



TOWN OF MILLIS

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

OFFICE OF THE SELECT BOARD

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

Michael J. Guzinski
Town Administrator
mguzinski@millisma.gov

Karen Bouret DeMarzo
Assistant Town Administrator/
Human Resources Manager
kbouret@millisma.gov

SELECT BOARD MEETING AGENDA MONDAY, AUGUST 14, 2023; 7:00 PM VETERANS MEMORIAL BUILDING ROOM 229

	Topic	Time	Speaker
I.	Call to Order	7:00 PM	Chair Schultze
II.	Announcements <ul style="list-style-type: none">Recreation Dept. Summer ConcertsMBTA 3A Community Survey		
III.	Appointments/Scheduled Business		
23-159	<u>Joint Appointment of:</u> <ul style="list-style-type: none">School Committee MemberPlanning Board Member <u>Appointment of:</u> <ul style="list-style-type: none">Payroll AdministratorMember of the Economic Development CommitteeAppointment of Election Worker	7:05 PM	School Committee Select Board Planning Board M. Guzinski
23-160	Bond Anticipation Note Renewal	7:15 PM	J. Scannell
23-161	Review/Approval of Stormwater Utility Support FY24 Billing Cycle - Kleinfelder	7:20 PM	J. McKay P.Varga
23-162	Hearing: Dangerous Dog/Bentley Muzzle Order	7:30 PM	Chair Schultze E. Mallette
23-163	Complete Streets: Presentation of Upcoming Projects	7:40 PM	R. Weiss N. Riley
23-164	Review/Approval of Economic Development Committee Recommendation for Exchange St.	7:55 PM	R. Weiss N. Riley
23-165	Review/Approval of Drainage Easements @ Emerson Place	8:05 PM	T. Cannon
IV.	Open Session Items		
23-166	Approval of DPW Contracts/Change Orders: <ul style="list-style-type: none">Pavement Markings		

- SCADA System Computer Upgrade
- (2) Change Orders – D'Angelis PFAS Plant

23-167	Review/Approval of Mutual Aid Agreement for Animal Control Services	K. B. DeMarzo
23-168	Review/Approval of Letter to Legislative Delegation RE: Millis Housing Authority	Sel. Rosenfeld
23-169	Approval of Overdose Awareness Event	K. B. DeMarzo
23-170	Approval of One-Day Special Alcohol Licenses: <ul style="list-style-type: none"> • Millis Lions Club • Boggestowe Fish & Game Club 	K. B. DeMarzo
23-171	Board/Committee Liaison Updates	Select Board
23-172	Approval of DRAFT Minutes	Select Board
23-173	Approval of Water/Sewer Commitments	M. Guzinski

V.

Enter Executive Session

To discuss strategy with respect to potential litigation.
(Dangerous Dog Decision Appeal)

VI.

Adjournment

Proposed Upcoming Meeting Schedule

Date	Time	Location
Thursday , September 14, 2023	7:00 pm	Room 229 VMB
Monday, September 25, 2023	7:00 pm	Room 229 VMB
Thursday , October 12, 2023	7:00 pm	Room 229 VMB
Monday, October 23, 2023	7:00 pm	Room 229 VMB
Monday, November 6, 2023	TBD	MS/HS Library Fall Annual Town Meeting
Monday, November 20, 2023	7:00 pm	Room 229 VMB
Monday, December 4, 2023	7:00 pm	Room 229 VMB
Monday, December 18, 2023	7:00 pm	Room 229 VMB

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

Zoom (Broadcast only)

Meeting ID: 852 638 7223

Passcode: SBMeeting

Announcements

MILLIS RECREATION

SUMMER CONCERT SERIES

WEDNESDAYS IN AUGUST, 6:30 PM

Free

8/2 BACKYARD SWAGGER

8/9 Squeezebox Stompers

8/16 Young Musician Showcase

8/23 Elastic Five Band

8/30 Pub Kings



Thank you to our sponsors...



TO: SELECT BOARD

FROM: MBTA 3A ADVISORY COMMITTEE

DATE: AUGUST 14TH, 2023

RE: ANNOUNCING TOWNWIDE SURVEY FOR MBTA REZONING

The Millis MBTA 3A Advisory Committee is providing an opportunity for Town residents to take a survey and give their comments regarding the plan for the Town's MBTA Multi-Family Zoning requirement.

In the next few weeks, a survey will open on the Town of Millis' Webpage that will allow people to comment on the proposed sites for multi-family housing zoning in Millis. After nine months of meetings, this will be the prime opportunity for residents to comment on the proposed bylaw before it's finalized and goes to next spring's Town Meeting.

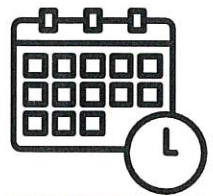
The survey will be posted on the main page of the Town's website and advertised on the Millis Facebook page once it is ready. It will remain posted for a month, allowing residents plenty of time to participate. So, watch the Town's website, Millis Community Media's website, and local social media for a link to the survey.

SMALL BUSINESS ROUNDTABLE

A Listening Session with small business owners and employees from Holliston with Rep. James Arena-DeRosa

29 August 2023

AT 08:30 AM



Millis Veterans Memorial Building

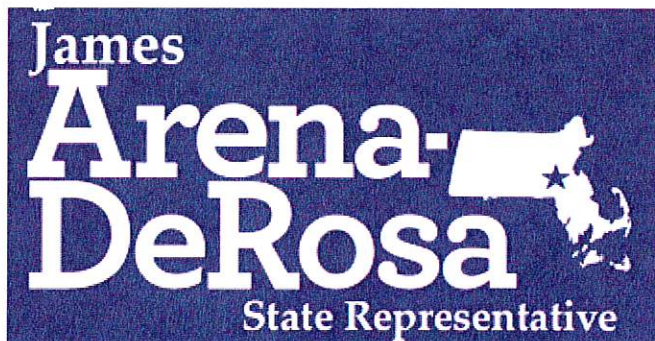
Room 229

900 Main St.

Millis, MA 02054



Enjoy a discussion about small business experiences, concerns, and suggestions



More Information

James.Arena-DeRosa@mahouse.gov

(617)-722-2810

23-159

Appointments

Karen Bouret DeMarzo

From: Karen Bouret DeMarzo
Sent: Tuesday, August 8, 2023 4:32 PM
To: spowers31853@gmail.com; Donna Cabibbo
Cc: Craig Schultze; Marc Conroy; Mike Guzinski
Subject: Invite - Select Board Meeting Monday, 8/14/23

Donna and Sean,

The Select Board will be holding a meeting on Monday, August 14. The School Committee will be joining them at 7:00pm to jointly appoint an Interim School Committee Member. As candidates for this position, we ask that you attend the meeting in order to answer any questions committee members may have regarding your candidacy.

Please let me know if you have any questions. The meeting will be held in Room 229 at the Veterans Memorial Building.

Regards,
Karen

Karen Bouret DeMarzo
Assistant Town Administrator
Human Resources Manager

900 Main Street
Millis, MA 02054
508.376.7041

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TOWN OF MILLIS

Richard Nichols, *Chair*
Nicole Riley, *Clerk*
Bodha B.R. Chhetry
Alan Handel
George Yered, *Associate*

OFFICE OF THE PLANNING BOARD

900 Main Street • Millis, MA 02054

Phone: 508-376-7045

Camille Standley
Administrative Assistant
cstandley@millis.ma.gov

August 9, 2023

To: Mr. Craig Schultze, Chair
Select Board

From: Richard Nichols, Chair *RN*
Planning Board

Re: Planning Board Member Appointment

At the regularly scheduled meeting of the Planning Board held on Tuesday, August 8, 2023, the Board discussed a letter from Mr. James McKay, dated August 8, 2023. Mr. McKay would like to fill the voting Planning Board member seat left vacant by the recent resignation of member Joshua Guerrero, who moved out of state. As you know, Mr. McKay has served on the Planning Board in the past and would be an asset to the Board at this time.

On a motion made by Mr. Nichols, seconded by Ms. Riley, it was voted unanimously to recommend the appointment of Mr. James McKay as a voting Planning Board member until Town elections in May 2024. The Board is very pleased that Mr. McKay volunteered to step in and serve on the Planning Board once again.

Thank you.

Memo to SB re J. McKay PB Member 8-9-2023.doc

The Town of Millis is an equal opportunity employer.

Memo

DATE: August 10, 2023

TO: Mike Guzinski
Town Administrator

FROM: Carol Johnston
Finance Director

RE: Appointment of Payroll Administrator

The Payroll Administrator position was advertised internally and externally. There were no internal candidates and over 20 external applications were received with 4 applicants being selected for first round interviews. From the first round interviews, two very qualified candidates were selected for the second round interview.

I am recommending Mary Montione for the position of Payroll Administrator. Mary has worked for the Natick Retirement System processing retiree payroll and for the City of Attleboro using MUNIS payroll modules.

Mary is highly regarded by her former supervisors and her references were excellent. She is great team player and easy to work with.

I believe that Mary will be a terrific addition to the Finance Team for the Town of Millis and that she will bring new ideas and insights to the Finance Office.

Karen Bouret DeMarzo

From: Nicole Riley <nmresq412@gmail.com>
Sent: Monday, August 7, 2023 3:11 PM
To: Karen Bouret DeMarzo
Cc: Robert Weiss
Subject: EDC new member

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

Hi Karen

The Economic Development Committee unanimously voted at our July 26th meeting to recommend to the SB the appointment of Jonathan Sussman to the EDC. Is there anything else you need from me for this appointment? If so, feel free to call/email me at any time.

Thanks

Nicole

Nicole M. Riley, Esq.

Law Offices of Nicole MacDougall Riley

14 Milliston Road, Ste 241

Millis, MA 02054

Telephone (774) 993-9258

Efax (774) 703-3737

This message contains information from the Law Offices of Nicole M. Riley that may be confidential or privileged. This message is directed only to the individual or entity named above. If you are not the intended recipient, please be aware that any disclosure, copying, distribution, or use of the contents of this email is strictly prohibited. If you have received this email in error, please notify the sender immediately and delete the message and any attachments.

23-160

BAN Renewal

Memorandum

To: Select Board
CC: Michael Guzinski
From: Jennifer Scannell
Date: 08/14/23
Re: General Obligation Bond Anticipation Notes - \$1,470,000

Please see enclosed General Obligation Municipal Purpose Loan of 2023:

- \$1,470,000 – For the purchase of acquiring a parcel of land located at 377 Village Street **(1M)**; Design, construction, equipping and furnishing of a new replacement facility for the existing Clyde Brown Elementary School **(\$470,000)**
- Interest – weighted average net interest cost is 3.9827% (\$7,541.10 premium)
 - Maturity - 08/15/24 with an interest due of (\$65,598.75)
- The Select Board will need to sign the following documents:
 - Note
 - Vote of the Select Board
 - Signature, No Litigation and Official Statement Certificate
 - Tax Certificate
 - Significant Events Disclosure Certificate

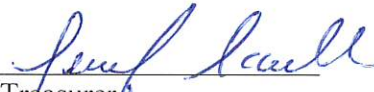
Suggested motion is as follows: "to adopt the vote prepared by bond counsel in connection with the sale and approval of the Town's August bond anticipation notes."

Regards,

Jennifer Scannell

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

TOWN OF MILLIS,
MASSACHUSETTS

By: 
Treasurer

Countersigned:

Select Board

(Town Seal)

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

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

Dated: August 14, 2023

Clerk of the Select Board

134070695v.3

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

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Dated: August 14, 2023

Clerk of the Select Board

134070695v.3

G. No Litigation; No Financial Interest. All of the undersigned certify that there has been no litigation affecting the validity of the Notes or bonds or the power of the Town to levy and collect taxes to pay them; that none is pending or to our knowledge threatened; that neither the corporate existence nor boundaries of the Town nor the title of any of us to our respective offices is being contested; and that none of us and, to the best of our knowledge, no other official of the Town has any direct or indirect financial interest in or relationship with the Purchaser.

Date: August 18, 2023
(Date of delivery of and
payment for the Notes)

Select Board



Treasurer

Town Clerk

(Town Seal)

G. No Litigation; No Financial Interest. All of the undersigned certify that there has been no litigation affecting the validity of the Notes or bonds or the power of the Town to levy and collect taxes to pay them; that none is pending or to our knowledge threatened; that neither the corporate existence nor boundaries of the Town nor the title of any of us to our respective offices is being contested; and that none of us and, to the best of our knowledge, no other official of the Town has any direct or indirect financial interest in or relationship with the Purchaser.

Date: August 18, 2023
(Date of delivery of and
payment for the Notes)

Select Board


Treasurer

Town Clerk


(Town Seal)

6.7 Survival of Payment or Defeasance. Notwithstanding any provision in this Tax Certificate or in any other agreement or instrument relating to the Issue to the contrary, the obligation to remit the Rebate Requirement, if any, to the United States Department of the Treasury and to comply with all other requirements contained in this Tax Certificate shall survive payment or defeasance of the Issue.

6.8 Execution of Counterparts and Delivery by Electronic Means. This Certificate, as well as any other certificates or documents relating to the Issue (collectively, the "Documents"), may be executed in several counterparts, each of which shall be regarded as an original and all of which shall constitute one and the same document. Delivery of an executed counterpart of a signature page to a Document by electronic mail in a ".pdf" file or by other electronic transmission shall be as effective as delivery of a manually executed counterpart signature page to such Document. Electronic signatures on any of the Documents shall be deemed original signatures for the purposes of the Documents and all matters relating thereto, having the same legal effect as original signatures.

Dated: August 18, 2023

TOWN OF MILLIS, MASSACHUSETTS

By: 
Treasurer


By: _____

Select Board

SECTION 8. Beneficiaries. This Disclosure Certificate shall inure solely to the benefit of the Owners of the Notes from time to time, and shall create no rights in any other person or entity.

Date: August 18, 2023

TOWN OF MILLIS, MASSACHUSETTS

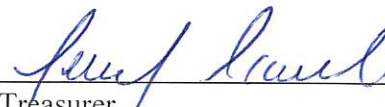
By: 
Treasurer

Select Board

SECTION 8. Beneficiaries. This Disclosure Certificate shall inure solely to the benefit of the Owners of the Notes from time to time, and shall create no rights in any other person or entity.

Date: August 18, 2023

TOWN OF MILLIS, MASSACHUSETTS

By: 
Treasurer

Select Board

23-161

Approval of FY24 Stormwater Utility Support Contract

Millis Stormwater Program FY24

Presented by Peter Varga
August 2023



1



FY 2023 Tasks

- ✓ NPDES MS4 Annual Report
- ✓ SWMP Updates
- ✓ IDDE Program Continuation
- ✓ Public Education and Outreach
- ✓ Ordinance Review and Updates
- ✓ Phosphorus Control Plan

Millis is fully
compliant with all
Stormwater Permit
requirements

2



Next Steps - FY 2024 MS4 Scope

- IDDE Program – Field Effort
 - Catchment Investigations
 - Training for DPW staff (annual)
 - Wet weather outfall screening
 - GIS updates, field inspection forms, report update
- Ordinance Review and Updates
 - Scheduled for 2024
- Phosphorus Control Plan
 - Structural BMP Inventory
- Public Education and Outreach
 - Signage for the Brown School BMP
 - continued public messaging
- NPDES Annual Report
 - September (2023)
- SWPPP training and updates (annual)
- SWMP Updates

3



Structural BMP Inventory

- The Town must reduce phosphorus by **42.5 lbs/yr** by **2028**
- Current credits are at **19 lbs/yr**
- The remaining **23.5 lbs/yr** appear achievable via documentation of existing structural BMPs.
- There are about **50** structural BMPs in Millis
 - In 2024, structural BMP inventory will be completed, and tracking system will be developed to support documentation of P removal



Example of structural BMP – rain garden

4



Stormwater Utility Support Services

1. Establish workflow with Town and CAI to improve data consistency.
2. Evaluate application of Nearmap trial for aerial mapping and associated GIS integration
3. Migrate geodatabase for editing efficiency, confirm/correct GIS data for accuracy
4. Update impervious area calculations for individual parcels, including field check where required

5



Total – MS4	736 Hours	\$100,749
Time and Materials task (on-call)	40	\$6,253
Total – Utility Bill Support	134 hours	\$21,500
Time and Materials task (on-call)	30	\$5,000

6



Looking Ahead..

Residual designation authority under the Clean Water Act in the Charles, Mystic, and Neponset river watersheds. Happening this fall, most likely – minimal impact on Millis.

Certain commercial, industrial, and institutional properties with one or more acres of impervious area will be required to obtain coverage under an EPA Clean Water Act permit.

New MS4 Permit may be issued this year.

Unsure of revisions but counting on changes to the PCP per the latest research. Expected publication date unknown.

Budget for next year (FY25):

- Further costs for BMP planning/implementation for Millis should be expected
- Illicit Discharge Inspections need to continue – substantial field effort
- PCP revisions
- Strategic planning and documentation of BMPs



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 : August 9, 2023
SUBJECT : Stormwater Services

I would ask that you approve and sign the following contract for Stormwater Support Services for FY24 with:

Kleinfelder Northeast, Inc.

One Beacon Street

Boston, MA 02108

Not to exceed \$ 107,002

72000052-530020 services engineering - \$ 75,000

72000052-530090 inspections - \$ 20,000

72000052-578000 miscellaneous expenses \$ 5,000

72000052-542035 public education outreach \$ 7,002

Michael Guzinski, Town Administrator

Date:



August 4, 2023

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

RE: Proposal for FY24 MS4 Services

Dear Mr. McKay:

Please find herein a proposed Scope of Services to perform the tasks associated with the Town's Stormwater Program. These tasks correspond with requirements for Permit Year 6 under the 2016 MS4 General Permit.

BACKGROUND AND PURPOSE

The Town of Millis, MA is subject to the requirements of the EPA's National Pollutant Discharge Elimination System (NPDES) Phase II Small Municipal Separate Storm Sewer System (MS4) General Permit (hereafter referred to as the "MS4 Permit"). The current permit term went into effect on July 1, 2018. Kleinfelder has supported the Town through the first five years of program execution under this permit term. Kleinfelder proposes to provide the Town with Permit Compliance support in FY24 (Year 6) as described in detail below.

MS4 Permit Year Reference Table

MS4 Permit Year	Fiscal Year
Permit Year 1	2019
Permit Year 2	2020
Permit Year 3	2021
Permit Year 4	2022
Permit Year 5	2023
Permit Year 6	2024

SCOPE OF SERVICES - MS4 Permit Year 6 Support

Task 1 – Annual Reporting, SWMP Updates

Task 1 includes data tracking, documentation, and reporting requirements of the MS4 Permit.

The Town of Millis is required to submit an Annual Report describing all the activities undertaken during the prior Permit year. The next report is due September 28, 2023. Kleinfelder proposes to support the Town with developing a draft Annual Report in advance of this deadline by compiling available data and information gathered during the prior contract. Kleinfelder will facilitate a virtual meeting to discuss this draft document and incorporate necessary revisions into a final report, for the Town to submit to EPA and MassDEP.



Additionally, each Permittee must update their Stormwater Management Plan (SWMP) annually to reflect any changes and accomplishments from the previous year. Kleinfelder will support the Town with this update process and required public engagement, which is due prior to July 1, 2024.

Deliverables:

- Draft and Final Annual Report for 2023
- Draft and Final SWMP with Year 6 Updates

Task 2 – IDDE Program Implementation Support

In 2023, the Kleinfelder assisted Millis DPW staff with catchment investigations and accompanied field crews for several days of fieldwork. During this fieldwork, the Town investigated twenty-nine (29) High Priority catchments and identified eleven (11) catchments with dry weather flow. The team sampled a total of thirteen (13) manholes for chlorine, surfactants, and ammonia. In total, 36 catchments have been investigated thus far. By Year 10 (July 2028), all 162 catchments must be investigated. To reach this goal, the Town aims to investigate approximately 26 catchments per year moving forward. The Town is required to complete all High priority catchment investigations by the end of Permit Year 7, which is by June 30, 2025. This includes the 96 High priority catchments plus one Problem catchment (outfalls with known or suspected contributions of illicit discharges based on existing information).

Kleinfelder proposes to support the Town this year by working with the field crews to complete wet weather screening of up to 7 outfalls (over a 3-day period plus preparation and follow up), and as many catchment investigations as possible over a 5-day period, totaling 64 hours of field work for this task. Given that 29 outfalls were investigated during a similar time period in Year 5, it is assumed that the target of 26 catchments can be investigated in the proposed timeframe, however DPW staff should be able to continue inspections on their own as necessary, if required. Kleinfelder also proposes to incorporate inspection forms into Cityworks for investigations conducted both in Years 5 and 6.

Ongoing IDDE efforts should be implemented in order to meet the following permit requirements:

- Wet weather screening – ongoing, complete by July 2025
- Catchment Investigations for Problem Outfalls - Begin after Problem Outfall Investigations/ Finish by July 2028
- Catchment Investigations for High and Low Priority Outfalls - Begin after Problem Outfall Investigations/ Finish by July 2025
- Catchment Investigations with Potential Sewer Input - Begin after Problem Outfall Investigations/ Finish by July 2025
- Complete annual training of key staff to include how to recognize and eliminate illicit discharges.

Deliverables:

- Updated outfall catchment investigation with associated process document (to define data sources and a repeatable methodology)



Task 3 – Illicit Discharge Detection & Elimination (IDDE) Plan Update (Data Tracking, Prioritization, GIS Updates)

A written IDDE Plan was completed in FY19, and subsequently updated annually as required. The proposed data tracking effort associated with IDDE Plan implementation will include updating the outfall prioritization and ranking with the results of the screening and sampling data, catchment investigations and other Town-performed investigative tasks over the course of this Permit Year.

Through this task, the following aspects of the Plan will be updated to reflect new information gathered through the continued implementation of this program:

- Sanitary sewer overflow (SSO) inventory (annual requirement)
- Outfall and interconnections inventory (annual requirement)
- Outfall catchment priority ranking list (annual requirement)

The above updates will require further support on the Town's GIS database and mapping development. Additional support is required to create and implement inspection forms in CityWorks and additional in-field inspection forms will need to be developed for the catch basin cleaning contractor. Kleinfelder proposes to assist with GIS updates and online inspection form development.

Deliverables:

- Updated IDDE Plan
- Updated MS4 system map and associated data updates
- CityWorks online inspection form

Task 4 – Public Education & Outreach / Annual Training of City Staff

Task 4A – Messaging to Public

The Town is currently distributing education and outreach materials to comply with the MS4 Permit requirements and the enhanced requirements for water quality impairments. In 2023, Kleinfelder created an education and messaging calendar and provided recommended educational materials for the Town to distribute to meet the Permit requirements. These materials were sourced from publicly available resources, such as EPA, DEP, and local watershed associations. Kleinfelder does not anticipate major updates to the plan in 2024, however we will review the materials from last year to ensure continued compliance and will assist the Town with any updates to the existing plan and any upcoming outreach events. We are budgeting roughly 16 hours for this task.

Deliverables:

- Public education and outreach messaging review and update to reflect a 2023-2024 calendar year.
- Support at public events/selectboard meeting as required.



Task 4B – Annual Stormwater Pollution Prevention Plan Training

This task includes one SWPPP training session in Permit Year 6 for Town staff that are responsible for inspection, operation, and maintenance at the DPW Yard and Transfer Station. The training session will be scheduled for up to two (2) hours total and will include information about how to complete inspections at the facility.

Deliverables:

- Year 6 training handouts and presentation materials and in-person training workshop

Task 4C: Annual Field-Based IDDE Training

Kleinfelder will facilitate annual IDDE training to fulfil Year 6 Permit requirements while we support DPW field crews during the investigations. Topics may include dry and wet weather outfall screening and sampling procedures and catchment investigation procedures. Kleinfelder will select appropriate topics and location for the training session, which may include a combination of PowerPoint presentation and field-based demonstrations of protocols and the use of test kits. Training materials will be provided to the Town for review in advance of the training session. Materials may include PowerPoint slides, procedural handouts, and a sign-in sheet.

Deliverables:

- One (1) half-day training session
- Training materials (PowerPoint, handouts, sign-in sheet)

Task 4D: Educational Signage for Demonstration BMP

Kleinfelder proposes to support the Town in establishing the newly installed structural BMP at Clyde F. Brown Elementary School site as a demonstration project to include educational signage at the appropriate location. Kleinfelder will work with the Town to create and appropriate signage.

Deliverables:

- Permanent educational signage to be placed at the location of the demonstration project.

Assumptions:

Kleinfelder is assuming that the Town will mount and install the educational sign for the demonstration BMP project.

Task 5 – Phosphorus Control Plan Phase 1 Implementation and Updating

The Town was required to develop and implement a Phosphorus Control Plan (PCP) subject to the requirements in the MS4 Permit Appendix F to address the Charles River's impairment for phosphorus. In FY2023 the Town completed Phase 1 of the PCP in order to meet the Year 10 (2028) Milestone of 25% of the new phosphorus reduction requirement. Per the PCP, 100% of the new reduction requirement must be achieved by 20 years after the permit effective date (i.e. by July 1, 2038).



The permit requires that the PCP is developed and implemented in a three-phased approach. Each phase is segmented into a “planning” and “implementation” component. EPA provides a schedule for achieving this requirement and documenting progress within a written Phosphorus Control Plan (PCP).

Phase 1 of the PCP covers the first ten (10) years of the Permit, and focuses on identifying the legal, financial, structural, and nonstructural controls, and operational needs for the Town to achieve its phosphorus reduction targets. The Town is required to achieve 25% (42.52 lbs/yr) of its overall phosphorus reduction requirement by the end of Phase 1 (July 1, 2028). Phase 1 is split into two components:

- (1) Create the Phase 1 Plan, 2018-2023
- (2) Implement the Phase 1 Plan, 2024-2028

The planning period to complete Phase 1 consists of the following elements (with this year’s focus in bold):

- Legal Analysis – completed in June 2020
- Funding Source Assessment – completed in June 2021
- PCP Scope and Baseline Load Assessment – completed in 2022
- BMP Recommendation Memo – completed 2022/updated 2023
- Identification of planned nonstructural and structural controls to achieve Phase 1, 25% reduction milestones – completed June 2023
- Phase 1 implementation schedule – completed June 2023
- Phase 1 cost – completed June 2023
- Complete written Phase 1 PCP – completed June 2023
- Operation and Maintenance Program for structural controls in Phase 1– began June 2023
- **Complete accounting of Structural BMP credits in Millis – due in June 2024**
- **Performance Evaluation – due June 2024**

In FY2023, Kleinfelder carried out the following PCP implementation tasks in partnership with the Town:

- Evaluated and prioritized non-structural BMPs for phosphorus reduction.
- Updated the BMP suitability analyses to conduct a priority ranking of areas and infrastructure within the municipality for potential implementation of structural phosphorus controls.
- Updated the inventory of existing structural controls and began compiling design details and operation and maintenance information for each BMP in order to be able to account for P removal credit.
- Determined that accounting for existing structural stormwater control measures in Millis will be necessary to support achievement of the phosphorus export milestones in Table F-1
- Provided costs and schedule for non-structural controls to achieve PCP Phase 1 milestones.

In Permit Year 5, it was determined that non-structural BMPs (street sweeping and catch basin cleaning) are resulting in a reduction of 19.01 lbs/yr of phosphorus in Phase 1 of the PCP, which is approximately half of the Year 10 target phosphorus reduction (42.52 lbs/yr). Kleinfelder is estimating that Phase 1 requirements can be met with the addition of structural BMPs in the analysis per the following.



Task 5A - Structural BMP information gathering

As a result of previous and current efforts, approximately 44 Town-owned BMPs have been identified. For proper operations and maintenance tracking, it is helpful to document the BMP type, location, year installed, and capacity for each installation. Since this data is not readily available, with cooperation from the Town, Kleinfelder continues to compile available information on existing structural BMPs.

Kleinfelder proposes to complete a comprehensive structural BMP inventory by collecting design detail and Operation and Maintenance (O&M) information for each site where available, either from the Town or from the engineering firm responsible for the initial design of the BMP, in order to make detailed estimates for structural BMP performance where information is lacking. This data collection effort may involve an in-person meeting with the Millis Planning Board to collect relevant information that is currently on file.

In Permit Year 6, the Town must evaluate the effectiveness of the PCP by tracking the phosphorus reductions achieved through implementation of structural and non-structural BMPs and tracking increases resulting from development. Phosphorus loading increases and reductions in unit of mass/yr shall be added or subtracted from the applicable Baseline Phosphorus Load to estimate the yearly phosphorous export rate from the PCP area.

Deliverables:

- Provide an update to the Phase 1 PCP document to include estimates of P removal by the structural BMPs in Millis
- Add a GIS layer of these BMPs with attributes documenting performance and maintenance requirements
- Create a Draft and Final performance evaluation report of structural and non-structural BMPs in Millis

Assumptions:

Kleinfelder assumes that the Town is able to provide design details and O&M plans for structural BMPs throughout Millis. Where this information is not easily accessible, Kleinfelder will support the Town in conducting appropriate information searches. For any structural BMP where design and O&M information is not available, Kleinfelder will make assumptions on the BMP's performance using standard methodologies. A total of 60 hours is assumed for this task.

Task 6 – Ordinance Update Support

Task 6 will focus on completing the required Year 6 items specifically due under MCM 5, Post Construction Stormwater Management in New Development and Redevelopment. During Permit Year 5, Kleinfelder supported the Town with this task by drafting recommended changes to the appropriate bylaws for comment and approval. In Permit Year 6, the Town will plan on incorporating the recommended revisions to the ordinances following the recommendations. Kleinfelder proposes to support the Town in incorporating new



bylaw language with any additional revisions to the language if requested, and to facilitate establishment of bylaw updates as required.

Deliverables:

- Additional revisions to bylaw and ordinance language if required.
- Facilitating one (1) meeting with the Town during the ordinance review process to assist with the incorporation of the suggested revisions if required.

Assumptions:

We are not assuming a large level of effort for this task, and the budget is reflective of that. Should additional support be required, we can leverage the on-call budget to complete this task.

Task 7 – On-Call Support

This budget is intended to provide on-call support to the Town for additional support on the tasks described above or on unanticipated stormwater-related activities, such as reviewing Millis' good housekeeping program status including the Stormwater Pollution Prevention Plan for the DPW yard.

In Permit Year 5 the Town identified already planned projects for which BMPs can be implemented or added. Kleinfelder proposes to support the Town with the continued planning of BMP retrofit opportunities in Permit Year 6.

Deliverables:

- Municipal BMP retrofit update recommendations if required.
- Additional ordinance update support if required.
- SWPPP inspection form in CityWorks.

Assumptions:

- Due to the fact that the level of effort for Task 5 is currently unknown, Kleinfelder will use On-Call Support for budgeting purposes should it be required.
- This budget assumes up to 40 hours of labor to be billed on a time and materials basis.
- Kleinfelder assumes that the Town will provide relevant information and data not otherwise generated by Kleinfelder to complete the Annual Report and SWMP Updates.
- Kleinfelder assumes that the Town will use Cityworks forms for work management activities and data tracking for outfall screening and sampling. We assume that Kleinfelder will have continued access to this software through a third-party agreement that is already in place.
- Kleinfelder assumes that The Town will assist with the completion of dry weather screening and sampling of all MS4 outfalls for the IDDE Plan and provide the associated field sampling and analytical laboratory sample results.



- Kleinfelder assumes that analytical laboratory sampling costs, field test kits, and other IDDE equipment will be paid for directly by the Town.

FEE ESTIMATE

Task	Estimated Hours	Labor Budget	Expenses	Total Fee
1 – Annual Report and SWMP Update	88	\$12,997	\$290	\$13,287
2 – IDDE Program Implementation	134	\$18,477	\$427	\$18,903
3 – IDDE Plan Update	192	\$26,615	\$145	\$26,760
4 – Public Education and Outreach/Training	92	\$12,689	\$250	\$12,939
5 – Ordinance Update Support	20	\$4,248	\$0	\$4,248
6 – PCP Implementation	170	\$24,611	\$0	\$24,611
7 – On Call	40	\$6,253	\$0	\$6,253
Total	736	\$105,507	\$1,112	\$107,002

The proposed scope of services for Tasks 1-6 will be completed for a per task lump sum price. Services provided under Task 7 will be on a time and materials basis.

SCHEDULE

Kleinfelder will commence work under this Agreement immediately upon receipt of an executed copy of the Agreement and shall use its best efforts to perform all services under this Agreement in time for the compliance deadline of June 30, 2024.

Thank you for the opportunity to be of service to Millis. If you have any questions, please feel free to contact me at pvarga@kleinfelder.com or 617.498.4770.

Respectfully Yours,

KLEINFELDER

Peter Varga, Project Manager

cc: Adria Fichter, Senior Professional; Kirsten Ryan, Senior Project Manager (Kleinfelder); File

23-162

HEARING

Dangerous Dog Muzzle

July 11, 2023

Dear Select Board Members ,

On June 20, 2023, the Millis Select Board held a Dangerous Dog Hearing for "Bentley" a Cane Corso type dog owned by Rebecca Martin of 6 Concord Circle, Millis.

At the conclusion of the testimony, the Select Board closed the hearing. The Select Board deliberated in open session and made the finding of the following facts among others:

"Bentley" did come off Rebecca Martin's property and cause multiple bite wounds to Jane Jackson on May 13, 2023

"Bentley" is unrestrained on Rebecca Martin's property on an e-collar

"Bentley" was declared as a "Dangerous Dog"

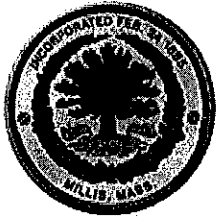
Upon making these findings, the Select Board voted to order, under MA General Law Chapter 140, section 157 the following:

"Bentley" be humanely euthanized

I am ordering an interim muzzle and restraint order due to the pending appeal regarding this case, the public safety of the residents, the owner's confession of not having the dog properly restrained, and the severity of the multiple bite wounds.

Respectfully,

Erin Mallette, Animal Control Officer



TOWN OF MILLIS

ANIMAL CONTROL
155 Village St
Medway MA 02053
Phone: 508-533-3251

Erin Mallette
Animal Control Officer
Municipal Animal Inspector
emallette@townofmedway.org

July 11, 2023
Ms. Rebecca Martin
6 Concord Circle
Millis MA 02054

RE: MUZZLING ORDER-BENTLEY

Dear Ms. Martin:

As the Animal Control Officer for the Town of Millis, I hereby order that when you remove your dog Bentley from your premises the dog shall be securely and humanely muzzled and restrained with a chain or other tethering device having a minimum tensile strength of 300 pounds and not exceeding 3 feet in length. This order is being issued to you pursuant to Article XI Section 4 of the Town of Millis General Bylaws, which in part, states that:

XI.-4. Restraint by Dog Officer

The Animal Control Officer may restrain or muzzle, or issue an interim order to restrain or muzzle, until the next available Board of Selectmen meeting, any dog for ... having injured any person....

As you know, on May 13, 2023, Bentley attacked an individual unprovoked. On May 11, 2022, Bentley had a separate incident at the TJO Animal Control Facility in Springfield. This order will be reviewed by the Board of Selectmen at their next scheduled meeting.

Town of Millis General Bylaws Article XI Section 5, states, in part:

The owner or keeper of any dog that has been ordered to be restrained or muzzled, or has been restrained under this article, may file a request in writing to the Animal Control Officer that the restraining order be vacated or that the dog be released; and after investigation by the Animal Control Officer, such officer may vacate such order or release such dog, if the order of restraint was issued by him. ... Any person aggrieved by any order made by the Board of Selectmen pursuant to this bylaw may appeal to the District Court under the provisions of Section 157 of Chapter 140 of the General Laws.

Sincerely,
Erin Mallette, Animal Control Officer



TOWN OF MILLIS

OFFICE OF THE TOWN ADMINISTRATOR

Veterans Memorial Building
900 Main Street • Millis, MA
Phone: 508-376-7041
townadministratorsoffice@millis.org

508 376 7041

U.S. Postal Service™
CERTIFIED MAIL™ RECEIPT
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OFFICIAL USE

Postage	\$	Postmark Here
Certified Fee		
Return Receipt Fee (Endorsement Required)		
Restricted Delivery Fee (Endorsement Required)		
Total Postage & Fees	\$	

Sent To _____
Street, Apt. No.,
or PO Box No. _____
City, State, ZIP+4 _____

PS Form 3800, August 2006

See Reverse for Instructions

July 26, 2023

Ms. Rebecca Martin
6 Concord Circle
Millis, MA 0254

RE: Dangerous Dog Order – Muzzle/Restraint

Dear Ms. Martin:

Please be advised that on Monday, August 14, 2023, at 7:30pm the Millis Select Board will be holding a hearing regarding a permanent muzzle and restraint order for "Bentley", a dog you own that has been deemed dangerous. The hearing will be held at the Veterans Memorial Building in Room 229, 900 Main Street, Millis, MA 02054. You may appear on your own behalf and/or with an attorney.

The Millis Select Board

By: _____

Karen Bouret DeMarzo, Assistant Town Administrator

Cc: Select Board
Michael Guzinski, Town Administrator
Erin Mallette, ACO



TOWN OF MILLIS

OFFICE OF THE TOWN ADMINISTRATOR

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

Michael Guzinski
Town Administrator
mguzinski@millisma.gov

Karen Bouret DeMarzo
Assistant Town Administrator
Human Resources Manager
Karen.bouret.demarzo@millisma.gov

Victoria Schindler
Principal Assistant
Vschindler@millisma.gov

July 26, 2023

**RE: Abutter's Notice of Public Hearing
Dangerous Dog Order**

Dear Resident:

The Select Board will be holding a hearing regarding a permanent muzzle and restraint order for "Bentley", a dog that has been deemed dangerous, owned by Rebecca Martin of 6 Concord Circle, Millis, MA 02054. You are invited to attend the Public Hearing which will be held regarding this matter at 7:30p.m. on Monday, the 14th day of August 2023 at the Veterans Memorial Building in Room 229, 900 Main Street, Millis, MA 02054.

The Millis Select Board

By: 

Karen Bouret DeMarzo, Assistant Town Administrator

23-163

Complete Streets Project

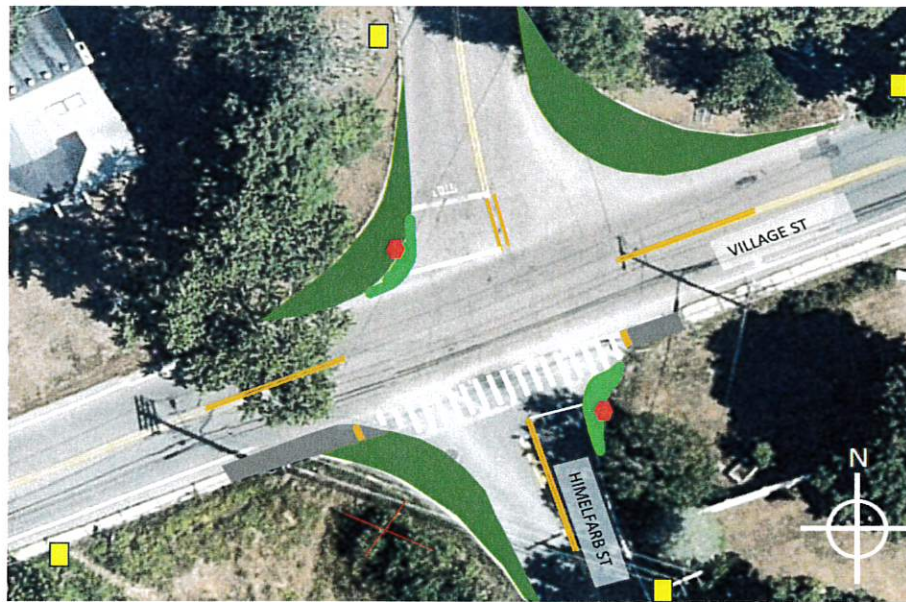
Town of Millis Complete Streets Program Tier II - Concept Review Prioritization Plan

Millis Economic Development
Committee, in cooperation with
Millis Police Department
Millis Fire Department and
Millis Department of Public Works



1

1) Himelfarb St, Acorn St & Village St Intersection Improvement



2

1) Himelfarb St, Acorn St & Village St Intersection Improvement

Estimated cost \$50,999

- Extend curbing on the southwest, northwest and northeast corners of the intersection, totaling approx. 1,500 square feet and approx. 700 linear feet of new asphalt berm.
- Square off northwest corner and southeast corners of intersection.
- Move stop bars at the end of Himelfarb Street and Acorn Street closer to intersection.
- Extend sidewalk on south side of Village Street by approx. 20 feet.
- Rebuild pedestrian ramps on sidewalks on both sides of Himelfarb Street and install pedestrian detectable warning panels. ■
- Restripe crosswalks.
- Install LED “Stop” signs with beacons at the end of Himelfarb Street and Acorn Street. ●
- Install “Stop Ahead” signs on Himelfarb St and Acorn St approaching intersection. ■
- Install “Intersection Ahead” signs on Village Street east and west of intersection. ■
- Trim vegetation to improve sight lines on northwest and southwest corners.

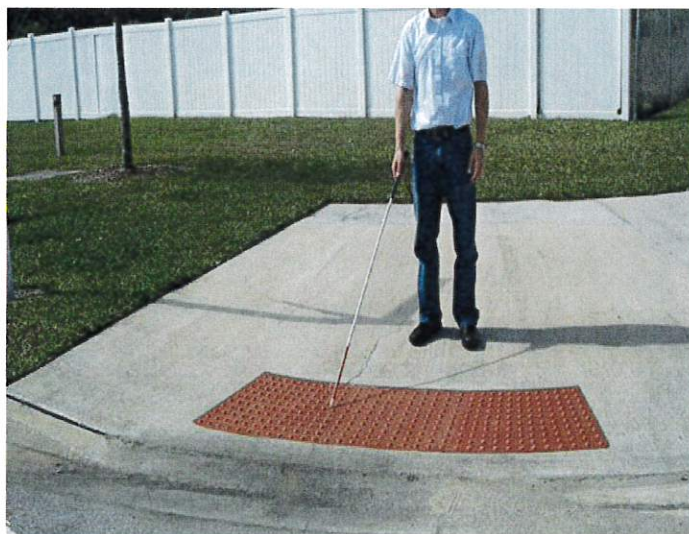
3

2) Main St Pedestrian Detectable Warning Panels

Estimated Cost \$27,232

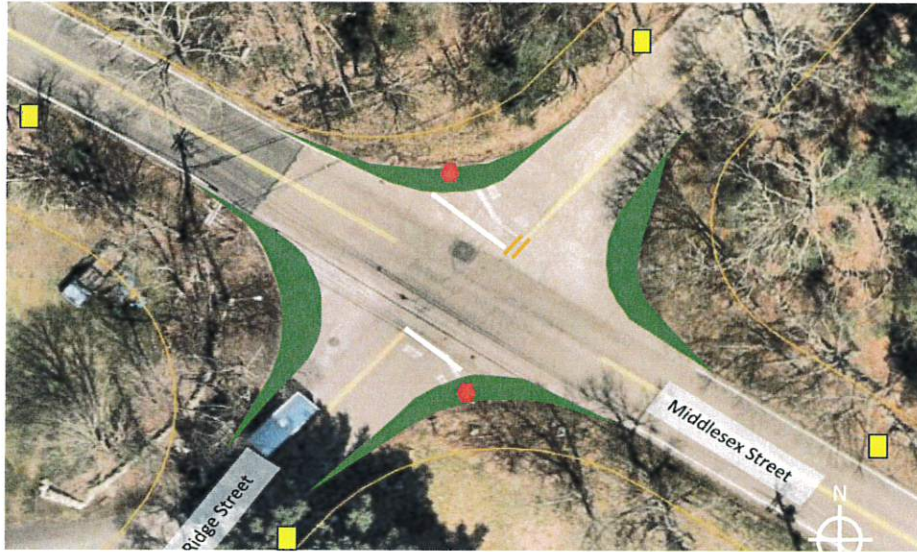
Tactile detectable warning panels are a distinctive surface pattern of domes detectable by cane or underfoot that alert people with vision impairments of their approach to street crossings and hazardous drop-offs.

Install 66 detectable warning panels at all crosswalks along Main Street (Route 109) between Hammond Lane and Bridge Street (approximately 2.25 miles). The project will improve accessibility and safety for pedestrians in the downtown area.



4

3) Middlesex Street and Ridge Street Intersection Improvement



5

3) Middlesex Street and Ridge Street Intersection Improvement Estimated Cost \$57,221

- Extend curbing on both sides of Ridge Street approaching intersection, totaling approx. 1,200 square feet.
- Square off northwest corner and southeast corners of intersection.
- Move stop bars at both ends of Ridge Street closer to intersection.
- Install LED "Stop" signs with beacons at each end of Ridge Street.
- Install "Stop Ahead" signs on both sides of Ridge Street approaching intersection.
- Install "Intersection Ahead" signs on Middlesex Street east and west of intersection.
- Trim vegetation to improve sight lines on northwest and southwest corners.

6

4) Plain Street Sidewalk Reconstruction



7

4) Plain Street Sidewalk Reconstruction Estimated Cost \$212,482

- Repair asphalt sidewalk and asphalt curbing on the east side of Plain Street from Main Street (Route 109) to the Millis High School.
- Install crosswalks, pedestrian curb ramps and detectable warning panels at McCabe Avenue, Monroe Street and the entrance to the Millis Middle/High School
- Install electronic pedestrian electronic crossing signs at McCabe Avenue, Monroe Street and the entrance to the Millis Middle/High School.



8

5) Main St and Exchange St Intersection Improvements



9

5) Main St and Exchange St Intersection Improvements

Estimated Cost \$92,342

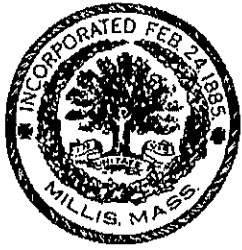
- Install 1,800 square feet of curb extension along the west side of Exchange Street, from Main Street to Niagara Hall.
- Extend sidewalk on the north side of Main Street to align with the curb extension on Exchange Street.
- Extend the island through the crosswalk.
- This will reduce the crossing distance from 105 feet to 70 feet.
- Install electronic pedestrian crossing signs on either side of Exchange Street.
- This plan would need to consider positioning of the driveway for Niagara Hall.

10

23-164

EDC Recommendation

Parking at Exchange Street



TOWN OF MILLIS

Craig Schultze, *Chair*
Ellen Rosenfeld, *Vice Chair*
Erin T. Underhill, *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: Craig Schultze, Chair, Millis Select Board
FROM: Nicole Riley, Chair, Millis Economic Development Committee
DATE: August 8th, 2023
RE: Recommendation of Exchange Street Parking

At the request of the Select Board, the Economic Development Committee reviewed a request by Lucas Italian Deli and Stack'd Sandwich & Pizza Bar for designated, short-term, on-street parking spaces by restaurant owners on Exchange Street at its July 26th meeting. The Committee received input from Police Chief Chris Soffayer, DPW Director Jim McKay, Planning Board Chair Rich Nichols, Maria Amaya of Lucas Italian Deli, and members of the public.

The Committee voted unanimously to recommend to the Select Board that the Millis Public Works Department stencil the words, "15 Minute Parking for Pick-Up Only", or similar wording as space may provide, on the ground at two parking spaces. (Director McKay indicated that the DPW is able to do this.) One stenciled space to be located in front of Lucas Italian Deli and one in front of Stack'd Sandwich & Pizza Bar.

The Committee further recommends that the Select Board allow each of the above-named businesses to do one or both of the following:

- 1) Purchase or otherwise obtain, at each business's expense, a non-permanent folding sign, commonly referred to as a "sandwich board", indicating the space is "15 Minute Parking for Pick-Up Only", which may be displayed on the sidewalk directly in front of the stenciled parking space. Each business owner to be responsible to ensure the following requirements are met:
 - a. Sandwich boards may only be displayed during the business's regular operating hours. Boards may not remain on the sidewalk overnight and must be removed and place indoors at the close of business each day;
 - b. Sandwich boards must be weighted on the bottom to ensure they would not easily tip over in the wind;
 - c. Sandwich boards may not impede pedestrian traffic in any way;

- d. Sandwich boards must be removed during snow emergencies, or any other times indicated by the Town;
 - e. Sandwich boards may not be placed on top of snow piles or any other uneven surfaces which could cause the board to tip over easily or otherwise become a hazard to pedestrians; and
 - f. Each business owner would be liable for any damage caused by the sandwich board to pedestrians or vehicles.
- 2) Purchase and install a permanent sign to the exterior of the building in front of the stenciled parking space, indicating the space is "15 Minute Parking for Pickup Only." Business owners who are not also the property owners must first obtain permission from the property owner before installing said signs.

Finally, per Police Chief Soffayer, the Committee recommends that the Select Board advise both businesses that the Millis Police is unable to enforce any parking time-limits. The businesses would be reliant upon customer cooperation to adhere to the restricted parking time. Therefore, neither the sandwich boards nor the building signs may contain the words "Police Take Notice" or anything to that effect.

23-165

Drainage Easements

Emerson Place

**GRANT OF NON-EXCLUSIVE
DRAINAGE EASEMENTS**

This Non-Exclusive Drainage Easement (the "Easement") is granted this 9th day of August, 2023 by **Emerson Place Development LLC**, a Massachusetts limited liability company with an address of 38 Benjamins Gate, Plymouth, MA 02360 and **Emerson Property Holdings LLC**, a Massachusetts limited liability company with an address of 14 Camp Road, Foxboro, MA 02035 (collectively the "Grantor") to the **Town of Millis**, a municipal corporation duly organized under the laws of the Commonwealth of Massachusetts and located in Norfolk County, Massachusetts, located at 900 Main Street, Millis, MA 02054 (together with its successors and assigns, "Grantee").

WHEREAS, Grantor is the owner of the property off Ridge Street and Rolling Meadow Drive, Millis, Massachusetts, as shown on the Plan entitled: "Emerson Place Definitive Subdivision Plan, February 12, 2020, Latest Revision: May 7, 2021" prepared for TD Development LLC, by Legacy Engineering LLC, (the "Plan") and recorded at Plan Book 718, Page 001 in the Norfolk County Registry of Deeds (the "Grantor's Property");

WHEREAS, Grantor's Property was conveyed to the Grantor by Deed from Peter Harkey dated December 10, 2020 and recorded with Norfolk County Registry of Deeds in Book 38728, Page 144, and Deed from TD Development, LLC dated March 31, 2021 and recorded with said Registry in Book 39234, Page 165, and Deed from Joseph J. Fawkes, et ux., dated March 15, 2020 and recorded with said Registry in Book 39234, Page 168, and Deed from Susanne F. Holian, Trustee dated January 4, 2021 and recorded with said Registry in Book 39234, Page 176; and Deed from Emerson Place Development LLC dated July 7, 2023 and recorded with said Registry in Book 41299, Page 585.

WHEREAS, pursuant to conditions #9 and #10 on p. 13 of the Decision of the Town of Millis Planning Board on the Application of the Definitive Subdivision Plan for Emerson Place and the conditions of approval specified therein, issued by the Millis Planning Board dated June 17, 2020 and filed with the Town Clerk on June 17, 2020 (the "Decision"), the Grantor is required to provide three easements for drainage on a certain portion of the Grantor's Property shown on the Plan as the "Drainage Easement" areas, which are more particularly described in Exhibit A, B, and C attached hereto and incorporated herein by reference, collectively (the "Drainage Easement Areas") to accept drainage from May Road, April Way, and June Way collected via drainage pipes running through the Drainage Easement Areas.

NOW THEREFORE, for nominal consideration as a gift for use as drainage pursuant to G.L. c. 83, § 4, which is hereby acknowledged and for the promises set forth below, Grantor does hereby grant to Grantee the following rights and easements:

1. Grant of a Non-Exclusive Drainage Easement. Grantor does hereby grant to Grantee the following non-exclusive use easements to run with the land as follows:

(a) The non-exclusive right for the Town of Millis to use the Drainage Easement Areas. Such non-exclusive use shall be for drainage purposes pursuant to G.L. c. 83, § 4 to accept drainage from May Road, April Way, and June Way collected via a drainage pipes running through the Drainage Easement Areas, and for access over all portions of May Road, April Way, and June Way as shown on the Plan to maintain and improve said Drainage Easement Areas consistent therewith and the terms of this Grant, as more fully shown on the Plan in a manner consistent with how drainage areas are used throughout the Commonwealth of Massachusetts. These Non-Exclusive Drainage Easements and conditions provided herein shall be perpetual and irrevocable and shall be deemed to be covenants running with the land and shall inure to the benefit of and be binding upon the Grantee and the Grantor and their respective successors and assigns.

2. Limitations and Restrictions. The rights and easements granted in Section 1 above shall become effective immediately upon recordation. The rights and easements granted in Section 1 hereof shall be limited to use of the Drainage Easement Areas for drainage purposes as well as access as more specifically set forth in Section 4 herein. The rights and easements granted herein shall include a right to construct or install any other improvements reasonably necessary to improve drainage. Should the Grantee be compelled to maintain any part of the Drainage Easement Areas due to the failure of the Grantor and the Grantor's successors and/or assigns as their interests may appear to properly maintain the Drainage Easement Areas as required by the Declaration of Emerson Place Homeowner's Association Trust dated July 7, 2023 (the "Trust") or if the Grantee decides to accept any or all of the property owned by said Trust as municipal property, the Grantor and the Grantor's successors and/or assigns as their interests may appear shall not interfere with the function of the Drainage Easement Areas, shall not alter any Drainage Easement Areas, and shall not interfere with the Grantee's rights to maintain any Drainage Easement Areas.

3. Maintenance of the Easement Area. The Trust shall be responsible for maintaining and improving the Drainage Easement Areas at the Trust's sole cost and expense consistent with the purposes of the easements as set forth herein. The Trust shall restore all areas of the Drainage Easement Areas disturbed by the Trust to a condition substantially similar to the condition prior to such disturbance.

4. Access: The Trust and the Grantee shall also have the right of ingress and egress over the Drainage Easement Areas for the purpose of obtaining access.

5. Covenant against Interference. Grantor agrees not to unreasonably interfere with the exercise of the Easement Rights by the Trust and the Grantee or their guests, agents, invitees or licensees.

6. No Representations or Warranties. Grantor makes no representation or warranty, either express or implied, with respect to the condition of any portion of Grantor's Land or the improvements now or hereafter constructed thereon.

7. Compliance with Law. In the performance of its obligations hereunder, Grantee shall comply promptly with all laws, regulations and governmental permits and approvals and matters of record existing prior to the recording of this Agreement.

8. Amendment. Except as otherwise expressly set forth in this Agreement, no amendments or modifications of this Agreement shall be effective without the prior written consent of each party at the time of such amendment or modification.

9. Severability. If any term or provision of this Agreement or the application thereof to any person or circumstance shall, to any extent, be declared to be invalid or unenforceable, then the remainder of this Agreement shall not be affected thereby, and each term and provision of this Agreement shall be valid and enforceable to the fullest extent permitted by law.

10. Governing Law. This Agreement shall be construed and interpreted under the laws of the Commonwealth of Massachusetts.

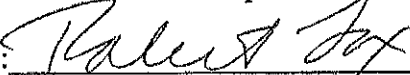
11. Not a Public Dedication. Nothing contained in this Agreement shall be deemed to be a gift or dedication of or a restriction or covenant upon any part of the remaining portion of the Grantor's Land, for the benefit of the general public, or for any public purpose whatsoever.

12. Grantor and Grantee for themselves and their heirs, successors, employees, agents and assigns hereby mutually agree to indemnify and hold harmless the other from any and all injury or damage occasioned by the use of the easement area by either Grantor or Grantee or their respective agents, invitees, employees, agents or licensees.

{signature pages to follow}

Witness my hand and seals this 9th day of August, 2023.

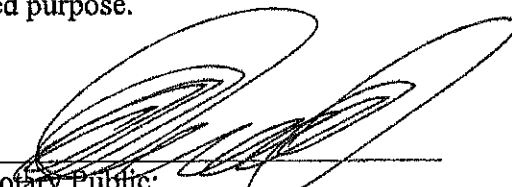
Emerson Place Development LLC

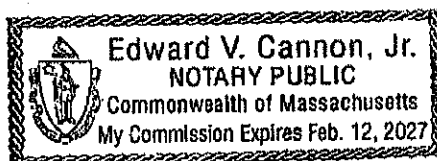
By: 
TD Development, LLC, its Manager
By: Robert Fox, Manager

COMMONWEALTH OF MASSACHUSETTS

Norfolk, ss

On this 9th day of August, 2023, before me, the undersigned notary public, personally appeared Robert Fox, proved to me through satisfactory evidence of identification, which was his driver's license, to be the person whose name is signed on the preceding or attached document, and acknowledged to me that he signed it in his capacity, and that by his signature on the instrument, the individual, or the person upon whose behalf of which the individual acted, executed the instrument voluntarily for its stated purpose.


Notary Public:
My Commission Expires:



Witness my hand and seals this 9th day of August, 2023.

Emerson Property Holdings LLC

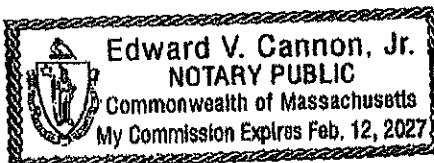
By: [Signature]
Robert E. Baker, Jr., Manager

COMMONWEALTH OF MASSACHUSETTS

Norfolk, ss

On this 9th day of August, 2023, before me, the undersigned notary public, personally appeared Robert E. Baker, Jr., proved to me through satisfactory evidence of identification, which was his driver's license, to be the person whose name is signed on the preceding or attached document, and acknowledged to me that he signed it in his capacity, and that by his signature on the instrument, the individual, or the person upon whose behalf of which the individual acted, executed the instrument voluntarily for its stated purpose.

[Signature]
Notary Public:
My Commission Expires:



ACCEPTANCE

The foregoing Easement is hereby accepted pursuant to the authority granted by the vote of the Millis Select Board, pursuant to G.L. c. 83, § 4 dated February, 2019, an attested copy of which is recorded herewith.

TOWN OF MILLIS

By its Select Board,

By: _____
Ellen Rosenfeld

By: _____
Erin Underhill

By: _____
Craig Schultze

COMMONWEALTH OF MASSACHUSETTS

Norfolk, ss

On this ____ day of August, 2023, before me, the undersigned notary public, personally appeared Ellen Rosenfeld, Erin Underhill, and Craig Schultze, as Select Board members as aforesaid, proved to me through satisfactory evidence of identification, which were their driver's licenses to be the persons whose names are signed on the preceding or attached document, and acknowledged to me that they signed it voluntarily for its stated purpose on behalf of the Town of Millis.

Notary Public
My Commission Expires:

ORDERED:

DATE:

THAT the Select Board for the Town of Millis hereby accepts on behalf of the Town the drainage easements pursuant to the authority vested under G.L. c. 83, § 4 from the Emerson Place Development LLC as more fully set forth on the plan entitled "Emerson Place Definitive Subdivision Plan, February 12, 2020, Latest Revision: May 7, 2021" prepared for TD Development LLC, by Legacy Engineering LLC, (the "Plan") and recorded at Plan Book 718, Page 001 in the Norfolk County Registry of Deeds and on file with the Town Clerk.

By its Select Board,

By: _____
Ellen Rosenfeld

By: _____
Erin Underhill

By: _____
Craig Schultze

Attest: _____
Lisa Jane Hardin, Town Clerk

Date: August _____, 2023

**EXHIBIT A
LEGAL DESCRIPTION**

DRAINAGE EASEMENT – MAY ROAD EAST

Beginning at a point on the easterly sideline of May Road, said point being the southwesterly corner of Lot 30, said point also being 91.69 feet south of a point of curvature on the easterly side of May Road along a curve with a radius of 275.00 feet, thence;

Running along the easterly sideline of May Road along a curve to the left with a radius of 275.00 feet, for a distance of 171.92 feet to a point, thence;

Turning and running N 25°55'41" E, for a distance of 148.27 feet, to a point at the southeasterly corner of Lot 30, thence;

Turning and running N 07°48'18" E, for a distance of 90.54 feet to a point, thence;

Turning and running N 01°33'20" E, for a distance of 270.00 feet, to a point, thence;

Turning and running N 88°26'40" W, for a distance of 20.00 feet to a point at the northeasterly corner of Lot 33, thence;

Running along the northerly sideline of Lot 33 N 88°26'40" W, for a distance of 50.00 feet, to a point, thence;

Turning and running S 01°33'20" W, for a distance of 270.20 feet, through Lots 33, 32, and 31, to a point on the northerly sideline of Lot 30, thence;

Turning and running S 12°36'53" W, for a distance of 91.70 feet, to a point on the southerly sideline of Lot 30, thence;

Turning and running along the southerly sideline of Lot 30
N 88°26'40" W, for a distance of 85.26 feet, to the point of beginning.

Meaning and intending to describe a "Proposed Drainage Easement" over portions of Lots 30, 31, 32, 33 and Open Space Parcel B2 as shown on a plan entitled "Emerson Place Definitive Subdivision Layout Plan 4 of Land in Millis, MA," prepared by Legacy Engineering LLC, dated February 12, 2020 with a latest revision date of May 7, 2021, recorded at the Norfolk County Registry of Deeds in plan book 718, page 8.

EXHIBIT B
LEGAL DESCRIPTION

DRAINAGE EASEMENT – MAY ROAD WEST 1

Beginning at a point on the westerly sideline of May Road, said point being 25.01 feet north of a point at the northeasterly corner of Lot 1 at May Road, along a curve with a radius of 600.01 feet, thence;

Running N 80°42'36" W, for a distance of 218.66 feet to a point, thence;

Turning and running S 26°03'15" W, for a distance of 487.84 feet, to a point at the northeasterly corner of Lot 9, thence;

Turning and running along the easterly sideline of Lot 9
S 21°51'07" W, for a distance of 26.19 feet to a point at the northwesterly corner of Lot 8, thence;

Turning and running along the northerly sideline of Lot 8
S 77°44'16" E, for a distance of 76.69 feet, to a point, thence;

Turning and running S 15°27'32" W, for a distance of 159.22 feet to a point on the northerly sideline of April Way, thence;

Turning and running along the northerly sideline of April Way along a curve to the left with a radius of 950.00 feet, for a distance of 25.00 feet to a point, thence;

Turning and running N 15°27'32" W, for a distance of 160.62 feet, to a point on the northerly sideline of Lot 7, thence;

Turning and running along the northerly lot lines of Lots 7 and 6 S 77°44'16" E, for a distance of 171.77 feet, to a point on the westerly side of May Road at the northeasterly corner of Lot 6, thence;

Turning and running along the westerly side of May Road along a curve to the right with a radius of 850.00 feet, for a distance of 22.05 feet to a point at the southeasterly corner of Lot 5, thence;

Turning and running along the southerly sideline of Lot 5
N 77°16'25" W, for a distance of 117.94 feet, to a point, thence;

Turning and running N 15°35'28" E, through Lot 5 for a distance of 96.75 feet, to a point on the southerly sideline of Lot 4, thence;

Turning and running N 21°19'14" E, for a distance of 84.24 feet to a point, thence;

Turning and running S 65°48'52" E, for a distance of 117.41 feet to a point along the westerly sideline of May Road, thence;

Turning and running along the westerly sideline of May Road along a curve to the right with a radius of 850.00 feet, for a distance of 25.50 feet to a point, thence;

Turning and running N 65°48'52" W, for a distance of 117.41 feet to a point, thence;

Turning and running N 27°03'01" E, for a distance of 87.39 feet to a point, thence;

Turning and running N 24°45'34" E, for a distance of 83.52 feet to a point on the northerly sideline of Lot 2, thence;

Turning and running N 14°26'47" E, for a distance of 86.68 feet to a point on the northerly sideline of Lot 1, thence;

Turning and running along the northerly sideline of Lot 1
S 80°42'36" E, for a distance of 117.83 to a point westerly sideline of May Road, thence;

Turning and running along the westerly sideline of May Road along a curve to the left with a radius of 600.01 feet, for a distance of 25.01 feet to the point of beginning.

Meaning and intending to describe a "Proposed Drainage Easement" over portions of Lots 1, 2, 3, 4, 5, 7, and 8 and Open Space Parcel A2 as shown on a plan entitled "Emerson Place Definitive Subdivision Layout Plan 2 of Land in Millis, MA," prepared by Legacy Engineering LLC, dated February 12, 2020 with a latest revision date of May 7, 2021, recorded at the Norfolk County Registry of Deeds in plan book 718, page 6.

EXHIBIT C
LEGAL DESCRIPTION

DRAINAGE EASEMENT – MAY ROAD WEST 2

Beginning at a point on the westerly sideline of May Road, said point being 130.28 feet north of a point of tangency at the intersection of May Road and June Way, thence;

Running along the westerly sideline of May Road N 01°33'20" E, for a distance of 83.01 feet to a point, thence;

Turning and running N 77°24'03" W, for a distance of 446.45 feet, through Lot 17, 16, 15, 14, and 13 to a point on the southerly lot line of Lot 13, thence;

Turning and running S 51°42'23" W, for a distance of 30.52 feet to a point, thence;

Turning and running S 62°38'18" W, for a distance of 226.16 feet to a point, thence;

Turning and running S 20°54'05" E, for a distance of 25.16 feet to a point, thence;

Turning and running N 62°38'18" E, for a distance of 142.07 feet to a point at the northwesterly corner of Lot 22, thence;

Turning and running along the northerly lot line of Lot 22
N 71°53'36" E, for a distance of 95.31 to a point, thence;

Turning and running along the northerly lot lines of Lots 22 and 21 S 77°24'03" E, for a distance of 179.20 to a point, thence;

Turning and running S 21°51'07" W, for a distance of 174.12 feet to a point along the northerly sideline of June Way, thence;

Turning and running along the northerly sideline of June Way along a curve to the left with a radius of 950.00 feet, for a distance of 25.00 feet to a point, thence;

Turning and running N 21°51'07" E, for a distance of 153.04 feet to a point on the northerly lot line of Lot 20, thence;

Turning and running along the northerly lot line of Lot 20

S 73°16'34" E, for a distance of 76.33 feet to a point at the northeasterly corner of Lot 20, thence;

Turning and running along the northerly lot line of Lot 19
S 79°01'46" E, for a distance of 88.57 to a point at the northeasterly corner of Lot 19, thence;

Turning and running along the northerly lot line of Lot 18
N 89°37'20" E, for a distance of 54.47 feet, thence;

Turning and running S 50°57'54" E, for a distance of 35.73 feet to the point of beginning.

Meaning and intending to describe a "Proposed Drainage Easement" over portions of Lots 17, 16, 15, 14, 13, 21, 20 and 18 and Open Space Parcel A2 as shown on a plan entitled "Emerson Place Definitive Subdivision Layout Plan 3 of Land in Millis, MA," prepared by Legacy Engineering LLC, dated February 12, 2020 with a latest revision date of May 7, 2021, recorded at the Norfolk County Registry of Deeds in plan book 718, page 7.



M.G.L. Chapter 90 Section 24B makes it a crime to alter this Certificate
MASSACHUSETTS DEPARTMENT OF TRANSPORTATION

[illegible]

Important information for vehicle owners

- **Certificate of Registration:** Every person operating a motor vehicle shall have the Certificate of Registration for the motor vehicle and/or trailer, in the vehicle, in some easily accessible place. The records of the RMV constitute the official status of the vehicle registration.
- **Change of Address:** By law, you must report any change of address to the RMV within 30 days. Visit mass.gov/rmv to change your address. Once you have reported the address change to the RMV, please write corrected address in box provided above.
- **No Insurance Card Required:** Massachusetts law does not require an insurance card. M.G.L. Chapter 90, Section 34, and Chapter 175, Section 13A, requires the vehicle's owner to maintain a compulsory motor vehicle liability insurance policy or bond for bodily injury coverage and property damage insurance. The insurer is required by law to electronically notify the Registry of Motor Vehicles if coverage lapses. The vehicle owner is then notified by the RMV to obtain new insurance within 10 days or the registration will be revoked. Bonds are filed with the State Treasurer's Office.
- **Transferring Your Plates:** Massachusetts General Law (M.G.L. Chapter 90, Section 2) allows you to transfer valid registration plates from this vehicle to a newly acquired new or used motor vehicle or trailer while you obtain insurance and a new registration. See the Transferring a Registration Section on the RMV's website at mass.gov/rmv for more information.
- **Cancel the registration plates if:**
 - The vehicle has been sold or junked and the registration is not going to be transferred to another vehicle.
 - You move to another state and you register the vehicle in that state.
 - The insurance policy is not renewed or is cancelled and there is no plan to obtain a new policy.

Skip the line, Go Online! Visit Mass.Gov/RMV for list of available transactions.

SAMPLE TEMPLATE DRAFT

WARRANT ARTICLE

To see if the Town will vote to appropriate a sum of money from the **FY23 General Fund Revenue [or whatever the municipal's general fund is called]** when certified as free cash to be expended in accordance with the Massachusetts State-Subdivision for Statewide opioid settlement funds; funds to be used to supplement and strengthen resources available to communities and families for substance use disorder prevention, harm reduction, treatment, and recovery or to take any other action relative thereto.

(Select Board)

MOVED AND SECONDED that the Town vote to appropriate \$_____ to be expended in accordance with the Massachusetts State-Subdivision for Statewide opioid settlement fund, funds to be used to supplement and strengthen resources available to communities and families for substance use disorder prevention, harm reduction, treatment, and recovery; and that to meet this appropriation \$_____ be funded from the **General Fund Revenue [or whatever the municipal's general fund is called]** when certified as free cash by Miscellaneous Non-Recurring General Fund Revenue.

This template is provided for educational purposes only and is not to be construed as legal advice. For legal advice, please contact your town attorney.

01.24.23

23-166

Approval of

DPW Contracts & Change Orders



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 : August 9, 2023
SUBJECT : MAPC Contract

I would ask that you approve and sign the following yearly MAPC contract:

IFB # MW 2023 PW1 – Item 6: Pavement Markings
K5 Corporation
9 Rockview Way
Rockland, MA 02370
3-year contract
Expires June 30, 2024

01422520-538200 traffic lines - \$ 22,000

0242250-590000-90281 Town Meeting Articles - \$ 3,000

Michael Guzinski, Town Administrator

Date:



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 : August 9, 2023
SUBJECT : Scada Upgrade

I would ask that you approve and sign a contract to upgrade the SCADA computer system with:

Woodard & Curran
33 Broad Street
Floor 7
Providence, RI 02903

Amount: \$ 22,000.00
Expenses 71000052-521010

A letter supporting the upgrade from the IT Director is attached.

Michael Guzinski, Town Administrator

Date:

Karen Bouret DeMarzo

From: Jim McKay
Sent: Thursday, August 10, 2023 3:29 PM
To: Karen Bouret DeMarzo; Mike Guzinski
Subject: FW: DPW SCADA computer replacement

Could this email be put with the SCADA purchase.

Jim

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

This email is intended for municipal use only and must comply with the Town of Millis' policies and state/federal laws. Under Massachusetts Law, any email created or received by an employee of The Town of Millis is considered a public record. All email correspondence is subject to the requirements of M.G.L. Chapter 66. This email may contain confidential and privileged material for the sole use of the intended recipient. Any review or distribution by others is strictly prohibited. If you are not the intended recipient please contact the sender and delete all copies.

From: James Donovan <jdonovan@millisma.gov>
Sent: Thursday, August 10, 2023 2:16 PM
To: Jim McKay <jmckay@millisma.gov>
Subject: DPW SCADA computer replacement

Hello Jim,

I confirm my full agreement with the vendor, Woodard and Curran, in their recent assessment regarding the necessary upgrade of our SCADA computers.

The Windows 7 operating system currently in use, which is significantly outdated, leaves the municipality open to cybersecurity vulnerabilities. Upgrading to Windows 11(or at least 10), as recommended, will crucially improve our cybersecurity posture. The recommended upgrade is a component of a broader series of improvements to the network infrastructure that will strengthen our overall cybersecurity framework and support our ability to maintain a resilient and robust network. I am confident that the upgrade is necessary.

Jim Donovan
IT Director
Town of Millis
900 Main Street
Millis, MA 02054
(508)906-3748

33 Broad Street
One Weybosset Hill
Floor 7
Providence, RI 02903
www.woodardcurran.com

T 800.426.4262
T 401.273.1007
F 401.273.5087

June 21, 2023



James McKay
Director of Public Works
Millis Department of Public Works
7 Water Street
Millis, MA 02054

Re: Proposal for Millis Plant SCADA Computer Upgrade

Dear Mr. McKay:

We are pleased to provide this proposal to the Town of Millis for upgrading the SCADA computers at the Department of Public Works (DPW). The following details our Scope of Services and Project Budget.

BACKGROUND

The existing SCADA computers located in the Control Room at the DPW utilize Windows 7 operating systems (OS). As of January 2020, Windows 7 OS is no longer supported or patched by Microsoft, therefore, security updates are no longer developed to address vulnerabilities in the operating system. The Millis SCADA system Human-Machine-Interface (HMI) software is GE iFix. This software will expire June 30, 2023. The next software revision is not compatible with the Windows 7 operating system. These upgraded computers and HMI systems will align better with recommended cybersecurity best practices for a SCADA control system.

SCOPE OF SERVICES

The Scope of Services summarizes the work to be performed by Woodard & Curran to implement the upgrade. The services are described below.

SCADA COMPUTERS UPGRADE

PROCUREMENT

Woodard & Curran will specify, procure, and deliver the following:

- Two (2) Dell Precision 3660 computers for the DPW with Windows 10 OS, 27" Monitor, Keyboard, Mouse, and MS Office
- One (1) Grandstream UMC6200, or equal, voice modems for alarm notification
- The following SCADA software licenses:

Name	Location	Type	Description	Serial Number
SCADA 1	DPW Control Room	HMI	GE iFix v2022 Plus Development Unlimited w/ Sync	100339355-01
	DPW Control Room	I/O Driver	GE iFix IGS Basic Driver	100339355-01
		Alarm	WIN911	W0708090800405
SCADA 2	Norfolk Rd Treatment	HMI	GE iFix v2022 Plus Runtime Unlimited w/ Sync	100339355-02
	Norfolk Rd Treatment	I/O Driver	GE iFix IGS Basic Driver	100339355-02
		Report	XiReporter	20748



IMPLEMENTATION

Woodard & Curran will perform the following implementation tasks:

- Download/transfer existing files and programs to the new computers.
- Configure the new computers.
- Install and license all the SCADA software.
- Test system configuration and functionality prior to installation.
- Deploy onsite and test monitoring and control functionality, including alarms.
- Train operators (2 hours max)

ASSUMPTIONS

- This proposal includes the necessary labor and expense to upgrade the existing system as is and does not include development time for changes to the HMI or report applications.
- The proposal includes the cost for one year of software support for the newly upgraded software.
- This estimate includes sufficient labor and expense to complete the above tasks. If additional time is required due to unforeseen issues it will be reviewed with the Town and approved as a Change Order before proceeding.
- The scope of services excludes improvements or modifications to the existing remote access system. An upgrade to this system can be provided separately.

BUDGET

Woodard & Curran proposes to conduct the work presented above for a lump-sum fee of \$22,000. Billing will be progress billing monthly.

Hardware, Software, Modem & Expense	\$ 14,500
Labor (Configuration, Startup, Training)	<u>7,500</u>
Total:	\$22,000

TERMS

The undersigned hereby states that they are the person or duly authorized agent of the person or organization contracting for the above services on the above-described project; and that the terms and conditions attached are understood and herewith agreed to and accepted.

We greatly appreciate this opportunity to offer our SCADA services. If you accept this proposal and wish to proceed with the Scope of Services, please sign in the space indicated below and return a copy for our files. Please feel free to call the undersigned at 860-876-6554 you have any questions regarding this proposal or require any further information.



Sincerely,

WOODARD & CURRAN, INC.

A handwritten signature in blue ink, appearing to read "Rob Laird".

Rob Laird, P.E.
Practice Leader
Intelligent Technology Services

PN: P234922.09

IN WITNESS WHEREOF, the parties hereto have executed this Agreement by their duly authorized agents as of the date indicated below.

AUTHORIZATION BY:

WOODARD & CURRAN, INC.

TOWN OF MILLIS, MA

A handwritten signature in blue ink, appearing to read "Rob Laird".

06.21.23

Signature

Date

Signature

Date

Rob Laird, P.E.

Name (printed)

Name (printed)

Practice Leader / Vice President

Title

Title

TOWN OF MILLIS



DEPARTMENT OF PUBLIC WORKS

Veterans Memorial Building
900 Main Street
Millis, Massachusetts 02054

TO: Michael Guzinski, Town Administrator

FROM : James F. McKay, Director of Public Works

DATE : August 9, 2023

SUBJECT : Winston Change Orders Request # 6 and 7

Attached is change order #6 from Winton Builders in the amount of \$ 20,006 #7 in the amount of \$ 3,101 and a recommendation from Tyler Bernier, Kleinfelder Project Engineer for the D'Angelis Water Treatment Plant PFAS Upgrades.

The DPW Director and DPW Superintendent have reviewed and approved both Change Orders.

Michael Guzinski, Town Administrator

Date Approved



August 1, 2023

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

RE: Change Order #6 – Steel Coatings
D'Angelis Water Treatment Plant PFAS Upgrades Project

Dear Mr. McKay:

Attached is a proposed change order from Winston Builders Corporation for the D'Angelis Water Treatment Plant PFAS Upgrades Project. This change order includes costs for materials and labor as needed to coat the steel framing members and exterior doors of the building. This work is recommended to provide better protection of the steel superstructure and extend the building's service life. The total cost of the proposed change order is \$20,006.00. We have reviewed the request and agree the cost proposed is fair for the scope of work to be completed.

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

Sincerely,
KLEINFELDER

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

Tyler Bernier, Project Engineer

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

23-167

Approval of
Mutual Aid for ACO

Introduction

This Mutual Aid Agreement is intended to set forth terms and agreements between participating agencies including the Town of Milford, the Town of Medway and the Town of Millis.

Mission Statement

This Mutual Aid Agreement has been established to fill a void in cooperative assistance capabilities pertaining to domestic animal control matters at a municipal level. There is a need pursuant to the standardized Incident Command System for a coordinated and cooperative approach to multi-jurisdictional interactions between municipal Animal Control Officers. The mission of this cooperative effort is to provide local Animal Control Officers with a means to provide assistance to fellow Animal Control Officers when additional resources are deemed necessary to effectively and safely handle situations. In effecting this Mutual Aid Agreement, such assistance may progress unhampered by local jurisdictional boundaries within the participating municipalities. The Memorandum participants will work cooperatively with local departments in signatory communities as well as state and federal agencies as appropriate.

Participating Agencies

Any municipality within the Commonwealth of Massachusetts is eligible and encouraged to participate in this cooperative Mutual Aid Agreement, to request its services and receive its assistance. All participating municipalities, through their respective Animal Control Officers are encouraged to actively participate as their resources allow.

Support and Resource Participation

Municipal Animal Control Officers authorized by their respective communities will work cooperatively with local departments in signatory communities as well as with state and federal agencies as appropriate. The signatory entities hereto recognize that many incidents involving domestic, livestock and wildlife animals come to involve not only multiple jurisdictions within Massachusetts, but also other states. We additionally recognize that signatory entities hereto have numerous services that may be drawn upon to serve well the needs of the signatory communities. It shall be the policy of this Agreement, that when resources allow, to participate fully with and utilize the services which are available to it and its involved Animal Control Officers to the fullest extent possible.

Command and Control

Each participating Animal Control Officer shall, first and foremost, remain employees of their respective municipalities and under the control of said town or city. Participating Animal Control Officers shall additionally be subject to all applicable rules, regulations, policies and procedures of their respective communities. While providing support functions under the auspices of the

Agreement outside of their home jurisdictions, Animal Control Officers shall be under the control of the municipality Animal Control Officer in which they are rendering assistance and support.

Process for Requesting Assistance

The process for requesting assistance should include the following:

The requesting agency shall make a request through the assisting agencies through dispatch center and on duty law enforcement supervisor.

To the extent possible, the requesting agency shall provide the following information:

- (i) A general description or nature of the incident
- (ii) Identification of the type of assistance needed
- (iii) The location of the need
- (iv) The estimated duration of the call

Each Animal Control Officer authorized to assist in the purpose of this Agreement shall be responsible for obtaining proper authorization from his/her home municipality before participation in extra-territorial assistance. They, likewise, shall be responsible for keeping their home agency apprized as to the scope of their involvement in any such assistance or investigation.

Rules and Regulations

All Animal Control Officers acting pursuant to a request for assistance or who are performing a support function outside of their territorial jurisdiction shall adhere to the rules, regulations, policies and procedures of their own home agency. Should a situation arise whereby an Animal Control Officer authorized to provide support outside of their territorial jurisdiction is asked to perform a task or duty which is inconsistent or in violation of such rules, regulations, policies and procedures of their own agency, she/he shall immediately notify the Animal Control Officer or the municipal official in charge of the incident in which she/he is involved the she/he cannot perform the task asked of them and provide the reasons as to why.

Where an Animal Control Officer is lawfully authorized by their home municipality to perform their duties armed, such authorization shall be accepted by all parties who are signatories hereto. Such authorization or lack thereof shall be predicated upon what is permitted in the home municipality of the Animal Control Officer, and not what is permitted or prohibited in the requesting jurisdiction. Likewise, where an Animal Control Officer is not authorized to wear a firearm as part of their duty equipment, said Animal Control Officer shall not become authorized to be armed when acting pursuant to his Agreement in a municipality that authorizes their Animal Control Officer to be so armed.

Liability and Immunity

Each signatory agency shall be liable for the salaries, overtime and benefits of its authorized personnel while they are providing assistance to another signatory municipality. All compensation

Any municipality within the Commonwealth of Massachusetts or established entity whose authority involves domestic animal control, not originally a party to this Agreement may become a party hereto by sending a written request to all current parties involved. Such a request shall be executed by the requesting municipality or entity and a signatory form shall also be executed by such municipality or entity.

This Agreement may be amended only with the approval of each municipality who is party thereto.

Nothing in this Mutual Aid Agreement shall interfere with any other agreements between municipalities or entities that exist exclusive of this Agreement.

This Mutual Aid agreement consists of six (6) total pages exclusive of letters of commitment from the signatory municipalities or entities hereto. Copies of said letters of commitment shall be attached hereto as a permanent record. The original copy of this Agreement and the signed letter of commitment shall be retained as mutually decided by signatory municipalities. One copy of this Agreement and the addendum letters of commitment to each signatory entity hereto shall be provided to each participating municipality or entity. Originals of each notice of withdrawal and request to join shall likewise be maintained and attached hereto as a permanent record and copies shall be provided to all signatory agencies hereto.

Acceptance and Signatures

Chair, Board of Selectmen Milford

Chair, Board of Selectmen Medway

Chair, Board of Selectmen Millis

Date of Agreement:_____

23-168

Approval of

Letter to Legislators re: Millis Housing

23-168

Approval of

Letter to Legislators re: Millis Housing Authority

MILLIS HOUSING AUTHORITY
310 EXCHANGE STREET
MILLIS, MA 02054
508-376-8181

The Honorable _____
The Commonwealth of Massachusetts
State House, Room _____
Boston, MA 02133

Via email

Re: Millis Housing Authority - CHAMP

Dear Sir/Madam,

We write today to solicit your help.

The Millis Housing Authority and its Board prides itself on its service to the community, working hard to be seen as a resource whose main mission is to provide safe, affordable housing to those in need, and, more specifically, to house our local residents. We take our role seriously and we strive to be a voice for those who have placed their trust in our hands.

With the inception of the new, state mandated CHAMP registration waitlist program having been put in place, we can no longer service Millis and the surrounding communities as we so successfully were able to do in the past by providing them their local priority preference status.

Since CHAMP was implemented, we have seen our Executive Director and staff struggle to fill vacancies due to the CHAMP mandates now in place. Their hands are tied, bound by the rules and regulations of the placement guidelines, and the results of which are long delays, increased vacancies, loss of rent, and loss of faith in the housing authority by our townspeople who are now placed in a vast, black hole along with everyone in the state seeking housing, whether they live five miles from Millis or fifty-five.

Currently, we have six vacancies we have been unable to fill due to the new CHAMP system and the laborious efforts we are required to expend to find eligible applicants from the statewide data base.

A few details to illustrate our frustration:

- One vacancy of ours required pulling 100 names from the CHAMP list. This requires 16 hours of manual staff time. The cost per packet for mailing is \$61.00. The housing authority received only 10 packets back out of 100 mailed. Only one individual accepted a unit of the 10. The cost to fill that one unit was \$610.00. DHCD considers a 10% return and the cost incurred to the authority to fill that unit acceptable. Prior to CHAMP the total cost of mailing correspondence was less than \$1.20.
- Our vacant units are completely turned over and renovated within 14 days of being vacated, but have remained empty and without tenancy or revenue for between 6-12 months due to CHAMP. This creates a loss on average of approximately \$350.00 per unit per month, which dramatically affects our operating reserves, and most importantly, keeps us from our mission of housing individuals in need. Prior to the implementation of CHAMP, units were leased

within 30 days, and very seldom was there a month of lost revenue or unhoused individuals in need of housing.

- Waitlists: Due to the fact that there aren't any restrictions on the way an individual can qualify themselves as homeless when applying on the CHAMP website, and homeless status prioritizes above all other applicants on every waitlist at every authority, prior to actually getting to a local applicant the housing authority must send hundreds of packets to possible candidates across the state. This also creates a list that is impossible for small agencies to work through to fill vacancies. The Millis waitlist on the CHAMP program is as follows:
 - **9000 applicants in total are on the list for a housing authority that is composed of 73 elderly units and 10 family units.**
 - 603 of these applicants have priority as "No fault Emergency", so will be considered a priority above local or veteran, and the Housing Authority is required to follow this regulation set forth by the CHAMP System.
 - 133 of the applicants are Local or Veteran Priority Status and will follow the Emergency applicants
 - 3490 are Elderly, and 6273 are Family applicants

Aside from the administrative inefficiencies and significant financial losses, and perhaps of greater importance, we are dismayed and sorely disappointed at the unspoken message now being communicated to the hard-working senior citizens of our town: that they are no longer given priority to have the opportunity to remain in their community should they need our assistance.

We have always been, and will continue to be, a warm and welcoming place for all of our residents, whether they are from Millis or elsewhere in the state. However, we cannot continue to suffer the red tape of CHAMP while we sit with multiple vacancies that could be filled if our Executive Director had some ability to evaluate emergencies or special circumstances within our own community and surrounding towns with what use to be a local priority preference according to the prior DHCD regulations (pre-CHAMP). The existing system is not working, and we need some relief from its stringent requirements in order to move forward.

We would ask that you do all that you can to assist in making much needed changes to the current CHAMP system, most importantly local and veteran priority preference, and, until such changes can be implemented, help us come up with a solution to unclog what has quickly become a backlog of vacancies that exist universally in housing due to the broken CHAMP system.

Respectfully,

23-169

Approval of
Overdose Awareness Event

Karen Bouret DeMarzo

From: Jennifer Knight-Levine <jknight-levine@safecoalitionma.org>
Sent: Thursday, July 13, 2023 3:06 PM
To: Karen Bouret DeMarzo
Subject: Re: Overdose Awareness Day, walk
Attachments: Screen Shot 2023-07-13 at 2.11.56 PM.png; Screen Shot 2023-07-13 at 2.11.41 PM.png

Follow Up Flag: Follow up
Flag Status: Flagged

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Thank you so much! Here are the details!

Overdose Awareness Walk on International Overdose Awareness Day

August 31st, 2023

Walk starts at 10:00am and ends at 7:00pm.

NO rain date

20 people

No Electric

No food or alcohol

The plan would be to walk past each center of town and hold a moment of silence before walking to the next community.

*We would enter Millis on Rt 115 coming from Norfolk, take a left onto Plain St and then a left onto 109. We would follow 109 into Medway.

(I have attached two maps!)

*Walk begins in Plainville and ends in Franklin. The section of Millis we plan to walk is attached.

*Volunteers will be at designated to locations with light snacks and water in their bags.

Thank you!

From: Karen Bouret DeMarzo <Karen.Bouret.DeMarzo@millisma.gov>

Date: Wednesday, July 12, 2023 at 4:14 PM

To: Jennifer Knight-Levine <jknight-levine@safecoalitionma.org>

Subject: RE: Overdose Awareness Day, walk

I love the idea. Just reply to this email with all of the information/details that you can provide. Date, hours, etc. and I can add it to the next Select Board meeting agenda on 8/14 for review and hopefully approval.

Regards,
Karen

Karen Bouret DeMarzo

Assistant Town Administrator
Human Resources Manager

900 Main Street
Millis, MA 02054
508.376.7041

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From: Jennifer Knight-Levine <jknight-levine@safecoalitionma.org>
Sent: Wednesday, July 12, 2023 3:50 PM
To: Karen Bouret DeMarzo <Karen.Bouret.DeMarzo@millisma.gov>
Subject: Overdose Awareness Day, walk

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

Hi Karen!

Last year the Millis Selectboard allowed us to place flags on the common for overdose awareness day. This year, in addition to the flags, we would like to opportunity to walk through the town of Millis on a Walk to Remember from Plainville to Franklin. We have the route mapped out which I can provide. Any advice on next steps would be great. Thank you!

Jen

Jennifer Levine
(She/her/hers)
CEO, co-founder
SAFE Coalition
508-488-8105
31 Hayward St
Unit 2-c
Franklin, MA
02038

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23-170

Approval of
One-Day Alcohol Licenses



TOWN OF MILLIS

OFFICE OF THE SELECT BOARD

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

ONE-DAY SPECIAL ALCOHOL LICENSE

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

Date of Local Authority Approval: 8/14/2023

Name of Applicant: Millis Lions Club Lois Lawsohn / lois@necanews.org

Name of Establishment: Millis Lions Club - St Thomas Large Hall

Address: 974 Main St.

Description of Establishment: church-owned function hall

Date(s) of Function(s): 9/22/2023

Description of Function(s): Dinner fundraiser

Hours of Sales: 5-8 pm

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

The establishment is: For profit ☐
Non-profit ☒ ID # 15569920

Restrictions imposed by the Select Board: _____

License Fee - \$100 for profit / \$50 non-profit check # 3267

Town of Millis Select Board:

Chair

Vice Chair

Clerk



TOWN OF MILLIS

OFFICE OF THE SELECT BOARD

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

ONE-DAY SPECIAL ALCOHOL LICENSE

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

Date of Local Authority Approval: 7-31-2023

Name of Applicant: Nathan Maltinsky

Name of Establishment: Boggs tower fish + Game club

Address: 247 Ridgert street

Description of Establishment: Fish + Game club

Date(s) of Function(s): August 26th 2023

Description of Function(s): Employer Reception

Hours of Sales: 5-10 PM

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

The establishment is: For profit ☐
Non-profit ☒

Restrictions imposed by the Select Board: _____

License Fee - \$100 for profit / \$50 non-profit check # 3091

Town of Millis Select Board:

Chair

Vice Chair

Clerk

23-171

Liaison Updates

23-172

Approval of
Draft Minutes

23-173

Water/Sewer Commitments



Fiscal Year – 2024
July 2023

**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
35400021	F3685	28.59	47.25	61.84		40.43		178.11
350001044	F3686	24.70	47.25	53.80				125.75
35400050	F3687	28.59	47.25	61.84				137.68
35400022	F3688	28.59	47.25	61.84				137.68
400291700	F3695	48.04	47.25	102.041				197.33
35000129	F3696	51.93	47.25	110.08				209.26
301867800	F3697	69.87	47.25	140.89				258.01
201453200	F3698	63.60	47.25	134.20				245.05
3215589	F3699	121.11	47.25	242.17				410.53
321741710	F3700	74.14	47.25					121.39
400291700	F3701	55.82	47.25					103.07
301246700	F3702	63.60	47.25	134.20				245.05
300858300	F3703	86.94	47.25					134.19
321414000	F3704	48.04	47.25					95.29
401002200	F3705	75.27	47.25	158.32				280.84
422231300	F3706	116.84	47.25					164.09
301762000	F3707	116.84	47.25					164.09
35400054	F3708	31.44	47.25	64.93				143.62
35400052	F3709	27.17	47.25	56.49				130.91
300739000	F3710	61.33	47.25	124.01				232.59
101756600	F3711	121.11	47.25	242.17				410.53
301651910	F3712	86.95	47.25	174.65				308.85
Total Commitment for July 2023								4433.91

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 _____, 2023

Town of Millis Water Commissioners:



Fiscal Year – 2023

June 2023

**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
421802210	F3677	63.60	47.25	134.20				245.05
319596000	F3678	51.93	47.25					99.18
221542200	F3675	63.60	47.25	134.20				245.05
201171100	F3667	44.15	47.25					91.40
300954700	F3679	75.27	47.25	158.32				280.84
201946100	F3680	67.49	47.25					114.74
200614900	F3681	48.04	47.25	102.04				197.33
35400023	F3682	28.59	47.25	61.84		40.43		178.11
400421900	F3683	24.70	47.25					71.95
35400019	F3684	32.48	47.25	69.88		40.43		190.04
201714000	F3689	28.59	47.25	61.84				137.68
350001134	F3690	28.59	47.25	61.84				137.68
202075300	F3691	40.26	47.25					87.51
201499000	F3692	44.15	47.25					91.40
351000207	F3693	24.70	47.25	53.80				125.75
401526100	F3694	48.04	47.25	102.04				197.33
Total Commitment for June 2023								2491.04

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 _____, 2023

Town of Millis Water Commissioners:

