



TOWN OF MILLIS

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

OFFICE OF THE SELECT BOARD

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

Michael J. Guzinski
Town Administrator
mguzinski@millisma.gov

Karen Bouret DeMarzo
Assistant Town Administrator
kbouret@millisma.gov

SELECT BOARD MEETING AGENDA MONDAY, SEPTEMBER 12, 2022; 7:00 PM VETERANS MEMORIAL BUILDING ROOM 229

	Topic	Time	Speaker
I.	Call to Order	7:00 PM	Chair Underhill
II.	Announcements <ul style="list-style-type: none">Playground Communication BoardDrought UpdateNorfolk County Sheriff's Office Community Service		
III.	Scheduled Appointments & Hearings		
22-186	Acceptance of Gift – LifeVac Lifesaving Equipment for Fire/Rescue	7:00 PM	Chief Barrett
22-187	Appointments: <ul style="list-style-type: none">Part Time Public Safety DispatcherElection WorkerRecreation Department Committee Member	7:10 PM	M. Guzinski
22-188	Discuss/Vote on Town Policy for Lift Assist at Assisted Living & Nursing Home Facilities	7:15 PM	E. Underhill Chief Barrett
22-189	Presentation by Town Social Worker	7:20 PM	A. Leone
22-190	Police Department Chief's Update	7:30 PM	Chief Soffayer
22-191	Discuss and Vote to Set Fall Town Meeting Date Vote to Open Fall Town Meeting Warrant	7:45 PM	Sel. Underhill
22-192	Consideration of Proposed Warrant Article	7:50 PM	L. Hardin
IV.	Open Session Items		
22-193	Approval of DPW Contract <ul style="list-style-type: none">Tree Trimming/Removal		J. McKay
22-194	Discuss Proposed Sewer Policy		Sel. Underhill
22-195	Review/Approval of Cell Tower Request for Proposals (RFP)		K. Bouret DeMarzo

22-196	Board/Committee Liaison Updates	Sel. Underhill
22-197	Approval of DRAFT Minutes <ul style="list-style-type: none"> • 6/6/22 • 6/23/22 • 8/22/22 	Sel. Underhill
V.	Executive Session To conduct strategy sessions in preparation for negotiations with union personnel. (SEIU/AFSCME) To discuss strategy with respect to litigation. (Site Investigation & AFFF)	
VI.	Adjournment	

Proposed Upcoming Meeting Schedule

Date	Time	Location
Thursday, September 15, 2022	7:00 pm	Via Zoom
Monday, September 26, 2022	7:00 pm	Rm 229 VMB
Monday, October 17, 2022	7:00 pm	Rm 229 VMB
TBD	7:00 pm	Rm 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

22-186

Acceptance of Gift



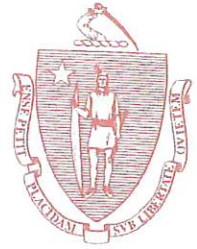
Richard Barrett
Chief

Millis Fire/Rescue

885 Main Street
Millis, Massachusetts 02054

Phone: 508-376-2361

Fax: 508-376-4339



Andrew Hladick
Deputy Chief

To: Mike Guzinski

Reg: Donation

Date: June 7, 2022

Mr. Guzinski,

Millis resident and the owner of Medway oil, Jeffrey Mushnik, approached me last year about a lifesaving piece of equipment called the LifeVac. This device is used on someone who is choking by dislodging the obstruction, it is non-invasive and very easy to use. We discussed locations for it, who should carry them, and the amounts needed in town. We decided that it makes the most sense to place them everywhere we have an AED in town, as well in every Police Cruiser and piece of Fire Apparatus. Mr. Mushnik generously has donated 52 LifeVac's to the Town of Millis. I would ask that he be placed on the next Select Board meeting so we may accept the donation as well as acknowledge him. Please let me know the earliest meeting we could attend.

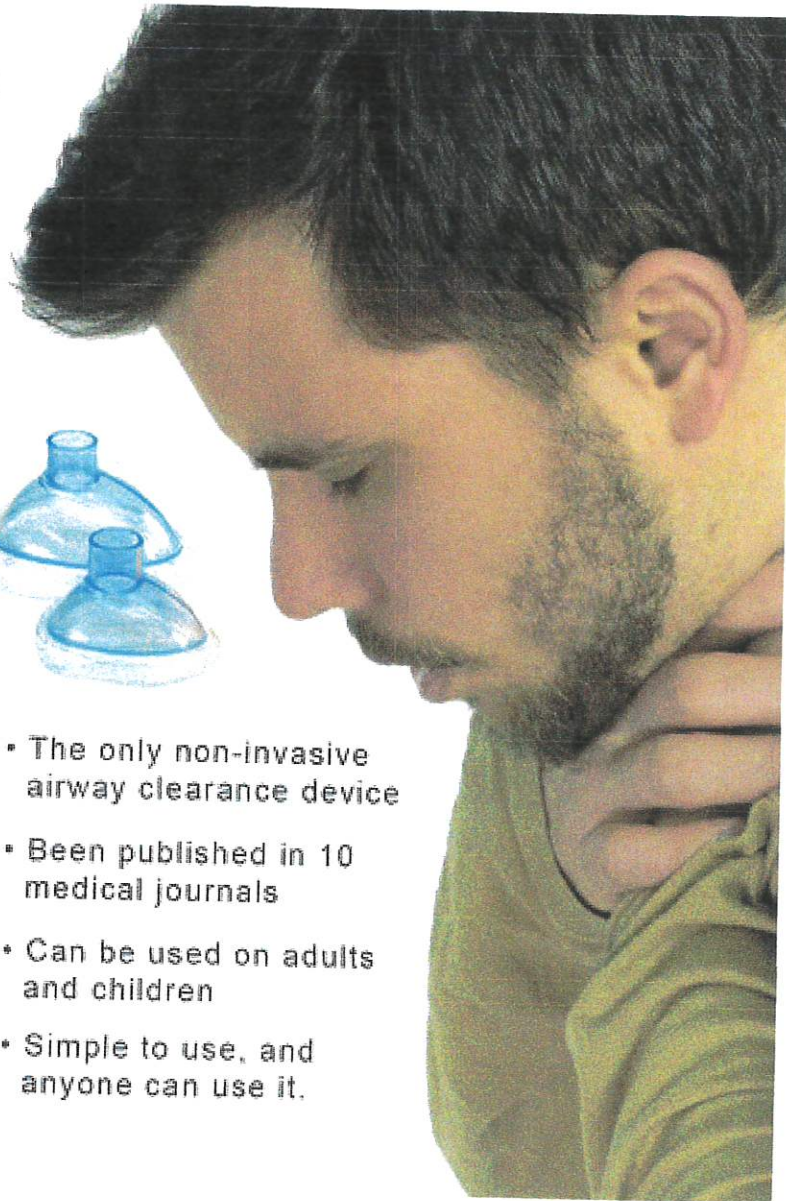
Respectfully,

Richard Barrett

Fire Chief



- The only non-invasive airway clearance device
- Been published in 10 medical journals
- Can be used on adults and children
- Simple to use, and anyone can use it.



22-187

Appointments



Millis Police Department

1003 Main Street

Millis, Massachusetts 02054

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

August 30, 2022

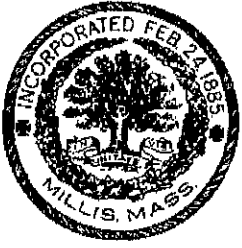
Mr. Guzinski,

I respectfully ask that the board consider the appointment of Kelly Fritts as a Part-Time Dispatcher. Mrs. Fritts has worked as a public safety dispatcher since 2005 for the Town of Wellesley. Mrs. Fritts has all the required training and certifications to perform the job. Mrs. Fritts would be a great addition to the department and would certainly help enhance our abilities operationally with her 17 years of experience.

This is not a new position, in addition there is no training cost associated with this appointment. Thank you for your time and consideration.

Respectfully Submitted,

Christopher J Soffayer
Chief of Police



TOWN OF MILLIS

Recreation Department
900 Main Street • Millis, MA 02054
Phone: 508-376-7050
Fax: 508-376-7053

Kris Fogarty
Recreation Director
kfogarty@millisma.govt

To: Michael Guzinski, Town Administrator
From: Kris Fogarty
Date: August 29, 2022
Re: Recreation Committee Members

I would like to recommend Amanda Jarvis to the Millis Recreation Committee.

I have spoken to Ms Jarvis and she is very enthusiastic about joining the Committee. Ms. Jarvis is a lifetime resident and is now raising her family here and is looking forward to serving on the Recreation Committee

Please let me know if you have any questions.

Regards,

Kris Fogarty, Director

22-188

Lift Assist Fee



TOWN OF MILLIS

TO: Select Board

FROM: Michael Guzinski, Town Administrator

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

DATE: September 8, 2022

RE: Lift Assist Charges

In following up from your discussion of this matter at your last meeting, I am recommending that in addition to the \$500 charge per lift assist that the Fire Chief has recommended, I recommend that the Board add a 10% fee onto that for all administrative costs associated with this process (similar to what is done for "Police Details"). Therefore I recommend a lift assist charge of \$550 per lift.

Please contact me should you have any questions in regards to this matter. Thank you.



Millis Fire/Rescue

885 Main Street
Millis, Massachusetts 02054

Phone: 508-376-2361

Fax: 508-376-4339



Richard Barrett

Chief

Andrew Hladick

Deputy Chief

To: Mike Guzinski

Reg: Lift Assist Charges

Date: August 22, 2022

Mike,

With the completion of the Anthology project at 125 Dover Rd set to be in October, I felt this was a good time to discuss the fee for a non transport/non emergency lift assist policy. One of the biggest responses to Assisted Living facilities is for non emergency/non transport lift assist. This is when a patient either falls, slips off a chair, slips out of bed and lands on the floor and is unable to stand or get back into bed or the chair without assistance. Many facilities have a "no lift" policy, which states that their staff will not lift a patient off the floor. They have this policy for many reasons, not enough staff, improperly trained staff and most importantly to reduce injuries to the staff and the patients. When a response is required by the Fire/EMS department and a lift assist only is performed there is no ability to bill for services, EMS billing occurs with a transport to a medical facility. To address the frequent responses for these types of calls many communities have instituted "non emergency/non transport lift assist" fees. The most recent was the Town of Canton, who in 2019 created a \$500 fee for these lift assist. I have included an email conversation that I had with Chief Charles Doody regarding this policy.

To create this fee we cannot just arbitrarily assign a fee without justifying a cost associated with this type of response. To establish a cost, I took the cost of each personnel on the shift that would respond along with the FEMA rate for both the ambulance and engine. Included in the cost would be fuel and maintenance costs as well as the insurance associated with the response as shown below.

Top step Lieutenant hourly salary: \$39.59/hr x 1

Top step Firefighter/Paramedic hourly salary: \$35.34/hr x 2

Top step Firefighter/EMTB hourly salary: \$32.13/hr x 1

FEMA rate for an Ambulance: \$141.76/hr

FEMA rate for a Fire Engine: \$141.96/hr

Total cost for a lift assist: \$426.12 + fuel, insurance, maintenance etc

Total rounded up cost: \$500.00 per lift assist

This cost would only be applied to non emergency/non transport lift assist at a facility, not a residential request.

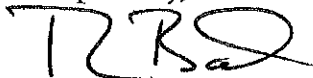
Initially I had proposed that we would send only the ambulance or the Fire Engine when the ambulance was on another call to these lift assist. After speaking with many Chiefs, they warned against that and advised that many times their staff has been caught off guard due to being dispatched for a lift assist to find a true emergency that required more resources i.e. cardiac arrest, syncopal episodes, fractured extremities, large patients that required more than 2 members to lift and many times for a deceased patient. At no time do we want to put our members in a dangerous position or increase the potential for injury.

Since this project was proposed, I have informed the Board of my concerns of the impact on our Emergency Response departments. When we initially met with the Owners and requested an Impact study, they stated we would see an increase of 5-8 calls weekly (200+ annually). After some discussion and as Chief Doody states below it was agreed that we would see a much higher call for service from the facility. Calls that are common at facilities like these are medicals, lift assist, alarm activations both medical and fire, burnt food and lost or missing patients. The true number of calls that we can expect to these facilities are closer to 10-15+ weekly increasing our call volume another 300-400 calls annually.

I have reached out to the Anthology team to schedule a meeting to discuss their policies and procedures on patient care prior to their occupancy of the facility. Recently they responded to my email and are willing to have a meeting with the Town of Millis to discuss their operations.

I am requesting that the Select Board consider approving a "non emergency/non transport lift assist" fee policy, charging the facility a \$500 fee for each lift assist only response. I look forward to speaking with you and the Board about this policy.

Respectfully,

A handwritten signature in black ink, appearing to read 'R Barrett', written over a horizontal line.

Richard Barrett

Fire Chief

Mike,

Canton charges \$500 per lift assist at nursing homes and assisted living facilities when staff calls 911 to pick an uninjured resident up off the floor. As a public service we help disabled people and the elderly in out of their home, for example, when they no family or friends to assist. Dr. Valkanas recommends generating a PCR when performing lift assists.

Charlie

Charles E. Doody
Fire Chief
Emergency Management Director
Town of Canton
(781) 575-6654 ext. 3103

Charlie,

Did you negotiate this with the facilities or it's just what you charge? We have one going up in town and i asked to meet with them regarding this exact issue and others i have heard of. Any insight would be appreciated.

Richard Barrett, CFO
Fire Chief/EMD
885 Main St.
Millis, Ma 02054
Phone: 508-376-2361
Fax: 508-376-4339

They have no choice on what you decide you want to charge. We did an analysis of what the cost of doing a lift assist was. We looked at salary of 5 FF's (engine and amb), time (1 hour min), vehicle cost, (you can use FEMA rates), fuel & maintenance. Then we rounded up to \$500. Gave the proposal to the Board. They approved the policy. We notified all the facilities that it would apply to and implemented the program. Whatever the facility tells you multiply the number of runs you will do by at least 10. If it's corporate they will not pick a patient up off the floor for liability reasons. We thought the \$500 would reduce the number of calls but it didn't. They'd rather pay us than change the policy. Good luck.

Charles E. Doody
Fire Chief
Emergency Management Director
Town of Canton
(781) 575-6654 ext. 3103

22-189

Social Worker Presentation

22-190

Police Chief Update

22-191

Set Fall ATM Date

Open Fall ATM Warrant



TOWN OF MILLIS

TO: Select Board

FROM: Michael Guzinski, Town Administrator

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

DATE: September 8, 2022

RE: Set Date for Fall Annual Town Meeting & Open Warrant for Fall Annual Town Meeting

The Board should vote to set the date of the Fall Annual Town Meeting (FATM). By Local Bylaw, the date of the FATM is the first Monday of November. However, the Board can delay the FATM to a later date if it so chooses.

The Board should vote to open the warrant for the FATM at this meeting and vote to close the warrant at your meeting on September 26th. I've attached three petition articles which were received by the Town Clerk for inclusion in the warrant.

I will provide the Board with a first draft of the warrant for the FATM at your meeting on September 26th.

Please contact me should you have any questions in regards to this matter. Thank you.

CITIZENS PETITION – ENCLOSED PICKBALL & TENNIS COURTS

To see if the Town will vote to appropriate \$3,500,000, or any other amount, for the purpose of designing, purchasing and constructing an enclosed sports facility to house four or more combination pickleball and tennis courts to be located at one of the locations known generically as Cassidy Farm or the Braun Property or such other similar location as deemed appropriate by the Town officials to ensure and not delay its construction, which amount shall be raised by borrowing or otherwise, or to take any other action relative thereto.

Discussion

The purpose of this petition is to provide for the construction of enclosed recreational facilities in a more cost-effective manner than as presently proposed with respect to the construction of a new senior center. This facility would be constructed independent of any upgrade or construction of a new senior center. As presently proposed, the enclosed pickleball and tennis courts would potentially be constructed as part of the proposed new senior center with an estimated added cost to that facility of between \$4M-and-\$5M.

Many towns, colleges, universities and other institutions have constructed standalone facilities similar to those which are being proposed in this petitioned article. The cost to construct such facilities is typically 10%-to-30% less than the brick-and-mortar design presently being proposed as part of the proposed new senior center. More importantly, these facilities are not predicated on those facilities being constructed. These facilities, which could be either an air-supported or metal structure, are relatively inexpensive, can be constructed easily and quickly and will meet the needs of the community for these sports to be played indoors in all weather conditions.

The petitioners recommend approval of this article.

Millis Town Clerk
Received

AUG 29 2022

41

CITIZENS PETITION - ENCLOSED PICKBALL & TENNIS COURTS

Signature	Printed Name	Address
✓ <i>[Signature]</i>	PETER C. JORMAIN	21 CAUSEWAY ST,
✓ <i>[Signature]</i>	DIANE JURMAIN	821 Causeway St, Milled
✓ <i>[Signature]</i>	Cary J. Jorjain	87000000 ST Mills (3)
✓ <i>[Signature]</i>	Joe Shuker	29 Plain St.
✓ <i>[Signature]</i>	Paul Shuker	29 Plain St
✓ <i>[Signature]</i>	James W. Lay	416 Village St.
✓ <i>[Signature]</i>	Diane McBride	37 Village St
✓ <i>[Signature]</i>	LINDA EUNICE SCOTT	67 Church St
✓ <i>[Signature]</i>	Jennifer Farrar	7 Rolling Meadow Dr.
✓ <i>[Signature]</i>	Kathleen Streck	8 Rolling Meadow Dr
✓ <i>[Signature]</i>	MARC FRUTER	288 ORCHARD ST.
✓ <i>[Signature]</i>	Cheryl K Jallus Ruffo	288 Orchard St
✓ <i>[Signature]</i>	Nathan Maltinsky	431 Exchange (2)
✓ <i>[Signature]</i>	CHRISTINE MALINSKY	431 EXCHANGE ST
✓ <i>[Signature]</i>	Suzanne Poylowski	431 Exchange St.
✓ <i>[Signature]</i>	Jane M. Hardin	3 Tuckerdale Way

To see if the Town will vote to appropriate \$3,500,000, or any other amount, for the purpose of designing, upgrading, expanding, constructing and otherwise renovating the senior center located in VMB, which amount shall be raised by borrowing or otherwise, or to take any other action relative thereto.

Discussion

The existing senior center, located on the ground floor of VMB, is a relatively uninviting and poorly organized space that does not adequately meet the needs of the seniors as presently configured. Though other options have been considered, they are expensive, would significantly add to the tax levy which tends to fall disproportionately on seniors with limited and fixed incomes and would be located outside the center of Town which would make it more difficult for seniors who visit the center to take advantage of the Town's establishments such as restaurants, the library, Town Hall and other public facilities. Additionally, there is no immediate expectation for significant tax relief as a result of items coming off the debt service schedule since most of the expensive items are ten years or less of age.

The purpose of this article is to upgrade and renovate the existing senior center to a more modern, bright and inviting atmosphere consistent with the architectural preferences of the 21st century and to increase the available space for functions. This would include renovation of the basement areas presently occupied by the senior center as well as incorporating the south end of the first floor of VMB into the senior center. The additional rooms could be multi-purpose for senior meetings and functions and secondarily for use by Town residents for meetings and group functions. The first-floor rooms that would be made available as part of this renovation would include room 130, the Building and Recreation departments. Two departments, DPW and Building, would be moved to the renovated Lansing Millis building. Both departments have indicated a desire to occupy that renovated facility, thereby freeing up the space necessary in VMB for the expansion of the senior center. The Recreation Department would move to a portion of the space presently occupied by the DPW Department, with the remaining space at that location to be configured for additional conference rooms. These new first-floor rooms of the upgraded and renovated senior center would be designed to provide the open and airy feeling of the open space concept consistent with the design of the more modern facilities that are being constructed in the 21st century.

The petitioners recommend approval of this article.

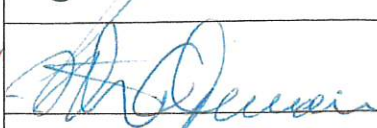
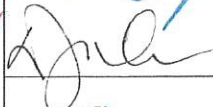



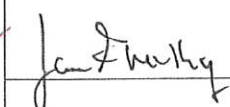
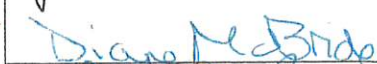
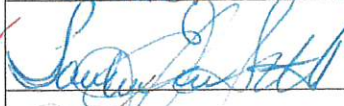
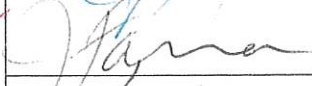

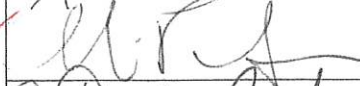


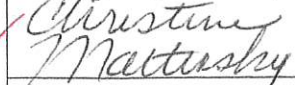
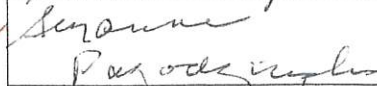
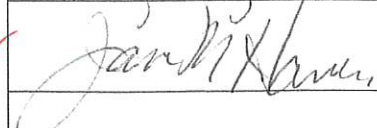
Millis Town Clerk
Received

AUG 29 2022

CITIZENS PETITION – RENOVATION OF LANSING MILLIS BUILDING

Signature	Printed Name	Address
✓ <i>Peter C. Jurmain</i>	PETER C. JURMAIN	21 CAUSEWAY ST.
✓ <i>Diane</i>	DIANE JURMAIN	21 Causeway St, Milis
✓ <i>Cathy Murphy</i>	Cathy Murphy	87 ACORN ST MILIS (B)
✓ <i>Joe Shuker</i>	Joe Shuker	29 Plain St.
✓ <i>Paul</i>	Paul Shuker	29 Plain St
✓ <i>Diane McBride</i>	Diane McBride	37 Village St
✓ <i>Sandra Escobar</i>	Sandra Escobar	67 Curran Street
✓ <i>Jennifer Escobar</i>	Jennifer Escobar	7 Rolling Meadow Dr
✓ <i>Kathleen Streck</i>	Kathleen Streck	8 Rolling Meadow Dr
✓ <i>M. P. Prifer</i>	MARC PRIFER	288 ORCHARD ST.
✓ <i>Cheryl K. Jillos Prifer</i>	Cheryl K. Jillos Prifer	288 Orchard St
✓ <i>Nathan Maltinsky</i>	Nathan Maltinsky	431 Exchange St (A)
✓ <i>Suzanne Pogodzinski</i>	Suzanne Pogodzinski	431 Exchange St
✓ <i>Christine Maltinsky</i>	CHRISTINE MALTINSKY	431 EXCHANGE ST.
✓ <i>Jane M. Hardin</i>	Jane M. Hardin	3 Tucker Dale Way

CITIZENS PETITION – UPGRADE & RENOVATION OF SENIOR CENTER

Signature	Printed Name	Address
✓ 	PETER C. JURMAIN	21 CAUSEWAY ST.
✓ 	DIANE JURMAIN	21 Causeway St., Millis
✓ 	Cecelia T. Jones	87 OAKWOOD ST MILLS (3)
✓ 	Joe Shuker	29 Plain St.
✓ 	Paul Shuker	29 Plain St.
✓ 	James Maly	416 Village St.
✓ 	Diane McBride	37 Village St.
✓ 	Sandra Ann Scott	67 Corn Street
✓ 	Jennifer Farrar	7 Rolling Meadow Dr.
✓ 	Kathleen Streck	8 Rolling Meadow Dr.
✓ 	MARC TRUFFER	288 ORCHARD ST
✓ 	Cheryl K. Gillos-Pafer	288 Orchard St
✓ 	Nathan Maltinsky	431 Exchange (2)
✓ 	CHRISTINE MALTINSKY	431 EXCHANGE
✓ 	Suzanne Pogodzinski	431 Exchange
✓ 	Jane M. Hardin	3 Tuckerdale Way

To see if the Town will vote to appropriate \$2,900,000, or any other amount, for the purpose of designing, upgrading, constructing and otherwise renovating the Lansing Millis building, which amount shall be raised by borrowing or otherwise, or to take any other action relative thereto.

Discussion

The Lansing Millis building, or as more commonly referred to as the old Millis train station, is in dire need of repairs. Without these repairs, the deterioration will progress to such a point that the integrity of this beautiful old structure will be compromised to such a degree that renovation will become unacceptably expensive.

Although renovation of this facility has been discussed for several years, no specific purpose could be determined for the future use of the building other than just having a beautiful old structure in Town that has historical significance for the Town of Millis. However, after much consideration for repurposing this building, it has been determined that both the Building and DPW Departments would like to move into the space that would be available as a result of renovating this building.

Moving these two Town departments into a renovated Lansing Millis would also enhance the opportunity to significantly increase the space available for seniors in VMB. That additional space would be incorporated into the plan to upgrade and enhance the senior facilities that are presently located in VMB. This plan is discussed in greater detail in the petition for upgrading and enhancing the senior facilities in VMB.

The petitioners recommend approval of this article.

Millis Town Clerk
Received

AUG 29 2022

22-192

Consider Proposed Article

TO: Millis Select Board

FROM: Lisa Hardin

RE: Proposed Warrant Article regarding purchase of "Rocklawn" at 270 Exchange Street

I will be submitting a Citizen's Petition to put an Article on the Millis Town Meeting Warrant for November 2022. It is below in DRAFT form. If possible, I would be interested in any suggestions you may have as to the proper wording of the Article and input pro and con regarding the subject in general. I am hoping to be able to have a vote at Town Meeting on the substance of the Article and not have it dismissed because I did not get the language correct. (I copied the language used in the May 2021 Article used to purchase the Braun property on Village Street).

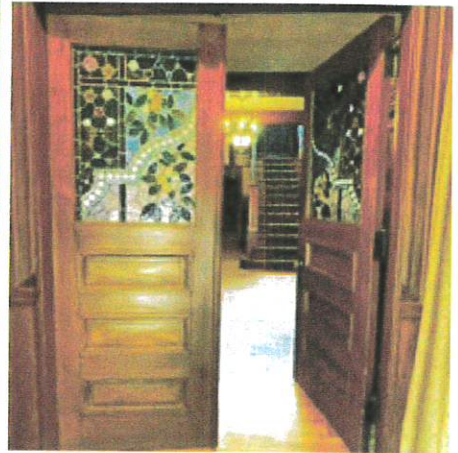
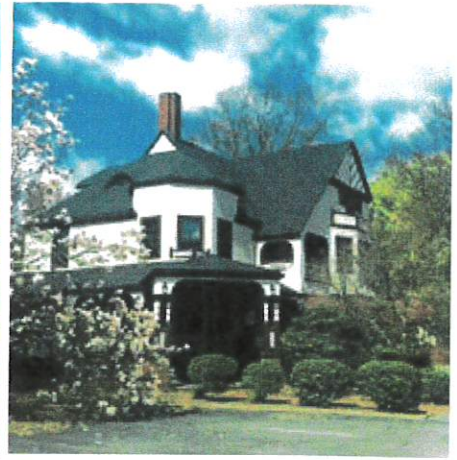
I do not need the Board to take a vote on anything at this meeting.

For your information, I have attached a newspaper article (October 2021), including pictures, and a report written by a previous Select Board member (Hindy Rosenfeld) dated January 21, 1988 which I believe was her comments at the dedication ceremony or grand opening of the building after it had been renovated by Tom Roche.

Fall Annual Town Meeting, November 2022 Proposed Article (Draft)

ARTICLE #___: To see if the Town will vote to appropriate \$1,250,000 to pay costs of acquiring a parcel of land, including any structures thereon, located at **270 Exchange Street** in Millis (currently known as "Rocklawn"), as shown on the Millis Assessors' Map No. 19/049 and consisting of **1.13 acres**, more or less, and **presently owned by Thomas Roche**, including the payment of all costs incidental and related thereto, and that to meet this appropriation, the Treasurer, with the approval of the Select Board, is **authorized to borrow said amount** under and pursuant to M.G.L. Ch. 44, §7(1) or any other enabling authority, and to issue bonds or notes of the Town therefor. The Select Board is authorized to apply for, accept and expend any state or federal aid that is or may become available for these purposes, and the total amount authorized to be borrowed by this vote shall be reduced to the extent of any federal or state grants received on account of this project. Any premium received upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with M.G.L. Ch. 44, §20 of the General Laws, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount, or take any other action relative thereto. (2/3 Majority Vote Required)
(Submitted by Citizens' Petition)

Landmark for sale. 'Queen of Millis,' the former Rossi's, is on the market



Millis native Tom Roche stands in front of the Van Kleeck mansion, a town landmark that was originally home to the daughter of the town's namesake, Lansing Millis, and later home to the Holiday Shop, Rossi's and, most recently, Jasper Hill. Roche bought and restored the Queen Anne home in 1986. Now it's time to hand it over to a new caretaker, he says. The structure is up for sale. WICKED LOCAL/HEATHER MCCARRON

HEATHER MCCARRON | COUNTRY GAZETTE | October 15, 2021

MILLIS — When local developer Tom Roche acquired the old Van Kleeck mansion — also known as Rock Lawn — 35 years ago, he had a vision for giving it a new future while respecting its past.

He spent about 18 months restoring the 1887 summer home built by Helen Van Kleeck, daughter of the town's namesake, Lansing Millis. It was a labor of love, culminating in the opening of what would become a popular dining destination, Rossi's, and recognition from the Massachusetts Historical Commission.

Now Roche, a Millis native, is looking to hand over care of the mansion at 270 Exchange Street to a new steward. It's not an easy property to let go of, he said, but it's time.

Listed through Gibson Sotheby's International Realty, Rock Lawn's original owner would undoubtedly be pleased with how the value of her home — for which she spared no expense — has appreciated, coming in more than 80 times its valuation in the late 19th century. The current asking price is \$1.25 million.

"People here revere the property," said Realtor Janis Urbanek, the listing agent. "It's magnificent." Calling Rock Lawn "the queen of Millis," Urbanek said the property offers an opportunity for someone to carry on Helen Van Kleeck's legacy.

"The potential to operate a restaurant or business is there," said Urbanek, who plans an open house from noon to 2 p.m. on Oct. 23. "The other potential is it could be restored as a residential space."

Gilded Age summer home

The Queen Anne Victorian has had just four owners in its 133 years. It started life as an elegant summer "cottage," later hosting a popular gift shop opened by Eleanor Cole in the 1950s, then Rossi's on the first floor with offices on the second floor, and most recently Jasper Hill, a restaurant and music venue that closed last year.

"Eleanor Cole ran her shop on the first floor. That's what everybody here in town remembers — The Holiday Shop," Roche said. "In her later years here, she would rent some rooms upstairs (to boarders). She was also a music teacher."

Urbanek said many people also have fond memories of dining at Rossi's, as well as celebrating life's milestones — bridal and baby showers, and wedding receptions.

"A lot of us remember, when we were able to afford to have a babysitter come in, coming to Rossi's for dinner," she said.

A well-preserved Victorian

The mansion has 15 rooms encompassing more than 8,000 square feet, not including the basement.

Designed by Boston architect Frank W. Weston, the house retains most of its original details, from mahogany sliding doors and hand-tooled woodwork and mantles, to its stained glass windows, decorative plaster, intricate door handles and keyholes, built-in cabinets, and Italian fireplace tiles.

Standing three stories, the mansion features a complex roof with gables and dormers, as well as balconies, four tall chimneys, wrap-around porches, bay windows, imported doors and a porte cochere.

Roche said respecting the mansion's history was paramount for him when he bought it in 1986.

Having grown up in Millis, and knowing how everyone "always had an eye on the house," he was aware of the position he was in as its latest owner.

"It was in tough shape," he recalled. "It was like a haunted house."

Local historians, as well as the state Historical Commission, had high praise for Roche's efforts, according to various letters written in the late 1980s, congratulating him for preserving the mansion "to an almost exact degree of its original plan."

Recognizing him with a preservation award in 1989, the state Historical Commission noted the mansion was rehabbed to a restaurant on the first floor and offices on the second floor "with minimal alteration."

A legacy of hospitality

Roche said the ideal buyer will give Rock Lawn the love and attention its previous owners have given it.

"This is my feeling — that it could either be a great single-family residence, or a restaurant," he said.

While it wouldn't necessarily be a deal-breaker, he said proposals to break the mansion's spaces into multiple condominiums would be less desirable. Though it could be done, he admitted, "I personally would not want to see that, but it's sentimental."

"I just think a place like this, done by the right person, would be great," Roche said. "I'm talking tea house and bakery maybe."

Even a bed and breakfast, with a tea house component, would be a fitting use.

"It's got so much potential," he said.

The Van Kleecks, lively hosts

Helen Van Kleeck and her husband, Livingston B. Van Kleeck, whose main home was in New York City, were known as genial and lively hosts. Helen had grown up in a welcoming household, headed by her father Lansing Millis, a railroad executive, industrialist and local farmer whose philanthropy inspired townspeople to name the town for him when East Medway broke away in 1885 to form Millis — he died shortly afterward.

Lansing Millis had built a homestead and dairy at Oak Grove Farm, and Helen had inherited a two-acre house plot in the new town, plus several acres of tillage and sprout land valued at \$1,000. The house site is where she chose to build her mansion, which in 1892 had an

assessed value of \$15,000 (about \$450,000 today, based on an average annual inflation rate of 2.67%) — rivaled in value only by Oak Grove Farm.

After the Van Kleecks, along with their son, Walter, became summer residents at Rock Lawn during the fall of 1888, the mansion became a center of lively entertainment.

A memorable party in 1890, according to historical records, saw the lawn set up with courts for tennis, and 30 of Walter's Boston Latin School classmates there to play. Afterward, they played baseball.

At another time, the Van Kleecks hosted a "salmagundi party," featuring games like dominos, jack-straws and hearts. Awaiting the winner of the games were a silver-tipped, leather card case and a fan.

On Sept. 5, 1889, The Milford Gazette reported: "The hospitality of this genial couple is proverbial and in July and August have seen every guest chamber filled. Bright lights, music and happy laughter have made the commodious house, with its rich stain glass and many angles as a pleasant beacon. The wide piazzas have been gay with groups of the young and merry, and its genial mistress has never worried in planning joyous surprises for friends. From morn to eve, and often to the wee hours of the morn again, the round of pleasure has gone on."

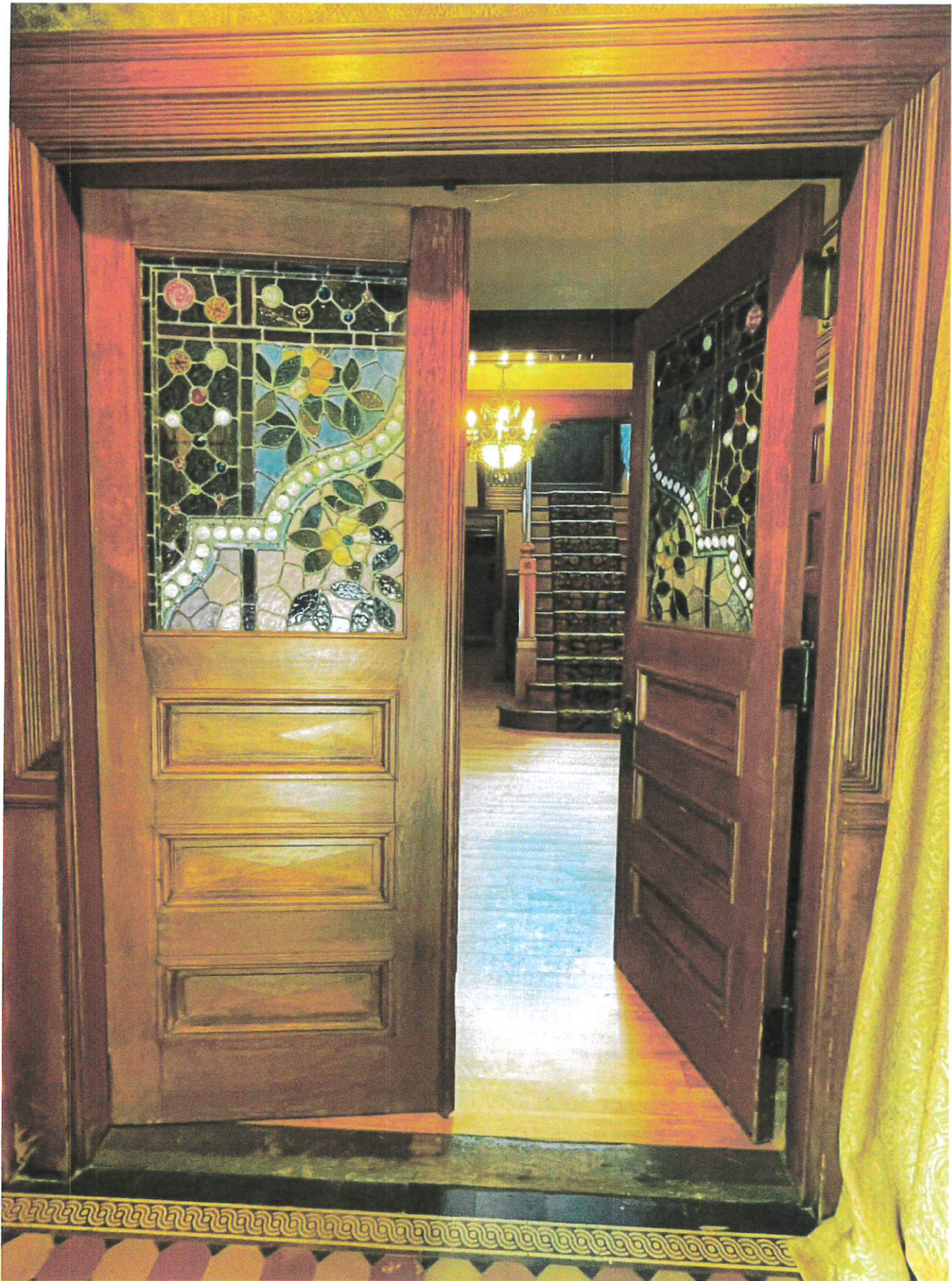
The Van Kleecks, who rubbed elbows with the likes of President William Harrison and first lady Anna Harrison, kept the house until the 1920s, as they gradually spent less time in Millis in favor of other social circles.

J. Allen and Ida Evelyn Cole bought the mansion from the Van Kleecks, and Eleanor Cole ran The Holiday Shop there from the 1950s until the end of 1975. It remained in the Cole family's ownership until Roche bought it.

Van Kleeck mansion, 270 Exchange Street, Millis, MA.



The Van Kleeck mansion, a Millis landmark, is for sale.



Stained glass creates a dramatic entrance to Millis' Van Kleeck mansion.



Woodwork original to the Van Kleeck mansion remains intact.



A dining room inside Millis' Van Kleeck mansion.



A view of the main staircase looking down from the second floor of Millis' Van Kleeck mansion.



Sunlight illuminates one of the stained glass windows inside Millis' Van Kleeck mansion.



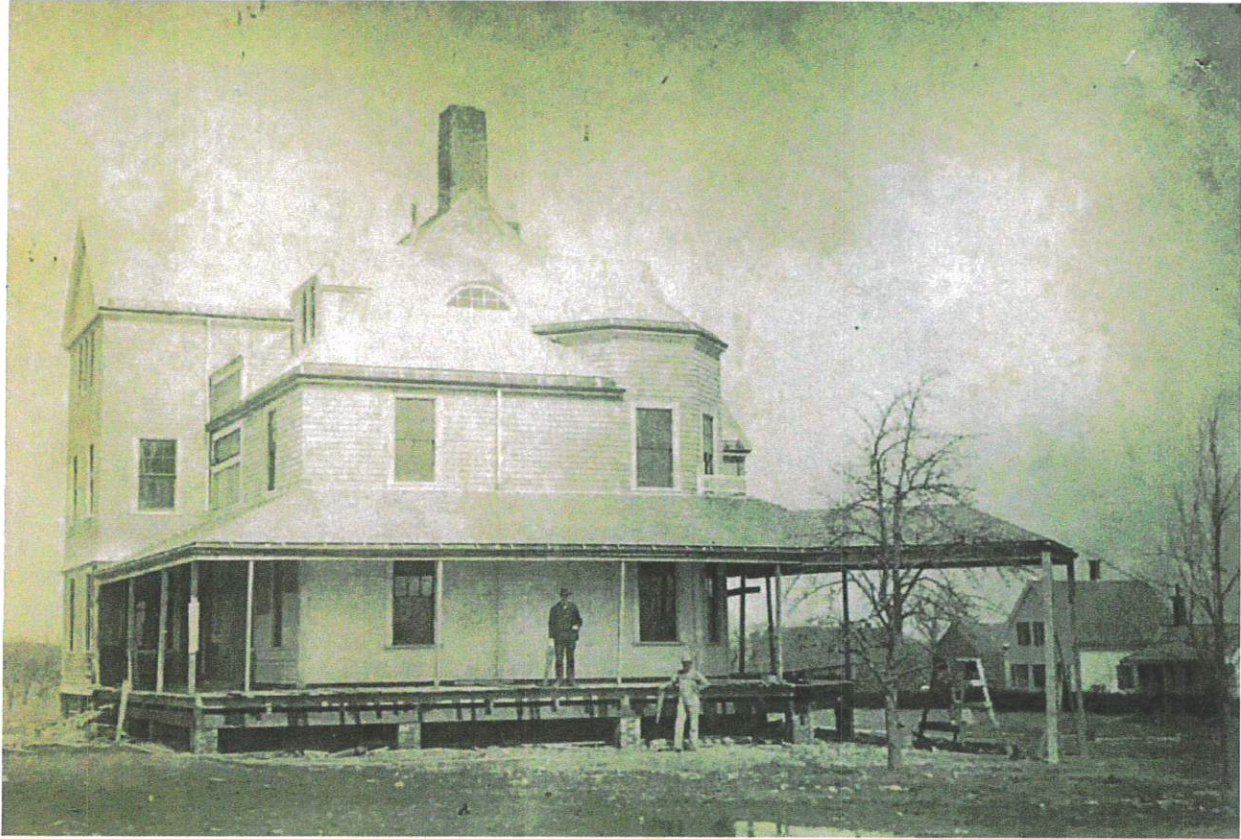
Sunlight causes a stained glass window to glow, giving the staircase an orange aura.



An ornate mirror reflects one of the rooms, featuring original hand tooled woodwork, inside the Van Kleeck mansion in Millis.



The Van Kleeck mansion, known as Rock Lawn, under construction in the late 1880s.



The Van Kleeck mansion, known as Rock Lawn, under construction in the late 1880s.

January 21, 1988

In an area of East Medway, once known as the "Sunny Uplands", Lansing Millis purchased two adjacent homesteads he called "Oak Grove Farm" in honor of giant oak trees on the property. "No sooner was the farm in the hands of its new owner than the lands about began to smile." The farmhouse was enlarged and renovated into an eminent, hospitable residence, farm buildings were constructed, and stone fences enclosed its fields where animals grazed. Oak Grove Farm quality products appeared on the tables of Lansing Millis' Boston based restaurants. We have come full circle in one hundred years - we now have a restaurant on the Millis property.

Lansing Millis was a most energetic and philanthropic citizen, always striving for the public good. When East Medway sought to become a separate town in the year 1885, and a new name had to be given, such a hold had this noble man upon the people's respect that there was but one name in the mind or in the heart of anyone, and Millis is the name we proudly bear today.

Mr. Millis' daughter, Helen Van Kleek of New York City, decided to build a summer home - where we now stand. Construction of the home, called Rocklawn, began in the summer of 1887. The house was designed in Queen Anne style by Boston architect Frank W. Weston. It was to be a magnificent structure of three stories featuring unusual gables, dormers, balconies and four tall chimneys. Its splendor was evident early on, as the wide piazzas took form around the shingled house and its bay windows, imported doors and vivid stained glass. Its interior reflected the elegance of the Victorian Age. No expense was spared in providing Italian tiles for the fireplaces, hand-carved oriental woodwork and grand mahogany sliding doors among its many appointments. Convenience and utility were coupled with the ornamental - in a fusing of artistic integrity. The original characteristics of the mansion blended luxury and comfort with striking architectural beauty.

Rocklawn was occupied by Mr. & Mrs. Van Kleek and their son Walter in the fall of 1888, and quickly became the hub of sociability. Summers and

holidays were a constant whirl of hospitality and entertainment, though the family travelled and resided elsewhere for the remainder of each year.

The Van Kleeks retained the ownership of Rocklawn until the 1920's, when it was sold to the Cole family. The beautiful edifice continued to be a showplace of the community and surrounding towns.

During the 1950's, Miss Eleanor Cole opened the unforgettable "Holiday Shop" in her home, and won the hearts of shoppers, everywhere. A trip to the Holiday Shop was a memorable social visit, an art in browsing, a lesson in Millis History and a delight to the eye. The stately rooms now held a vast variety of items for sale, beautifully displayed, and there was always a heavenly aroma from the abundant supply of scented candles everywhere.

When the Holiday Shop closed its doors after the Christmas Season in 1975 it left a void--and the feeling that another era in Millis' History was gone. We are very fortunate, ladies and gentleman, HISTORY IS REPEATING ITSELF.

In 1986, Tom Roche, a local builder, purchased Rocklawn and overcame great pressures to preserve it to an almost exact degree of its original plan. Tom used his energy, enthusiasm, resourcefulness and skill to restore Rocklawn, and he did it with an artist's sensitivity and a historian's perspective. That the present renovation retains its original grace and beauty is evident, but not so evident is the fact that Tom Roche has preserved a great part of Millis' History. Attesting to that fact is the following: In November of this year, I took pictures of Rocklawn under reconstruction, and sent them to a friend in California, knowing of her interest in the project. Her answer was, "After receiving your letter with the pictures, I immediately got out some old photos I had of Aunt Helen's house, and was completely amazed at how they made it look^{almost} exactly the same". That is a direct quote from Nancy Millis Freeman, Great Granddaughter of Lansing Millis. It is also an excellent tribute to Tom Roche, who merits our acclaim and our most generous support. Good luck, Tom.

Thank you.

Hindy Rosenfeld

22-193

Tree Trimming Contract

22-194

Sewer Policy

TOWN OF MILLIS SEWER POLICY

New and Existing Sewer Service Connections:

Applicable Regulations

Any user of the Town's wastewater system shall be subject to Town rules and regulations and to any charges, rates, fees, and assessments which are or may be established by the Town. Any user of the Town's wastewater system shall also be subject to applicable Federal and State regulations. In instances where various regulations contain different requirements, the most stringent requirements shall be met.

Wastewater Connections

All new construction including commercial, industrial, residential and developments shall be required to implement an appropriate septic system or package treatment plant where feasible.

Priorities for Sewer Connection Approval (residential):

Allowed without consideration to the available capacity, since they are included in the calculation of capacity:

1. Existing Homes with a paid betterment
2. Existing Homes adjacent to a sewer line (NOTE WHICH AREAS)

If Calculated Capacity is below 95% of Licensed Capacity, connection priority will be given in the following order:

1. Homes in an environmentally sensitive area, adjacent to a sewer line with a failed or failing septic system.
2. Homes adjacent to a sewer line with a failed or failing septic system.
3. New Multi-family Projects in the "town center" area with 30% or more of the dwelling units restricted as Affordable (40-B).
4. New Multi-family Projects in the "town center" area with less than 30% of the dwelling units restricted as Affordable (40-B).
5. New Residential developments outside the "town center" area.

Consideration will be given to developments where the builder contributes funds to construct a packet treatment plant to offset 150% of the load generated by the new construction.

The Select Board shall review all granted, un-used sewer connection approval for new developments every two years. The Board reserves the right, at their deaccession, to rescind the granted capacity should they deem the project is not progressing.

The DPW recommends that wastewater disposal facilities be connected to its wastewater system whenever the lack of such connections would endanger public health, create a public nuisance, or impair water quality. Connection to the wastewater system shall be subject to the availability of capacity in the system as determined by the Sewer and Water Commissioners. Connections shall be made in compliance with all DPW Sewer Division rules, regulations, and specifications, and at the owner's expense.

ALLOCATION POLICY

PURPOSE

The Town of Millis (referred to herein as "the Town"), through an Inter-Municipal Agreement, may send up to 628,000 gallons per day (gpd) of wastewater for treatment and disposal to a plant owned by the Charles River Pollution Control. The Water and Sewer Commissioners (referred to herein as the Board) controls the allocation of wastewater treatment capacity among parcels and assigns allocations on a parcel-by-parcel basis. In order to follow an objective process for remove subjective factors from the process of awarding wastewater allocations, the Board may henceforth apply the following procedures for granting allocations from the Town's Uncommitted Reserve Capacity for the purpose of development and re-development in Millis. These procedures are in effect primarily for properties proposing a change of use and/or change in septage flow. The guideline for which properties/projects are required to follow these procedures is: if a development has either a change of use or an increase in flow then it will require a review by the Board using the policies and procedures described herein. Further, in order to ensure that unused allocations will not prevent property owners and/or developers from coming forward with projects that may be in the long-term best interests of the Town, the Board hereby establishes a system of periodic reviews of allocations.

UNCOMMITTED RESERVE CAPACITY

Quarterly, the Board shall determine the Uncommitted Reserve Capacity.

OBTAINING A PRELIMINARY ALLOCATION

A. The Applicant shall apply to the Board for a Preliminary Allocation. An Application Fee is due when the application is submitted. The Application is reviewed by staff within 30 days of submittal and it will then be placed on a Board agenda once deemed complete.

B. If the application requests a flow amount that exceeds the Uncommitted Reserve Capacity, the application will be rejected (considered incomplete) but is otherwise complete, it will be dated and put on a waiting list. When/if allocation becomes available, the applicant may ask for a meeting with Town Staff to discuss possible solutions and then request a meeting with the Board. The Board will consider requests on the waiting list in the order in which they were dated. If enough allocation is available, and the application fee is paid, the application will be deemed complete and accepted. The Board will consider requests on the waiting list in the order in which they were dated.

C. The Board shall review applications on a first come, first served basis within sixty days after the Application is deemed complete. If the requested allocation is available within the Uncommitted Reserve Capacity, the Board may grant Preliminary Allocations to projects which:

D. If the Board grants a Preliminary Allocation, the Applicant shall have up to two years to initiate construction. A Preliminary Allocation Fee is due within 30 days after the Board grants the Preliminary Allocation.

1. During the two years, the Applicant shall show substantial progress in regular six-month reports to the Board. The Board retains the right to revoke the Preliminary Allocation if the Applicant cannot demonstrate progress, although the Board may allow for the continuation or extension of a Preliminary Allocation in any case. If the Preliminary Allocation is revoked, the allocation shall revert to the Town.
2. When the Board grants a Preliminary Allocation, the Applicant shall pay a Preliminary Allocation Fee as set forth in the Town's Schedule of Rates and Fees.
3. If the Board extends the Preliminary Allocation beyond the designated two-year period, the Applicant shall annually pay a Preliminary Allocation Extension Fee.
4. After the Board's vote to grant a Preliminary Allocation, the Applicant will be issued a letter signed by the Town Administrator certifying to the existence of a Preliminary Allocation for that specific project/parcel(s) and including any conditions imposed by the Board. The DPW Director, Building Inspector and the Health Agent will be copied on the allocation letter issued by the Town Administrator.
5. Connections must be completed within five years of the original allocation unless extensions have been granted, otherwise the allocation will be revoked.

FEES

A. During the process of obtaining a Preliminary Allocation, the applicant shall be assessed fees as periodically established by the Board, which is hereby authorized to establish or amend wastewater allocation fees from time to time.

RESIDENTIAL

1. Existing and new connection fees for residential properties is \$1000.00

COMMERCIAL/INDUSTRIAL

1. New construction connection fee is \$4095.00

1. Application Fee: due upon application for a Preliminary Allocation.
2. Preliminary Allocation Fee: due within 30 days of the Board's approval of the Preliminary Allocation. The fee shall be based upon the projected wastewater flow.

3. Preliminary Allocation Extension Fee: due within 30 days of the Board's vote to extend the Preliminary Allocation beyond the original two years and shall be paid annually for as long as the extension is continued.

C. In cases where a Preliminary Allocation expires and a new person applies for capacity for the same project on the same site, the Board may consider previous fees paid by the original person when establishing fees for the new project.

22-195

Cell Tower RFP



TOWN OF MILLIS

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

OFFICE OF THE SELECT BOARD & TOWN ADMINISTRATOR

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Michael Guzinski
Town Administrator
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Karen Bouret DeMarzo
Assistant Town Administrator
kbouret@millisma.gov

September 8, 2022

To: Select Board

From: Karen Bouret DeMarzo, Assistant Town Administrator

Re: Cell Tower Request for Proposals

At the Fall Town Meeting in 2018 the following article was approved by 2/3 majority:

ARTICLE 17. *To see if the Town will vote to authorize the Board of Selectmen to lease a portion of the Town-owned land located 121 Norfolk Road for wireless communication purposes for a period not to exceed 30 years and upon such terms and conditions as the Board of Selectmen shall determine to be in the best interest of the Town and subject to the approval of the Massachusetts Department of Environmental Protection; and to authorize the Board of Selectmen to enter into any and all agreements and execute any and all instruments as may be necessary on behalf of the Town to effectuate the purposes of this article; or act in any manner relating thereto.*

Shortly after approval of this article, Verizon informed us that they were suspending construction for a period which called into question the usefulness of issuing an RFP at that time. Verizon recently contacted us saying they are once again interested in submitting a proposal. We are asking the Select Board to vote to approve the issuance of an RFP for lease of ground space for installation and operation of wireless communications equipment at 121 Norfolk Road. Since the parcel of land that the tower will be constructed on was purchased by the water enterprise funds and is used solely for such purpose, the revenue from this installation will go towards the water enterprise fund.

REQUEST FOR PROPOSALS:
**LEASE OF GROUND SPACE FOR
INSTALLATION AND OPERATION OF
COMMUNICATIONS EQUIPMENT**

Millis, MA



The Town of Millis invites mobile communications firms to submit proposals to lease ground space at 121 Norfolk Road in the Town for the installation and operation of wireless communications equipment. Any lease(s) awarded pursuant to this RFP shall be subject to Town Meeting approval and shall not exceed a maximum of 30 years. The proposer (Lessee) shall obtain all permits and pay all costs associated with the construction and installation of equipment.

This Request for Proposals ("RFP") is made pursuant to Massachusetts General Laws, Chapter 30B, Section 16, pertaining to the lease of Real Property.

By submission of a proposal, the firm submitting a proposal agrees to enter into a lease with the Town of that incorporates all the terms and conditions of this RFP if the firm's proposal is accepted by the Town. The Lessee will be responsible for obtaining any required permitting pursuant to federal, state and local regulations and codes, including zoning, and all costs of construction and maintenance of their facilities.

I. Overview:

The Town has declared that the below-described properties are available for lease. The Town invites the submission of proposals for leasing and the installation and operation of wireless communications equipment on these properties.

II. Available Sites:

III. Submission Deadline

The Town will accept proposals until **DATE/TIME** at the Office of the Town Administrator, Room 220, 900 Main Street, Millis, MA.

IV. Pre-Submittal Conference, Site Inspections, Testing:

1. The Town makes no representations of any kind with respect to the Sites, their adequacy to support the equipment, or the appropriateness of the Sites for use as a site for wireless communication equipment. Interested parties will be permitted to inspect the Town's plans, specifications and other records relating to the Sites, to make inspections, perform engineering surveys and tests at their own expense and with

prior approval of the Town. Each potential Lessee will be responsible for determining the adequacy of the Site(s) for use as a wireless communication equipment site.

V. Submission Requirements

Proposals shall include, at a minimum, the following:

1. Plans, photos, and other documents to clearly outline the scope of the installation and the equipment necessary for the proposed Lessee's use of the premises. All costs associated with plan review and approval, and work inspection and acceptance as to compliance with the approved plans shall be borne by the Lessee.
2. Photos of other existing telecommunication installations similar to the proposal belonging to the proposed Lessee, if any.
3. A list of the locations of all wireless communication facilities that the proposed Lessee has installed on municipal or state-owned property in Massachusetts over the past three (3) years, and the name, address and telephone number of the owner of the site(s). If the proposed Lessee has not yet installed facilities in Massachusetts, it may provide information about sites of comparable facilities which it has installed in other states.
4. Evidence of Federal and State Licenses.
5. A copy of the audited financial statements from the proposed Lessee for the most recent fiscal year.
6. A complete letter outlining the proposal, price, deviation from the RFP if any, and other details including a letter of transmittal signed by the individual authorized to negotiate for and contractually bind the proposed Lessee, stating that the offer is effective for at least forty-five (45) calendar days from the submission of proposals, or until it is formally withdrawn, or a lease is executed, or this RFP is cancelled, whichever occurs first.
7. A completed Proposal Form. (Form A – Attached)
8. A completed Price Proposal Form. (Form B- Attached).
9. A signed Certificate of Tax Compliance. (Form C – Attached).
10. A signed Certificate of Non-Collusion. (Form D – Attached).
11. Hold Harmless Form. (Form E – Attached).
12. Certificate of Corporate Authority. (Form F – Attached).
13. Certificate of Foreign Corporation. (Form G- Attached).

14. Completed disclosure of beneficial interest in real property transaction as required by Mass. Gen. Law, c. 7C, §38. (Form H- Attached).

15. A statement of intent to comply with the Town of Millis' Zoning Bylaw, [REDACTED], a copy of which is attached hereto as Exhibit C.

16. Three hard copies of the proposals are to be submitted, and one electronic copy in accessible format.

Each proposal should satisfy all of the Proposal Submission Requirements in order to be considered for award. Failure to complete the required forms, answer any questions, or provide the required documentation will be deemed non-responsive and result in rejection of the proposal unless the Town determines that such failure constitutes a minor informality.

Submission of a proposal shall be conclusive evidence that the proposed Lessee has examined the Site(s) and the RFP documents and is familiar with all the conditions of the proposed lease(s). Upon finding any omissions or discrepancy in the RFP documents, the proposed Lessee shall notify the Town at townadministratorsoffice@millisma.gov immediately so that any necessary addenda may be issued.

Failure of the proposed Lessee to completely investigate the Site(s) and/or to be thoroughly familiar with the RFP documents (including plans, specifications and all addenda) shall in no way relieve them from any obligation with respect to the proposal. The Town reserves the right to amend this RFP at any time by written notice to each proposed Lessee that has requested a copy of RFP prior to the deadline for submission of proposals, and to reject any and all proposals received, as determined to be in the best interests of the Town.

VI. Evaluation Criteria

The information requested in this Section is to assist the Town in evaluating each proposal. Responses should be complete and full:

1. Total Annual Net Fee Income During the Lease Term:
2. Financial Strength and Credit Worthiness:
 - a. A Highly Advantageous rating will be given to an offeror who has more than sufficient assets to enter into the Lease agreement and make payments for the total annual lease value set forth in the proposal. In particular, this highest rating will be reserved for offerors whose Dun and Bradstreet (or equivalent) classification for financial strength is "3A" or better, with a composite credit appraisal of "1".
 - b. An Advantageous rating will be given to an offeror who has sufficient assets to enter into the Lease, as shown by its Dun and Bradstreet (or equivalent) classification for financial strength of "1A" or above, with a composite credit rating of at least "2". Ratings of parent or sister companies who have only limited liability for the offeror shall not be considered.

- c. An Unacceptable rating will be given to an offeror who does not have sufficient assets to enter into the Lease, as shown by its Dun and Bradstreet (or equivalent) classification for financial strength of lower than "1A".

3. Most Aesthetically Appropriate Use of the Property:

- a. A Highly Advantageous rating will be given to an offeror whose proposed plans for the Property involve the most aesthetically appropriate use of the site by minimizing the visual and environmental impacts of the proposed facilities, consistent with the requirements of the Town's Zoning Bylaw. Design measures taken to minimize the visual impact of the equipment will contribute to a Highly Advantageous rating.
- b. An Advantageous rating will be given to an offeror whose proposed plans for the Property comply with the requirements of the Town's Zoning Bylaw relative to such installations, and which use standard installation techniques, with only modest efforts in the area of mitigating visual impacts and protecting the environment.
- c. An Unacceptable rating will be given to an offeror whose proposed plans for the Property are not for wireless communication tower purposes or otherwise do not comply with the Town's Zoning Bylaw and the provisions of this RFP.

4. Technical Expertise and Capabilities; Documentation of Need:

- a. A Highly Advantageous rating will be given to an offeror who has significant technical expertise and capabilities for the construction, operation and maintenance of wireless communications towers, antennas, and other equipment. In particular, this highest rating will be reserved for offerors who are able to utilize the existing installed facilities on the tower and whose experience, professional licenses and accreditations, and professional references demonstrate that the offeror is capable of developing a specialized approach to the operation and maintenance of the wireless communication tower, antennas and communications equipment in a manner that is suitable for this Lease. To obtain this rating, an offeror must also provide detailed documentation of the need for such facilities to be located at this site. The material submitted pursuant to Section III of this RFP will be used to evaluate this criterion, and compelling arguments must be made of the need for the proposed installation at this site.
- b. An Advantageous rating will be given to an offeror who has some technical expertise and capabilities for the operation and maintenance described above, and who provides adequate documentation of need in compliance with Millis' Zoning Bylaws for these facilities.
- c. An Unacceptable rating will be given to an offeror who has no specific technical expertise or capabilities for operation and maintenance described above and who does not adequately describe the need for these facilities to be located in _____.

5. Experience with Similar Projects

- a. A Highly advantageous rating will be given to an offeror who has significant experience in the development and operation of facilities that are similar in nature, size, and scope.
- b. An Advantageous rating will be given to an offeror who has experience in the development and operation of similar projects.
- c. An Unacceptable rating will be given to an offeror who has no experience in the development and operation of similar projects.

VII. Specifications

1. The Town shall have aesthetic control over the proposed Site Development Plan and shall approve all plans and specifications prior to construction. Such review and approval shall be above and beyond all required review and approval under all applicable federal, state, and local laws, rules, and regulations. Aesthetic control shall include, but not be limited to review and approval of all equipment, design and specifications, and site area landscaping design and specifications.
2. All costs associated with plan review and approval, and work inspection and acceptance as to compliance with the approved plans shall be borne by the Lessee.
3. The facility shall be designed to accommodate other providers, if possible. The Lessee shall make every effort to accommodate the antenna space needs of other lessees.
4. The Lessee shall have installed communications equipment of the types and frequencies that will not cause "measurable interference" as defined by the Federal Communications Commission to present or future municipal communications equipment, other carriers, or to the residents of the Town of Millis, MA. If the Lessee's equipment causes such interference, the Lessee shall correct and eliminate such interference within thirty (30) days of written notification from the Town.

VIII. Minimum Requirements of Lessee:

1. The Rent will be the annual base rent, plus a yearly **increase of a minimum of 1.5%** beginning in year two (2) as stipulated in the Lease Agreement, plus the percentage of all amounts received by Lessee from third-party leases or rentals, as stipulated in the Lease Agreement. All Proposals shall specify the rent for the first year of the lease and the percentage of rent received from sublessees to be paid to the Town.
2. The term of the Lease shall not exceed 30 years, including any options to renew or extend.
3. The successful Lessee shall not assign this contract or any interest therein, without prior written consent of the Town.
4. The Lessee shall not be permitted to begin construction or installation of equipment before executing a Lease Agreement (Exhibit G) and obtaining all necessary permits and approvals as further provided in this RFP.

5. The Lessee shall maintain insurance satisfactory to the Town covering the property as required in the Lease Agreement and shall hold harmless and indemnify the Town for any damages from construction or use of the facility. A Certificate of Insurance must be provided to the Town evidencing liability and workers' compensation coverage. The Certificate of Insurance must indicate the Town as an additional insured under the liability and automobile insurance policies for the entire term of the Agreement.
6. The Town or agents of the Town may, at reasonable times, upon reasonable prior notice to the Lessee, enter to view the Leased Premises. In the event of an emergency or perceived emergency, the Town may enter to make repairs or to inspect without prior notice to the Lessee. Annually, the Town shall conduct an inspection of the Leased Premises.
7. The proposed Lessee agrees and shall ensure that the installation of its equipment and its use will not interfere with the use of the Town's property for any purpose for which the Site is being used at the commencement of the Lease. The proposed Lessee shall also agree that its use of the Site will not interfere with use of the Site for wireless communication equipment by the Town or by other lessees and will make such changes or modifications to its equipment as may be required by the Town to eliminate or minimize such interference; provided, however, that any lessee of the Site shall be entitled to be reimbursed by a subsequent lessee for any costs incurred in relocating or modifying the equipment to eliminate interference with equipment installed by such subsequent lessee.
8. The Lessee will have responsibility for all utility costs for the antennas and associated apparatus and pay all costs associated with the installation, maintenance and insurance of the equipment and employees or contractors during construction and throughout the duration of the lease.
9. The Lessee will be responsible for obtaining and maintaining all required permits.
10. The Lessee shall pay all costs associated with the installation, maintenance, and insurance of equipment and employees during installation and for the duration of the Lease Agreement, as stated in the Lease Agreement. All work must be performed in a good and workmanlike manner, and in a manner that will not adversely affect the Property or any existing structure on the Property or cause any other damage to the Town's property or structures. The Lessee shall reimburse the Town for any reasonable fees and expenses incurred by Town's consulting engineers in reviewing any such work by the Lessee, provided such fees and expenses do not exceed \$5,000.000
11. Furnish a removal bond in the amount of \$150,000 to provide for removal of equipment upon the termination of the lease.

IX. Lease Terms and Conditions:

Substantially in the form as provided in the attached Lease Agreement (the "Lease").

X. Award of Lease

The most advantageous proposal from a responsive and responsible proposer, taking into consideration the annualized value of the lease and all other evaluation criteria set forth in the solicitation, will be selected. In ascertaining the annualized rental value, the Town will consider the annual rent, including escalation clauses, and percent offered of sublessee rent.

Final award of a lease is contingent upon the proposed Lessee's ability to demonstrate compliance with all federal, state and local laws, rules and regulations and obtaining any and all required permits and licenses. The Lease Agreement shall be the subject to the issuance of a Special Permit by the Zoning Board.

The Town reserves the right to reject any and all proposals as determined to be in the best interests of the Town and to waive any informalities and minor irregularities to proposals received.

XI. Taxes

The Lessee shall be responsible for making any necessary returns for and paying all real and personal property taxes levied or assessed against the improvements constructed by the Lessee on the Leased Premises.

XII. Termination

At the end of the Lease Period, the Lessee shall remove all personal property and equipment installed at the Site, including any utility connections, and shall restore the Site to its pre-existing condition. Such removal shall be completed upon the expiration of the Lease period. If the Town does not require removal of all personal property including utility connections installed by the Lessee, it may require the Lessee to transfer title of such property and connections to the Town by appropriate written documentation.

22-196

Liaison Updates

22-197

DRAFT Minutes

Select Board Minutes 6/6/22

Chairperson Erin Underhill called the meeting to order at 7pm. The following persons were present: Vice Chair Craig Schultze, Clerk Ellen Rosenfeld, Town Administrator Mike Guzinski, and Operations Manager Karen Bouret DeMarzo

Announcements

Buddy Shropshire, one of the oldest millis residents, turns 95 years old tomorrow, on June 7th. In honor of this, he was presented with the ceremonial Boston Post Cane and subsequent proclamation that historically has been presented to the oldest resident of the town. The Board also deemed his birthday to be Edward Buddy Shropshire Day.

The Millis Public Library is honoring Pride Month by having a pride themed rock painting event On Sat, June 11th at 1:30pm. Elijah T. Grasshopper's Rainbow Dance Party, an event geared towards children ages 2-8 years old on the same day at 11:00am.

Another Senior Center focus group will take place on June 7th at the Millis Housing Authority (310 Exchange St) at 2:00pm.

There will be a PFAS 101 Informational Seminar hosted by the Millis Board of Health. This will be held at the Millis Public Library on June 21st at 7:00pm.

22-127 Acceptance of Grant Awards

The town of Millis was awarded two grants: the Community Impact Fiber Grant and the Skid Steer Grant.

Jim Donovan, Director of IT, presented information on the Fiber Grant, which connects all the town buildings into one central location. This will reduce the cost of things like lighting and HVAC and strengthen cybersecurity that affects the water and sewer system. The Fiber Grant amounts to \$133,475. Mr. Guzinski recommends that the Board accept this grant.

Sel. Schultze made a motion to accept the Fiber Grant in the amount of \$133,475 on behalf of the Town of Millis. Sel. Rosenfeld seconded this motion. The motion passed unanimously.

Director of Dept. of Public Works James McKay presented information about a grant the Town received for the purchase of a Skid Steer. This grant comes from Mass DOT, in the amount of \$49,999 which is reimbursement-based. The May Annual Town Meeting approved appropriation of \$54,720.58 for the purchase of a skid steer. The cost of the skid steer will likely come in under the amount town meeting approved so the remainder of these funds will likely be transferred for other capital projects for the fall town meeting.

Sel. Schultze made a motion to accept the Steer Skid Grant from the Shared Streets and Space program in the amount of \$49,999 for a purchase of a Skid Steer. Sel. Rosenfeld seconded this motion. The motion passed unanimously.

22-128 FY21 Financial Audit Statements Presentations

Scott McIntyre, of the auditing firm Melanson Heath, reviewed the FY21 town audit which he oversaw. The audit showed that the town's books and records were in working order, which meant that the town needed no auditing procedures to rectify errors. There were no disagreements between the town and Melanson about how to apply the accepted accounting principles.

Mr. McIntyre highlighted the town's two largest Liabilities: The Net Pension and Net OPEB Liabilities. He recommends that the town adjust the accepted future earnings of the Net Pension plan down from 7.75% to around 6.75-7%. The town also exceeded the unassigned fund balance by being greater than 10% of the total fund balances. Mr. McIntyre also recommended updating several financial policies that haven't been changed in recent years.

22-130 Review/Approval of Proposed Sewer Policy

Chair Underhill led the Board in a discussion about a proposed sewer policy and the existing sewer moratorium. Since the Town is almost at capacity Ms. Underhill suggested that construction projects which require new connections must be part of a package treatment plant or use septic.

Sel. Schultze introduced the idea of a reserve capacity fee of \$100-\$150 for those who have the right to connect but have not yet connected and are reserving space in the sewer capacity. The fee will go away once you connect to sewer. He also introduced the idea that those who have not paid a betterment fee will have a timeframe of 10-12 months to connect to the sewers. More discussion ensued. The Board will take another look at the policy at a future meeting.

22-129 FY23 Road Paving Proposal Presentations and Approval

Mr. McKay Presented a preliminary proposal to the Board regarding upcoming plans to pave several roads across town, perform crack sealing and possibly build sidewalks. The Board will vote on the final proposal at their next meeting.

22-131 Adoption: Resolution Endorsing the International Holocaust Remembrance Alliance's Working Definition of Antisemitism

Sel. Rosenfeld read a document regarding the adoption of the International Holocaust Remembrance Alliance's Working Definition of Antisemitism.

The main definition is as follows: "Antisemitism is a certain perception of Jews, which may be expressed as hatred toward Jews: Rhetorical and physical manifestations of antisemitism are directed toward Jewish or non-Jewish individuals and/or their property, toward Jewish community Institutions and religious facilities." (See attached for the full document)

Sel. Schultze made a motion to accept the Working Definition of Antisemitism provided by the International Holocaust Remembrance Alliance as read. Sel. Rosenfeld seconded this motion. The motion passed unanimously.

22-132 Review/Approval of Sign License Agreement Anthology (Assisted Living)

Ms. Bouret DeMarzo discussed the sign license agreement approved February 10, 2020, between the Town and Barberry Homes, former owner of a proposed Assisted Living Facility in Millis. The ownership of the Assisted Living Facility has since been changed to Anthology, and Ms. Bouret DeMarzo proposed that the Board update the policy accordingly.

Sel. Schultze made a motion to switch the License for the Assisted Living Facility from Barberry Homes to Anthology. Sel. Rosenfeld seconded this motion. The motion passed unanimously.

22-133 Discuss Board/Committee Liaison Appointments

Chair Underhill led a discussion about the Board's positions as Liaisons on several different town committees.

Chair Underhill made a motion to approve the appointments of the following Committee Liaison appointments for this coming year: Sel. Craig Schultze for Cable TV Advisory, Economic Development Committee, Capital Planning Advisory Committee, and Local Emergency Planning Committee; Sel. Ellen Rosenfeld for Energy Committee, Norfolk County Advisory Board Designee, Community Preservation Committee, and School Committee; Chair Erin Underhill for Permanent Building Committee, Cemetery Committee and Charles River Pollution Control District Meetings. Sel. Rosenfeld seconded this motion. The motion passed unanimously.

22-134 Senior Center Programming Committee Discussion

Sel. Rosenfeld took the opportunity to urge all members of the Millis Community to join the Senior Center focus groups, not just senior citizens. Sel. Rosenfeld proposed the creation of a new committee to further research into the development of a senior center beyond focus groups.

Enter Executive Session at 8:30 pm

Chair Underhill made a motion to enter an executive session to consider the purchase, exchange, lease or value of real property if the chair declares that an open meeting may have a detrimental effect on the negotiating position of the public body (Prospect Hill Cemetery), as well as to conduct strategy sessions in preparation for negotiations with union personnel (SEIU & AFSCME). The motion was seconded by Sel. Schultze.

By role call vote

Sel. Underhill, yay Sel. Schultze, yay Sel. Rosenfeld, yay

The Board emerged from Executive Session at 9:10pm and voted as follows:

Sel. Underhill made a motion to adjourn the meeting. The motion was seconded by Sel. Schultze and passed unanimously.

Respectfully Submitted,
Katherine Farrar

Select Board Minutes 6/23/22

Chairperson Erin Underhill called the meeting to order at 7pm. The following persons were present: Vice Chair Craig Schultze, Town Administrator Mike Guzinski, and Assistant Town Administrator/HR Manager Karen Bouret DeMarzo. Sel. Rosenfeld was absent.

22-135 Appointment of Assistant Town Administrator / Human Resource Director, Interim Firefighter, and Deputy of Plumbing / Gas Inspector.

Mr. Guzinski spoke about the new position of Assistant Town Administrator and Human Resources Manager and asked the Board to ratify his appointment of Karen Bouret DeMarzo to this full-time position.

Sel. Schultze made a motion to ratify the appointment of Karen Bouret DeMarzo as Assistant Town Administrator and Human Resource Manager effective July 1, 2022. Chair Underhill seconded this motion. The motion passed unanimously.

Mr. Guzinski spoke about the position of Interim Full Time Firefighter to cover and said that Chief Barrett requests the appointment of Brandon Greene, a current on-call member of the Fire Department. Mr. Guzinski asked the Board to confirm this appointment.

Sel. Schultze made a motion to ratify the appointment of Brandon Greene as an Interim Full Time Firefighter for the town of Millis effective June 24, 2022. Chair Underhill seconded this motion. The motion passed unanimously.

Building Commissioner Michael Giampietro requested the addition of a Deputy of Plumbing and Gas Inspector. He recommended the appointment of Joseph Zachilli to the position. Mr. Guzinski asked the Board to confirm this appointment.

Sel. Schultze made a motion to ratify the Town Administrator's appointment of Joseph Zachilli as part-time Deputy of Plumbing and Gas Inspector. Chair Underhill seconded this motion. The motion passed unanimously.

22-136 Appointment of Council on Aging Member, Energy Committee Member, and At-Large Capital Planning Advisory Committee Member

Chair Underhill spoke about the appointment of a new Council on Aging member, Meredith St. Sauveur, a frequent volunteer.

Sel. Schultze made a motion to ratify the appointment of Meredith St. Sauveur to the Council on Aging. Chair Underhill seconded this motion. The motion passed unanimously.

The Board discussed the request for the appointment of Peter Jurmain onto the Energy Committee made by Robert Weiss, the Energy Manager on behalf of the Energy Committee.

Sel. Schultze made a motion to authorize an expenditure not to exceed the total amount of \$731,434.84 for paving, and to authorize the town administrator to sign the contracts with D&R General Contracting Inc. and Markings Inc. as specified. Chair Underhill seconded this motion. The motion passed unanimously.

22-142 Reappointment of Boards and Committees for FY23

Ms. Bouret DeMarzo discussed Select Board's annual duty of appointing several Boards and committees at the end of June for the following fiscal year. This includes the reappointment of members spanning 20 different Boards or committees.

Chair Underhill made a motion to approve all the reappointments as listed on the document provided (see attached). Sel. Guzinski seconded this motion. The motion passed unanimously.

22-143 Review and Approval of Community Impact Agreement for Town Social Worker

Ms. Bouret DeMarzo discussed the new contract for a Town Social Worker, through Community Impact. This was a joint effort between the School, Police, and Fire Departments, as well as the Board of Health, and the Council on Aging to assist residents with any relevant issues they may have. This will be at no cost to the taxpayer as it will be funded by Community Impact fees.

Sel. Schultze made a motion to approve the contract with Community Impact for a new Town Social Worker at an amount not to exceed \$70,000, and to authorize the Town Administrator to sign said contract on the town's behalf. Chair Underhill seconded this motion. The motion passed unanimously.

22-144 Review and Approval of Phone Contract with TPX

Ms. Bouret DeMarzo discussed the renegotiation of the TPX phone contracts for the town. The new contract will update location information for 911 calls at all town buildings and provide a cost savings.

Sel. Schultze made a motion to authorize the Town Administrator to execute the contract with TPX Phone Services. Chair Underhill seconded this motion. The motion passed unanimously.

22-145 Review and Approval of Water/Sewer Commitment

Mr. Guzinski asked the Board to approve the Water and Sewer Commitment from May 2022 in the total amount of \$2301.64.

Chair Underhill made a motion to approve the Water and Sewer Commitment from May 2022 in the total amount of \$2301.64. Sel. Schultze seconded this motion. The motion passed unanimously.

Enter Executive Session at 8:10pm

Select Board Minutes 6/23/22

Chairperson Erin Underhill called the meeting to order at 7pm. The following persons were present: Vice Chair Craig Schultze, Town Administrator Mike Guzinski, and Assistant Town Administrator/HR Manager Karen Bouret DeMarzo. Sel. Rosenfeld was absent.

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Mr. Guzinski spoke about the new position of Assistant Town Administrator and Human Resources Manager and asked the Board to ratify his appointment of Karen Bouret DeMarzo to this full-time position.

Sel. Schultze made a motion to ratify the appointment of Karen Bouret DeMarzo as Assistant Town Administrator and Human Resource Manager effective July 1, 2022. Chair Underhill seconded this motion. The motion passed unanimously.

Mr. Guzinski spoke about the position of Interim Full Time Firefighter to cover and said that Chief Barrett requests the appointment of Brandon Greene, a current on-call member of the Fire Department. Mr. Guzinski asked the Board to confirm this appointment.

Sel. Schultze made a motion to ratify the appointment of Brandon Greene as an Interim Full Time Firefighter for the town of Millis effective June 24, 2022. Chair Underhill seconded this motion. The motion passed unanimously.

Building Commissioner Michael Giampietro requested the addition of a Deputy of Plumbing and Gas Inspector. He recommended the appointment of Joseph Zachilli to the position. Mr. Guzinski asked the Board to confirm this appointment.

Sel. Schultze made a motion to ratify the Town Administrator's appointment of Joseph Zachilli as part-time Deputy of Plumbing and Gas Inspector. Chair Underhill seconded this motion. The motion passed unanimously.

22-136 Appointment of Council on Aging Member, Energy Committee Member, and At-Large Capital Planning Advisory Committee Member

Chair Underhill spoke about the appointment of a new Council on Aging member, Meredith St. Sauveur, a frequent volunteer.

Sel. Schultze made a motion to ratify the appointment of Meredith St. Sauveur to the Council on Aging. Chair Underhill seconded this motion. The motion passed unanimously.

The Board discussed the request for the appointment of Peter Jurmain onto the Energy Committee made by Robert Weiss, the Energy Manager on behalf of the Energy Committee.

Chair Underhill made a motion to appoint Peter Jurmain to the Energy Committee. Sel. Schultze seconded this motion. The motion passed unanimously.

The Board discussed the request for the appointment of Peter Jurmain onto the Capital Planning Advisory Committee, per the recommendation of said committee.

Chair Underhill made a motion to appoint Peter Jurmain as an at-large member of the Capital Planning Advisory Committee. Sel. Schultze seconded this motion. The motion passed unanimously.

22-137 FY23 Water/Sewer/Stormwater Rate Hearing

Mr. Guzinski recommended that the hearing be postponed to July 18 in anticipation of critical information to be provided by an outside consultant.

Chair Underhill made a motion to continue the Water/Sewer/Stormwater hearing at the next Select Board Meeting on July 18, 2022, at 7:30pm. Sel. Schultze seconded this motion. The motion passed unanimously.

22-140 Establishing Gift Account for Millis Recreation Department

Millis Recreation Director Kris Fogarty requested that the Board implement an account to deposit donations and sponsorships from local banks and vendors.

Sel. Craig Schultze made a motion to approve the request for a Gift Fund Accounts for the Summer Concert Series, Splash Day, and the Father's Day Fishing Derby for the Recreation Department in accordance with Mass General Law Chapter 44 Section 53A. Chair Erin Underhill seconded the motion and it passed unanimously.

22-138 Cemetery Committee Presentation - New Plan for Section G

Director of Dept. of Public Works James McKay and Cemetery Committee member Wayne Simpson discussed the plans and layout of a new section, Section G, of the local cemetery. This plan was developed at no cost to the taxpayer. The Board was in favor of the proposed layout.

22-139 Initial Informational Presentation on MBTA Communities Rezoning Initiative

Economic Development Director Robert Weiss discussed a new state initiative that would force the Town to make zoning changes to create a sizable multi-family district by right and promote the redevelopment of Millis Town Center. This Zoning law is mandatory for any MBTA community or adjacent community. Mr. Weiss said this is not about affordable (40B) housing, it's about greater density through multi-family housing for working families. This initiative will be reviewed and discussed in the upcoming months.

22-141 Review and Approval of Road Paving Contracts

Mr. McKay asked the Board to approve several contracts for the DPW, regarding the paving of roads around town.

Sel. Schultze made a motion to authorize an expenditure not to exceed the total amount of \$731,434.84 for paving, and to authorize the town administrator to sign the contracts with D&R General Contracting Inc. and Markings Inc. as specified. Chair Underhill seconded this motion. The motion passed unanimously.

22-142 Reappointment of Boards and Committees for FY23

Ms. Bouret DeMarzo discussed Select Board's annual duty of appointing several Boards and committees at the end of June for the following fiscal year. This includes the reappointment of members spanning 20 different Boards or committees.

Chair Underhill made a motion to approve all the reappointments as listed on the document provided (see attached). Sel. Guzinski seconded this motion. The motion passed unanimously.

22-143 Review and Approval of Community Impact Agreement for Town Social Worker

Ms. Bouret DeMarzo discussed the new contract for a Town Social Worker, through Community Impact. This was a joint effort between the School, Police, and Fire Departments, as well as the Board of Health, and the Council on Aging to assist residents with any relevant issues they may have. This will be at no cost to the taxpayer as it will be funded by Community Impact fees.

Sel. Schultze made a motion to approve the contract with Community Impact for a new Town Social Worker at an amount not to exceed \$70,000, and to authorize the Town Administrator to sign said contract on the town's behalf. Chair Underhill seconded this motion. The motion passed unanimously.

22-144 Review and Approval of Phone Contract with TPX

Ms. Bouret DeMarzo discussed the renegotiation of the TPX phone contracts for the town. The new contract will update location information for 911 calls at all town buildings and provide a cost savings.

Sel. Schultze made a motion to authorize the Town Administrator to execute the contract with TPX Phone Services. Chair Underhill seconded this motion. The motion passed unanimously.

22-145 Review and Approval of Water/Sewer Commitment

Mr. Guzinski asked the Board to approve the Water and Sewer Commitment from May 2022 in the total amount of \$2301.64.

Chair Underhill made a motion to approve the Water and Sewer Commitment from May 2022 in the total amount of \$2301.64. Sel. Schultze seconded this motion. The motion passed unanimously.

Enter Executive Session at 8:10pm

Chair Underhill made a motion to enter an executive session with the purpose of conducting strategy sessions in preparation of negotiations with union personnel (SEIU and AFSCME), to discuss Strategy with respect to litigation (12-14 Exchange St), and to consider the purchase, exchange, lease, or value of real property if the chair declares that an open meeting may have a detrimental effect in the negotiating position of the public body. Sel. Schultze seconded this motion. Chair Underhill polled the Board to enter executive session.

By Role Call Vote: Sel. Schultze, yes Chair Underhill, yes

The motion passed unanimously.

The Board Returned to regular session at 9:00pm.

Sel. Schultze made a motion to adjourn, seconded by Sel. Underhill. The motion passed unanimously.

Respectfully submitted:

Katherine Farrar