



# TOWN OF MILLIS

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

**OFFICE OF THE SELECT BOARD**  
Veterans Memorial Building (VMB)  
900 Main Street • Millis, MA 02054  
Phone: 508-376-7041

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

**SELECT BOARD MEETING AGENDA**  
**THURSDAY, OCTOBER 12, 2023; 7:00 PM**  
**VETERANS MEMORIAL BUILDING ROOM 229**

	<b>Topic</b>	<b>Time</b>	<b>Speaker</b>
I.	<b>Call to Order</b>	<b>7:00 PM</b>	<b>Chair Schultze</b>
II.	<b>Announcements</b> <ul style="list-style-type: none"><li>• Mass DEP Recycling Dividends Program Grant award</li><li>• Tri-County Outreach Meeting 10/17</li><li>• Flu Clinic 10/21</li></ul>		
III.	<b>Appointments/Scheduled Business</b>		
23-198	<u>Appointment of:</u> <ul style="list-style-type: none"><li>• School Building Committee Member</li></ul>	7:05 PM	Chair Schultze
23-199	Hearing: Special Permit 1375 Main Street	7:10 PM	D. Merrikin T. Ma
23-200	Presentation of Capital Planning Committee Report	7:30 PM	J. Barry
IV.	<b>Open Session Items</b>		
23-201	Approval of Extension of Contract with Stumpy's Tree Service		J. McKay
23-202	Approve & Sign 11/6/23 FATM Warrant		Chair Schultze M. Guzinski
23-203	Discuss Tri-County Regional Vocational High School Building Project		Chair Schultze
23-204	Approval of Field of Flags Event for Veterans Day – Millis Lions		Sel. Underhill
23-205	Board/Committee Liaison Updates		Select Board

<b>23-206</b>	Approval of DRAFT Minutes: 8/14/23, 8/31/23, 9/25/23	Select Board
<b>V.</b>	<b>Enter Executive Session</b> To discuss strategy with respect to potential litigation. (Dangerous Dog Decision Appeal)	
<b>VI.</b>	<b>Adjournment</b>	

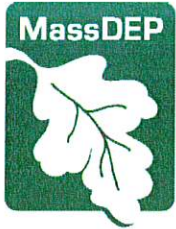
**Proposed Upcoming Meeting Schedule**

Date	Time	Location
Monday, October 23, 2023	<b>7:00 pm</b>	Room 229 VMB
Monday, November 6, 2023	<b>TBD</b>	MS/HS Library Fall Annual Town Meeting
Monday, November 20, 2023	<b>7:00 pm</b>	Room 229 VMB
Monday, December 4, 2023	<b>7:00 pm</b>	Room 229 VMB
Monday, December 18, 2023	<b>7:00 pm</b>	Room 229 VMB

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

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

## Announcements



Commonwealth of Massachusetts  
Executive Office of Energy & Environmental Affairs

## Department of Environmental Protection

100 Cambridge Street Suite 900 Boston, MA 02114 • 617-292-5500

Maura T. Healey  
Governor

Kimberley Driscoll  
Lieutenant Governor

Rebecca L. Tepper  
Secretary

Bonnie Heiple  
Commissioner

September 27, 2023

Michael Guzinski  
Town Administrator  
Town of Millis  
900 Main Street  
Millis, MA 02054

Dear Mr. Guzinski,

Congratulations! It is my pleasure to inform you that the Massachusetts Department of Environmental Protection (MassDEP) has awarded the Town of Millis Recycling Dividends Program funds under the Sustainable Materials Recovery Program. The Town of Millis has earned 12 points and will receive \$7,200.

The Sustainable Materials Recovery Program (SMRP) was created under 310 CMR 19.300-303 and the Green Communities Act, which directs a portion of the proceeds from the sale of Waste Energy Certificates to recycling programs approved by MassDEP. This year, we are awarding \$5.2 million in SMRP funding to 283 municipalities and regional groups.

Recycling programs play a vital role in limiting our dependence on landfills and incinerators, reducing greenhouse gas emissions, and supporting economic activity in the Commonwealth. Recycling Dividend Program funds foster investment in local programs including recycling equipment, organics diversion, outreach and education, pilot programs, school recycling, toxics reduction, and more. Please refer to the [RDP Approved Expenses List](#) for more information. MassDEP has invested in developing nationally recognized tools to assist municipalities with reducing recycling contamination and improving public awareness of smart recycling practices. We encourage you to utilize the [Recycling IQ Kit](#) and [Recycle Smart MA](#) website and to consult with your MassDEP [Municipal Assistance Coordinator](#) for assistance in implementing these best practices.

To accept your grant award, please sign and return the attached RDP Contract via email before January 15, 2024. After we receive your signed RDP contract, funds will be sent to your community. Should you have any questions, please email Rachel Smith at [Rachel.Smith@mass.gov](mailto:Rachel.Smith@mass.gov).

Thank you for your continued commitment to recycling and waste reduction in Massachusetts.

Sincerely,

Bonnie Heiple  
Commissioner

# AVOID THE FLU



**MILLIS BOARD OF HEALTH IS HOSTING A FLU CLINIC FOR AGES 8+ ONLY**

**SATURDAY OCTOBER 21  
10AM-12PM**

**VMB-GYM  
900 MAIN ST.  
MILLIS, MA 02054**

**REGISTER USING QR CODE:**



- Please bring Insurance information to your appointment
- If you do not have insurance, you can still receive a vaccine free of charge
- No High-Dose Flu Vaccine will be available at this clinic.

**PLEASE CONTACT PUBLIC HEALTH NURSE WITH ANY QUESTIONS OR ASSISTANCE REGISTERING  
SARAH WARD 774-993-8621 SWARD@MILLISMA.GOV**

23-198

Appointment

School Building Committee Member

## Karen Bouret DeMarzo

---

**From:** Richard Nichols  
**Sent:** Monday, September 25, 2023 1:44 PM  
**To:** Karen Bouret DeMarzo; Michael Quinlan; Mike Guzinski  
**Cc:** Jeffrey D'Amico; Kimberly Borst  
**Subject:** Re: Millis SBC Roster - Final

Hi Karen,

Ana is the new Middle school principal and as such she would need to be officially installed as a voting member.

Please put her appointment on the SB Agenda for 10/12/ 23 please.

Regards,



**Richard Nichols**  
Chair Millis Planning board  
Chair Permanent Building committee  
rnichols@millisma.gov  
Cell 508-254-1200

 Please consider the environment before printing this e-mail.

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**From:** Karen Bouret DeMarzo <Karen.Bouret.DeMarzo@millisma.gov>  
**Sent:** Monday, September 25, 2023 1:39 PM  
**To:** Michael Quinlan <mquinlan@vertexeng.com>; Mike Guzinski <mguzinski@millisma.gov>  
**Cc:** Richard Nichols <rnichols@millisma.gov>; Jeffrey D'Amico <jdamico@vertexeng.com>; Kimberly Borst <kborst@millisma.gov>  
**Subject:** RE: Millis SBC Roster - Final

Ana Hurley has not been appointed by the Select Board. The last appointment that was recommended was Marc Conroy as a replacement for Steve Catalano.

Is she replacing a current member? The Board will meet next on 10/12 and can make the appointment then.



# TOWN OF MILLIS

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

## OFFICE OF THE SELECT BOARD & TOWN ADMINISTRATOR

Veterans Memorial Building  
900 Main Street • Millis, MA 02054  
Phone: 508-376-7041  
[Townadministratorsoffice@millisma.gov](mailto:Townadministratorsoffice@millisma.gov)

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

Karen Bouret DeMarzo  
Assistant Town Administrator  
[karen.bouret.demarzo@millisma.gov](mailto:karen.bouret.demarzo@millisma.gov)

October 12, 2023

Jennifer Flynn, MSBA Project Coordinator  
Massachusetts School Building Authority  
40 Broad Street, Fifth Floor  
Boston, Massachusetts 02109

Dear Mrs. Flynn:

In accordance with 963 CMR 2.00, attached for your review and approval is the membership of the School Building Committee for Millis Middle/High School located in the Town of Millis. The Committee was formed in accordance with the provisions of all applicable statutes, local charters, by-laws, and agreements of the Town of Millis. Committee Members include the following:

Designation	Name and Title	Address	Email Address and Phone Number	Voting Member?
SBC member who is MCPPO certified* and Administrator or Manager <sup>1</sup> *	<b>Michael Guzinski</b> <i>Town Administrator</i>	900 Main St Millis, MA 02054	<a href="mailto:mguzinski@millisma.gov">mguzinski@millisma.gov</a> 508-376-7041	N
Local Chief Executive Officer	<b>Erin Underhill</b> <i>Selectboard</i>	900 Main St Millis, MA 02054	<a href="mailto:etunderhill@millisma.gov">etunderhill@millisma.gov</a> 508-376-7041	N
School Committee Member (minimum of one)	<b>Marc Conroy</b> <b>Denise Gibbons</b> <i>School Cmte Members</i>	245 Plain St, Millis, MA 02054	<a href="mailto:mconroy@millisschools.org">mconroy@millisschools.org</a> <a href="mailto:dgibbons@millisschools.org">dgibbons@millisschools.org</a> 508-376-7000	Y Y
Superintendent of Schools and Member knowledgeable in educational mission and function of facility	<b>Robert Mullaney</b> <i>Superintendent</i>	245 Plain St, Millis, MA 02054	<a href="mailto:rmullaney@millisschools.org">rmullaney@millisschools.org</a> 508-376-7000	N

<sup>1</sup> Please attach the certification from the Office of the Inspector General demonstrating completion of the MCPPO Program.

"Administrator or Manager" refers to a Town Administrator, Town Manager, or to an equivalent position.



Local Official responsible for Building Maintenance	<b>John Engler</b> <i>Director of Facilities</i>	245 Plain St, Millis, MA 02054	<a href="mailto:jengler@millisschools.org">jengler@millisschools.org</a> 508-376-7000	N
Representative of Office authorized by law to construct school buildings	<b>Rich Nichols</b> <i>Chair of the School Building Committee and Permanent Building Committee</i>	900 Main St Millis, MA 02054	<a href="mailto:rnichols@millisma.gov">rnichols@millisma.gov</a> 508-376-7040	Y
School Principal	<b>Mark Awdycki</b> <i>Principal – High School</i> <b>Ana Hurley</b> <i>Principal – Middle School</i>	245 Plain St, Millis, MA 02054	<a href="mailto:mawdycki@millisschools.org">mawdycki@millisschools.org</a> 508-376-7000  <a href="mailto:ahurley@millisschools.org">ahurley@millisschools.org</a> 508-376-7000	N  N
Local budget official or member of local finance Committee	<b>Terry Wiggin</b> <i>Director of School Finance and HR</i>	245 Plain St, Millis, MA 02054	<a href="mailto:twiggin@millisschools.org">twiggin@millisschools.org</a> 508-376-7000	N
Members of community with architecture, engineering and/or construction experience	<b>Diane Jurmain – (Vice Chair)</b> <b>James McCaffrey</b> <b>John Larkin</b> <b>Jeremy Stull</b> <i>All are members of the Town’s Permanent Building Committee</i>	900 Main St Millis, MA 02054	<a href="mailto:diane.jurmain@millisma.gov">diane.jurmain@millisma.gov</a>  <a href="mailto:jmccaffrey@millisma.gov">jmccaffrey@millisma.gov</a> <a href="mailto:larki105@msn.com">larki105@msn.com</a> <a href="mailto:jpstull@gmail.com">jpstull@gmail.com</a> 508-376-7040	Y  Y Y Y
Other: Please provide brief background info				

Listed below is the past performance of the school building committee, the building committee (temporary or permanent), or any other committee responsible for oversight, management, or administration of the construction of public buildings and its individual members:

The Town of Millis has a standing Permanent Building Committee that has oversight of all town building projects. Over the last 15 years the Permanent Building Committee has successfully managed the building and opening of multiple town buildings including a new Town Library, Police Department, renovated Fire Department, new MSBA funded Elementary School and new DPW building. The Committee is comprised of seasoned professionals with decades of building project experience.

After approval of this committee by the Authority, the Town will notify the Authority in writing within 20 calendar days of any changes to the membership or the duties of said committee.

Sincerely,

\_\_\_\_\_  
Michael J. Guzinski, Town Administrator

\_\_\_\_\_  
Approved by MSBA Date

23-199

Hearing: 1375 Main Street

Special Permit



Doherty, Dugan, Cannon,  
Raymond & Weil, P.C.

*Celebrating 20 Years*

124 Grove Street, Suite 220  
Franklin, MA 02038  
Tel. (508) 541-3000  
Fax (508) 541-3008  
<https://ddcrwlaw.com>

Edward V. Cannon, Jr., Esq.  
[evc@ddcrwlaw.com](mailto:evc@ddcrwlaw.com)

July 19, 2023

Select Board  
Town of Millis  
Veterans Memorial Building  
900 Main Street  
Millis, MA 02054

RE: 1375 Main Street  
Special Flood Hazard Zone  
Application for Special Permit

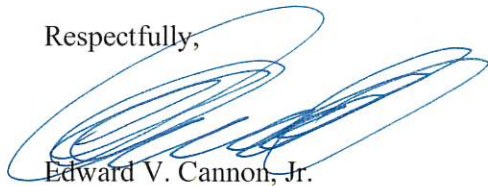
Dear Board:

Enclosed please find the request the application from the current owner for a Special Permit concerning the above property along with checks in the amount of \$350.00 for the application fee and \$2,500.00 for the Board's consultant.

Please consider this application at your next available meeting.

Thank you for your time and attention to this matter.

Respectfully,




Edward V. Cannon, Jr.

cc: Armand Janjigian

Millis Town Clerk  
Received

JUL 19 2023

1:30 pm



Armand Janjigian  
Town Clerk



# TOWN OF MILLIS

## SELECT BOARD

Veterans Memorial Building  
900 Main Street • Millis, MA 02054  
Phone: 508-376-7040  
townadministratorsoffice@millisma.gov

### SPECIAL PERMIT APPLICATION FOR/WITH SITE PLAN APPROVAL

To the Millis Board:

The undersigned hereby petitions the Select Board for a Special Permit under Section XI of the Town of Millis Zoning By-Law.

1375 MAIN STREET MILLIS JOINT VENTURE, LLC

Applicant's Name Armand Janjigian, Manager Company \_\_\_\_\_

Address 3 Allen Lane

Town Medfield State/Zip MA Phone 508 541-3000 x218

Property Location 1375 Main Street

Assessors' Map 21 Parcel 005

Zoning District(s) I-P-2

Owner's Name 1375 MAIN STREET MILLIS JOINT VENTURE, LLC

Address 3 Allen Lane

Town Medfield State/Zip MA Phone 508 541-3000 x218

Summary of work to be done:

Re-purposing of a 46,648 square foot facility for the processing and treating of raw materials including grading, drying, sorting, crushing, grinding, and milling operations. Such use is authorized under the Town of Millis Bylaws in industrial district IP-2 by the Select Board as Special Permit Granting Authority. This request is submitted along with a request for site plan approval to the Town Planning Board.

1375 Main Street Joint Venture, LLC  
by its attorney: Edward V. Cannon, Jr.

Signature of Applicant  Date July 19, 2023

Signature of Land Owner  Date July 19, 2023

**Property Card: 1375 MAIN ST**  
Town of Millis, MA



Parcel Information	
<b>Parcel ID:</b> M_209834_878842 <b>Vision ID:</b> 1074 <b>Owner:</b> COLLT MANUFACTURING <b>Co-Owner:</b> <b>Mailing Address:</b> 1375 MAIN ST  MILLIS, MA 02054	<b>Map:</b> 21 <b>Lot:</b> 005 <b>Use Description:</b> INDUSTRIAL <b>Zone:</b> I-P 2 <b>Land Area in Acres:</b> 3.4
Sale History	Assessed Value
<b>Book:</b> 27759 <b>Page:</b> 0479 <b>Sale Date:</b> 6/20/2010 <b>Sale Price:</b> \$1	<b>Land:</b> \$516,300 <b>Buildings:</b> \$1,720,000 <b>Extra Bldg Features:</b> \$132,000 <b>Outbuildings:</b> \$64,400 <b>Total:</b> \$2,432,700

Building Details: Building # 1		
	<b>Model:</b> Ind/Com <b>Living Area:</b> 44928 <b>Appr. Year Built:</b> <b>Style:</b> Light Indust <b>Stories:</b> 1 <b>Occupancy:</b> 1 <b>No. Total Rooms:</b> <b>No. Bedrooms:</b> <b>No. Baths:</b> <b>No. Half Baths:</b>	<b>Int Wall Desc 1:</b> Minim/Masonry <b>Int Wall Desc 2:</b> Drywall/Sheet <b>Ext Wall Desc 1:</b> Pre-finish Metl <b>Ext Wall Desc 2:</b> <b>Roof Cover:</b> Asph/F GlS/Cmp <b>Roof Structure:</b> Shed <b>Heat Type:</b> Forced Air-Duc <b>Heat Fuel:</b> Gas <b>A/C Type:</b> None

Outbuildings & Extra Features		
Code:	Description:	Units:
ASP	PAVING ASP	38000 S.F.
OHD	OVHD DOOR	192 S.F.
PLL	P LOT LITE SING	2 UNITS
SGN1	SIGN-1 SD W/M	45 S.F.&HGT
SLR	SOLAR PANELS	UNITS
SW	SPRNKL WET	47072 S.F.

Sketch Areas			
Sub Area:	Effective Area:	Gross Area:	Living Area:
CLP: Loading Platform, Finishe	911	3036	0
BAS: First Floor	44928	44928	44928



www.cai-tech.com

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



# TOWN OF MILLIS

## OFFICE OF THE SELECT BOARD & TOWN ADMINISTRATOR

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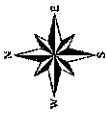
October 3, 2023

Abutter Notice: 1375 Main Street Millis, MA  
Special Permit Application

Please be advised that a public hearing will be held by the Millis Select Board on Thursday, October 12, 2023, at 7:10 pm in Room 229 of the Veterans Memorial Building. The purpose of this hearing is to consider a special permit application for 1375 Main Street, Millis by Joint Venture, LLC for the re-purposing of the facility located at said location for the processing and treating of raw materials and milling operations. Such use is authorized under the Town of Millis Bylaws in the industrial IP-2 district by the Select Board as Special Permit Granting Authority.

You are invited to attend the hearing to provide comments and ask any questions you may have regarding this special permit.

The Millis Select Board



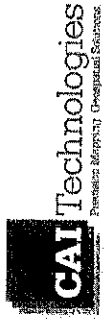
# Abutters List- 1375 Main St

Millis, MA

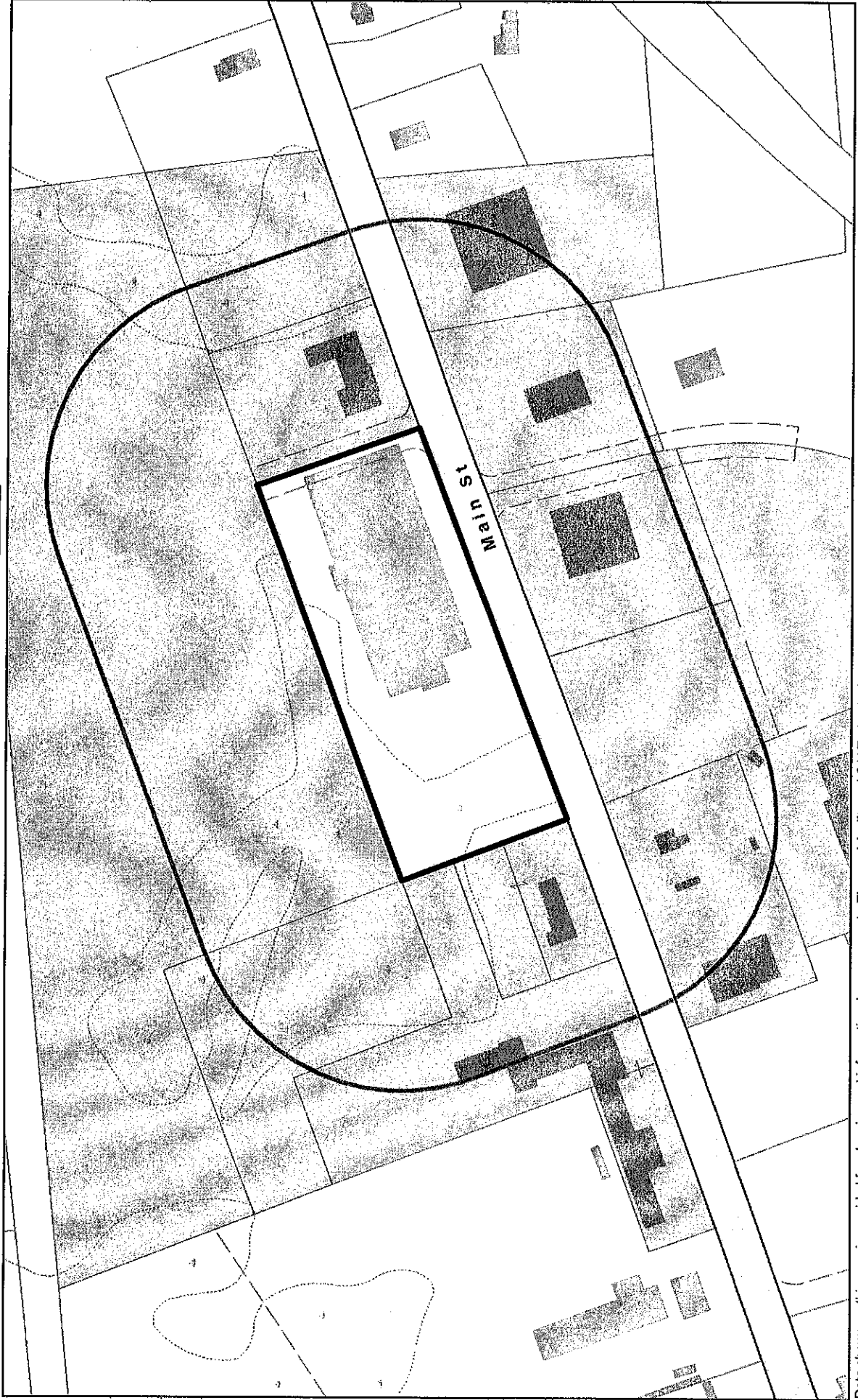
1 inch = 200 Feet



October 3, 2023



[www.cai-tech.com](http://www.cai-tech.com)



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

October 06, 2023

Mr. Schultze, Chairman of Select Board  
Town of Millis  
900 Main Street  
Millis, MA 02054

RE: 1375 Main Street, Site Plan and Special Permit Applications  
Map 21, Lot 5. (2nd Peer Review)

Dear Mr. Schultze:

GCG has reviewed the following information for the Select Board Special Permit and Planning Board Site Plan Approval application for the Industrial Site Plan at 1375 Main Street in the Town of Millis Massachusetts. This is an existing industrial site in the I-P-2 Zoning District, the existing/proposed use (Processing and treating of raw materials, including grading, drying, sorting, crushing, grinding, and milling operation) meets the "Wholesale, Transportation, & Industrial" use item #2 and is authorized under Select Board Special Permit (Section V, Table 1). This site also required a Planning Board Site Plan Review and Approval under Section V - C. & E. and provisions of Section XIII.C. Portion of the site is within the Section XI, Special Flood Hazard District ("SFH" District). A Special Permit is required by the Board of Appeals, (per Section II Definitions – Special Permit Granting Authority: (SPGA). The Special Permit Granting Authority under Section X, Watershed Protection District and Section XI, Flood Plain District shall be the Board of Appeals.)

Plan References: "Existing Conditions Survey Plan of Land" for 1375 Main Street, Millis, MA., prepared by Halnon Land Surveying Inc., dated August 15, 2023.

"Site Plan for 1375 Main Street, Town of Millis, Norfolk County, Massachusetts", prepared by Independence Engineering LLC., dated 09/15/2023.

Documents: Response letter prepared by Independence Engineering LLC., dated September 15, 2023.

Photo of the Dust Collecting System

The applicant has submitted the Special Permit and Site Plan Approval application for the existing industrial site at 1375 Main Street for re-purposing of a 46,648 square foot facility for the processing and treating of raw materials, including grading, drying, sorting, crushing, grinding, and milling operations use.

Based upon our review of the above information, we offer the following comments with respect to compliance with Town of Millis Zoning By-Law. Stormwater Management (Article I) and Land Disturbance and Post Stormwater Management Bylaw. The numerical section of the regulations is



referenced at the beginning of each comment as it relates to a specific Bylaw. GCG latest comments shown in "Blue"

### **General Comment**

The subject parcel 1375 Main Street (Map 21 Lot 5) consists of 3.45 acres lot area and located in the Industrial Zoning I-P-2 District. Partial of the Lot is in Section XI, Special Flood Hazard District "SFH" as identified in the FEMA FIRM Panel 25021C0142E with an effective date dated July 17, 2012. The site parcel is in the Special Flood Hazard Areas (SFHAs) 'A' and subject to inundation by the 1% annual chance flood, (also known as 100-year/base flood). A wetland resource area (appeared to be Bordering Vegetated Wetland, BVW) was delineated on the northern portion of the site by Environmental Consulting & Restoration, LLC on June 19, 2019. Both SFHAs and BVW wetland areas are subject to MGL Chapter 131, Section 40 – Wetland Protection Act and 310 CMR 10.00 - Wetlands Protection, the Millis Wetlands Protection Bylaw Article XIX, and the Wetlands Protection Bylaw Rules and Regulations jurisdictions. Any work within the SHFAs and within 100 feet buffer of the BVW should file a Notice of Intent with the Millis Conservation Commission and MassDEP.

There are no NHESP estimated priority habitats for rare species and rare wildlife identified in the project vicinity per MassMapper/MassGIS layers.

### **Plan Comments (Site Plan and Floor Plan)**

1. The Existing Conditions plan referenced the FIRM map panel's effective date July 7, 2012, should be corrected to July 17, 2012. [Resolved](#).
2. The existing sewer service should be identified on the plan. [This is a Site Plan Approval application for re-purposing of the 46,648 square foot facility for change of use. Therefore, Essential utilities should be shown on the Site Plan. GCG has located the sewer stub tie-ins for this property, \(record sewer ties sheet attached\). This Site Plan Approval will become the legal document for Planning Board Site Plan approval and Select Board Special Permit approval of the current site use. The utilities \(water, sewer, and electric power\) should be shown on the site plan. In addition, the sewer service information is necessary for the Select Board to determine the compliance of Section XI.A.6.\(6\) and \(13\).](#)
3. Section XI.A.5.a. and XIII.C.4.b. - The site plan should show existing and proposed site features, structures, or development. This Existing Conditions plan shows all existing features and structures only, with no proposed development. It is not clear what is existing as the Solar electrical is identified as new but based upon our understanding it is already in place. [The proposed dust collection system and dumpster are shown on the site plan, resolved.](#)
4. Based on the 'Floor Plan' description, which shows a Dust Collector system at the northern end of the building nearby loading dock. This equipment is shown on the existing conditions plan without a label. The applicant should clarify the equipment's status, (existing or proposed). [The dust collector unit and dumpster were stated as proposed on the site plan.](#)
5. The activities appeared to be in the (rear) northern portion of the site, which is in the SFH/SFHAs zone. Any modification performed or proposed should be under the SFH and Wetland Protection jurisdictions. GCG recommends the applicant to establish a base flood elevation and evaluate the lost flood storage by the installed or proposed equipment and provide flood storage compensation. These activities appeared to be on existing paved area, which should have a minimum impact to the surface runoff. However, all equipment should be installed and designed to meet Section XI.6. [The applicant has filed a Select Board Special](#)

Permit for the proposed works within the (Special Flood Hazard) SFH district concurrently. Based on the Flood Zone boundary shown on the site plan, the eastern side of the site building base flood elevation is estimated at approximately 138.5+/- and the western side of the building (parking lot area) base flood elevation is estimated at approximately 140.0+/- . The proposed dust collector unit and dumpster are apparently proposed within the SFH area at elevation 139.0+/- . According to the dust collector unit and dumpster photo provided through the submittal email. The dust collector unit was shown elevated a few feet from the ground and the dumpster was also elevated a few inches from the ground, GCG concurs that the impacts to existing flood storage capacity should be negligible. However, the project engineer should establish the base flood elevations and certify their finding on this site plan. It is owners liability for the proposed facilities to be installed safely and securely within the SFH district. Furthermore, Zoning By-Law, Section XI.A.6.a.(1) – requires all new construction and substantial improvements shall be anchored to prevent flotation, or lateral movement of the structure. Section XI.A.6.a.(3) (a) - The foundation would not be undermined. and (b) - The structure will not be floated off, battered off, or swept away. GCG recommends providing details for the dust collecting unit and dumpster anchoring and foundation system and buoyancy calculations to address the compliance with XI.A.6.a.(3)(a) and (b). XI.A.6.a.(6) - There appeared to be a blower or vacuum unit, (the applicant should identify the power supply of the device), shown in the photo at the dust collector unit's base. This device should be adequately protected to prevent short-circuiting, grounding, igniting, electrocuting, or any other dangers due to flooding. The proposed works within the SFH are also subject to the Select Board Special Permit and the Conservation Commission's Wetland Protection Act (FEMA Flood Zone is classified as wetland resource area) approvals. A Request for Determination of Applicability has been filed with the Millis Conservation Commission per response letter.

6. The plan should show all existing parking layouts (only parking spaces in front of the building shown) and provide the parking calculations update. Since there are no changes proposed in the building's net floor area, GCG does not anticipate any changes to the parking requirements. per Section VIII, Table 4. Off-Street Parking Standards – Manufacturing or industrial establishment – One parking space per each 600 sq. ft. of net floor area. This Site Plan Review is for the change of use of the facility. The proposed use is permitted by right within the industrial district (IP-2). The existing conditions plan stated that this site requires 78 parking spaces, based on one space per 600 s.f. of NFA (net floor area) and 15 painted spaces provided. In addition, the response letter stated that currently there are 26 existing parking spaces under the solar canopy. The applicant should show all existing parking spaces available on site and provide data (like maximum number of employees during the largest shift and anticipated customer spaces etc.) to justify the shortage of on-site parking spaces.
7. This plan shows two existing loading areas on-site. The applicant should provide a narrative to describe the traffic trips (including trucks) generated from the changed use for the Board to determine if any traffic impact analysis should be required. Based on Table 5 – Off -Street Loading Standards, one loading space per 15,000 s.f. of any fraction thereof of net floor area is required. Hence, three loading spaces would be required per the existing building footprint. The applicant should clarify any impacts of the proposed dust collector system proposed in front of the loading dock.

Since the parking and loading spaces are under the legal non-conforming conditions, and do not comply with the current Table 4 and Table 5 requirements, the applicant should request waivers for the requirements and seek Planning Board and Select Board approvals. A formal narrative along with the waivers request should be submitted by the applicant.

Wetland Protection Bylaw Rules and Regulations Section 1.4.1, “construction activities and placement of permanent structures within said resource areas are regulated”. Subsection (1) - “No structures shall

be placed within the inner 50-foot of the Buffer Zone(s) from the edge of a wetland resource area.” Some of the structures (as required under Zoning Section XI.6. “All new construction and substantial equipment shall be anchored to prevent floating, collapse, or lateral movement of the structure.”) as shown on the existing conditions plan are in the 50-foot no build buffer. Conservation Commission review and approval required.

Stormwater Management Regulations Article I, Section 4. Applicability – based on the existing conditions plan, the activities (existing or proposed, to be clarified by the applicant) as shown are most unlikely to exceed the stormwater management regulation threshold.

This site is partially in the wetland resource flood zone area and BVW buffer and subject to compliance with the Massachusetts Stormwater Handbook (MSH) regulations and standards. The applicant should file a wetland Notice of Intent with the Millis Conservation Commission. Applicant should discover all the possible outlet not found structures shown on the plan, expose and show all DMH (drainage manhole) and CB (catch basin), and locate all drain lines on the site plan, and prepared a long-term operation and maintenance (O&M) plan (Standard 9), including equipment spill preventions and associated O&M log and budget. An Illicit Discharge statement should be provided per Standard 10. Any proposed work within the site should be protected by erosion control barrier and silt sack.

As presented, GCG is unable to determine the proposed development (modified/installed or proposed) on site. Further clarification of site modifications and project narrative should be provided. GCG further advises the applicant to consult with the Conservation Commission for the works done within the flood zone and BVW buffer.

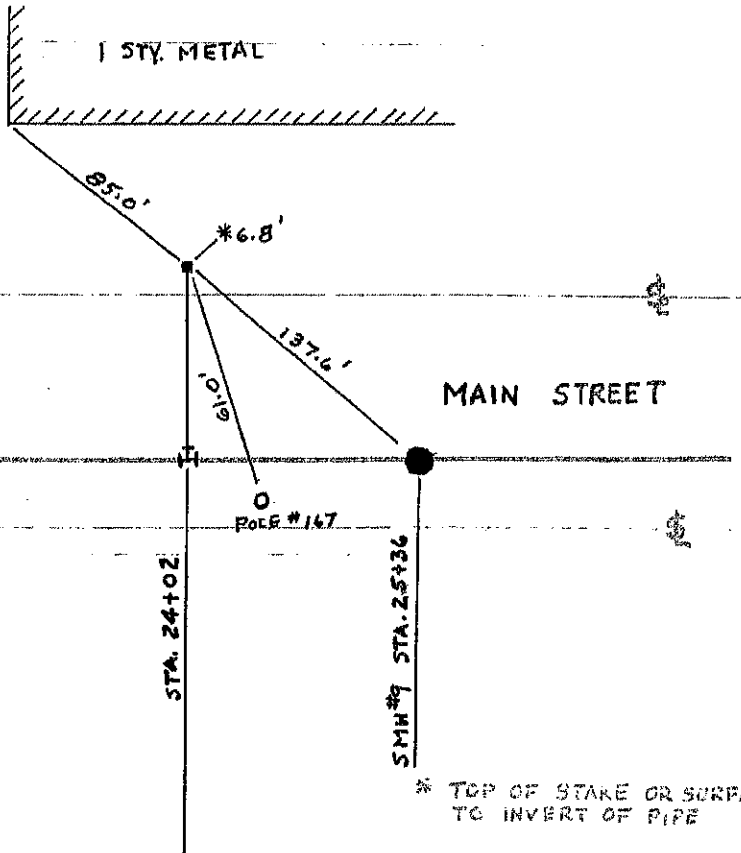
Based on the revised site plan and responses to the review comments. GCG believes that there should not be any major adverse impacts to this developed site due to the change of use and the addition of the dust collector system, based on presented material. However, the certification of the base flood elevations and the proposed works shall be certified by the project engineer.

If you have any questions regarding these matters, please contact our office.

Respectfully Submitted,  
GCG Associates

*Michael J. Carter*

Michael J. Carter, P.E.  
Project Manager



Anderson & Nichols  
 Civil Engineers  
 Architects

MILLIS, MA.  
 SCALE: NTS  
 LOCATION: 1369 MAIN ST.  
 MAP: 2  
 PARCEL: 5

23-200

Capital Planning Committee Report

**Capital Planning Committee Report – November 2023**

The Capital Planning Committee (CPC) is pleased to present the Town with our capital planning report for November 2023. The committee was established by bylaw in May of 2017 with the mandate of creating a long-term capital plan for the Town of Millis which could help citizens attain a more complete understanding of expenditures that the Town may need to undertake in coming years. The CPC has worked with the Select Board, Town Administrator, Library, School, DPW, COA, Police, Fire and other town departments to compile the information provided in this report.

For those items considered, the CPC went through a process to rank the priorities for the various projects, which accounted for such factors as public safety, integration with broader projects, and overall benefit to the Town. Based on this ranking, the committee then grouped the various capital items into three categories 1) highest priorities 2) medium priorities and 3) lower priorities. It should be noted that the CPC does not choose projects for consideration at Town Meeting based on availability of funding. The Select Board selects projects for inclusion in the Warrant and the Finance Committee makes its recommendation for action at Town Meeting.

The department requests for fiscal year 2024 that the CPC considered are shown in the table below:

	# of projects	Total estimated cost
Highest priorities	6	\$8,032,838
Medium priorities	0	0
Lower priorities	0	0
Total	6	\$8,032,838

Highest priorities include the construction of a water treatment plant for Well 3, a new radio antenna for public safety communication, a pickup truck for the DPW, a lighting management system for the library, HVAC repairs for the Veterans Memorial Building and Fire Station, and a vector truck for the DPW to be used to clean storm drains.

Included in this report is a schedule that summarizes the Town’s known long-term capital needs for the next 10-years and beyond that have been identified by the various departments for them to service the needs of the community. The intent of the Committee is to provide the citizens of Millis with as much transparency as possible to the evolving future capital needs of the town, totaling approximately \$90 million broken down as follows:

Maintenance and repair of existing capital	\$19.1M
Enterprise system related capital needs	\$26.3M
Other potential capital needs	\$44.2M
Total	\$89.6M

Included in the maintenance and repair category are items such as the replacement of vehicles and equipment that are expected to reach the end of their useful life in the next 10 years and ongoing road maintenance. Enterprise system capital needs include sewer, water and stormwater projects such as potential stormwater remediation projects.

Other capital items include potential costs related to renovations to the Middle High School, the potential need for upgrades to the Senior Center, possible renovations to the Lansing Millis Building, and use of open space, including athletic fields. The Capital Planning Committee is working with various Town Departments and Committees to assess potential costs for these projects and have included preliminary estimates in our long-term capital plan.

Since the Committee first compiled information on the Town's capital needs, we have refined the prioritization process, however, we recognize that there are areas that will need to be further developed within the capital planning process, and as such, the Committee expects that the long term capital plan and the annual recommendation process will evolve over time to meet the needs of the Select Board, other relevant committees, department heads, and most importantly, the citizens of the Town of Millis.

The members of the Committee have regularly scheduled meetings where the public is welcome to attend and ask any questions regarding this report and we look forward to working with all interested parties on this important initiative.

Respectfully submitted,

Town of Millis Capital Planning Committee

Jonathan Barry – Chair

Jonathan Loer (Finance Committee representative)

Peter Jurmain

Marc Conroy (School Committee representative)

Craig Schultze (Select Board representative)

**Capital Planning Committee Priorities for November 2023 Town Warrant**

<b>Highest priorities</b>			
Department	Description	Estimated Cost	Comment
DPW	Treatment plant for well 3	7,100,000	Federal funding expected to defray a portion of the cost
Public Safety	New antenna for communication	89,373	
Library	Upgrade lighting system	110,000	
Town buildings	Municipal buildings HVAC repair	75,000	
DPW	Pickup truck	84,906	
DPW	Vactor truck	573,559	
Subtotal		\$8,032,938	
<b>Medium priorities</b>			
Subtotal		N/A	
<b>Lower priorities</b>			
Subtotal		N/A	
Total		\$8,032,938	



**Town of Millis - Capital Planning Summary November 2023**  
**Maintenance and Repair/Replacement of Existing Capital**

Owner	Description	Annual	FY24	FY25	FY26	FY27	FY28	FY29	FY30	FY31	FY32	FY33	Sum of Indefinite	Total
COA		\$												\$ 50,000
DPW		\$ 839,892	\$ 712,000	\$ 620,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 655,000	\$ 640,000	\$ 702,000	\$ 6,833,892
Fire		\$ 100,000	\$ 200,000	\$ 110,000	\$ 195,000	\$ 60,000	\$ 170,000	\$ 170,000	\$ 170,000	\$ 60,000	\$ 425,000	\$ 850,000		\$ 2,890,000
Library		\$ 140,500	\$ 60,000	\$ 57,000	\$ 28,000	\$ 25,000								\$ 335,500
Police		\$ 28,490	\$	\$ 50,800	\$	\$ 3,950								\$ 181,265
Police/Fire									\$ 15,980	\$ 81,995				
School		\$ 1,307,964	\$ 830,218	\$ 1,102,722	\$ 462,059	\$ 211,245	\$ 67,245	\$ 148,233	\$ 330,972	\$ 534,536	\$ 50,600			\$ 120,000
Town administration														\$ 5,059,799
VMB		\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 250,000
Grand Total		\$ 2,800,404	\$ 2,260,218	\$ 2,005,572	\$ 1,442,059	\$ 1,602,195	\$ 862,245	\$ 1,136,213	\$ 1,167,967	\$ 1,156,536	\$ 2,057,600	\$ 2,057,600	\$ 900,254	\$ 19,073,262

**Other Potential Capital Needs**

Owner	Description	Annual	FY24	FY25	FY26	FY27	FY28	FY29	FY30	FY31	FY32	FY33	Sum of Indefinite	Total
COA		\$												\$ 16,000,000
School	Senior Center Placeholder													\$ 5,000,000
School	Athletic Fields - High School													\$ 19,000,000
Town	HS Renovation													\$ 1,500,000
Town	Athletic Fields - Clyde Brown													\$ 670,000
Town	Athletic Fields - Oak Grove													\$ 2,000,000
Town	Lansing Mills Building Upgrades													\$ 75,000
Energy	Vehicle charging station													\$ 44,246,800
Grand Total														\$ 76,800

**Enterprise System Related Capital Needs**

Owner	Description	Annual	FY24	FY25	FY26	FY27	FY28	FY29	FY30	FY31	FY32	FY33	Sum of Indefinite	Total
DPW		\$												\$ 40,000
DPW	Stormwater Recharge Structures	\$ 40,000												\$ 40,000
DPW	Infiltration/Inflow Investigations & Repairs	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 2,000,000
DPW	Walnut Street Water Tank & Farm Street Water Tank													\$ -
DPW	Water meter replacement	\$ 333,333	\$ 333,334	\$ 333,333										\$ 1,000,000
DPW	Water System Master Plan	\$ 697,000	\$ 697,000	\$ 697,000	\$ 697,000	\$ 697,000	\$ 697,000	\$ 697,000	\$ 697,000	\$ 697,000	\$ 697,000	\$ 697,000	\$ 697,000	\$ 6,273,000
DPW	Stormwater Improvements and Infrastructure	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 9,000,000
DPW	New treatment plant for well 3	\$ 7,100,000	\$ 2,230,334	\$ 2,230,333	\$ 1,897,000	\$ 1,897,000	\$ 1,897,000	\$ 1,897,000	\$ 1,897,000	\$ 1,897,000	\$ 1,897,000	\$ 1,200,000	\$ 920,000	\$ 7,100,000
Grand Total		\$ 8,370,333	\$ 2,230,334	\$ 2,230,333	\$ 1,897,000	\$ 1,897,000	\$ 1,897,000	\$ 1,897,000	\$ 1,897,000	\$ 1,897,000	\$ 1,897,000	\$ 1,200,000	\$ 920,000	\$ 26,333,000

23-201

Contract Extension

Stumpy's Tree Service



# TOWN OF MILLIS

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

## OFFICE OF THE SELECT BOARD & TOWN ADMINISTRATOR

Veterans Memorial Building  
900 Main Street • Millis, MA 02054  
Phone: 508-376-7041  
[Townadministratoroffice@millisma.gov](mailto:Townadministratoroffice@millisma.gov)

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

Karen Bouret DeMarzo  
Assistant Town Administrator  
[karen.bouret.demarzo@millisma.gov](mailto:karen.bouret.demarzo@millisma.gov)

### EXTENSION OF CONTRACT

TERM: November 1, 2023 to October 31, 2024

### TREE SERVICES

Rates: Tree service rates are bound to the unit prices listed in the MAPC bid, executed on November 22, 2022

Name: James Jakobsen, President

Company: Stumpy's Tree Service  
190 Front Street, Suite 201  
Ashland, MA 01721

Phone: 508-881-8784

Email: [info@stumpytree.com](mailto:info@stumpytree.com)

---

James Jackobsen, President

Date

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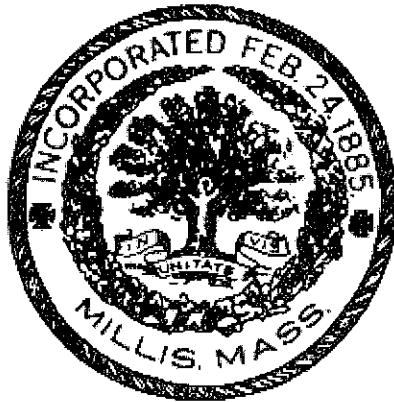
Michael J. Guzinski, Millis Town Administrator

Date

23-202

Approve/Sign

FATM Warrant



## **WARRANT**

**2023**

### **FALL ANNUAL TOWN MEETING**

### **TOWN OF MILLIS COMMONWEALTH OF MASSACHUSETTS**

**NORFOLK, SS.**

**GREETING:**

To either of the Constables of the Town of Millis in said county, in the name of the Commonwealth of Massachusetts, you are hereby directed to notify and warn the inhabitants of the Town of Millis qualified to vote in elections and in town affairs, to meet on Monday, the sixth day of November, AD 2023 at 7:30 p.m. in the Middle-Senior High School auditorium in said Millis:

**FOR THE BUSINESS MEETING, THEN AND THERE,  
TO ACT ON THE FOLLOWING ARTICLES, VIZ**

WARRANT INSTRUCTIONS

OPENING MOTIONS

Pledge of Allegiance

Opening Comments (Moderator James McCaffrey, Finance Committee Chair Peter Berube)

Opening Motions

Moderator recognizes Finance Committee Chairperson

(Mr. Berube) I move that the reading of the warrant and return of service thereof be omitted

(Fin Com Vice Chair) Second

Discussion

Vote

Moderator recognizes Finance Committee Chairperson

(Mr. Berube) I move that the Moderator be granted unanimous consent to omit the reading of the articles and to refer to them by number and subject matter.

Second (Fin Com Vice Chair)

Discussion

Vote

## **FALL 2023 TOWN MEETING ARTICLE LIST**

1. Unpaid Bills
2. FY24 Operational Budget Adjustments
3. Capital Items
4. PFAS Treatment Plant at Well #3 Borrowing Authorization
5. Road and Sidewalk Construction, Design and Repair
6. Vector Truck Borrowing Authorization
7. Bus Lease Borrowing Authorization
8. OPEB/Actuarial Study
9. Special Education Fund
10. Ch. 41 Section 111F Injury Leave Indemnity Fund
11. OPEB Trust Fund
12. Stabilization Fund

# TOWN OF MILLIS

## NOVEMBER 6, 2023, FALL ANNUAL TOWN MEETING WARRANT

**ARTICLE 1.** To see if the Town will vote to appropriate and raise by taxation, or by transfer from available funds the sum of **\$13,346.81** for unpaid bills, or to take any other action relating thereto.

DEPARTMENT	VENDOR	AMOUNT
Select Board	Direct Energy	\$ 30.71
BOH	John McVeigh	\$ 30.79
Building Dept	Tim Costello	\$ 17.03
Building Dept	Bob Fogarty	\$ 40.22
Building Dept	Michael Giampietro	\$ 16.38
Building Dept	Jennifer Sweet	\$ 2.62
Building Dept	Michael Mancini	\$ 3.93
Treasurer	Gatehouse Media	\$ 945.52
Treasurer	KP Law	\$ 448.00
Town Clerk	Donna Cabibbo	\$ 108.75
Library	Esther Davis	\$ 750.00
Fire	Joseph Sullivan	\$ 647.73
DPW	Wheelbrator	\$ 2,921.12
DPW	Commonwealth of Mass (EZ Pass)	\$ 51.80
DPW	Norfolk Power Equipment	\$ 20.02
DPW	Steves Auto Parts	\$ 760.64
DPW	Verizon	\$ 20.62
		<b>\$ 6,815.88</b>
DPW	Verizon	\$ 20.62
DPW	Verizon	\$ 39.36
DPW	Verizon	\$ 11.05
		<b>\$ 71.03</b>
DPW	Alpha Analytical	\$ 1,120.15
DPW	Williamson Pump	\$ 717.02
DPW	Verizon	\$ 20.62
DPW	Verizon	\$ 39.36
DPW	Verizon	\$ 11.04
		<b>\$ 1,908.19</b>
DPW	Millis Police Detail	\$ 4,020.70
DPW	WB Mason	\$ 90.27
DPW	WB Mason	\$ 33.31
DPW	USA Bluebook	\$ 297.98
DPW	USA Bluebook	\$ 109.45
		<b>\$ 4,551.71</b>
<b>TOTAL UNPAID BILLS</b>		<b>\$ 13,346.81</b>

(Submitted by Select Board)



**ARTICLE 2.** To see if the Town will vote to transfer from Marijuana Impact Fees (Free Cash) the sum of **\$210,585.03**, for additional wages and expenses not sufficiently funded under Article 3 - Operating Budgets, of the May 3, 2023, Annual Town Meeting, as follows:

<u>Department</u>	<u>Description of Expense</u>	<u>Total Expenses</u>
Administration	Social Work Services – Entire Community	\$35,000.00
Police	School Resource Officer Salary	\$23,299.83
Police	Marijuana Training	\$27,500.00
Recreation	Teen Program Coordinator	\$12,200.00
School	School Adjustment Counselor – 1.0 FTE	\$60,791.20
School	High School Paraprofessional	\$21,435.20
School	Middle School SEL Teacher	\$30,338.80
<b>Total</b>		<b>\$210,585.03</b>

Or take any other action related thereto.  
(Submitted by Select Board)

**ARTICLE 3.** To see if the Town will vote to appropriate and raise by taxation, transfer from available funds, or borrow the sum of **\$359,279.00** to fund the following Capital items:

<u>#</u>	<u>Department</u>	<u>Item</u>	<u>Cost</u>
1	Fire	Public Safety Radios/Antenna	\$ 89,373.00
2	Town Bldgs.	HVAC Repairs	\$ 75,000.00
3	Water/Sewer	Chevy Silverado Pickup Truck	\$ 84,906.00
4	Library	Phase 2/Lighting Replacement	<u>\$110,000.00</u>
Total			<b>\$359,279.00</b>

Or take any other action related thereto.  
(Submitted by Select Board)

**ARTICLE 4.** To see if the Town will vote to appropriate **\$7,100,000**, or any other amount, to pay costs of designing, constructing, furnishing and equipping a new **Well 3 PFAS Treatment Facility**, including the payment of all other costs incidental and related thereto; to determine whether this amount shall be raised by borrowing or otherwise provided, or to take any other action relative thereto.

(Submitted by Select Board)  
2/3rds Majority

**ARTICLE 5.** To see if the Town will vote to transfer from available funds the sum of **\$500,000**, for **Road/Sidewalk Construction, Design, Repair, and Maintenance**, or take any other action related thereto.

(Submitted by Select Board)

**ARTICLE 6.** To see if the Town will vote to borrow under the provisions of M.G.L. Chapter 44 or any other enabling authority, the sum of **\$573,559 for the purchase of a Vector Truck for the Department of Public Works** or take any other action in relation thereto.

(Submitted by the Select Board)  
2/3rds Majority

**ARTICLE 7.** To see if the Town will vote to borrow under the provisions of M.G.L. Chapter 44 or any other enabling authority, the sum of **\$136,100.00 for the lease/purchase of one Bus for the Millis Schools** or take any other action in relation thereto.

(Submitted by the School Committee)  
2/3rds Majority

**ARTICLE 8.** To see if the Town will vote to transfer from available funds the sum of **\$7,800.00 for an OPEB/Actuarial Study**, or take any other action related thereto.

(Submitted by Select Board)

**ARTICLE 9.** To see if the Town will vote to transfer from available funds the sum of **\$320,784.00 to the Special Education Fund**, or take any other action related thereto.

(Submitted by Select Board)

**ARTICLE 10.** To see if the Town will vote to transfer from available funds the sum of **\$300,000.00 to the MGL Chapter 41, Section 111F Injury Leave Indemnity Fund**, or take any other action related thereto.

(Submitted by Select Board)

**ARTICLE 11.** To see if the Town will vote to transfer from available funds the sum of **\$50,000.00 To the OPEB Trust Fund Account**, or take any other action related thereto.

(Submitted by Select Board)

**ARTICLE 12.** To see if the Town will vote to transfer from available funds the sum of **\$700,000.00 to the Stabilization Fund**, or take any other action related thereto.

(Submitted by Select Board)

And, you are hereby directed to serve this Warrant by posting attested copies hereof fourteen days before time of said meeting as directed by the vote of the Town. Hereof fail not and make due return of this Warrant with your doings thereon at the time and place of said meeting.

Given under our hands this 12th day of October in the year two thousand and twenty-three.

**TOWN OF MILLIS  
SELECT BOARD**

\_\_\_\_\_  
Craig W. Schultze, Chair

\_\_\_\_\_  
Ellen Rosenfeld, Vice-Chair

\_\_\_\_\_  
Erin T. Underhill, Clerk

**A True Copy, Attest**

\_\_\_\_\_  
Lisa J. Hardin, Town Clerk

\_\_\_\_\_  
Helen R. Kubacki, Constable  
Town of Millis

23-203

Discuss Tri-County School Project/Vote

23-204

Approve Field of Flags Event

## Karen Bouret DeMarzo

---

**From:** Erin T. Underhill  
**Sent:** Wednesday, October 11, 2023 8:07 AM  
**To:** Karen Bouret DeMarzo  
**Cc:** Jim McKay; Mike Guzinski  
**Subject:** Re: Field of flags

**Follow Up Flag:** Flag for follow up  
**Flag Status:** Flagged

Lions Club

The take down of the Flags occurs (2) weeks following install of Saturday, Nov 10th. So they will be removed on Saturday Nov 25.

Get [Outlook for iOS](#)

---

**From:** Erin T. Underhill <etunderhill@millisma.gov>  
**Sent:** Wednesday, October 4, 2023 12:08:45 PM  
**To:** Karen Bouret DeMarzo <Karen.Bouret.DeMarzo@millisma.gov>  
**Cc:** Jim McKay <jmckay@millisma.gov>; Mike Guzinski <mguzinski@millisma.gov>  
**Subject:** Re: Field of flags

I will find out, but I believe they are planning to set up on 11/10 in the morning.

Get [Outlook for iOS](#)

---

**From:** Karen Bouret DeMarzo <Karen.Bouret.DeMarzo@millisma.gov>  
**Sent:** Wednesday, October 4, 2023 10:57:59 AM  
**To:** Erin T. Underhill <etunderhill@millisma.gov>  
**Cc:** Jim McKay <jmckay@millisma.gov>; Mike Guzinski <mguzinski@millisma.gov>  
**Subject:** RE: Field of flags

Yes, will do.

Could you please provide me with when they intend to set the flags up and when they will be removed? Any details would be great.

Jim will need to know so he can plan for lawn cutting etc.

Thanks!

*Karen Bouret DeMarzo*

Assistant Town Administrator  
Human Resources Manager

900 Main Street  
Millis, MA 02054  
508.376.7041

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

23-205

Board/Committee Updates



23-206

DRAFT Minutes

8/14/23

8/31/23

9/25/23

**SELECT BOARD  
MEETING MINUTES  
Monday, August 14, 2023  
Veterans Memorial Building Room 229  
900 Main Street, Millis, MA 02054**

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

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

Announcements

The Millis Recreation Department is hosting the 'Summer Concert Series' on Wednesdays in August at 6:30pm

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. The survey will be posted on the Town Website, Millis Community Media's Website, and local social media.

State Representative James Arena-DeRosa will be hosting a Small Business Roundtable at the VMB building on August 29, 2023, at 8:30am.

23-159 Appointments

- *School Committee Member (joint appointment with the School Committee)*  
School Committee member Marc Conroy made a motion to appoint Sean Powers as interim member of the School Committee through the May Annual Town Election to fill the vacancy created by the resignation of Steve Catalano. The motion was seconded by Shayna Canestrari. Select Board Chair Craig Schultze polled the Select Board and the School Committee – Conroy, yay. Briggs, yay. Canestrari, yay. Underhill, yay. Rosenfeld, no. Schultze, no. The motion passed with majority.
- *Planning Board Member*  
Sel. Rosenfeld made a motion to appoint James McKay as an interim member of the Planning Board through the May Annual Town Election to fill the vacancy created by the resignation of Josh Guerrero. Sel. Underhill seconded the motion. Sel. Schultze polled the Board and the motion passed unanimously.
- *Payroll Administrator*  
Sel. Rosenfeld made a motion to ratify the Town Administrators appointment of Mary Montione as Payroll Administrator subject to a successful physical. Sel. Underhill seconded the motion. Sel. Schultze polled the Board and the motion passed unanimously.
- *Member of the Economic Development Committee*  
Sel. Rosenfeld made a motion to ratify the Town Administrators appointment of Jonathan Sussman as a member of the Economic Development Committee through June 30<sup>th</sup>, 2024. Sel. Underhill seconded the motion. Sel. Schultze polled the Board and the motion passed unanimously.
- *Election worker*  
Sel. Rosenfeld made a motion to ratify the Town Administrators appointment of Donna Cabibbo as an election worker retroactive to 5/1/23. Sel. Underhill seconded the motion. Sel. Schultze polled the Board and the motion passed unanimously.

23-160 Bond Anticipation Note Renewal

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

23-161- Review/Approval of Stormwater Utility Support FY24 Billing Cycle – Kleinfelder

Peter Varga from Kleinfelder gave a brief update on the FY24 Millis Stormwater Program.

**Sel. Rosenfeld made a motion to approve the agreement with Kleinfelder for the purpose of FY24 stormwater support services in an amount not to exceed \$107,002.00. Sel. Underhill seconded the motion. Sel. Schultze polled the Board and the motion passed unanimously.**

23-162 Hearing: Dangerous Dog/Bentley Muzzle Order

**Sel. Schultze made a motion to open a Hearing for consideration of a dangerous dog muzzle order for Bentley. Sel. Underhill seconded the motion. Sel. Schultze polled the Board and the motion passed unanimously.**

The following individuals were present at the hearing and were sworn in under oath:

1. ACO Erin Mallette
2. Karen Karlsson
3. Judith Carlson, 4 Concord Circle
4. Patricia Fuller, 5 Concord Circle
5. Deb Sheppard, 10 Ticonderoga Lane
6. Paul Miller, 7 Concord Circle

ACO officer Erin Mallette issued a 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.

Abutters voiced their concerns regarding the dog Bentley.

**Sel. Schultze made a motion to close the Hearing for consideration of a dangerous dog muzzle order for Bentley. Sel. Underhill seconded the motion. Sel. Schultze polled the Board and the motion passed unanimously.**

**Sel. Rosenfeld made a motion that the Board approves a muzzle and restraint order on Bentley which will remain in effect until all appeals of the Select Board's order to euthanize have been completed. Sel. Underhill seconded the motion. Sel. Schultze polled the Board and the motion passed unanimously.**

23-163 Complete Streets: Presentation of Upcoming Projects

Nicole Riley, Chair of the Economic Development Committee, presented their list of recommendations for upcoming projects. Including the Village Street/Himelfarb Street/Acorn Street intersection, Main Street Pedestrian Detectable Warning Panels, Middlesex Street/Ridge Street intersection, Plain Street sidewalk reconstruction, Main Street/Exchange Street intersection improvement.

**Sel. Schultze made a motion to submit all 5 projects to DOT for approval. Sel. Underhill seconded the motion. Sel. Schultze polled the Board and the motion passed unanimously.**

23-164 Review/Approval of Economic Development Committee Recommendation for Exchange St.  
Nicole Riley, Chair of the Economic Development Committee, discussed the recommendation for the signage on Exchange Street.

Sel. Rosenfeld made a motion that the Board vote to approve the recommended changes to Exchange St. parking as submitted by the Economic Development Committee and described in their memo dated August 8<sup>th</sup>, 2023, with the exclusions of items 1 & 2. Sel. Underhill seconded the motion. Sel. Schultze polled the Board and the motion passed unanimously.

23-165 Review/Approval of Drainage Easements @ Emerson Place

Sel. Rosenfeld made a motion that the Board vote to approve and accept the non-exclusive drainage easement for Emerson Place Development, LLC pursuant to G.L.C.83 § 4 dated February 2019 as presented. Sel. Underhill seconded the motion. Sel. Schultze polled the Board and the motion passed unanimously.

23-166 Approval of DPW Contract/Change Orders

- *Pavement Markings*  
Sel. Rosenfeld made a motion to approve entering a contract through the MAPC with KS Corporation for road pavement markings in an amount not to exceed \$25,000.00 and to authorize the Town Administrator to sign on the Town's behalf. Sel. Underhill seconded the motion. Sel. Schultze polled the Board and the motion passed unanimously.
- *SCADA System Computer Upgrade*  
Sel. Rosenfeld made a motion to approve entering a contract with Woodard & Curran to upgrade the SCADA computer system for a lump sum fee of \$22,000.00 and to authorize the Town Administrator to sign on the Town's behalf. Sel. Underhill seconded the motion. Sel. Schultze polled the Board and the motion passed unanimously.
- *(2) Change Orders – D'Angelis PFAS Plant*  
Sel. Rosenfeld made a motion to approve change order #6 in the amount of \$20,006.00 and change order #7 in the amount of \$13,101.00 for Winston builders in relation to the construction of the D'Angelis PFAS water treatment plant. Sel. Underhill seconded the motion. Sel. Schultze polled the Board and the motion passed unanimously.

23-167 Review/Approval of Mutual Aid Agreement for Animal Control Services

Sel. Rosenfeld made a motion to approve the mutual aid agreement with Milford for regional animal control services as written. Sel. Underhill seconded the motion. Sel. Schultze polled the Board and the motion passed unanimously.

23-168 Review/Approval of Letter to Legislative Delegation RE: Millis Housing Authority

Sel. Rosenfeld made a motion that the Board approves the letter to our legislative delegation regarding the Millis Housing Authority as written pending confirmation of the final numbers. Sel. Underhill seconded the motion. Sel. Schultze polled the Board and the motion passed unanimously.

23-169 Approval of Overdose Awareness Event

Sel. Rosenfeld made a motion to approve the request form SAFE Coalition for an overdose awareness event to include placing flags on the lawn outside of the Veterans Memorial Building from 8/28/23-9/1/23 and to hold a 30-minute vigil on the side lawn on 8/31/23 at 3:45pm in coordination with the

**DPW Director. Sel. Underhill seconded the motion. Sel. Schultze polled the Board and the motion passed unanimously.**

23-170 Approval of One-Day Special Alcohol Licenses

- *Millis Lions Club*  
Sel. Rosenfeld made a motion to approve the One-Day Special Alcohol license for the Millis Lions club through Lois Lawson for a non-profit event to be held from 5-8pm on September 22<sup>nd</sup>, 2023 located at 974 Main Street. Sel. Underhill seconded the motion. Sel. Schultze polled the Board and the motion passed unanimously.
- *Boggestowe Fish & Game Club*  
Sel. Rosenfeld made a motion to approve the One-Day Special Alcohol license for the Boggestowe Fish & Game Club through Nate Maltinsky for a non-profit event to be held from 5-10pm on August 24<sup>th</sup>, 2023 located at 247 Ridge Street. Sel. Underhill seconded the motion. Sel. Schultze polled the Board and the motion passed unanimously.

23-171 Board/Committee Liaison Updates

Sel. Underhill attended the Local Emergency Management Committee where they discussed plans for hazard mitigation.

Sel. Rosenfeld attended the Energy Committee where they discussed their Net Zero Goals report.

Sel. Schultze attended the Economic Development Committee where they discussed the complete streets presentation that was given earlier in the meeting.

23-172 Approval of DRAFT Minutes

Sel. Rosenfeld made a motion to approve the draft minutes from 3/29/21, 4/5/21, 4/12/21, and 7/19/23 as written. Sel. Underhill seconded the motion. Sel. Schultze polled the Board and the motion passed unanimously.

23-173 Approval of Water/Sewer Commitments

Sel. Rosenfeld made a motion to approve the water/sewer commitment to the collector for July 2023 in the amount of \$4,433.91 and the commitment from June 2023 in the amount of \$2,491.04. Sel. Underhill seconded the motion. Sel. Schultze polled the Board and the motion passed unanimously.

Sel. Schultze made a motion to enter Executive Session at 9:10pm to discuss strategy with respect to potential litigation (Dangerous Dog Decision Appeal), only emerging to adjourn. Sel. Rosenfeld seconded the motion. Sel. Schultze polled the Board and the motion passed unanimously.

Respectfully Submitted by Victoria Schindler

**SELECT BOARD  
MEETING MINUTES  
Monday, August 31, 2023  
Millis Public Library – Roche Bros Room**

**Vice Chair Rosenfeld called the meeting to order at 10:31am.**

The following persons were present Vice Chair Ellen Rosenfeld, Clerk Erin Underhill, Town Administrator Mike Guzinski, Principal Assistant Executive Office Victoria Schindler.

23-174 Appoint Full Time Dispatcher

**Sel. Underhill made a motion to ratify the Town Administrators appointment of Liana Lodola pending a successful physical and drug screening. Sel. Rosenfeld seconded the motion. Sel. Rosenfeld polled the Board and the motion passed unanimously.**

23-175 Approval of FY24 HVAC Preventative Maintenance Contract @ Town Buildings

**Sel. Underhill made a motion to approve and authorize the Town Administrator to sign on the Towns behalf a contract with Renaurd HVAC & Controls, Inc. in the amount of \$32,679.00. Sel. Rosenfeld seconded the motion. Sel. Rosenfeld polled the Board and the motion passed unanimously.**

23-176 Meet & Greet with Congressman Jake Auchincloss

Canceled.

**Sel. Underhill made a motion to adjourn at 10:45am. Sel. Rosenfeld seconded the motion. Sel. Rosenfeld polled the Board and the motion passed unanimously.**

Respectfully Submitted by Victoria Schindler

**SELECT BOARD  
MEETING MINUTES  
Monday, September 25, 2023  
Veterans Memorial Building Room 229  
900 Main Street, Millis, MA 02054**

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

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

Announcements

The Friends of Millis Public Library are celebrating 40 years and 10 years in the new building. Please join them on Saturday October 14<sup>th</sup>, 2023, from 10am-2pm at the Millis Public Library.

The Millis Recreation Department is hosting a Prospect Hill Cemetery Stroll with Steve Main on Saturday 10/14/23 at 12:00pm.

Robert Weiss Economic Development and Planning Director announces the 3A MBTA Survey will be available online for the public tomorrow 9/26/2023.

23-190 Vote to Approve and Sign Community Aggregation Energy Letter

**Sel. Rosenfeld made a motion to approve and sign the Community Aggregation Letter dated 9/25/23 as written. Sel. Underhill seconded the motion. Sel. Schultze polled the Board and the motion passed unanimously.**

23-191 Appointments

- *Recruit On Call Firefighters*  
**Sel. Rosenfeld made a motion to ratify the Town Administrators appointment of Dean Kubacki, Ryan Smith, Damian Benitez as On Call Firefighter Recruits subject to successful physical examination results. Sel. Underhill seconded the motion. Sel. Schultze polled the Board and the motion passed unanimously.**
- *Acting Fire Lieutenant*  
**Sel. Rosenfeld made a motion to ratify the Town Administrators appointment of Brian Polimeno as Acting Fire Lieutenant effective immediately. Sel. Underhill seconded the motion. Sel. Schultze polled the Board and the motion passed unanimously.**

23-192 Tri-County School Building Project Presentation/Discussion

Dan Hayes Business Manager of Tri-County, Brian Mushnick Chair of the Tri-County School building Committee and Jane Hardin the Millis Representative on the Tri-County Board, discuss the Tri-County School building Project.

Dan Hayes states they have been working on this project since 2019 when they were accepted in to the MSBA. He reviews the plans for the new school which will include more classroom space and dedicated entrances for the customers to use to utilize the vocational services (e.g., cosmetology, culinary, etc.). The new building will be completed in September 2027. He reviewed the District Vote process which includes a District Ballot Election – Chapter 71 Section 16(n) that will be held on October 24, 2023. The debt issue is a 30-year bond, debt repayment assessment based on October 1 enrollment annually with an assumed 5 pupil minimum for capital debt assessment.

Sel. Schultze questioned the need for the track and fields being rebuilt knowing they are not reimbursable. Brian Mushnick discusses the non-reimbursable costs of the new school including the needed vocational technology that is not needed at a traditional school. He states the reason for the new fields is that is where they will be storing everything to save money having it be on site and not transported on and off location.

23-193 Vote to Approve and Sign 10/24/23 Election Warrant

Sel. Rosenfeld made a motion to approve and sign the election warrant for Tuesday, the 24<sup>th</sup> of October 2023 as written. Sel. Underhill seconded the motion. Sel. Schultze polled the Board and the motion passed unanimously.

23-194 Review/Approval of 10 Acorn Street Sewer Connection

Sel. Rosenfeld made a motion to approve the sewer extension permit application for 10 Acorn Street subject to the technical modifications listed by the Town's peer review engineer to provide a written statement from the applicant stating the existing and proposed building uses to justify the assumed three employees. Sel. Underhill seconded the motion. Sel. Schultze polled the Board and the motion passed unanimously.

23-195 Approval of One-Day Alcohol License – Bryce McCarthy Liaison Updates

Sel. Rosenfeld made a motion to approve the One-Day Special Alcohol License submitted by Rich McCarthy for Bryce Matthew McCarthy Memorial Foundation fundraiser to be held at Oak Grove Farm on Saturday, October 28<sup>th</sup> from 1:00-5:00pm subject to proof of liquor liability insurance naming the Town as insured in the amount of \$1,000,000.00. Sel. Underhill seconded the motion. Sel. Schultze polled the Board and the motion passed unanimously.

23-196 Board/Committee Liaison Updates

Sel. Underhill attended a School Building Committee meeting where they discussed the building timeline:

Sel. Rosenfeld attended the Charles River Pollution Control District meeting where they discussed their budget.

Sel. Schultze attended the Capital Planning Committee where they discussed the proposed list of Capital item requests.

23-197 Approval of DRAFT Minutes

Sel. Rosenfeld made a motion to approve the draft minutes from 9/14/23 meeting as written. Sel. Underhill seconded the motion. Sel. Schultze polled the Board and the motion passed unanimously.

Sel. Schultze made a motion to enter Executive Session at 9:10pm to discuss strategy with respect to potential litigation (Dangerous Dog Decision Appeal) and to discuss strategy with respect to collective bargaining and contract negotiations (Millis Police) only emerging to adjourn. Sel. Rosenfeld seconded the motion. Sel. Schultze polled the Board and the motion passed unanimously.

Respectfully Submitted by Victoria Schindler