9	1.5' - 2.0' SAND
03/23/2021	10:30	8-10	1.5' - 2.0' SAND

PERCOLATION RESULTS

DATE	TIME	DEPTH	REMARKS
03/23/2021	10:30	8-1	1.5' - 2.0' SAND
03/23/2021	10:30	8-2	1.5' - 2.0' SAND
03/23/2021	10:30	8-3	1.5' - 2.0' SAND
03/23/2021	10:30	8-4	1.5' - 2.0' SAND
03/23/2021	10:30	8-5	1.5' - 2.0' SAND
03/23/2021	10:30	8-6	1.5' - 2.0' SAND
03/23/2021	10:30	8-7	1.5' - 2.0' SAND
03/23/2021	10:30	8-8	1.5' - 2.0' SAND
03/23/2021	10:30	8-9	1.5' - 2.0' SAND
03/23/2021	10:30	8-10	1.5' - 2.0' SAND



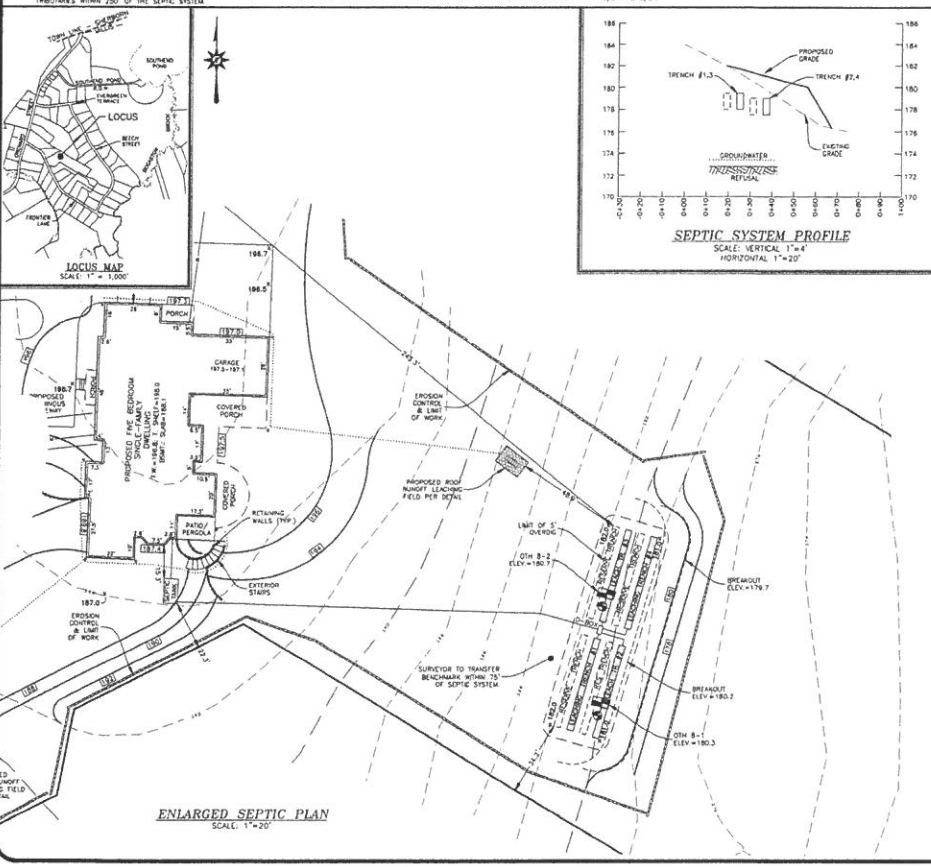
NOTES

ANY ALTERATIONS MUST BE APPROVED IN WRITING BY THE DESIGN ENGINEER. ANY CONDITIONS ENCOUNTERED DURING CONSTRUCTION DIFFERING FROM THOSE SHOWN OR SPECIFIED HEREON SHALL BE REPORTED TO THE DESIGN ENGINEER BEFORE CONSTRUCTION CONTINUES.

TEST HOLE INFORMATION SHOWN HEREON IS LIMITED TO SOLE CONDITIONS FOUND AT SAID PARTICULAR LOCATION AND IS NOT CONSIDERED AN APPLICABLE WARRANTY OF SOIL CONDITIONS BEYOND THE LIMITS OF SUCH TEST HOLE.

730 MAIN STREET SUITE 30 MILLIS, MA 02054 508-378-9883 SHEET 2 OF 3

03/24/21



LEGACY ENGINEERING

DATE: DECEMBER 19, 2021
 PLAN NO.: 2021-001
 PROJECT: #2 (LOT 8H) FRONTIER LANE LOT DEVELOPMENT PLAN OF LAND IN MILLIS, MA

21-155

FY22 Annual Paving Bid

FY22 Paving Contract Approval:

Contractor. T. Miozzi Inc.
75 Airport Rd
Coventry, RI 02816
Amount of Contract \$487,199.60

Job #1

Farm Street from Village Street to Alma Road: 4,800 feet = \$158,011.13

Milling 1.5" of roadway replace with 1.5" of top bituminous concrete.

Job #2

Main Street #1 from Plain Street to Park Road 550 feet Main Street #2 from Exchange Street to Park Road 245 feet

Milling 1.5" of roadway replace with 1.5" of top bituminous concrete. = \$55,270.61

Job #3

Ridge Street from Union Street to Auburn Road: 3,600 feet = \$108,082.21

Milling 1.5" of roadway replace with 1.5" of top bituminous concrete.

Job #4

Exchange Street from Curve Street to Main Street - 1,355 feet = \$80,332.66

Milling 1.5" of roadway replace with 1.5" of top bituminous concrete.

Job #5

DPW Parking Lot: \$85,503.00

2.5" binder course and fine grading

Total : \$487,199.60

Funding:

Chapter 90 Funds

FY21 Balance \$244,385.73

FY22 Allotment \$272,982.00 as of July 01, 2021

Available as of July 01, 2021 \$517,367.73

Town meeting appropriation available as of July 01, 2021 \$143,805.23

DPW Project \$85,503.00



Farm Street from Alma Road to Village Street

Millis, MA

1 inch = 558 Feet



March 1, 2021



Data shown on this map is provided for planning and informational purposes only. The municipality and CAI Technologies are not responsible for any use for other purposes or misuse or misrepresentation of this map.



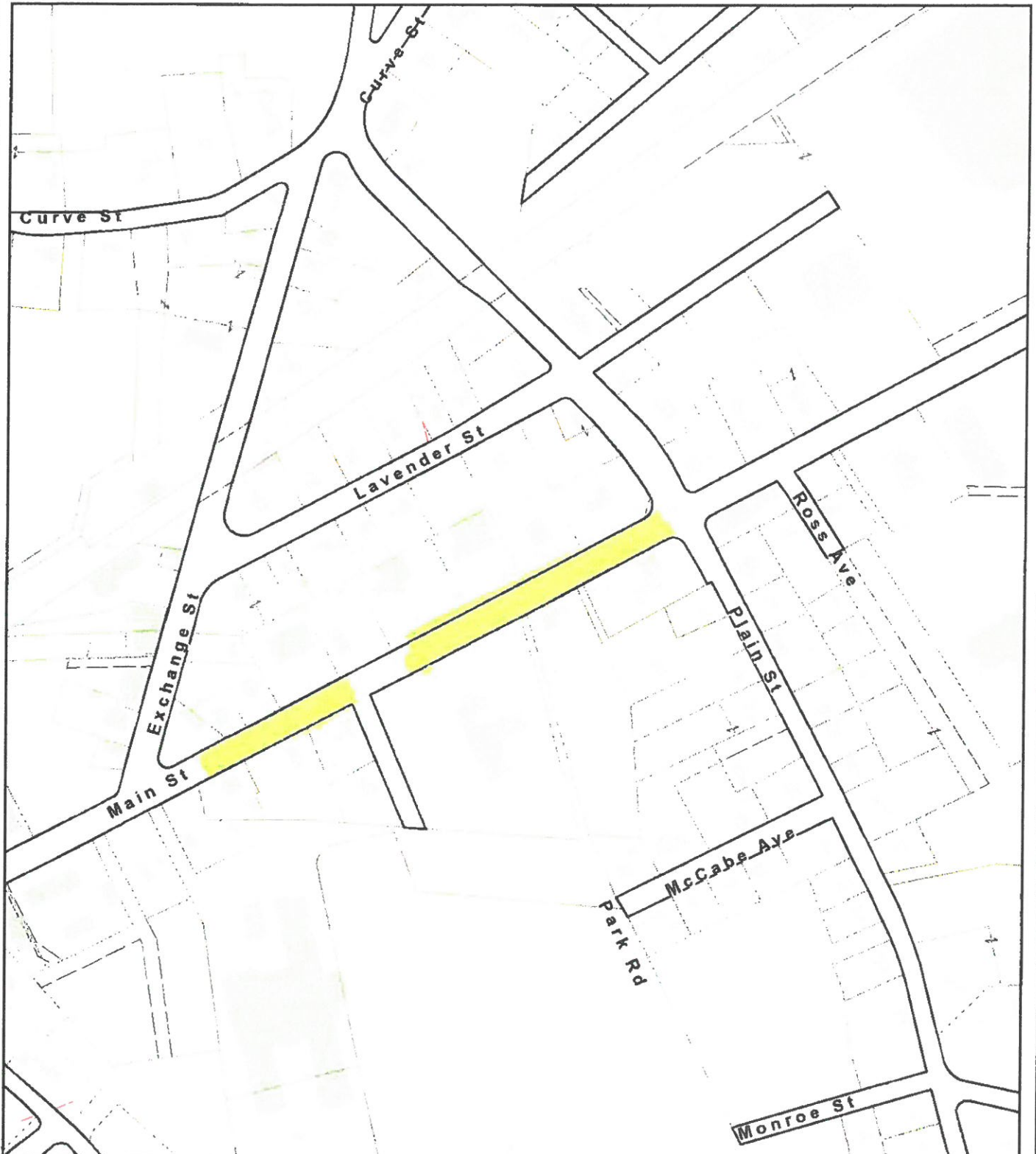
Main Street Plain Street to Exchange Street

Millis, MA

1 inch = 279 Feet



March 1, 2021



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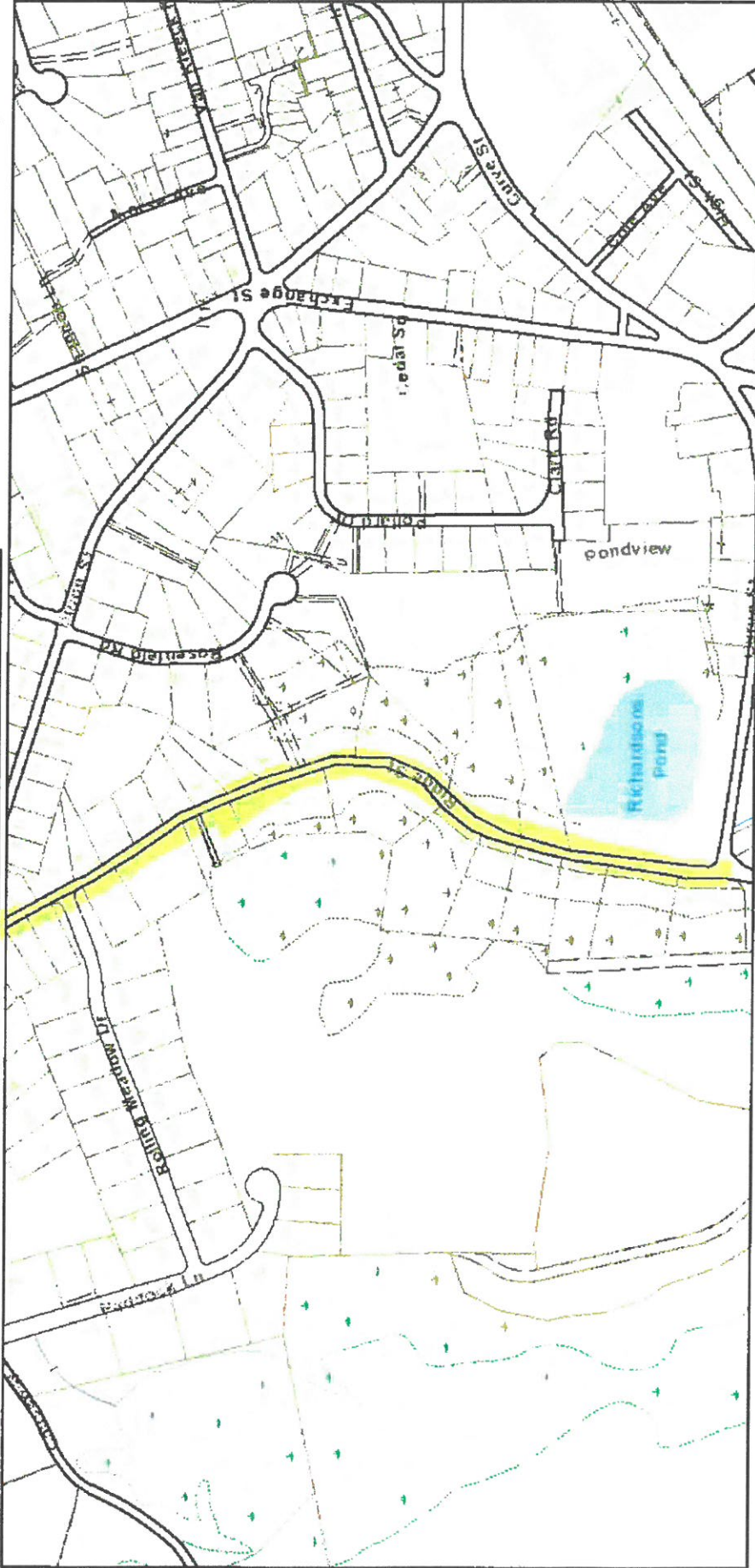
Ridge Street from Union Street to Curve Street

Millis, MA

1 inch = 558 Feet

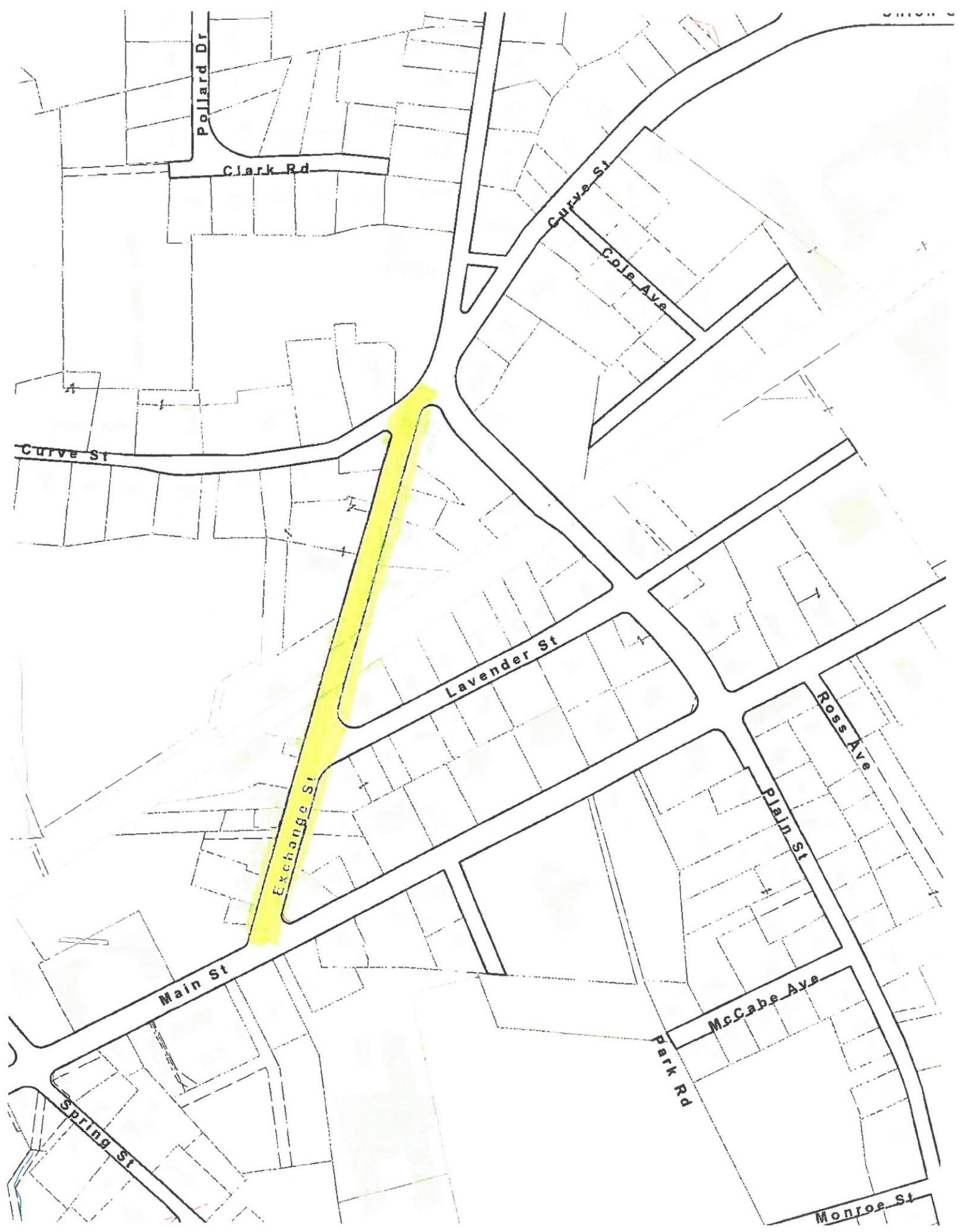


March 1, 2021



Private Road	PropNotPar	Wetland	Buildings
Property Line	Property Hook	Right of Way	Wet Areas
Public Road	RoadNotPar	Utility	
Railroad	Tract Line	WaterLines	

Data shown on this map is provided for planning and informational purposes only. The municipality and CAI Technologies are not responsible for any use for other purposes or misuse or misrepresentation of this map.



Pollard Dr

Clark Rd

Curve St

Cole Ave

Curve St

Lavender St

Exchange St

Main St

Ross Ave

Plain St

McCabe Ave

Park Rd

Spring St

Monroe St

21-156

Charter Review Comm Presentation

Charter Review Committee

Findings

Town of Millis

Charter Review Committee November 26, 2020

Introduction

- Purpose
 - Review Home Rule Charter
 - Recommend Revisions
- Committee Members
 - Chief Christopher Soffayer, Chair
 - Doreen Hayes
 - Diane Jurmain
 - Doug Riley
 - Nancy Sitta, Clerk
 - Craig Schultze
 - Mike Guzinski, Ex-Officio

Process

- Reviewed Various Charters
- Interviewed Key People
 - Select Board Members
 - Town Clerk
 - Town Moderator
 - Town Counsel
 - Town Administrator
- Formulated/Discussed List Of Issues

Recommendations

- List Of Issues
 - Select Board Size
 - Increase To 5 Members
 - Unanimous
 - Moderator
 - Increase Term To 3 Years
 - Add a Deputy Moderator
 - Town Clerk Appointed (Not Elected)
 - Rename Finance Committee To Warrant Committee

Recommendations

- **Select Board Size**
 - Increase from 3 to 5 members
 - Evenly distribute workload
 - Greater Efficiency/Opportunity for offline discussions between
 - Select Board accessibility for residents
 - More flexibility/opportunity for Select Board subcommittees

Recommendations

- Town Clerk
 - Appointed position
 - Accountability to the residents
 - We agree with the study the town conducted a couple years ago

Recommendations

- Moderator
 - Increase term from 1 to 3 years
 - This would allow for greater continuity of the position
 - Addition of a Deputy Moderator, ability to carry on with Town meeting in the event of sickness/illness.

Recommendations

- Rename Finance Committee to Warrant Committee
 - Consistent with other communities
 - FinCom agreed

Recommendations

- Article III, Section III-4 (Town Administrator Job Description)
 - Ability to streamline work for board and Mr. Guzinski

Tabled Issues

The Committee sought council with Jay Talerman to clarify several pending items. After reviewing and discussing Mr. Talerman's comments, the Committee agreed on the following actions.

- Recall Provisions- It was discussed and there is no action at this time.
- Conflict of Interest – It was discussed and there is no action at this time, as The Town of Millis must abide by the State Conflict Rules.

Next Steps

- Review with the Select Board
- Respond to any issues raised

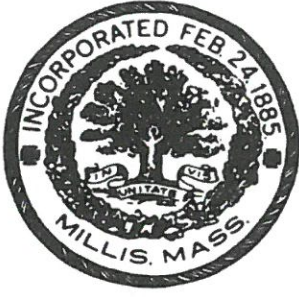
21-157

Respond to PB's Request for Comment

GTE Special Permit

21-158

Select Board Policies & Procedures



TOWN OF MILLIS

TO: Select Board

FROM: Michael Guzinski, Town Administrator

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

DATE: June 2, 2021

RE: Review and Re-Affirm the Select Board's Policies and Procedures

As you may remember, the Select Board adopted a set of policies and procedures for the Board to follow in carrying out its mission. It is a generally accepted practice to review these policies on an annual basis (usually shortly after the election), and vote to re-affirm (and/or possibly amend) the policies.

I am recommending that the Board vote to re-affirm the policies as presented.

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

Thank you.

**TOWN OF MILLIS
SELECT BOARD
OPERATING POLICIES AND PROCEDURES**

I. PURPOSE

The Select Board of the Town of Millis, recognizing the need to codify the traditional and accepted working relationships among members of the Board, between the Board and the Town Administrator, and between the Board and other Town boards, committees, officials, and citizens, as well as the need to consolidate Town policies and procedures, has undertaken to create operating procedures for the Select Board. Acceptance of the policies and procedures embodied herein shall supersede all previous policies and procedures accepted by past Select Boards/Boards of Selectmen. Unless otherwise noted, the term "Board" shall refer to the Millis Select Board. The term "MGLA" shall refer to the Massachusetts General Laws, as amended.

II. NATURE OF POLICIES AND PROCEDURES

These policies and procedures shall address those topics that cannot be dealt with elsewhere. Its content should be considered supplemental and subordinate to language embodied in state statute and Town By-law. Subjects which are more appropriately addressed in statute, home rule charter, by-law or regulation shall not be included in this format, except in reference. The individual policies and procedures embodied herein are severable. If any of them is held to be unconstitutional or invalid, the remaining policies and procedures shall not be affected thereby.

III. PROCEDURE FOR ESTABLISHING POLICIES AND PROCEDURES

A policy may be initiated by a member of the Board, the Town Administrator, a Town employee, or by a resident of the Town by requesting that the Chair provide for discussion of the proposed policy in the agenda of a regular meeting of the Board. The individual initiating the discussion shall provide the Board with a written draft of the proposed policy for distribution to the Board. The Board may schedule any hearing or meetings it deems necessary for discussion. The Board may distribute a draft for comment to appropriate officials as it deems necessary, and shall notify of the discussion any Town boards, committees, or employees who may be affected by the policy.

The Board shall not vote on a policy until the second meeting following its introduction. A vote by two of the Board's three members shall be required for the adoption of a new or amended Board policy. A new or revised policy adopted by the Board shall take effect immediately unless otherwise voted, and shall be carried out until it is rescinded or amended. In the event of an emergency, the Board may immediately institute a policy which shall be effective for a period of up to ninety (90) days.

The Town Administrator shall be responsible for the maintenance of all policies and procedures, for updating the Policy Manual with new and amended policies, and for ensuring that copies of the Board's policies and procedures are distributed to newly elected Board members. Copies of the Policy Manual shall be made available to the public at the Select Board's Office, at the Office of the Town Clerk, and shall be posted on the Town's Official Website.

IV. AUTHORITY AND ROLE OF THE SELECT BOARD

The Select Board is an elected board and derives its authority and responsibilities from the statutes of the Commonwealth of Massachusetts, and from the home rule charter and by-laws of the Town of Millis. When a vacancy occurs on the Board, the Board's remaining members shall determine whether there is a need to call a special town election to fill the unexpired term or terms in accordance with the MGLA, or to leave the seat(s) vacant until the next town election.

The Board is vested with the executive powers of the Town. The Board is responsible for Town policy development and review. The Board works with the Town Administrator on policy development, and oversees the Town Administrator in his/her role as supervisor of town departments.

The Board, through the Town Administrator, is responsible for supervising the following departments of general government: Fire, Police, DPW, Inspection, Economic/Community Development, Facilities Maintenance, Finance, and other Departments as assigned. The Board will refrain from involvement in day-to-day operations. Concerns or questions regarding the operation of departments, and suggestions for improvements should be addressed to the Town Administrator. The Board may be called upon to settle disputes that cannot be resolved by the Town Administrator.

No actions representing the Board shall be taken by a member or members of the Board without the prior consent of a majority of the Board. This shall be modified in the event of an emergency should immediate action be required, in which case the Chair, Vice Chair, or any Board member shall call an emergency session of the Board prior to the emergency action.

A Board member wishing an in-depth inquiry into a department's policies, procedures, or operations should make such a request during a regular Board meeting in open session and receive approval by the Board by consensus or Board vote. Requests by Board members for written legal opinions must be channeled through the Chair and the Town Administrator, and all such written opinions must be made available to all Board members.

V. ROLE OF THE TOWN ADMINISTRATOR

The Board is responsible for appointing a Town Administrator, who functions as the Town's Chief Administrative Officer, and serves at the pleasure of the Board. The primary responsibilities of the Town Administrator are outlined in the charter, bylaws, The Town Administrators employment agreement and his/her job description. The Town Administrator shall appoint an Acting Town Administrator if he/she is expected to be away from the office for more than three working days. The Board of Selectmen shall appoint an Acting Town Administrator in the event that the Town Administrator is incapacitated or otherwise unable to make the temporary appointment.

The Town Administrator must maintain a close working relationship with all members of the Board. He/she shall brief the Board of all important issues in a timely manner.

In order to provide the Town with continuity of professional management and the highest quality Town Administrator, the Board is committed to maintaining an employment agreement with the Town Administrator, as permitted by statute.

VI. DUTIES, RESPONSIBILITIES, AND OBLIGATIONS OF BOARD MEMBERS

A member of the Board, in relation to his/her responsibility to the community, shall:

- recognize that his/her primary role is to set policy, with responsibility for administration delegated to the Town Administrator;
- recognize that he/she is a member of a team, and shall abide by all Board decisions once they are made;
- be well informed concerning the duties of a board member on both state and local levels;
- recognize that all board members are elected by the community and therefore have an obligation to make decisions that they believe will best support the entire community;
- accept the office of Select Board member as a means of unselfish public service, not to benefit personally or professionally from his/her Board activities;
- in all appointments, avoid political patronage by judging all candidates on merit, experience and qualifications only; and
- be familiar with and abide by the provisions established by the Commonwealth in MGLA Ch 268A as they apply to municipal officials.
- Be familiar with and abide by the open meeting law and the public records law as they apply to municipal elected officials.
- (https://www.sec.state.ma.us/arc/arcpdf/Electronic_Records_Guidelines.pdf)

A Select Board member shall:

- endeavor to establish sound, clearly defined policies which will direct and support the administration for the benefit of the people of the Town;
- recognize and support the administrative chain of command and refuse to act independently on complaints as an individual outside the administration;
- give the Town Administrator full responsibility and authority for discharging his/her decisions and solutions.
- set annual performance goals for the Town Administrator.
- provide a formal review of the Town Administrator on an annual basis.
- not make statements or promises of how he/she will vote on matters that will come before the Board until he/she has had an opportunity to hear all sides of the issue at a Board meeting;
- make decisions only after all facts on a question have been presented or discussed;
- uphold the intent of executive session and respect the privileged communication that exists therein; and
- treat with respect the rights of all members of the Board despite differences of opinion.

VII. ORGANIZATION OF THE BOARD AND ELECTION OF OFFICERS

Officers of the Board (Chair, Vice Chair, and Clerk) shall be elected annually at a meeting of the Board to be scheduled within one week after the Annual Town Election. The election of officers is by majority vote. If a vacancy occurs among any of the officers of the Board, the Board shall elect a successor at its next regular meeting. Nominations of officers shall require both a nomination and a second.

The Board may at any time by majority vote remove the Chair or any of the officers from their positions with or without cause. In the event that the Chair is not re-elected, the Vice Chair shall serve as Chair Pro-Tem until the new officers of the Board are elected.

VIII. RESPONSIBILITIES OF THE OFFICERS OF THE BOARD

The Chair shall:

- preside at all meetings of the Board at which he/she is present. In doing so, he/she shall maintain order in the meeting room, recognize speakers, call for votes, and preside over the discussion of agenda items;
- sign official documents that require the signature of the Chair, following a vote of the Board;
- call special meetings of the Board in accordance with the Open Meeting Law;
- prepare meeting agendas with the Town Administrator;
- represent the Board at meetings, conferences, and other gatherings unless otherwise determined by the Board or delegated by the Chair;
- serve as spokesman of the Board at Town Meetings and present the Board's position unless otherwise determined by the Board or delegated by the Chair;

- make liaison assignments, as appropriate, and assign overview responsibilities for projects and tasks to Board members unless otherwise determined by the Board; and
- arrange for the orientation of new members, unless otherwise noted.
- ensure that the Board maintains a legal and open level of communication
- ensure that information is equally distributed to all members of the Board.

The Chair shall have the same rights as other members to offer and second motions and resolutions, to discuss questions, and to vote thereon. The Vice Chair shall act in the place of the Chair during his/her absence at Board meetings. Should the Chair leave office, the Vice Chair shall assume the duties of Chair until the Board elects a new Chair, at the next meeting where all remaining Board members are present.

IX. MEETINGS OF THE BOARD

Regular Board meetings are held on the first and third Monday of each month. The Board shall not hold regular meetings on days which are designated legal holidays. The Town Administrator is responsible for the posting of all Board meetings in compliance with Open Meeting Law.

Meetings called for any time other than the regular meetings shall be known as "special meetings". The same rules as those established for regular meetings shall apply, unless an unforeseen emergency requires a special meeting to be scheduled on a legal holiday. Special meetings shall be called by the Chair, in consultation with the Town Administrator, and with the informal consent of a majority of Board members.

The Board may conduct informal "working session" meetings from time to time. Such meetings will be posted in accordance with the Open Meeting Law. A synopsis of transactions of informal meetings shall be made a part of the record of meeting minutes.

X. MEETING PROCEDURES

Board meetings shall be conducted in accordance with generally accepted rules of parliamentary procedure and the Open Meeting Law. It is the practice that application of said procedure may be on a relatively informal basis.

A quorum shall consist of two members of the Board. As a practical courtesy, action on critical or controversial matters, the adoption of policy, or appointments shall be taken, whenever practicable, with the full Board in attendance. Actions and decisions shall be by motion, second, and vote. Split votes will be identified by name in the meeting minutes. The Town Administrator shall designate a town employee to take the minutes of all Select Board Meetings to be subsequently reviewed by the Board and made available to the public in accordance with the Public Records Law.

The Town Administrator is expected to be in attendance at all meetings of the Board. The Town Administrator shall attend in order to keep the Board informed and advised, and to recommend in all matters that fall within the jurisdiction of his/her office. He/she shall carry out the actions of the Board as they relate to the conduct and administration of Town affairs under his/her jurisdiction.

Should the Town Administrator be unable to attend a meeting of the Board, he/she shall delegate another individual for the purpose of assisting the Board with administrative matters during such meeting.

XI. BOARD MEETINGS: EXECUTIVE SESSIONS

Where practicable, executive sessions shall be scheduled at either the beginning or the end of the open meeting of the Board. Only items clearly allowed under the Open Meeting Law shall be included in executive session. Prior to calling for a motion to adjourn into executive session, the Chair shall state the reasons for which an executive session is sought. The Chair shall also state whether or not the Board will reconvene in open session. A majority of the members present and voting must vote to enter and exit executive session by roll call vote.

XII. AGENDA PROCEDURES

The Town Administrator bears primary responsibility for coordinating and planning the agenda for regular meetings of the Board. The Town Administrator, in consultation with the Chair, shall approve the agenda. The Chair shall have the ultimate authority in the determination of the meeting agenda. In order for items to be considered for the agenda, they must be submitted to the Town Administrator by 2:00 p.m. on the fourth business day prior to the board's meeting date. Items added to the agenda after this time will be considered out of necessity or due to being routine in nature. Agenda items shall be:

- Call to order
- Chair's Announcements
- Scheduled Appointments/Hearings (as required)
- Scheduled Business (as required)
- Acceptance of meeting minutes (as required)
- Administrator's Update
- Executive Session (as required)
- Adjournment

The order of the above listed items may be changed at the discretion of the Chair. Each agenda item shall state the action anticipated of the Board, as appropriate.

If a request for an agenda item is accepted by the Chair, the proponent shall be notified and asked to submit relevant documentation no later than 12:00 p.m. on the third business day prior to the meeting. Members of the Board, staff, the Town Administrator or others

who prepare background materials for the meeting should have such material available for Board members a minimum of 48 hours prior to the meeting start time. The agenda materials so provided to the Select Board will be posted on the Town website for public access by noon the day of the meeting. If background information is insufficient or complicated, or if complex memos or motions are presented at the meeting which were not included in the Board's meeting packet, any Board member may request that the relevant item be tabled to allow Board members time for careful study of the material.

The agenda for regularly scheduled meetings shall be available to the public and the press at the Selectmen's Office by 12:30pm on the Friday prior to the meeting. Completed meeting packets shall be made available electronically and in the Selectmen's Office for collection by Board members by 12:30pm on the Friday preceding the Regular Selectmen's Meeting.

The core materials contained within the agenda packet shall be posted to the Select Board's page on the Town's website by 4:00pm on the day of the Select Board's meeting.

In accordance with state law, the Chair of the Board reserves the right to waive these requirements if an agenda item is deemed to constitute an urgent and time sensitive matter.

XIII. MEETING MINUTES

The Town Administrator shall ensure that open meetings of the Board are recorded electronically. The Town Administrator shall ensure that written minutes are drafted and made available to Board members in a timely manner.

Minutes circulated to members of the Board on or before the agenda is set for the subsequent meeting shall be considered at that meeting. Changes in the text of minutes shall be reviewed and agreed upon by a majority of voting Board members. The Town Administrator shall periodically review and present for the Board's vote the minutes of meetings held in Executive Session which may be released to the public. The Board shall release minutes of Executive Session at the earliest opportunity without compromising the nature of the matter discussed therein.

Minutes shall contain a full statement of all items discussed and actions taken by the Board and of the disposition of all proposals for action. Approved minutes shall be recorded in a Minutes Book. Minutes of Board meetings held in Executive Session shall be kept separately and recorded in accordance with the procedures dictated above. Minutes (other than those of meetings in Executive Session which the Board has not voted to release) shall be open for public inspection.

XIV. BOARD APPOINTMENTS

The Board shall endeavor to make its annual appointments in June. Appointments made in June shall have terms beginning on July 1 and expiring on June 30. In addition, as the need arises, the Board may make appointments throughout the year for terms to take immediate effect, with expiration dates of June 30, or consistent with the seat being filled. Terms shall not exceed three years, unless specifically allowed by MGLA.

Appointments shall be based on merit and qualifications. Where possible the Board will seek variety in backgrounds, interests, ages, genders, and geographic areas of residents, so that town boards and committees will reflect a true cross-section of the community. In order to attract qualified and interested persons, vacancies will be made public as much in advance of the appointment as practicable

As Board-appointed vacancies occur, the Town Administrator will ensure that vacancy notices are posted on the Town bulletin board inside the Veterans' Memorial Building and advertised on the local cable access television channel, as well as the Town's website. Vacancies shall be advertised for no less than fifteen (15) days. The Town Administrator will ensure that the Chair of the board on which a vacancy occurs is advised of the vacancy, and will seek nomination recommendations of a majority of the relevant committee.

As part of the annual appointment process, the Town Administrator will ask incumbents whose terms will expire on June 30 about their interest in being considered for reappointment. The Town Administrator will ensure that the Board receives a list of appointment vacancies to be filled by the Board. Interviews of applicants, including individuals requesting re-appointment, shall take place when there are more applicants for a position than available positions (seats).

The Board may from time to time appoint standing or advisory committees to aid on matters under the Board's jurisdiction. The use of such committees provides greater expertise and more widespread citizen participation in the operation of government. The Board will give each advisory committee a written charge, which shall include the work to be undertaken, the time in which it is to be accomplished, and the procedures for reporting to the Board. Each committee must report in writing at least annually to the Select Board. The Select Board's Office shall be sent copies of all committee agendas and minutes. The Board will discharge committees upon completion of their work. In addition, each Committee shall be provided with information on parliamentary procedures and the conduct of meetings under the Open Meeting Law. The charges and membership of advisory committees shall be reviewed at least annually to assess the necessity and desirability of continuing the committee.

XV. RELATIONS WITH OTHER TOWN BOARDS AND COMMITTEES

The Board is aware that coordination and cooperation is needed among the Town's major boards, committees, and commissions, not only in the day-to-day operations of government, but also to set town-wide goals and priorities; identify and anticipate major

problems, working together toward their resolution; and develop a process for dealing with the state and federal government. In particular, it is the desire of the Select Board to continue to convene at least two joint meetings with the School Committee and the Finance Committee per year (Tri-Board) to foster cooperation, efficiency and enhance communication among the three groups prior to each Town Meeting.

The Town Administrator is responsible for inter-board communications in day-to-day operations of government. The Town Administrator shall develop a process for the exchange of information and the provision of advice and recommendations among the boards, committees, and commissions with common interest.

XVI. RELATIONS WITH RESIDENTS

In recognizing that it both represents and is accountable to the residents of the Town, it is the policy of the Board to make every effort to strengthen communications with residents. The Board will act to increase resident participation, encourage citizen input into government decisions, and to keep residents informed of all actions contemplated or taken by the Board which will affect them. To this end, the Board will take the following steps:

- In addition to Resident Participation, a resident or group of residents may request a meeting with the Board by contacting the Select Board's Office, stating precisely the reason for the appearance and the Board's action desired and by naming a spokesman for the group. As circumstances permit, such a meeting will be incorporated into the agenda of the next regularly scheduled Board meeting. Participants shall be allowed to make a reasonable presentation through the spokesman and to express opinions, and to ask for pertinent information. Residents making such presentations are encouraged to prepare written materials for the Board's review.
- The Town Administrator will ensure that persons who will be directly affected by proposed Board discussion or action will be notified of the date and time of the meeting at which the matter will be discussed or acted upon by the Board.
- If the Board is considering matters of residents' concern at a regular meeting, the public will be allowed to ask questions or make statements relative to the matter under consideration at the discretion of the Chair.
- The Town Administrator and Chair will ensure that all residents' questions and complaints are answered promptly. Matters requiring the attention of the full Board shall be included in the agenda of the next regular Board meeting.
- The Town Administrator shall place all anonymous letters received by the Town in an "Anonymous Letter File" to be included as a part of the Board of Selectmen's general files. Anonymous letters shall be subject to the public records law and shall be retained by the Town for the period proscribed by law. The Board and the Town Administrator shall take no further action regarding any anonymous letter unless it has been determined by the Town Administrator that the content of the letter represents an immediate health or safety hazard to individuals or property.

XVII. HEARINGS BEFORE THE BOARD

Hearings before the Board shall be conducted in accordance with the following procedures, Modifications may be necessary to comply with statutory requirements applicable to particular matters.

- The Town Administrator will ensure that the hearing is advertised and notice given to interested persons, such as abutters, as required by statute or by-law, or as directed by the Chair in the absence of statutory requirements.
- Hearings will be held in open session unless otherwise voted by the Board in compliance with Open Meeting Law.
- At the time advertised for the hearing, the Chair will announce the nature and purpose of the hearing, identify the particular matter, and recite the notice given. All questions shall be addressed to the Chair.
- The order of presentation will be: presentation by the proponent; receipt of recommendations from any Town board or officer; questions from Board members; and statements by opponents, advocates, and members of the public.
- At the conclusion of the hearing, the Board may render its decision or take the matter under advisement, announcing the intended date of decision.

XVIII. TOWN MEETINGS

The Annual Town Meeting warrant is the Select Board's warrant by statute. The Board may insert articles in the warrant of the Board's initiative or by written petition signed by ten (10) registered voters for the Annual Town Meeting. The Board may also insert articles on the warrant at the request of another committee.

The Board may call a Special Town Meeting when deferment of the particular matter(s) proposed for inclusion on the warrant for the Annual Town Meeting would not serve the interests of the Town. The Select Board must call a Special Town Meeting if they receive a written request, signed by two hundred (200) registered voters. The Select Board may insert articles in the warrant on their own initiative or by written petition of one hundred (100) registered voters for Special Town Meeting.

Notwithstanding the above, in the interest of economy of operations and the imposition on the voters, the Board shall strive to limit the calling of Special Town Meetings to the minimum necessary as is otherwise in the Town's best interest. The Board will consult with the Moderator and Town Clerk prior to calling a Special Town Meeting.



TOWN OF MILLIS

TO: Board of Selectmen

FROM: Town Administrator 

DATE: May 30, 2019

RE: Board of Selectmen Agenda Policy

The updated proposed policy is as follows:

“In order to permit thorough and timely consideration of all matters brought before it for deliberation at a public meeting, the Board of Selectmen issues the following guidance for submission of proposed agenda items and supporting material. All requests for agenda items shall be presented to the Town Administrator's office no later than 2:00 PM on the fourth business day prior to the date of the Board meeting for which the request is being made. If a request for an agenda item is accepted by the Chair, the proponent shall be notified and asked to submit relevant documentation no later than 12:00PM on the third business day prior to the meeting. Meeting agendas shall be posted in accordance with the requirements of the Massachusetts Open Meeting Law, and complete agenda packets shall be provided to Board members no later than 4:00pm on the third business day prior to the meeting. In accordance with state law, the Chair of the Board reserves the right *to* waive these requirements if an agenda item is deemed to constitute an urgent and time sensitive matter.”

This policy has been reviewed and approved as to form by Town Counsel. Please let me know if you have any questions in regards to this matter. Thanks.

21-159

Board/Committee Liaison Assignments

Karen Bouret

From: Karen Bouret
Sent: Friday, May 14, 2021 10:49 AM
To: Pete Jurmain; Erin T. Underhill; Craig Schultze
Cc: Mike Guzinski
Subject: For Discussion 6/7 Meeting

*Current
 FY21 Assignments*

2021	1 year							Local Emergency Planning Committee (IT)	Jurmain
2021	1 year	X						Energy Committee (Select Board Liaison)	Jurmain
2021	1 year	X						Enterprise Funds Advisory Committee (Select Board Liaison)	Jurmain
2021	1 year	X						Cable TV Advisory Committee (Select Board Liaison)	McCaffrey
2022	1 year	X						Capital Planning Committee (Select Board Liaison)	McCaffrey
2020	1 year	X						Norfolk County Advisory Board Designee	McCaffrey
2020	1 year	X						Permanent Building Committee (SB Liaison)	McCaffrey
2021	1 year				X			Town Meeting Study Committee	<i>Scholtze</i>
2021	1 year	X						Cemetery Committee (Select Board Liaison)	McCaffrey
2021	1 year	X						Community Preservation Committee (Select Board)	Underhill
2021	1 year	X						Economic Development Committee (Select Board Liaison)	Underhill

Here is the current SB liaison list – please note that the Town Meeting Study Committee is a Moderator appointment, not SB. I believe Jim is a voting member. Also, the CPC is a voting member (correct Erin?) and LEPC is a voting member.

Please don't discuss here – just to think about!

Karen M. Bouret DeMarzo
 Operations Support Manager
 Town of Millis
 900 Main Street
 Millis, MA 02054
 508.376.7041

Karen Bouret

From: Erin T. Underhill
Sent: Tuesday, June 1, 2021 1:32 PM
To: Mike Guzinski; Karen Bouret
Subject: Select Board Committee Liaison Assignments

Hi Karen/Mike,

I wanted to send along some thoughts for our upcoming discussion on committee assignments.

I am interested in the following:

Cemetery
CPC
Emergency Planning
Permanent Building
School Committee

Thanks!

Get [Outlook for iOS](#)

21-160

PBC Working Group Designee

Sent: Tuesday, May 18, 2021 9:24 PM

To: Karen Bouret <kbouret@millisma.gov>; Pete Jurmain <Pete.Jurmain@millisma.gov>; Mike Guzinski <mguzinski@millisma.gov>

Subject: Agenda Item... this shouldn't be a long discussion, since it is just to form the working group.

The PBC would like the Select Board to authorize a "working meeting" with one Select Board member, The Rec Director, Library Director, the COA Director and one board member from each of those three committees. This meeting would also be attended by two PBC members (Jim and Diane) and one Select Board Member.

This would be a working group to discuss lay the ground work for a community wide focus group (like we did with the school) to solicit feed back for the use, location, and design of a Senior Center/ Community Center for the residents of Millis.

Sent from [Mail](#) for Windows 10

21-161

Local Option for Remote Participation



TOWN OF MILLIS

TO: Select Board

FROM: Michael Guzinski, Town Administrator

DATE: June 2, 2021

RE: Consideration of a Remote Participation Policy for the Town of Millis

The experiences that members of the various town boards and committees have had over the past 15 months has caused the topic of a Remote Participation Policy to arise for the Board's consideration. The Chair has placed this item on the agenda for your review and discussion. Enclosed in your packet is a draft Remote Participation Policy which Sam *Hockenbury* has compiled using policies from area communities that have already accepted this local option. This draft policy meets the rules and regulations as established by state law. These policies have been adopted in a large number of communities and has provided for broader participation by board/committee members that may be unable, for a broad variety of reasons, to physically attend a meeting.

It is important to note that the acceptance of this policy by the Select Board would allow all governmental boards and committees (including the School Committee) to be able to utilize the remote options within the policy. The Board does not have the authority to "pick and choose" which boards/committees may utilize this option.

The Select Board would also have the right to rescind this policy at any point in the future should it deem that the policy is no longer in the best interests of the community.

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

Thank you.



DRAFT

REMOTE PARTICIPATION POLICY

Town of Millis, MA

PURPOSE STATEMENT

The Office of the Attorney General amended the *Open Meeting Law* regulations at 940 CMR 29.10 to allow members of public bodies, in limited circumstances, to participate remotely in meetings. While all members of Town Boards and Committees should try to attend meetings in person, the new regulations seek to promote greater participation in government meetings by allowing members to participate remotely when physical attendance would be unreasonably difficult.

The intent of this policy is to establish clear guidelines on the practice of remote participation by Town Boards and Committees under the *Open Meeting Law*, M.G.L. c.30A, §§18-25.

ENABLING AUTHORITY- 940 CMR 29.10(8)

A municipality may adopt a policy that prohibits or further restricts the use of remote participation by public bodies within its jurisdiction.

ADOPTION OF REMOTE PARTICIPATION

In accordance with 940 CMR 29.10(2)(a), the Selectboard, on ??????, 2021, voted to authorize the adoption of 940 CMR 29.10 so that remote participation would be permitted for meetings of all local public bodies within the municipality. In accordance with 940 CMR 29.10(3), the Selectboard may revoke its adoption of 940 CMR 29.10 by simple majority vote at any time.

29.10(2)(g)Local Commissions on Disability. In accordance with M.G.L. c. 30A, § 20(e), a local commission on disability may by majority vote of the commissioners at a regular meeting authorize remote participation applicable to a specific meeting or generally to all of the commission's meetings. If a local commission on disability is authorized to utilize remote participation, a physical quorum of that commission's members shall not be required to be present at the meeting location; provided, however, that the chair or, in the chair's absence, the person authorized to chair the meeting, shall be physically present at the meeting location. The commission shall comply with all other requirements of law.

This policy and 940 CMR 29.10 shall apply to all Town boards, committees, commissions, sub-committees and working groups regardless of whether such public bodies are appointed or elected. Where the Remote Participation Policy is more stringent than 940 CMR 29.10, the Policy shall control.

MINIMUM REQUIREMENTS FOR REMOTE PARTICIPATION

Members of the public body who participate remotely and all persons present at the meeting location shall be clearly audible to each other As required by M.G.L.c30A§20(d)

A quorum of the body, including the chair or, in the chair's absence, the person authorized to chair the meeting, shall be physically present at the meeting location, as required by M.G.L. c.30A, §20(d).

Members of the public body who participate remotely must have access to the same materials being used at the meeting location.

Members of public bodies who participate remotely may vote and shall not be deemed absent for the purposes of M.G.L. c. 39, §23D.

Section 23D (a): Notwithstanding any general or special law to the contrary, upon municipal acceptance of this section for 1 or more types of adjudicatory hearings, a member of any municipal board, committee or commission when holding an adjudicatory hearing shall not be disqualified from voting in the matter solely due to that member's absence from no more than a single session of the hearing at which testimony or other evidence is received. Before any such vote, the member shall certify in writing that he has examined all evidence received at the missed session, which evidence shall include an audio or video recording of the missed session or a transcript thereof. The written certification shall be part of the record of the hearing. Nothing in this section shall change, replace, negate or otherwise supersede applicable quorum requirements.

PERMISSIBLE REASON FOR REMOTE PARTICIPATION

It is the express desire of the Selectboard that remote participation in meetings be an infrequent event, for both individual board members and Town Boards and Committees as a whole. Chairs of publicbodies are encouraged to interpret these rules in a strict fashion and to continue to induce all members to attend meetings in person as a general rule, due to the inherent benefits of physical presence in a meeting.

A Board member may attend a meeting through electronic conferencing only if physical attendance would be unreasonably difficult.

Any determination by the person chairing the meeting to allow or not to allow remote participation shall be final and shall not be appealable.

ACCEPTABLE METHODS OF REMOTE PARTICIPATION

Accommodations shall be made for any public body member who requires TTY service, video relay service, or other form of adaptive communications.

- (i) Telephone, internet, or satellite enabled audio or video conferencing.
- (ii) Any other technology that enables the remote participant and all persons present at the meeting location to be clearly audible and, if possible clearly visible to all persons present at the meeting location.
- (iii) If technical difficulties arise as a result of utilizing remote participation the Chair should suspend discussion while reasonable efforts are made to correct any problem that interferes with remote participant's ability to hear or be heard clearly by all persons at the meeting location. If technical difficulties result in a remote participant being disconnected from the meeting, that fact and the time at which the disconnection occurred and subsequent reconnection if achieved shall be noted in the meeting minutes. If a public hearing occurs after disconnection, the member shall be noted as absent.

PROCEDURES FOR REMOTE PARTICIPATION

Any member of a public body who wishes to participate remotely shall, at least 48 hours or as soon as reasonably possible prior to the meeting, notify the chair or person chairing the meeting of his or her desire to do so and the reason for and facts supporting his or her request.

- (i) Prior to the meeting the Chair shall make every effort to ensure the equipment is available and functioning properly. If the required equipment is not available then the Chair shall deny the request for remote participation.
- (ii) At the start of the meeting, the chair shall announce the name of any member who will be participating remotely This information shall also be recorded in the meeting minutes.
- (iii) All votes taken during any meeting in which a member participates remotely shall be by roll call vote. Members may participate remotely even if they are not qualified to vote.

- (iv) Remote participants shall preserve the confidentiality of the executive session. The remote participant shall state at the start of any such session that no other person is present and/or able to hear the discussion at the remote location, unless presence of that person is approved by simple majority vote of the public body, and that the session is not being remotely recorded by any device.

Note: Consideration should be given to the proposed language in the Charter regarding associate members on Boards and Committees, Associate members should be utilized in the absence of members of Boards and Committees when deemed appropriate by the Chair.

21-162

RFP Salary Study



TOWN OF MILLIS

TO: Select Board

FROM: Michael Guzinski, Town Administrator

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

DATE: June 2, 2021

RE: RFQ – Salary Study

As you know, last year's Annual Town Meeting approved funding for a Personnel Classification/Compensation Study for all town employees in the SEIU and other non-union employees working in the Veterans Memorial Building. Enclosed in your packet is an RFQ for these services which was put together by Sam *Hockenbury* utilizing similar RFQ's from other communities. I am requesting authorization by the Board for this office to issue an RFQ for these services.

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

Thank you.

TOWN OF MILLIS
REQUEST FOR QUOTE
PERSONNEL CLASSIFICATION & COMPENSATION PLAN



Introduction

The town of Millis is requesting quotes for an employee compensation study for the Veterans Memorial Building (Town Hall) employees, both union and non-union members. Union membership makes up for about 25 people, and non-union employees total around 5. The last employment study was done over ten years ago.

The town has a population of about 8,000 people and approved a budget of around 20.2 million (not including the Millis School system).

A. Description of Records

1. The Town has an existing classification and compensation plan that was completed in ____.
2. The Town has approximately __ current job descriptions.
3. The Town annually reviews the compensation plan and makes adjustments to pay ranges with the goal of maintaining competitiveness in the market.
4. The Town will provide, to the best of its ability, the consultant selected for this project with necessary and pertinent information as requested.

B. Purpose

1. Review of the existing job descriptions, conduct interviews with selected employees and their supervisors, and creation of updated job descriptions.
2. A review of the existing compensation plan and recommendations for the plan, i.e. hourly and salary rates and ranges, grades.
3. Application of the FLSA and ADA standards on all job descriptions.
4. Conduct a salary survey of comparable Towns we compete with for employees in Massachusetts. The consultant will develop the list of Towns and carry out the study.
5. Furnishing of the factor rating system appropriate to the public sector so that the Town Administrator may rate future job descriptions or changes to existing descriptions.
6. The work completed by September 30, 2021 in order for the results to be integrated into future budgets and union negotiations to begin in the fall of 2021.

Throughout and at the conclusion of the project, representative(s) of the consulting firm will be expected to appear before the Town Administrator and as well as a separate meeting with all Department Heads and the Select Board to discuss the findings resulting from the classification and compensation plan in accordance with meeting requirements below.

C. Reporting Requirements

1. The following items are required at the completion of the project.
 - a. Set of revised job descriptions for all positions.
 - b. Rating manual to be used by the Town Administrator with clear factor criteria in order to rank any future job description amendments or new job descriptions.
 - c. Results of the salary survey.
 - d. Compensation Plan with grades and ranges.
2. The consulting firm will print and submit five (5) copies of the project deliverables and an on-line copy to the Town Administrator.

D. Meeting Requirements

1. The consulting firm will conduct:
 - a. Working meetings as required with the Town's employees, supervisors, Town Administrator/Human Resource Director to facilitate the updating of all job descriptions.
 - b. An exit conference with the Select Board Chair and Town Administrator to review the aforementioned reports.
 - c. A formal presentation to the Select Board.

E. Timing Considerations

1. If it becomes necessary to revise any part of this Request for Quotes (RFQ) or otherwise provide additional information, an addendum will be issued by the Town and furnished to all individuals or firms who were sent copies of the original RFQ.
2. All submissions become the property of the Town and are subject to disclosure as required by Massachusetts General Laws.
3. The Town is not liable for any cost incurred by the prospective consulting firms in replying to the RFQ.
4. The date for award of this contract has been scheduled for July 19, 2021, but is subject to change.
5. The tentative date for which work must be completed is September 30, 2021 in order for the resulting compensation plan to be implemented as part of the FY 2022 union negotiations.

6. Progress Reporting: The firm shall promptly report to the Town Administrator/Human Resource Director of any conditions that impede the proper conduct or planned timetable of the project.

F. Role of the Town to the Consultant

1. The engagement coordinator will be the Town Administrator and he will have responsibilities for items related to the following:
 - a. Receiving initial draft copies of the job descriptions, salary survey, and compensation plan, and circulating drafts to Select Board members.
 - b. Coordinating meeting with consultant and employees, supervisors and managers for discussion and action.
 - c. Monitoring and reviewing, the progress reports from the consultant.

G. Town Assistance Available to Consultant During the Class/Comp Study

In addition to material outlined above, the Town will:

1. Provide copies of all existing job descriptions.
2. Provide the consulting firm with reasonable workspace, desks, chairs, access to the Town's photocopy machines and one telephone line, each at no charge.
3. Coordinate meetings and prepare follow-up paperwork.
4. Attend meetings and conferences (by appointment if necessary).

H. Billings

Please state your firm's policy on progress billing.

I. Submissions: Information & Conditions

1. Sealed submissions will be accepted until Thursday, July 8, 2021 in the Town Administrator's Office, Town Hall, 900 Main St, Millis, MA 02054. If submitting by mail the Town's address is: 900 Main St, Millis, MA 02054.
2. Response to the RFQ must consist of two separate documents: the Technical Submission and the Fee Quote. These two submissions **must** be submitted in separate sealed envelopes. Inclusion of the Fee Quote in the Technical Submission may result in disqualification of the submission. The Submitter should submit the

original and five (5) copies of the Technical Submission and the original and five (5) copies of the Fee Quote in separate sealed envelopes. Each envelope must be clearly marked as the Technical Submission or Fee Quote and contain the submitter's name and address.

3. In order to simplify the submission evaluation process and obtain the maximum degree of comparison, the Town requires prospective firms to submit the submissions in the format and manner prescribed by this section. Firms are cautioned that any deviation from this format may result in the disqualification of their submissions.

J. Minimum Qualification Criteria

In addition to addressing each of the items in the specification, the Consultant must submit, as part of their non-price submission, the following minimum qualification criteria: Initial the appropriate response to each criterion, and include the required documentation in the Non-price (technical) proposal envelope.

1. A letter of transmittal signed by the individual authorized to negotiate for and contractually bind the Consultant, stating that the offer is effective for at least sixty (60) calendar days from the deadline for the submission of Quotes.

Comply

Do Not Comply

2. A list of all Massachusetts municipalities for which the consultant has provided classification/compensation system services. This list is to include a current name, address and phone number of references for the selection committee to access. Any negative information generated by reference check shall be sufficient cause to dismiss the quote as unacceptable. Negative information shall be considered grounds to render the quote unacceptable.

Comply

Do Not Comply

3. List any litigation, with the appropriate explanation, against your firm in the past five years from 2016 through the present.

Comply

Do Not Comply

4. Name of Representative

Comply

Do Not Comply

I hereby state that I understand the minimum evaluation criteria and that I have initialed all of the appropriate sections, and further, that I have attached the required information.

Signature

Company

L. Comparative Evaluation Criteria

A consultant shall be deemed unacceptable if the quote is deemed non-responsive or if the minimum evaluation criteria are not met. However, once it has been determined that the quote is responsive and the consultant has met all the minimum evaluation criteria, the Quotes will be further evaluated by the Town of Millis using the following comparative evaluation criteria. The ratings of "Highly Advantageous", "Advantageous", "Not Advantageous", and "Unacceptable", will be used to evaluate the following features of each quote:

1. Consultant has performed a number of similar projects for other municipalities.
 - a. Unacceptable: The consultant has never performed a pay/classification plan.
 - b. Not Advantageous: The consultant has performed at least 3 pay & classification plans.
 - c. Advantageous: The consultant has performed at least 5 pay and classification plans.
 - d. Highly Advantageous: The consultant has performed at least 10 pay & classification plans.

2. How many years of experience does your firm have providing consulting services in the area of human resources?
 - a. Unacceptable: Less than three years of experience.
 - b. Not Advantageous: More than three years of experience but less than five years of experience.
 - c. Advantageous: More than five years of experience but less than ten years of experience.
 - d. Highly Advantageous: Ten or more years of experience.

M. Technical Submissions

1. Title Page
 - a. Project title.
 - b. Name of submitter firm.
 - c. Address and telephone number of submitter firm.
 - d. Name of a contact person.
 - e. Date of submission.

2. A letter of Transmittal – (limit to one or two pages)
 - a. Briefly state the submitter understands the work to be done and make a positive commitment to perform the work within the required time frame.

- b. This letter should be signed by the individual authorized to negotiate for and contractually bind the firm.

3. Table of Contents

- a. Include a clear identification of the material by section and by page number. Such sections will be those identified below.

4. Professional Experience

- a. Describe the firm's classification and compensation study experience with Massachusetts's local governments of similar size (population and budget) in the last five years. Indicate the names, addresses and telephone numbers of client officials for each of the engagements listed who may be contacted.
- b. Identify the supervisors (e.g., partner, manager) and the staff who are expected to work on the project. Provide resumes (which may be included as appendices) showing relevant past experience, education, training, etc.

5. Submitter's Approach to the Classification & Compensation Study

- a. State the submitters understanding of the services to be performed and the work products to be provided as defined in Sections C&D "Nature of Services Required" and "Report Requirements" of this RFQ.
- b. Submit a work plan to accomplish the scope of services, with the proposed start date to completion. The work plan should include time estimates by staff level for each of the significant segments of the work and the staff assigned to each segment.
- c. Approach to be taken in developing the list of comparable Towns for the salary survey.

N. Fee Quote

The consultant must submit in a separate envelope, its quote for the fee to be paid to complete this scope of work.

PRICE QUOTE FORM

Proposers must submit pricing in accordance with the following instructions. The pricing is to cover all work/services required for this project as outlined in this REQUEST. Bid prices must be all-inclusive, including all costs, fees, charges, expenses, travel, postage, fax and telephone charges, preparation of reports, electronic data, training sessions and all meeting attendance and presentations, etc. No separate fees or costs of any kind will be paid other than the stated bid price.

The selected firm agrees to perform all services as required in this REQUEST during the life of this contract.

- a) Bid for Classification and Compensation Study for ## SEIU positions \$ _____
- b) Bid for Classification and Compensation Study for ## Administrative positions \$ _____
- c) Total Cost for Classification and Compensation Study (a + b) \$ _____

Full Legal Name of Business _____

Business Mailing address _____

Telephone Number: _____

Email: _____

Social Security Number or Federal Identification Number

Type or print Name of Person Signing Proposal

Signature Date

Title

CERTIFICATION OF GOOD FAITH

The undersigned certifies under penalties of perjury that this quote has been made and submitted in good faith and without collusion of fraud with any other person. As used in this certification the word “person” shall mean any natural person, business, partnership, corporation, union committee, club, or other organization, entity, or group of individuals.

Signature of individual submitting quote

Name of Business

TAX COMPLIANCE CERTIFICATION

Pursuant to M.G.L. Chapter 62C, §49A, I certify under the penalties of perjury that, to the best of my knowledge and belief, I am in compliance with all laws of Commonwealth of Massachusetts relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

Federal Identification Number

Corporate Name

Company

Address

Phone Number

Authorized Signature of individual submitting the quote

Name and Title

Date

CERTIFICATE OF NON-COLLUSION

The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

(Signature of Individual submitting bid or proposal)

(Name of Business)

21-163

Letter to State Reps RE: PFAS



TOWN OF MILLIS

Peter C. Jurmain, Chair
Erin Underhill, Vice-Chair
Craig Schultze, Clerk

OFFICE OF THE SELECT BOARD AND TOWN ADMINISTRATOR

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

Michael Guzinski
Town Administrator
mguzinski@millisma.gov

Karen Bouret DeMarzo
Operations Support Manager
kbouret@millisma.gov

June 7, 2021

Dear Representative Linsky (& Dooley),

I'm following up on the letter that the Millis Select Board sent to you, Governor Baker, Representative Dooley and Senator Rausch last February. (see attached) My purpose is to try to obtain some reasonable response from the DEP. Let me briefly familiarize you with the background.

As I'm sure that you're aware, the Town of Millis is facing a major problem with respect to PFAS in our drinking water. As a result, two of our drinking water wells have been shut down and two others may have to be shut down. This would leave the Town in the position of not having the ability to meet the needs of our community with the remaining in-service wells. We will certainly need some form of special relief assistance/aid from the Commonwealth as a result of this situation.

We are not suggesting that there should not be any concern with respect to residents ingesting water that contains PFAS. However, the DEP has set some very strict limits without adequate explanation regarding the risks associated with ingesting these contaminants. The level of acceptable PFAS in drinking water has been drastically lowered to 20ppt. The EPA has suggested limits of 70ppt which we fall well short of. We have requested information from the DEP that would explain, in non-scientific terms, the difference in risk factors between the level set by the DEP and those recommended by the EPA. Their response is attached and does not address these issues in any meaningful manner. More importantly, we have requested that the DEP explain the risk factors in general, to include the empirical testing results on the human body of ingesting various levels of PFAS contaminated water over specific periods of time. For example, if someone ingests one glass of water per day that contains 20ppt of PFAS, what are the likely effects on the human body over specific periods of time? Are residents likely to incur health problems after one day of such exposure? Or after one year? Or ten or twenty years? Likewise for 70ppt, 200ppt, 500ppt, etc.

The information as currently presented by the DEP provides no information with respect to the impact on the human body as a result of exposure over any specific period of time. The net result is that residents are afraid to use the drinking water in the Town's wells. The way this information was presented leads them to conclude that no level of ingestion is safe. I'm not suggesting that any level is totally safe, but we have learned to live with risks and make decisions accordingly, provided that we have information available that clearly defines the risk factors. We've done this for radiation exposure levels, driving cars, smoking, drinking, sunbathing

and many other activities. We accept the risks because we have some understanding of the consequences. The risks in these items have been explained in layman's terms that are easily understood. None of this has been done with respect to PFAS.

As we requested in our letter of February 17, we would like your assistance and that of the Governor, to request that the DEP suspend their rules for one or two years, during which time they will prepare this information, distribute it to the public and assist communities such as Millis to cope with the financial consequences of imposing this new, far stricter, standard. Additionally, we are requesting that the DEP provide specific recommendations for alternative water sources that have been and are being tested regularly, including the containers and any risk factors associated with these alternatives. Based upon the DEP regulations for PFAS, the town of Millis is potentially facing an investment of \$12M-\$15M to install water purification units that will mitigate the levels of PFAS in our distributed water system to acceptable levels according to DEP regulations. However, the financial burden to the community is extreme. Additionally, even if we had the financial wherewithal to accomplish this, it can't be done for at least a year. The planning required, the infrastructure construction, and the availability of the units precludes any such installation for at least one and perhaps two years.

We are requesting your assistance to intercede on our behalf to revise the time frame for implementation of these regulations. Additionally, we are seeking financial assistance from the Commonwealth for the implementation of the necessary filtration facilities that will mitigate and reduce the levels of PFAS to the levels that the DEP deems acceptable. We are also requesting that alternative drinking water sources be provided that are rigorously tested and will assure the residents that those products meet and exceed these PFAS regulation standards. And we request that the DEP provide the mechanism for distribution of these substitute products throughout the period that our Town is working to install the appropriate mitigation facilities. And finally, that the DEP be required to explain in detail to the community the short-term and long-term consequences of ingesting various levels of PFAS. It is absolutely necessary that residents understand that there are in fact acceptable levels of these contaminants in their drinking water if consumed over specific periods of time. Of course, a correlation to other acceptable risks is always helpful. These might include risks when compared with smoking, second-hand smoke ingestion, flying, driving, sunbathing, etc.

Thank you, as always, for the support you have provided, and continue to provide to our community. I truly look forward to discussing this issue with you in greater detail.

Sincerely,

The Millis Select Board

Peter C. Jurmain, Chair

Erin T. Underhill, Vice Chair

Craig W. Schultze, Clerk

21-164

Juneteenth Holiday



TOWN OF MILLIS

TO: Select Board

FROM: Michael Guzinski, Town Administrator

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

DATE: June 2, 2021

RE: Juneteenth

As you may be aware, the State Legislature approved and the Governor signed into law legislation last year formally recognizing Juneteenth as an official state holiday. I have been asked by some town employees as to whether or not the Town of Millis will be recognizing this holiday as an official holiday in Millis. Although the Town currently recognizes many of the State holidays, it does not recognize all of them. All of our collective bargaining contracts specifically list all holidays that the Town of Millis recognizes, and currently, Juneteenth is not on this list. The recognition of holidays (more specifically paid holidays) is a mandatory subject of bargaining with collective bargaining units under MGL Chapter 150E. Therefore the Board does not have the legal authority to unilaterally make Juneteenth an official paid holiday for union employees without negotiating this item with all unions. In light of this, I recommend that the Board take this issue up this coming Fall during the next scheduled contract renewal negotiations with all of the municipal unions. I would expect that these negotiations should be completed prior to Juneteenth of 2022.

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

Thank you.

21-165

Letter to MSBA

MS/HS Renovation

REQUIRED FORM OF VOTE TO SUBMIT A STATEMENT OF INTEREST

REQUIRED VOTES

If the SOI is being submitted by a City or Town, a vote in the following form is required from both the City Council/Board of Aldermen **OR** the Board of Selectmen/equivalent governing body **AND** the School Committee.

If the SOI is being submitted by a regional school district, a vote in the following form is required from the Regional School Committee only.

**Current votes for each SOI submission are required.*

FORM OF VOTE

Please use the text below to prepare your City's, Town's or District's required vote(s).

Resolved: Having convened in an open meeting on _____, prior to the SOI submission closing date, the __[City Council/Board of Aldermen, Board of Selectmen/Equivalent Governing Body / School Committee]___ of __[City/Town]___, in accordance with its charter, by-laws, and ordinances, has voted to authorize the Superintendent to submit to the Massachusetts School Building Authority the Statement of Interest Form dated _____ for the __[Name of School]_____ located at _____[Address]_____ which describes and explains the following deficiencies and the priority category(s) for which an application may be submitted to the Massachusetts School Building Authority in the future _____[Insert a description of the priority(s) checked off on the Statement of Interest Form and a brief description of the deficiency described therein for each priority]_____

_____ ; and hereby further specifically acknowledges that by submitting this Statement of Interest Form, the Massachusetts School Building Authority in no way guarantees the acceptance or the approval of an application, the awarding of a grant or any other funding commitment from the Massachusetts School Building Authority, or commits the City/Town/Regional School District to filing an application for funding with the Massachusetts School Building Authority.

DOCUMENTATION OF VOTE

Documentation of each vote must be submitted **in hard copy** to the MSBA as follows:

- 1) For the vote of the City Council/Board of Aldermen or Board of Selectmen/equivalent governing body, a copy of the text of the vote must be submitted **with a certification** of the City/Town Clerk that the vote was duly recorded and the date of the vote must be provided.
- 2) For the vote of the School Committee, Minutes of the School Committee meeting at which the vote was taken must be submitted **with the original signature** of the Committee Chairperson.

School District: Millis

District Contact: Robert Mullaney, Superintendent (rmullaney@millisschools.org) and Terry Wiggin, Director of Finance and Human Resources, (twiggin@millisschools.org) Telephone 508-376-7000

Name of School: Millis Middle High School

Submission Date:

Note

The following Priorities have been included in the Statement of Interest:

- Eliminating Severe Overcrowding
- Prevention of Severe overcrowding as a result from increased enrollments
- Replacement, renovation, or modernization of school facility systems, such as roofs, windows, boilers, heating and ventilation systems, to increase energy conservation and decrease energy related costs in a school facility
- Replacement of or addition to obsolete buildings to provide a full range of programs consistent with state and approved local requirements

SOI Vote Requirement

Potential Project Scope: Renovation/Addition

Is the SOI a District Priority SOI? Yes

School Name of the District Priority SOI: Millis Middle High School

Is this part of a larger facilities plan? Yes

If Yes, please provide the following:

Facilities Plan Date: 2/25/14; 7/31/2020; 2018-2021

Planning Firm: Tetra Tech of Framingham MA; CBI Consulting of Boston MA; Capital Planning Committee, Town of Millis

Please provide an overview of the plan including as much detail as necessary to describe the plan, its goals, and how the school facility that is the subject of this SOI fits into this plan:

The Master Plan and Building Facilities Study, addresses the main points of student enrollment projections, condition of the physical plant, circulation, traffic, programmatic needs, special education, technology, space needs and the evaluation of building systems and components that are failing or need replacing or updating. Included in the plan are recommendations and options to solve various problems and shortfalls for delivering educational services in an appropriate, safe, and comfortable environment. Included is a master capital plan listing systems or components of the school district. The capital plan

21-166

Water/Sewer Commitment



**THE COMMONWEALTH OF MASSACHUSETTS
TOWN OF MILLIS**

WATER / SEWER DEPARTMENT COMMITMENT TO COLLECTOR

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

ACCT #	COMMIT #	WATER	FINAL	SEWER	CROSS CONNECT	ON OFF	PAINE	TOTAL
322031000	F2376	204.07	47.25	393.81				645.13
301338200	F3256	64.22	47.25					111.47
321682800	F3277	38.32	47.25					85.57
35000222	F3278	23.52	47.25	49.51				120.28
355000230	F3279	27.22	47.25	56.91				131.38
121704210	F3280	64.22	47.25	130.91				242.38
401331510	F3281	56.82	47.25	116.11				220.18
301596200	F3282	60.52	47.25	123.51				231.28
35000110	F3283	53.12	47.25	108.71				209.08
201158400	F3284	82.72	47.25					129.97
421433700	SPBILL	127.76					43.91	171.67
201502400	F3285	23.52	47.25	49.51				120.28
35000054	F3288	30.92	47.25	64.31				142.48
350001022	F3289	27.22	47.25	56.91				131.38
22245304	F3290	27.2	47.25	56.91				131.38
TEMP-CB	F3291	216.09	47.25					263.34
Total Commitment for May 2021					3087.25			

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

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

Given under our hands this _____ day of _____, 2021

Town of Millis Water Commissioners: _____

