



# TOWN OF MILLIS

James J. McCaffrey, *Chair*  
Peter C. Jurmain, *Vice Chair*  
Erin T. Underhill, *Clerk*

## OFFICE OF THE SELECT BOARD

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

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

Karen M. Bouret  
Operations Support Manager  
[kbouret@millisma.gov](mailto:kbouret@millisma.gov)

### SELECT BOARD MEETING AGENDA MONDAY, OCTOBER 26, 2020; 6:30 PM

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

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

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

	Topic	Time	Speaker
I.	<b>Call to Order Open Session</b>	<b>6:30 PM</b>	<b>James McCaffrey</b>
II.	<b>Announcements</b> Election Day/ Town Meeting/ Halloween Reminders		
III.	<b>Open Session Scheduled Appointments &amp; Hearings</b>		
20-247	Veterans Day Proclamation & Plans	6:35 PM	J. McCaffrey J. Moore
20-248	Appointment of DPW HEO Laborer	6:45 PM	J. McKay M. Guzinski
20-249	Appointment of On Call Snow Removal Worker	6:50 PM	J. McKay M. Guzinski
20-250	Appointment of At-Large Member of CPC	6:55 PM	J. McCaffrey
20-251	232-248 Main Street LIP Discussion	7:30 PM	D. Merrikin R. Weiss J. McKay
IV.	<b>Open Session Items</b>		
20-252	Acceptance of Center for Tech and Civic Life COVID-19 Response Grant		K. Smith
20-253	Approval of Stormwater Utility Commitment		J. Scannell
20-254	Review/Approval of CFB BAN Renewal		J. Scannell
20-255	Assign Motions for 11/7/20 Town Meeting		J. McCaffrey
V.	<b>Adjournment</b>		

## Upcoming Meeting Schedule

<b>Date</b>	<b>Time</b>	<b>Location</b>
Monday, November 2, 2020	6:30 PM	Zoom
Thursday, November 5, 2020	5:00 PM	Zoom
Saturday, November 7, 2020	11:00 AM	MS/HS Parking Lot (Town Meeting)
Monday, November 16, 2020	6:30 PM	Zoom
TBD – Stormwater Hearings	TBD	Zoom
Monday, December 7, 2020	6:30 PM	Zoom
Monday, December 21, 2020	6:30 PM	Zoom
TBD – Tri Board Meeting	TBD	TBD
Monday January 11, 2021	6:30 PM	TBD
Monday, January 25, 2021	6:30 PM	TBD
Monday, February 8, 2021	6:30 PM	TBD
Wednesday, February 10, 2021	9:00 AM Budget Presentations	TBD
Monday, February 22, 2021	6:30 PM	TBD

# SAFETY TIPS: HALLOWEEN 2020



## SAFE

### CELEBRATE AT HOME



Watch Spooky Movies



Create a Scavenger Hunt



Dress Up & Share Photos



Host an Online Party



## LESS SAFE

### CAREFUL TRICK-OR-TREATING



Wear a Face Mask



Avoid Crowds



Use Hand Sanitizer



Wash Hands Before Eating



Use a Table to Distribute Treats



## UNSAFE

### BEWARE OF...



Large Gatherings



Indoor Events



Haunted Houses



Hayrides

These general tips are based on guidance from the Centers for Disease Control and Prevention - <https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/holidays.html#halloween>. You should follow community guidelines from your local health department, and if you are sick or have been in contact with someone who is sick or has COVID-19 symptoms, stay at home and away from others.

LEARN MORE AT  
[DEBEAUMONT.ORG/HALLOWEEN2020](https://DEBEAUMONT.ORG/HALLOWEEN2020)

de Beaumont  
BOLD SOLUTIONS FOR HEALTHIER COMMUNITIES

20-247

Veterans Day Info

## Town of Millis Veterans Day, 2020

In 1954, President Dwight D. Eisenhower signed the first Veterans Day proclamation calling on our nation to “pay appropriate homage to the veterans of all its wars who have contributed so much to the preservation of this nation.”

Our nation has fought, and continues to fight, battles around the world. The words of that first proclamation still ring true: “Let us solemnly remember the sacrifices of all those who fought so valiantly, on the seas, in the air, and on foreign shores, to preserve our heritage of freedom, and let us reconsecrate ourselves to the task of promoting an enduring peace so that their efforts shall not have been in vain.”

We remember with somber and grateful hearts those men and women who have served the United States of America with distinction and valor as sailors, soldiers, airmen and Marines, and offer our sincere prayers for those who continue to defend the principles on which our nation was founded.

The state of Massachusetts is home to thousands of our nation’s military families. We are proud to recognize our country’s veterans and extend the appreciation of our citizens to those who wear the uniforms of the United States Armed Forces and serve on the front lines preserving the freedom and liberty.

We, the Town of Millis Board of Selectmen, do hereby proclaim November 11, 2020, as **VETERANS DAY** in the Town of Millis and encourage all townspeople to observe and appreciate the sacrifices and contributions of our veterans who fought for peace and defended democracy in our land and abroad.

In the Town of Millis, given this 11<sup>th</sup> day of November, 2020:

### **MILLIS SELECT BOARD**

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James J. McCaffrey, Chair

---

Peter C. Jurmain, Vice Chair

---

Erin T. Underhill, Clerk

## **OPERATION THANK A VETERAN**

The Millis Veterans' Service Officer and Millis Community Media are teaming up to record a thank you to veterans for this year's Veterans Day holiday. If you would like to thank veterans, stop by the monuments in front of the Town Hall to record your message on Thursday, October 29<sup>th</sup> between 2:30 p.m. and 4:30 p.m.

In the event of inclement weather, messages will be recorded inside the Town Hall in room 229. There will be a limit of four people at a time in the room. Please wear a mask. To request a time or if you have questions, contact Millis Community Media at 508-376-7057. That's 508-376-7057.

20-248

Appointment of DPW HEO Laborer

# TOWN OF MILLIS



DEPARTMENT OF PUBLIC WORKS  
Veterans Memorial Building  
900 Main Street  
Millis, Massachusetts 02054

October 22, 2020

RE: Appointment of Fulltime HEO/ Laborer

The Town of Millis posted an opening for a HEO/Laborer working at the Department of Public Works. We received 2 applications, which we reviewed. The DPW Superintendent and I interviewed Paul Everett, a Millis resident.

Please review Paul's application and you will agree that he can handle all aspects of the job.

Paul will be assigned to the Highway Department and will assist with the operations of the Transfer Station.

I believe that Paul has the ability and disposition to handle whatever would come his way.

As part of employment Paul will need to complete a physical, Paul will also need to obtain a 2B Hoisting Engineering License within one year of employment. Paul already has a CDL class A Driver's License that is required for this position.

Best,

James F. McKay  
Director of Public Works





## TOWN OF MILLIS

### OFFICE OF THE BOARD OF SELECTMEN

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

### APPLICATION FOR EMPLOYMENT

The Town of Millis is an equal opportunity/affirmative action employer and does not discriminate against any applicant because of race, color, religion, sex, marital status, genetics, national origin, age, disability, sexual orientation or any other class protected by federal, state or local law. Any person who needs assistance in fully participating in the application process should contact the Millis Town Administrator.

#### *I. Contact Information*

Name		Date
Paul Everett		10/15/20
Address # and Street	City and State	Zip Code
163 Village st	Millis, MA	02054
Home Phone	Cell Phone	Email Address
N/A	(508) 404-7195	Pauleverett86@gmail.com

#### *II. Position Applying For (Please specify position title or job category)*

Heavy Equipment Operator/Laborer

How did you hear about the position?

Town Website

Have you ever been employed by the Town of Millis? When? What department?

No

#### *III. Education*

School	Name, Address, City, State	Years Attended	Degree
High School	Walpole High School, 275 Common st. Walpole, MA	4	2004
College			
Graduate School			
Trade, Business, Night Courses	Parker Professional Driving School, Class A Commercial Drivers License		anticipated date of graduation 10/19/20
Military Service, Other Training			

#### *IV. Licenses (Please list all licenses you possess that are relative to the position you seek.)* A valid license is a condition of employment, where required.

Do you have a valid driver's license (Class D Auto)?    √ Yes     √ No     If yes, enter expiration date 01/31/24

Do you have a valid CDL license (Class A or B)?    √ Yes     √ No     If yes, enter expiration date \_\_\_\_\_

What other valid licenses or certifications do you possess (job related)? \_\_\_\_\_

Anticipated date of CDL class A licensure 10/29/20

**V. Employment Eligibility**

Are you legally authorized to work in the United States?      ✓ Yes **X**    ✓ No \_\_\_\_\_

**VI. Special Skills**

Please list any other skills or abilities you feel are relevant: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**VII. Employment History**

Please account for the last 3 positions you have held. Start with your present or last employer. You may include military service and any verifiable work performed as an intern or volunteer. You (**X**) may (\_\_\_\_) may not contact my present employer.

Employer Hulbig Construction company	Address 109 mill st, Franklin, MA, 02038
Telephone (508) 384-7198	Title General Construction Laborer
Supervisor Mike Hulbig	Dates Worked 06/2007-12/2019
	Reason for leaving employer unable to provide steady work

Description of Primary Duties: Work as general carpenter for residential and commercial construction  
\_\_\_\_\_  
\_\_\_\_\_

Employer	Address
Telephone	Title
Supervisor	Dates Worked
	Reason for leaving

Description of Primary Duties: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Employer	Address
Telephone	Title
Supervisor	Dates Worked
	Reason for leaving

Description of Primary Duties: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**VIII. Business References** {a minimum of three references is required}

Name/Title Mike Hulbig	Address 109 Mill st, Franklin, MA	Phone 508-954-7709	Relationship former employer
Name/Title Will Hulbig	Address 251 Park st, North Attleboro MA	Phone 774-291-1122	Relationship former co-worker
Name/Title Anthony Troy	Address 350 plain St, Millis, MA	Phone 508-451-1874	Relationship customer

**IX. Employment of Minors**

The Town of Millis is subject to certain child labor provisions regarding the employment of persons under the age of 18. Further, an Employment Permit or Educational Certificate may be required, depending on your age.

Are you under age 18? If yes, please indicate your age: \_\_\_\_\_

**X. Medical Information**

All offers of employment are conditional upon the satisfactory completion of a pre-employment physical. Satisfactory fitness to perform the essential duties of the position is a condition of employment.

**XI. Pre-Employment Drug Testing**

Offers of employment may be conditional upon the satisfactory completion of a pre-employment drug test where required. Satisfactory completion of a required drug or alcohol test is a condition of employment as outlined in the Drug and Alcohol Testing Policy of the Town of Millis.

**XII. Signature**

CAREFULLY READ ALL PARTS OF THIS APPLICATION FORM BEFORE SIGNING.

- A. I understand that acceptance of this application by the Town of Millis does not imply that I will be employed. (Exceptions to A is an employee filling out this application for promotional purposes only.)
- B. The information I have provided is true and complete. I understand that misrepresentation or omission of any fact in my application, resume, or in any other materials or as provided during interviews, can be justification for refusal or employment or can be justification for termination from employment, if employed.
- C. I understand that any offer of employment that I receive from the Town of Millis is contingent upon my successful completion of the pre-employment screening process including, but not limited to, the Town of Millis receiving satisfactory references, a satisfactory criminal history and Criminal Offender Record Inquiry, if required, satisfactory verification of a driver's license or certifications where required and satisfactory completion of any required post-offer, pre-employment drug test or physical examination.
- D. In processing my application for employment, the Town of Millis may verify all of the information provided by me concerning, among other things, my prior employment or military record, education, character, general reputation and personal characteristics.
- E. I authorize the Town to take whatever steps deemed necessary to obtain information regarding my qualifications for employment including contacting my present and former employers, by contacting individuals listed as business, educational or personal references, and by contacting other individuals to provide or further clarify information about me.
- F. I hereby release my present and former employers and all individuals contacted for factual information about me from any and all liability for damages arising from furnishing the requested information.
- G. The Town will require a satisfactory CORI check, investigate my driving record or verify my license (s) or certification (s) as required for employment at any time during my employment. As a condition of employment, an employee may be required to provide additional or updated information especially if this employee has been on workers comp with another employer and may require both drug testing and an employment physical in order to allow us to have the necessary information for making a proper decision or reasonable accommodations.
- H. I understand that the Town of Millis is an at-will employer. If employed, I understand that my employment may be terminated with or without cause at any time unless there is an applicable bargaining unit contract provision.

My signature certifies that I have read and agree with the above statements and all statements contained in this application for employment.

Paul Everett \_\_\_\_\_

Applicant Name (Please print)

*Paul Everett* \_\_\_\_\_

Applicant Signature

*10/15/20* \_\_\_\_\_

Date

20-249

Appt of On Call Snow Worker



# TOWN OF MILLIS

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## OFFICE OF THE TOWN ADMINISTRATOR

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

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

Karen M. Bouret  
Operations Support Manager  
[kbouret@millisma.gov](mailto:kbouret@millisma.gov)

## ON CALL SNOW REMOVAL CONTRACTOR

The Town of Millis is seeking qualified candidates for the temporary, on call position of Snow Removal Contractor. The non-benefited position is responsible for snow removal including shoveling, snowblower operation, ice removal, and salting/sanding walkways and other areas.

Hourly pay is \$23.16/hour 7AM-6PM or \$34.73/hour nights and weekends.

Applications are available upon request at the Town Administrator's Office, Veterans Memorial Building, 900 Main Street, Millis, MA 02054, or at [www.millisma.gov](http://www.millisma.gov). Completed applications should be returned to the Town Administrator's office via post or emailed to [kbouret@millisma.gov](mailto:kbouret@millisma.gov)

*The Town of Millis is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status. The Town of Millis is committed to compliance with all fair employment practices regarding citizenship and immigration status.*

Wed 10:00 AM  
★ interview ★



# TOWN OF MILLIS

## OFFICE OF THE BOARD OF SELECTMEN

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

### APPLICATION FOR EMPLOYMENT

The Town of Millis is an equal opportunity/affirmative action employer and does not discriminate against any applicant because of race, color, religion, sex, marital status, genetics, national origin, age, disability, sexual orientation or any other class protected by federal, state or local law. Any person who needs assistance in fully participating in the application process should contact the Millis Town Administrator.

#### I. Contact Information

Name	Date	
Michael Cafro	October 6, 2020	
Address # and Street	City and State	Zip Code
56 Heritage Path	Millis, MA	02054
Home Phone	Cell Phone	Email Address
860.463.3183	860.463.3183	michael2786@gmail.com

#### II. Position Applying For (Please specify position title or job category)

ON CALL SNOW REMOVAL CONTRACTOR

How did you hear about the position?  
<https://www.millisma.gov/home/pages/employment-volunteer-opportunities>

Have you ever been employed by the Town of Millis? When? What department?  
No

#### III. Education

School	Name, Address, City, State	Years Attended	Degree
High School	East Catholic High School, Manchester, CT	2000-2004	HS Diploma
College	Roger Williams University, Bristol, RI	2004-2008	BS. Arch.
Graduate School	Roger Williams University, Bristol, RI	2008-2010	M. Arch.
Trade, Business, Night Courses			
Military Service, Other Training			

#### IV. Licenses (Please list all licenses you possess that are relative to the position you seek.) A valid license is a condition of employment, where required.

Do you have a valid driver's license (Class D Auto)?  Yes  No  If yes, enter expiration date 10/27/2023

Do you have a valid CDL license (Class A or B)?  Yes  No  If yes, enter expiration date \_\_\_\_\_

What other valid licenses or certifications do you possess (job related)? \_\_\_\_\_

**V. Employment Eligibility**

Are you legally authorized to work in the United States?      ✓ Yes ✓ No

**VI. Special Skills**

Please list any other skills or abilities you feel are relevant: \_\_\_\_\_

Flooring construction, landscaping, residential renovations, habitat for humanity / volunteering, hard worker, looking for opportunity to work with / be involved with my community.

**VII. Employment History**

Please account for the last 3 positions you have held. Start with your present or last employer. You may include military service and any verifiable work performed as an intern or volunteer. You ( ) may (✓) may not contact my present employer.

Employer	SLAM	Address	Boston, MA
Telephone		Title	
Supervisor		Dates Worked	2013 - present
		Reason for leaving	

Description of Primary Duties: Architectural Designer

I'd be happy to speak with someone to further discuss my current and past work / lifestyle position. Please feel free to reach out.

Employer	SEC Flooring	Address	East Hartford, CT
Telephone		Title	Laborer
Supervisor		Dates Worked	2003-2010 (+)
		Reason for leaving	

Description of Primary Duties: \_\_\_\_\_

Employer		Address	
Telephone		Title	
Supervisor		Dates Worked	
		Reason for leaving	

Description of Primary Duties: \_\_\_\_\_



**VIII. Business References** {a minimum of three references is required}

Name/Title Rich Johnson	Address	Phone 978.386.7005	Relationship Work Related
Name/Title Scott Cafro	Address	Phone 860.463.5336	Relationship SEC Owner
Name/Title	Address	Phone	Relationship

**IX. Employment of Minors**

The Town of Millis is subject to certain child labor provisions regarding the employment of persons under the age of 18. Further, an Employment Permit or Educational Certificate may be required, depending on your age.

Are you under age 18? If yes, please indicate your age: \_\_\_\_\_

**X. Medical Information**

All offers of employment are conditional upon the satisfactory completion of a pre-employment physical. Satisfactory fitness to perform the essential duties of the position is a condition of employment.

**XI. Pre-Employment Drug Testing**

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**XII. Signature**

CAREFULLY READ ALL PARTS OF THIS APPLICATION FORM BEFORE SIGNING.

- A. I understand that acceptance of this application by the Town of Millis does not imply that I will be employed. (Exceptions to A is an employee filling out this application for promotional purposes only.)
- B. The information I have provided is true and complete. I understand that misrepresentation or omission of any fact in my application, resume, or in any other materials or as provided during interviews, can be justification for refusal or employment or can be justification for termination from employment, if employed.
- C. I understand that any offer of employment that I receive from the Town of Millis is contingent upon my successful completion of the pre-employment screening process including, but not limited to, the Town of Millis receiving satisfactory references, a satisfactory criminal history and Criminal Offender Record Inquiry, if required, satisfactory verification of a driver's license or certifications where required and satisfactory completion of any required post-offer, pre-employment drug test or physical examination.
- D. In processing my application for employment, the Town of Millis may verify all of the information provided by me concerning, among other things, my prior employment or military record, education, character, general reputation and personal characteristics.
- E. I authorize the Town to take whatever steps deemed necessary to obtain information regarding my qualifications for employment including contacting my present and former employers, by contacting individuals listed as business, educational or personal references, and by contacting other individuals to provide or further clarify information about me.
- F. I hereby release my present and former employers and all individuals contacted for factual information about me from any and all liability for damages arising from furnishing the requested information.
- G. The Town will require a satisfactory CORI check, investigate my driving record or verify my license (s) or certification (s) as required for employment at any time during my employment. As a condition of employment, an employee may be required to provide additional or updated information especially if this employee has been on workers comp with another employer and may require both drug testing and an employment physical in order to allow us to have the necessary information for making a proper decision or reasonable accommodations.
- H. I understand that the Town of Millis is an at-will employer. If employed, I understand that my employment may be terminated with or without cause at any time unless there is an applicable bargaining unit contract provision.

My signature certifies that I have read and agree with the above statements and all statements contained in this application for employment.

Michael Cafro

---

Applicant Name (Please print)

*Michael Cafro*

---

Applicant Signature

October 6, 2020

---

Date

20-250

Appointment of At-Large Member



# TOWN OF MILLIS

Nathan Maltinsky, *Chairman*  
Wendy Barry, *Treasurer*

## COMMUNITY PRESERVATION COMMITTEE

900 Main Street • Millis, MA 02054


Phone: 508-376-7045

Fax: 508-376-7053

Camille Standley  
Administrative Assistant  
cstandley@millisma.gov

October 5, 2020

**To:** James McCaffrey, Select Board Chair  
Michael Guzinski, Town Administrator

**From:** Nathan Maltinsky, Chair   
Community Preservation Committee

**Re:** At-Large-Member Appointment Recommendation

At a regularly scheduled meeting of the Community Preservation Committee held, via ZOOM, on Thursday, October 1, 2020, the Committee met with Mr. James McKay. Mr. McKay is no longer on the Planning Board to serve as the Planning Board's representative. He wishes to remain on the Community Preservation Committee and serve as an At-Large Member.

The Committee would like to recommend that the Select Board appoint Mr. McKay to the Community Preservation Committee as an At-Large Member at this time.

Thank you.

cc: File  
Memo to SB re James McKay.doc

20-251

232-248 Main Street LIP Discussion



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

October 22, 2020

Select Board  
Town Offices  
900 Main Street  
Millis, MA 02054

Ref: Gateway at Millis  
232-248 Main Street

Dear Members of the Board:

Please find enclosed a revised preliminary site plan and a revised set of preliminary architectural drawings. The design of the rear two buildings has been revised to increase open space on the site based on comments from Town Counsel. The rear buildings are still three stories, but the third floors have been enlarged to accommodate more units. This allowed each of the two rear buildings to be shortened by 25 feet each, creating an additional 50 feet of green space that could be devoted to a playground area or other exterior site amenities. The preliminary site plan depicts the additional open space on the interior of the site, between the buildings while the preliminary architectural plans show the additional open space being provided around the perimeter of the site. The Applicant is open to either option. Do not hesitate to contact me should you have any questions or comments.

Yours Truly,

LEGACY ENGINEERING LLC

Digitally signed by Daniel J.  
Merrikin, P.E.  
Date: 2020.10.22 11:20:17 -04'00'

Daniel J. Merrikin, P.E.  
President

cc: File



# GATEWAY AT MILLIS 232-248 MAIN STREET, MILLIS, MA PRELIMINARY SITE PLAN

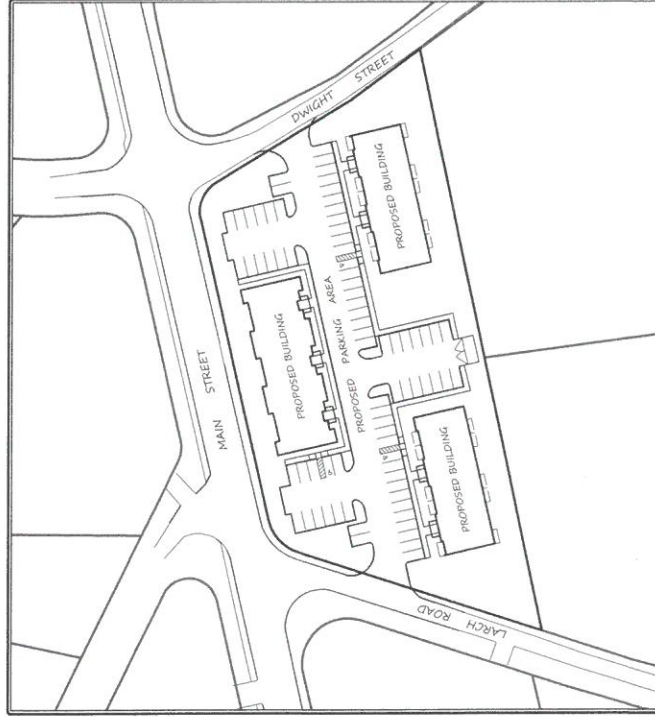
PREPARED BY:  
LEGACY ENGINEERING LLC  
730 MAIN STREET, SUITE 2C  
MILLIS, MA 02054

AUGUST 4, 2020  
Latest Plan Revision: October 22, 2020

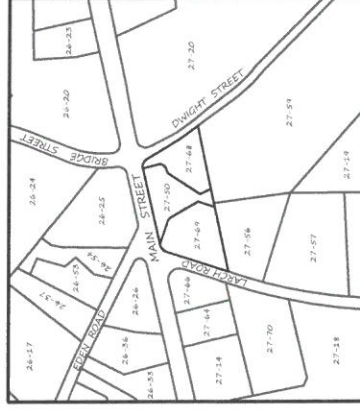
PREPARED FOR:  
232-248 MAIN STREET, LLC  
17 MILL STREET  
WESTWOOD, MA 02090



2013 MASSGIS AERIAL LOCUS  
SCALE: 1" = 500'



LOCUS  
SCALE: 1" = 50'



MILLIS ASSESSORS LOCUS  
SCALE: 1" = 200'

GATEWAY AT MILLIS  
IN  
COVER SHEET  
PLAN OF LAND  
MILLIS, MA

OWNER & APPLICANT  
232-248 MAIN STREET, LLC  
WESTWOOD, MA 02090  
ZONING DISTRICT  
RESIDENTIAL-SUBURBAN (R-S)  
RESIDENTIAL-TOWN (R-T)  
ASSESSORS PARCELS  
27-50, 27-68 & 27-84  
PLAN & DEED REFERENCE  
PLANS 19, 20, 21, 22  
PLAN NO. 52, 07, 2012

SHEET LEGEND  
C-0 COVER SHEET  
C-1 EXISTING CONDITIONS PLAN  
C-2 PROPOSED CONDITIONS PLAN  
C-3 GRADING & UTILITIES PLAN

730 MAIN STREET  
SUITE 2C  
MILLIS, MA 02054  
508-376-8882 (6)  
C-0



09246



Digitally signed by David A. White  
DN: cn=David A. White, o=DAW  
Date: 2020.10.22  
10:56:15 -0400



PLAN SCALE: AS NOTED

DATE	DESCRIPTION	BY
2020-10-22	ISSUED	DAW
2020-10-22	REVISION	DAW

PLAN DATE: AUGUST 4, 2020

**OWNER & APPLICANT**  
 27 MILL STREET, LLC  
 WESTWOOD, MA 02159

**ZONING DISTRICT**  
 RESIDENTIAL - SUBURBAN (R-3)

**ASSESSORS PARCEL**  
 027-00-027-04 & 2-8

**PLAN & DEED REFERENCE**  
 BOOK 3, 1718 PAGE 134  
 PLAN NO. 30 OF 2012

**N/E JOHN J. CLARK &  
 JULIA L. FREDETTE**

**N/E MANDY WITKINS &  
 S. E. FANNONEY**

**N/E TRESCA BROS. SAND &  
 GRAVEL, INC.**

**N/E SAWAS E & GEORGIA  
 MENDIS TIEES**

**N/E EDEN ST.**

**DWIGHT STREET**

**BRIDGE STREET**

**MAIN STREET**

**LARCH ROAD**

**ZONING DISTRICT R-1**

**BOUNDARY OF DEP. ZONE II**

**TRESCA BROS. SAND & GRAVEL, INC.**

**TRESCA BROS. SAND & GRAVEL, INC.**

**TRESCA BROS. SAND & GRAVEL, INC.**

**TRESCA BROS. SAND & GRAVEL, INC.**

**TRESCA BROS. SAND & GRAVEL, INC.**

**LEGEND & ABBREVIATIONS**

□ 1/4" BORE HOLE CATCH BASIN  
 □ 1/4" BORE HOLE CATCH BASIN  
 □ 1/4" BORE HOLE CATCH BASIN  
 □ 1/4" BORE HOLE CATCH BASIN  
 □ 1/4" BORE HOLE CATCH BASIN

○ 2" WATER TIGHT STOP  
 ○ 2" WATER TIGHT STOP  
 ○ 2" WATER TIGHT STOP  
 ○ 2" WATER TIGHT STOP

○ 4" LIGHT PIPE  
 ○ 4" LIGHT PIPE  
 ○ 4" LIGHT PIPE  
 ○ 4" LIGHT PIPE

○ 6" EXISTING CURB  
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**LOT 1**  
 36,452.1 SF

**LOT 2**  
 7,478.1 SF

**LOT 3**  
 26,531.1 SF

**TOTAL AREA**  
 40,461.3 SF  
 2.087 ACRES

**EXISTING MULTIFAM. DWELLING**  
 4 BEDROOM  
 L-14.30' W  
 R-32.00' D  
 Δ-14022813'

**EXISTING DWELLING**  
 (TO BE REPOSED)  
 L-14.30' W  
 R-32.00' D  
 Δ-14022813'

**APPROX. LOCATION OF  
 EXIST. SEPTIC SYSTEM**

**PLAN DATE: AUGUST 4, 2020**

**PLAN SCALE: 1" = 20'**

**DIGITALLY APPROVED (Seal)**  
 Norman P. E.  
 License No. 2006-0027-03538  
 State of Massachusetts

**BUILDING REVISIONS**

**DATE**

**DESCRIPTION**

**BY**

**DATE**

**GATEWAY AT MILLS  
 IN  
 PLAN OF LAND  
 MILLIS, MA**

**LEGACY  
 ENGINEERING**

**C-1**



OWNER & APPLICANT  
 37 MAIN STREET, LLC  
 37 MAIN STREET  
 WESTWOOD, MA 02154

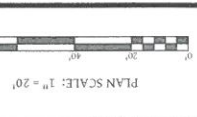
ZONING DISTRICT  
 RESIDENTIAL - SUBURBAN (R-S)

ASSESSORS PARCEL  
 2021-00-27-48 & 27-49

PLAN & DATED REFERENCE  
 BOOK 37878 PAGE 154  
 PLAN NO. 30 OF 2022



Digitally signed by  
 Daniel J. Merrin P.E.  
 DN: cn=Daniel J. Merrin, o=State of Massachusetts, ou=Professional Engineers, email=dj.merrin@state.ma.us



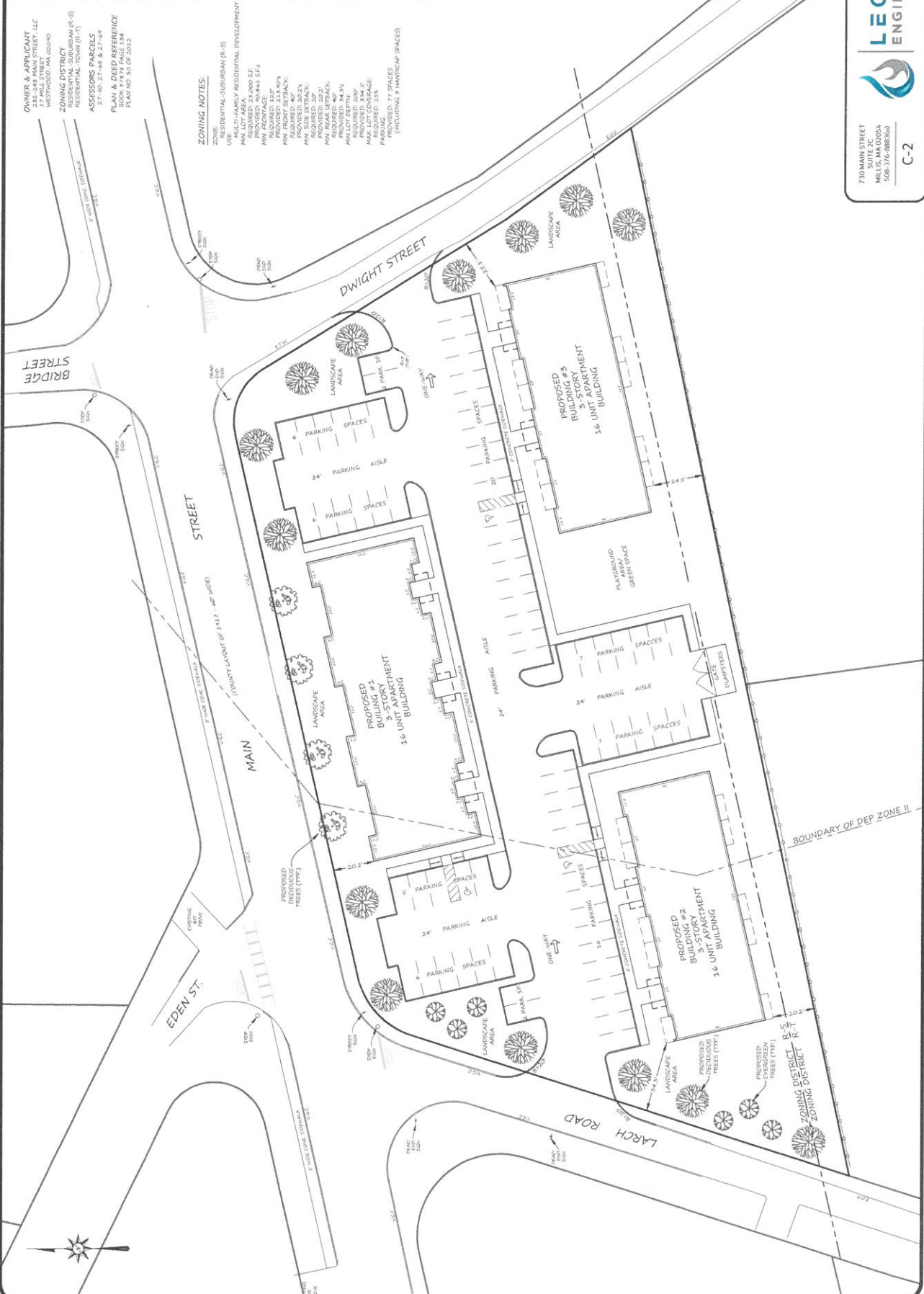
DATE	REVISIONS
2022-08-04	ISSUE FOR PERMIT

PLAN DATE: AUGUST 4, 2020  
 GATEWAY AT MILLIS  
 IN  
 PLAN OF LAND  
 MILLIS, MA

770 MAIN STREET  
 SUITE 2C  
 MILLIS, MA 02054  
 508-376-8856

**LEGACY**  
 ENGINEERING

C-2



022104

OWNER & APPLICANT  
27 MAIN STREET, LLC  
27 MAIN STREET  
WESTWOOD, MA 02090  
ZONING DISTRICT  
RESIDENTIAL-SUBURBAN (R-S)  
RESIDENTIAL-SUBURBAN (R-1)  
ASSESSOR'S PARCELS  
27-20-07-04 & 27-20-07-05  
PLAN & DEED REFERENCE  
BOOK 33718 PAGE 134  
PLAN NO. 50 OF 2012

N/F  
MANCY HANNON &  
S.E. HANNON

N/F  
JAMES J. CLARK &  
JULIA L. FREDETTE

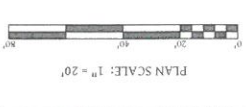
N/F  
JOHN J. & KAREN  
MACQUARRIE

N/F  
SAVAAS P. GEORGIA  
XENIUS TILES

N/F  
TRESCA BROS SAND &  
GRAVEL, INC.

TRESCA BROS SAND & GRAVEL, INC.

TRESCA BROS SAND & GRAVEL, INC.



DATE	BY	DESCRIPTION
2020-08-02	DJK	PLANNING
2020-08-02	DJK	PLANNING

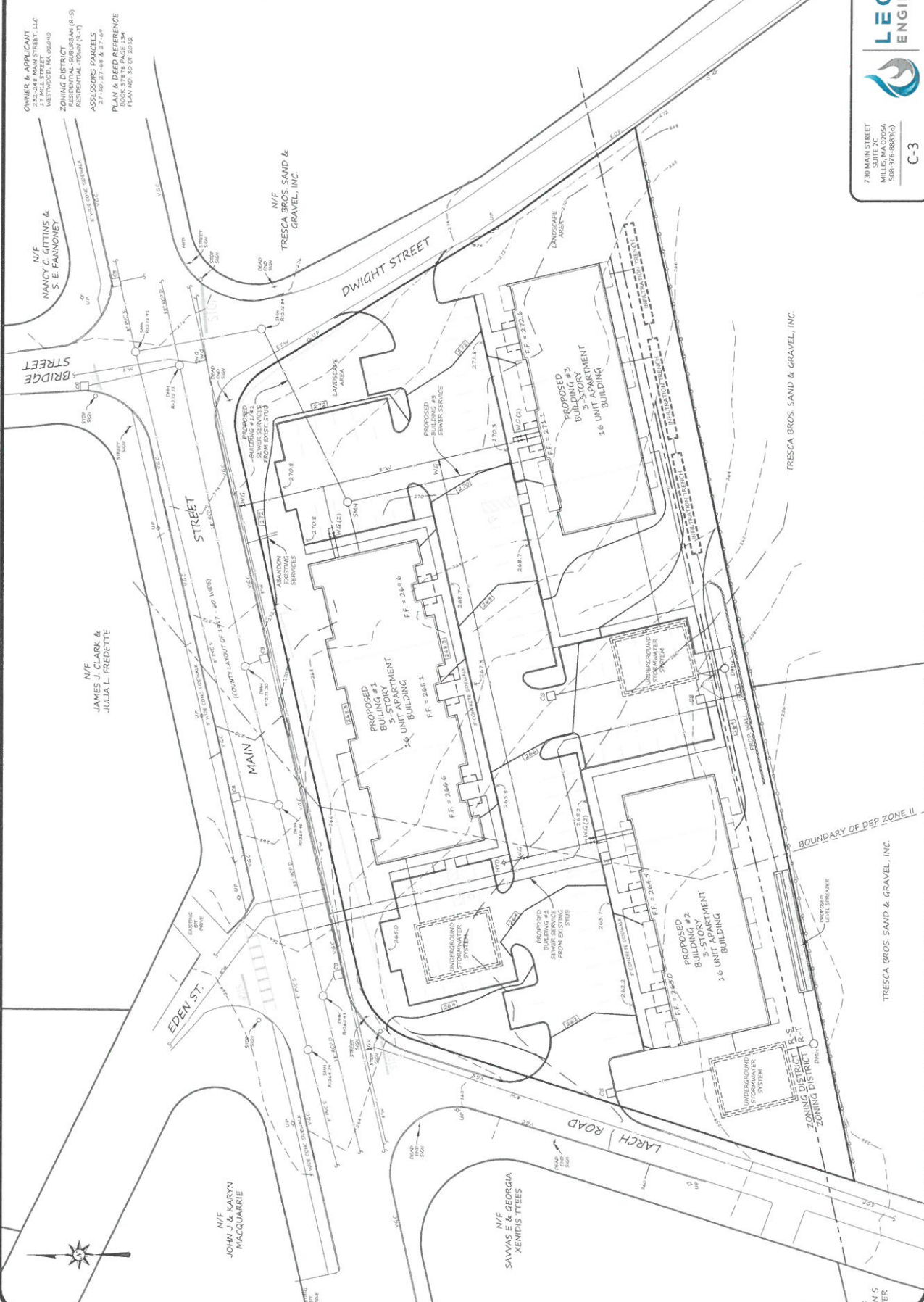
PLAN DATE: AUGUST 4, 2020

# GATEWAY AT MILLIS IN PLAN OF LAND MILLIS, MA



730 MAIN STREET  
SUITE 2C  
MILLIS, MA 01954  
508-376-8886

C-3

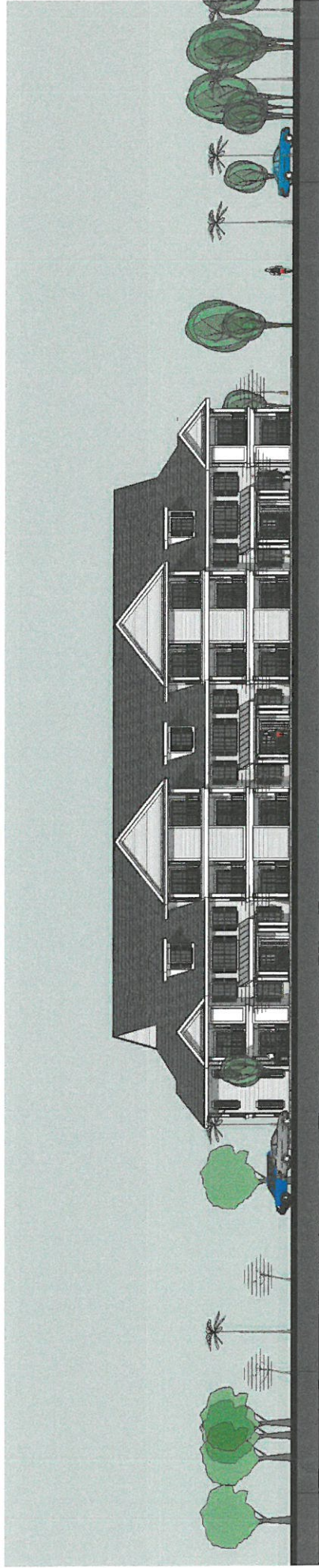


# Gateway at Millis

# Proposal for Development

232 -248 Main Street  
Millis, MA

**COVER SHEET 10-21-2020**



**OWNER:**  
232 -248 Main Street, LLC  
17 Mill Street, Westwood, MA

Leonard J. Staffa  
**ARCHITECT**  
5 Sears Road  
Milton, MA  
617.696.2327

3 APARTMENT BUILDINGS, 16 UNITS EACH, TOTAL OF 48 UNITS  
6-1 BEDROOM APARTMENTS, 1 AFFORDABLE, 1 HC  
8-2 BEDROOM APARTMENTS, 2 AFFORDABLE, 1 HC  
2-3 BEDROOM APARTMENTS, 1 AFFORDABLE

APARTMENT SIZE:  
-SEE ATTACHED PLANS FOR APARTMENT SIZES  
PARKING SPACES: 77, including 3 handicap

**BUILDING TYPE-A:**  
100% RESIDENTIAL  
1st FLOOR=7,428 s.f.  
2nd FLOOR=7,500 s.f.  
3rd FLOOR= 4,278 s.f.  
Total Gross: 19,206 s.f.

**BUILDING TYPE-B:**  
100% RESIDENTIAL  
1st FLOOR=5,680 s.f.  
2nd FLOOR=5,680 s.f.  
3rd FLOOR= 5,530 s.f.  
Total Gross: 16,890 s.f.

PRELIMINARY  
DESIGN



**SITE PLAN**

Leonard J. Staffa  
**ARCHITECT**  
 5 Sears Road  
 Milton, MA  
 617.696.2327

**Gateway at Millis**  
 232 -248 Main Street  
 Millis, MA

**Conceptual Design**  
 232 -248 Main Street, LLC  
 17 Mill Street, Westwood, MA

drawn by:  
 LJS  
 10-21-2020

PRELIMINARY  
 DESIGN

**SK2**



**Aerial View**

Leonard J. Staffa  
**ARCHITECT**  
5 Sears Road Milton, MA  
617.696.2327

**Gateway at Millis**  
232 -248 Main Street  
Millis, MA

**Conceptual Design**  
232 -248 Main Street, LLC  
17 Mill Street, Westwood, MA

PRELIMINARY  
DESIGN

drawn by:  
LJS  
10-21-2020

**SK2**



**Street View**

Leonard J. Staffa  
**ARCHITECT**  
5 Sears Road  
Milton, MA  
617.696.2327

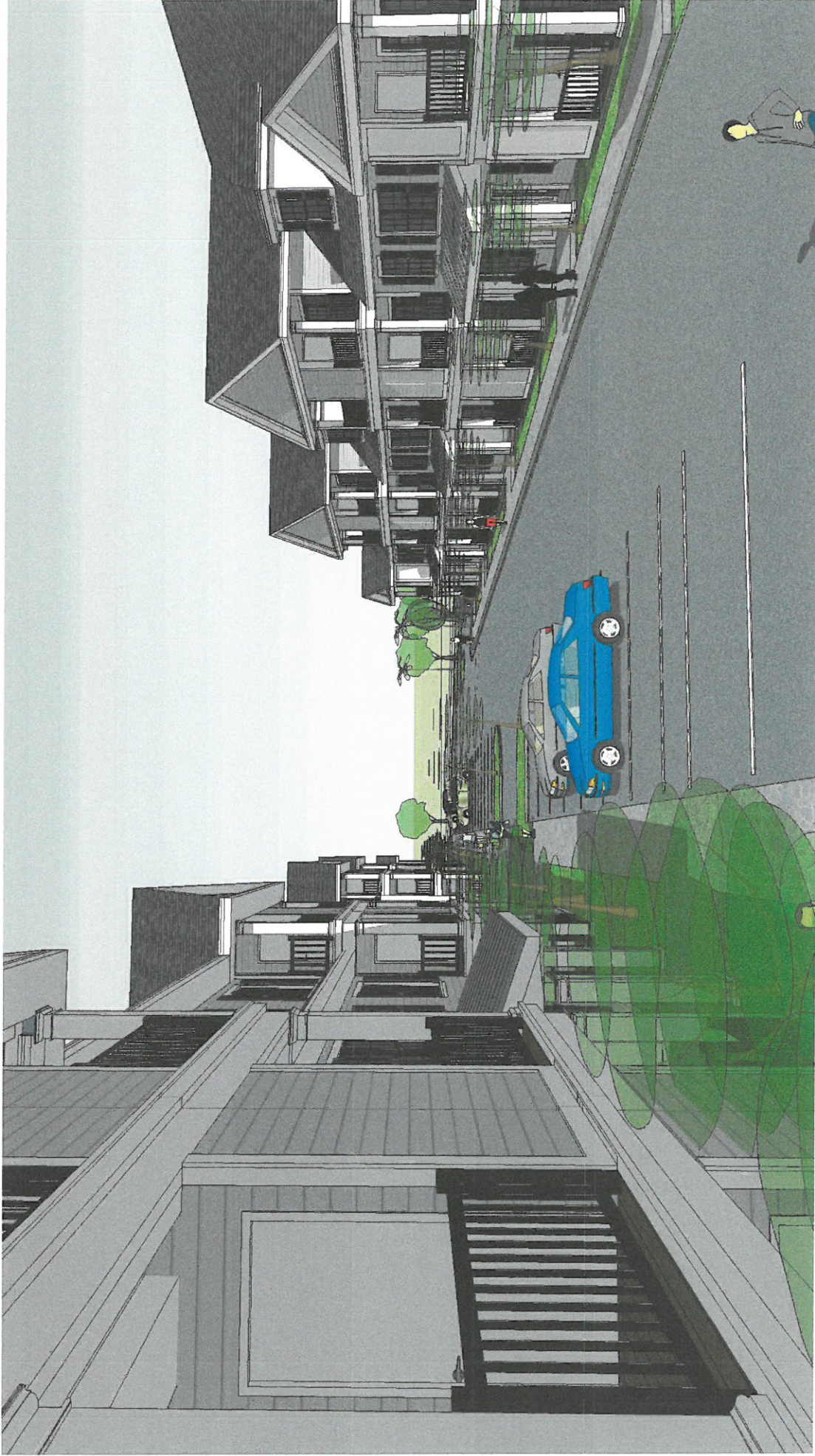
**Gateway at Millis**  
232 -248 Main Street  
Millis, MA

**Conceptual Design**  
232 -248 Main Street, LLC  
17 Mill Street, Westwood, MA

drawn by: LJS  
10-21-2020

PRELIMINARY  
DESIGN

**SK2**



**Exterior View**

PRELIMINARY  
DESIGN

Leonard J. Staffa  
**ARCHITECT**  
5 Sears Road  
Milton, MA  
617.696.2327

**Gateway at Millis**  
232 -248 Main Street  
Millis, MA

**Conceptual Design**  
232 -248 Main Street, LLC  
17 Mill Street, Westwood, MA

drawn by: LJS  
10-21-2020

**SK2**



## Conceptual Exterior Elevation

PRELIMINARY  
DESIGN

drawn by:  
LJS  
10-21-2020

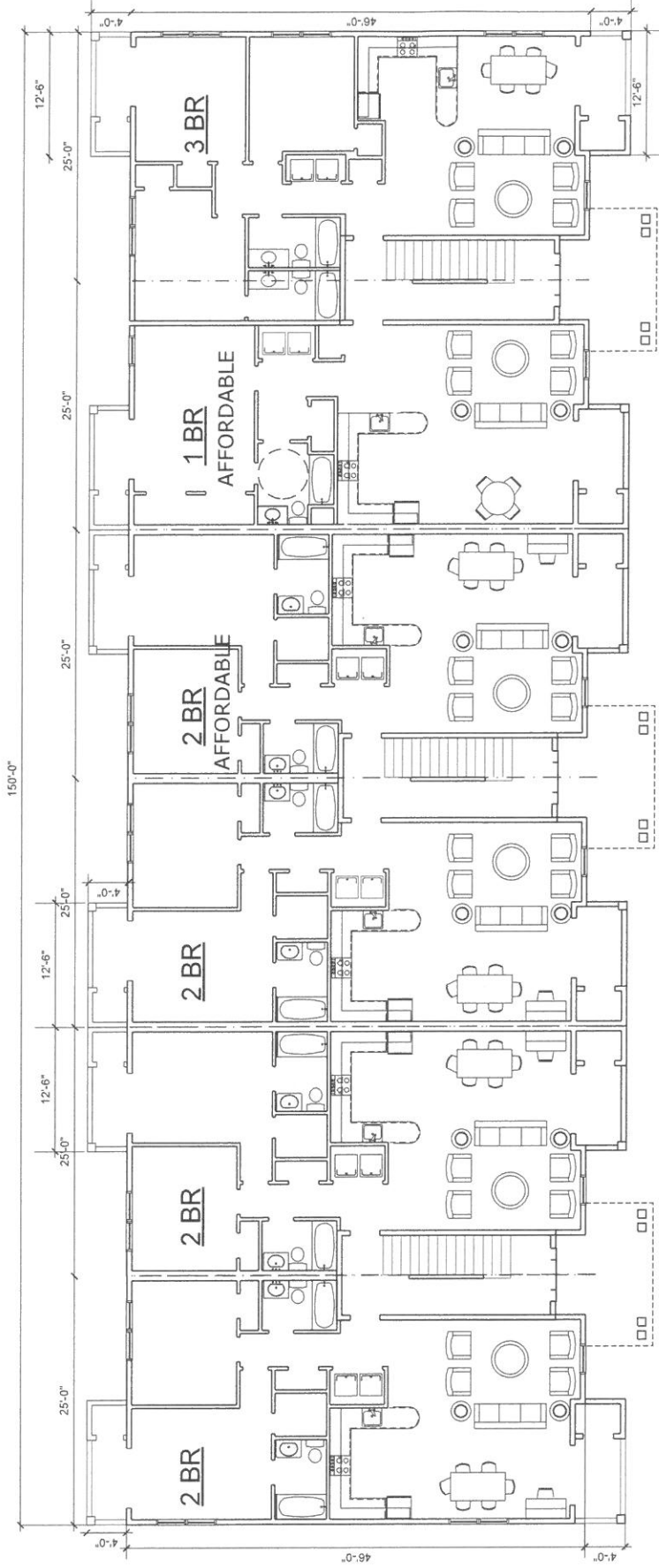
# SK2

**Conceptual Design**  
232 -248 Main Street, LLC  
17 Mill Street, Westwood, MA

**Gateway at Millis**  
232 -248 Main Street  
Millis, MA

Leonard J. Staffa  
**ARCHITECT**  
5 Sears Road  
Milton, MA  
617.696.2327





A 1st FLOOR PLAN - OVERALL 7,428 Gross s.f.

3/32" = 1'-0"

1st FLOOR=7,428 s.f.  
 2nd FLOOR=7,500 s.f.  
 3rd FLOOR=4,278 s.f.  
 Total Gross: 19,206 s.f.

2 BR UNITS=1152 s.f.  
 3 BR UNITS=1238 s.f.  
 1 BR UNITS=1066 s.f.

# Building Type A

PRELIMINARY DESIGN

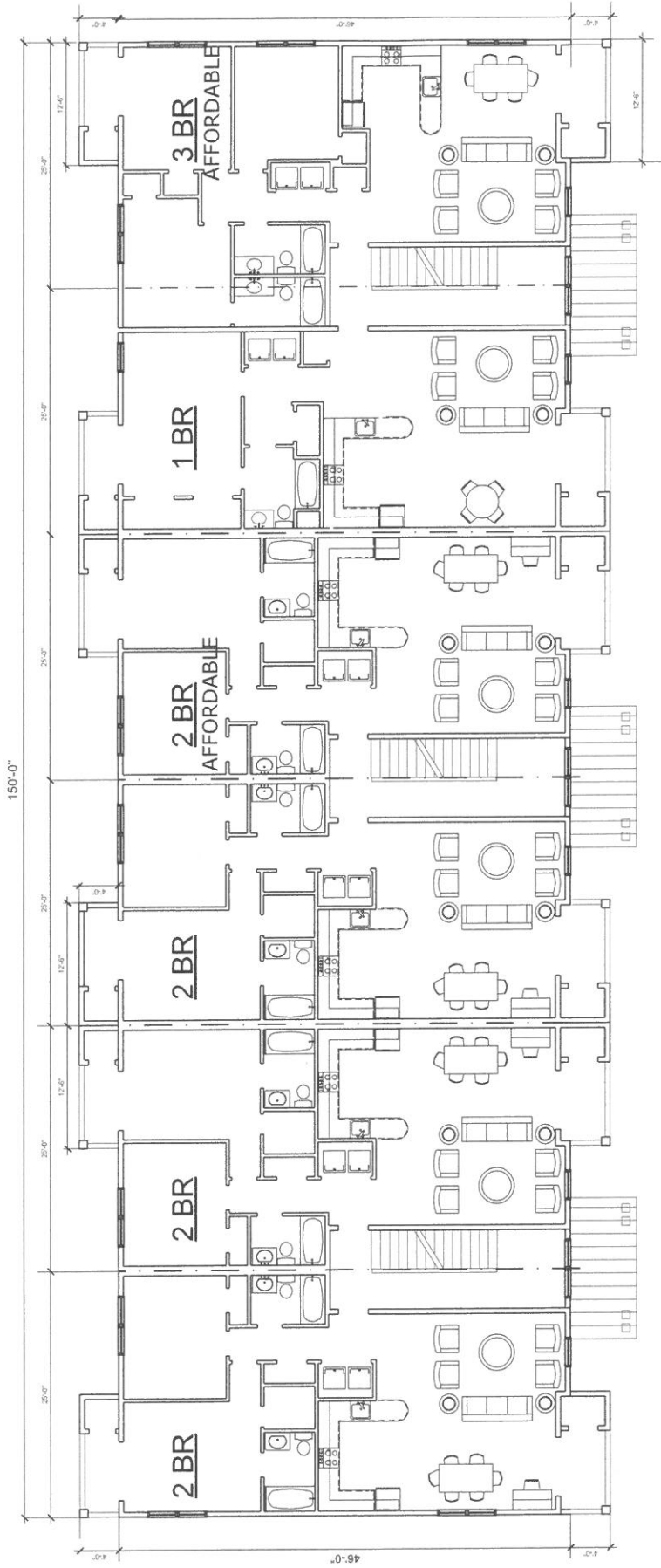
Leonard J. Staffa  
**ARCHITECT**  
 5 Sears Road  
 Milton, MA  
 617.696.2327

Gateway at Millis  
 232 -248 Main Street  
 Millis, MA

Conceptual Design  
 232 -248 Main Street, LLC  
 17 Mill Street, Westwood, MA

drawn by:  
 LJS  
 10-21-2020

# SK2



**B** 2nd FLOOR PLAN - OVERALL 7,500 Gross s.f.  
 3/32"=1'-0"

- 2 BR UNITS=1152 s.f.
- 3 BR UNITS=1238 s.f.
- 1 BR UNITS=1066 s.f.

# Building Type A

PRELIMINARY  
 DESIGN

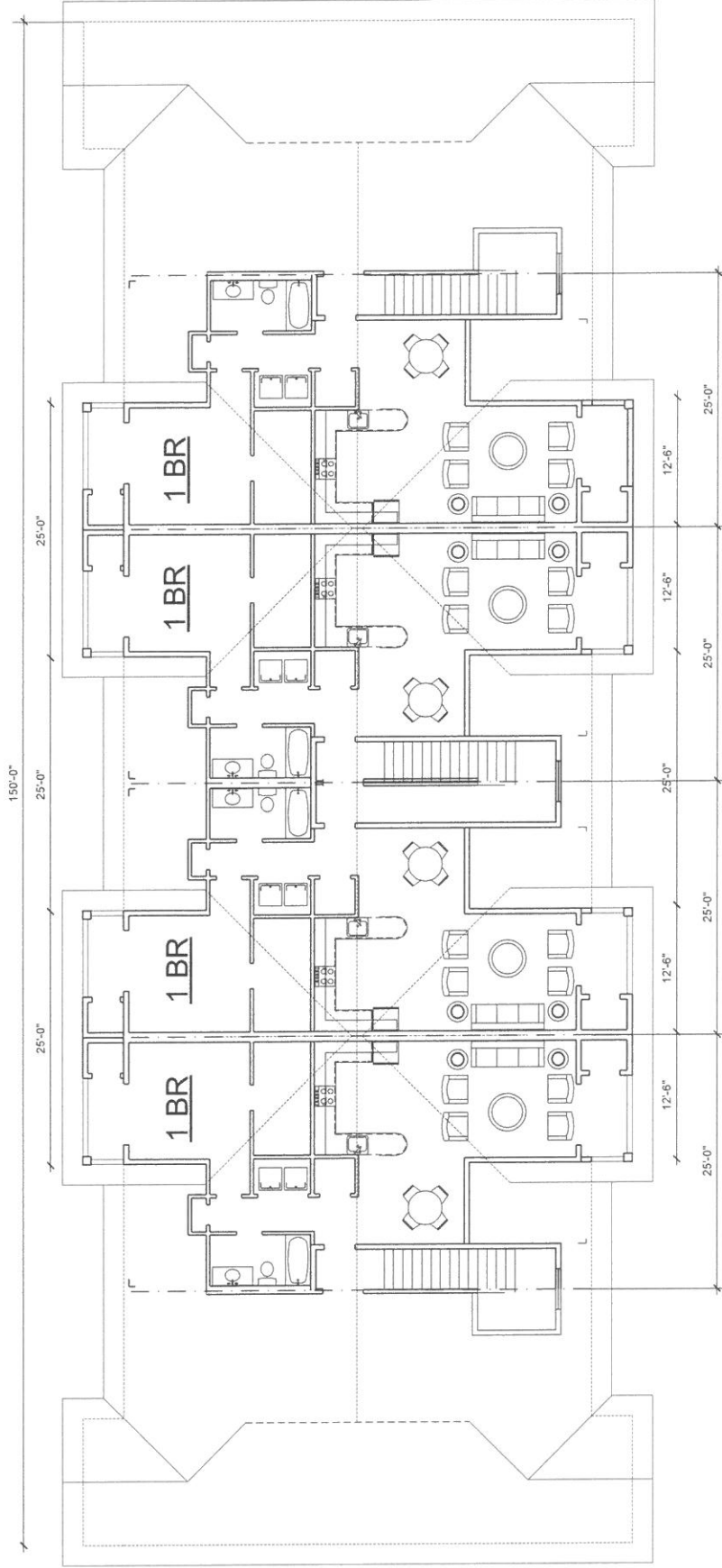
Leonard J. Staffa  
**ARCHITECT**  
 5 Sears Road  
 Milton, MA  
 617.696.2327

**Gateway at Millis**  
 232 -248 Main Street  
 Millis, MA

**Conceptual Design**  
 232 -248 Main Street, LLC  
 17 Mill Street, Westwood, MA

drawn by:  
 LJS  
 10-21-2020

# SK2



C 3rd FLOOR PLAN - OVERALL 4,278 Gross s.f.  
 3/32" = 1'-0"

3rd FLOOR 1 BR  
 UNITS=945 s.f.

# Building Type A

Leonard J. Staffa  
**ARCHITECT**  
 5 Sears Road  
 Milton, MA  
 617.696.2327

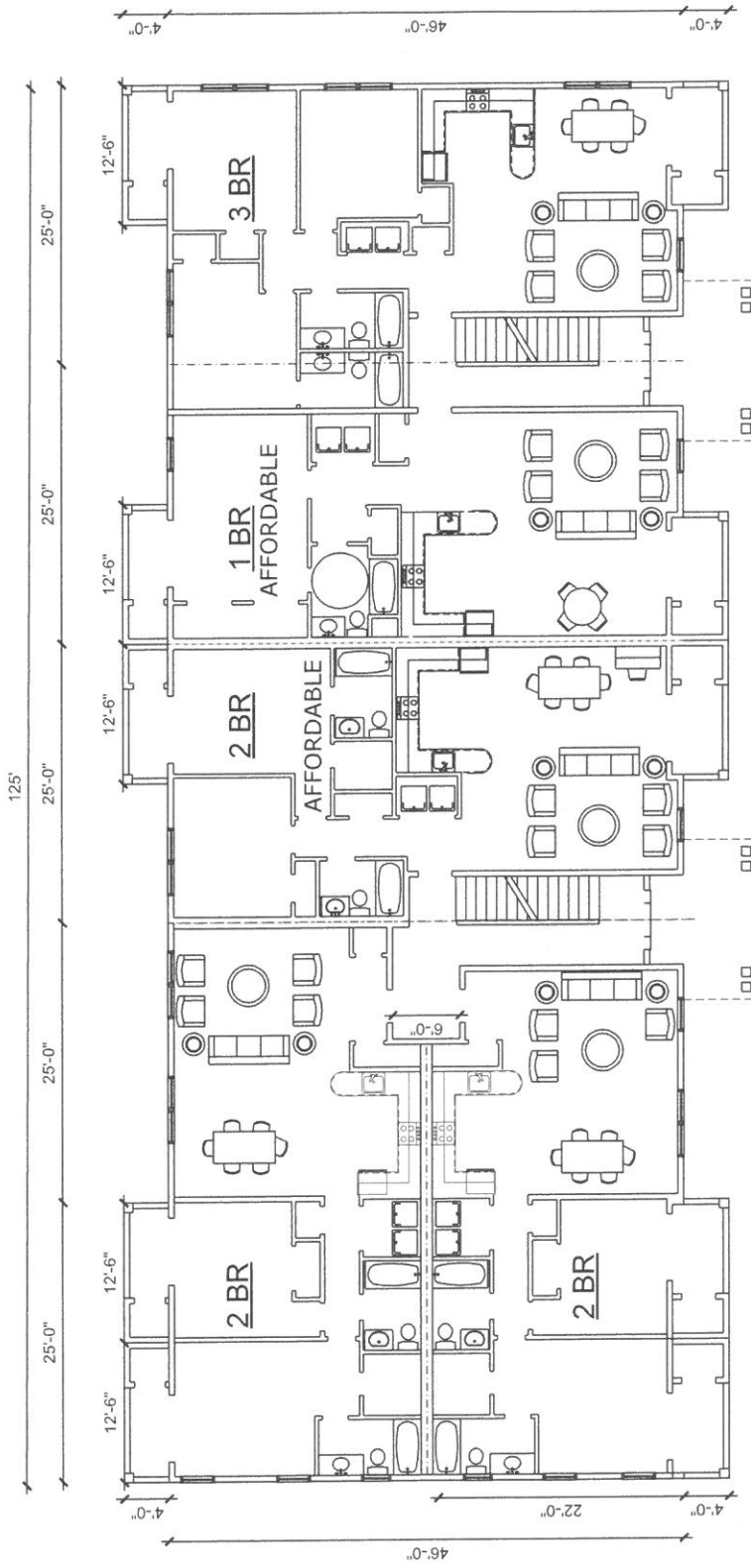
**Gateway at Millis**  
 232 -248 Main Street  
 Millis, MA

**Conceptual Design**  
 232 -248 Main Street, LLC  
 17 Mill Street, Westwood, MA

PRELIMINARY  
 DESIGN

drawn by:  
 LJS  
 10-21-2020

# SK2



2 BR UNITS=1040 s.f.  
 3 BR UNIT=1127 s.f.  
 1 BR UNIT=955 s.f.

1st FLOOR=5,680 s.f.  
 2nd FLOOR=5,680 s.f.  
 3rd FLOOR= 5,530 s.f.  
 Total Gross: 16,890 s.f.

A 1st FLOOR PLAN -OVERALL  
 3/32"=1'-0"

# Building Type B

PRELIMINARY DESIGN

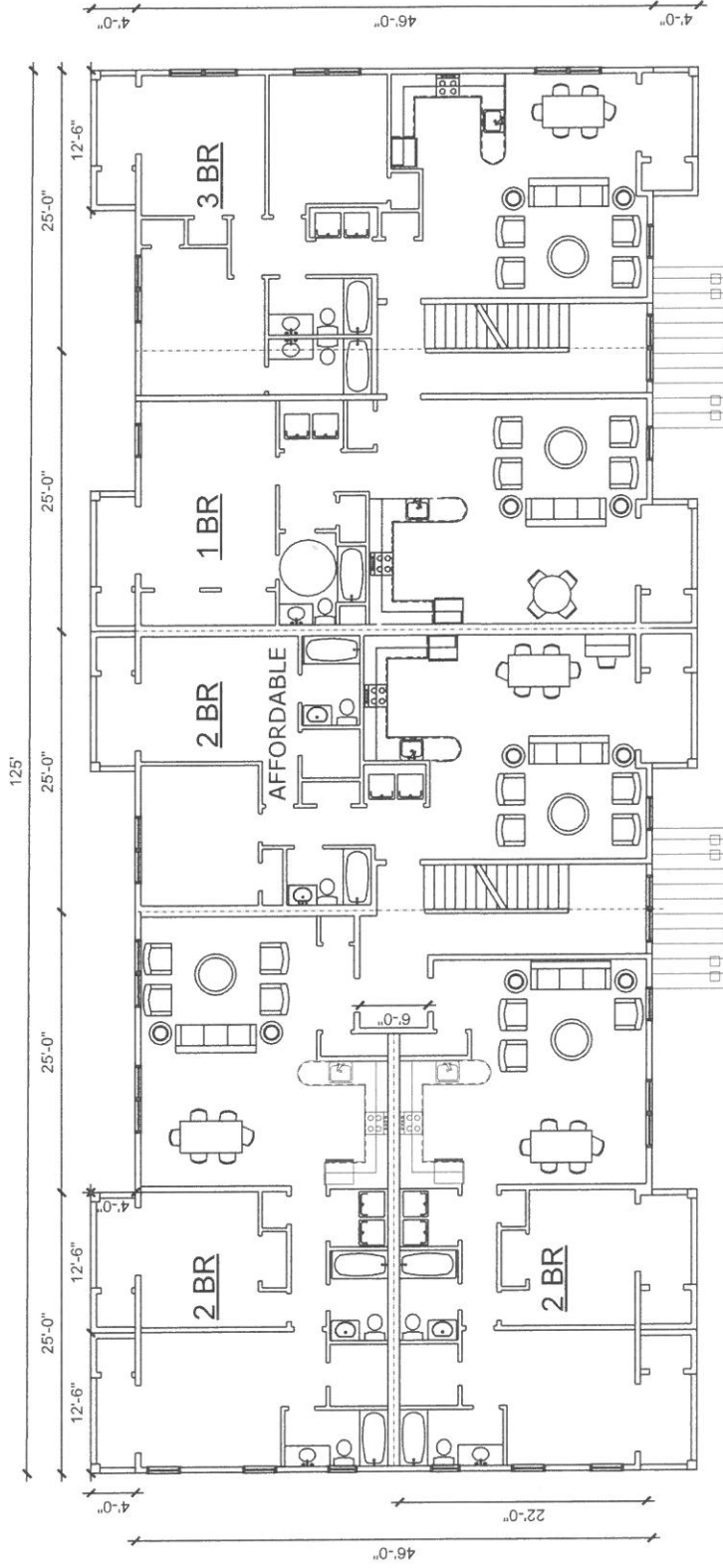
drawn by: LJS  
 10-21-2020

# SK2

Conceptual Design  
 232 -248 Main Street, LLC  
 17 Mill Street, Westwood, MA

Gateway at Millis  
 232 -248 Main Street  
 Millis, MA

Leonard J. Staffa  
**ARCHITECT**  
 5 Sears Road  
 Milton, MA  
 617.696.2327



B 2nd FLOOR PLAN - OVERALL  
 3/32" = 1'-0"

2 BR UNITS=1040 s.f.  
 3 BR UNIT=1127 s.f.  
 1 BR UNIT=955 s.f.

# Building Type B

PRELIMINARY  
 DESIGN

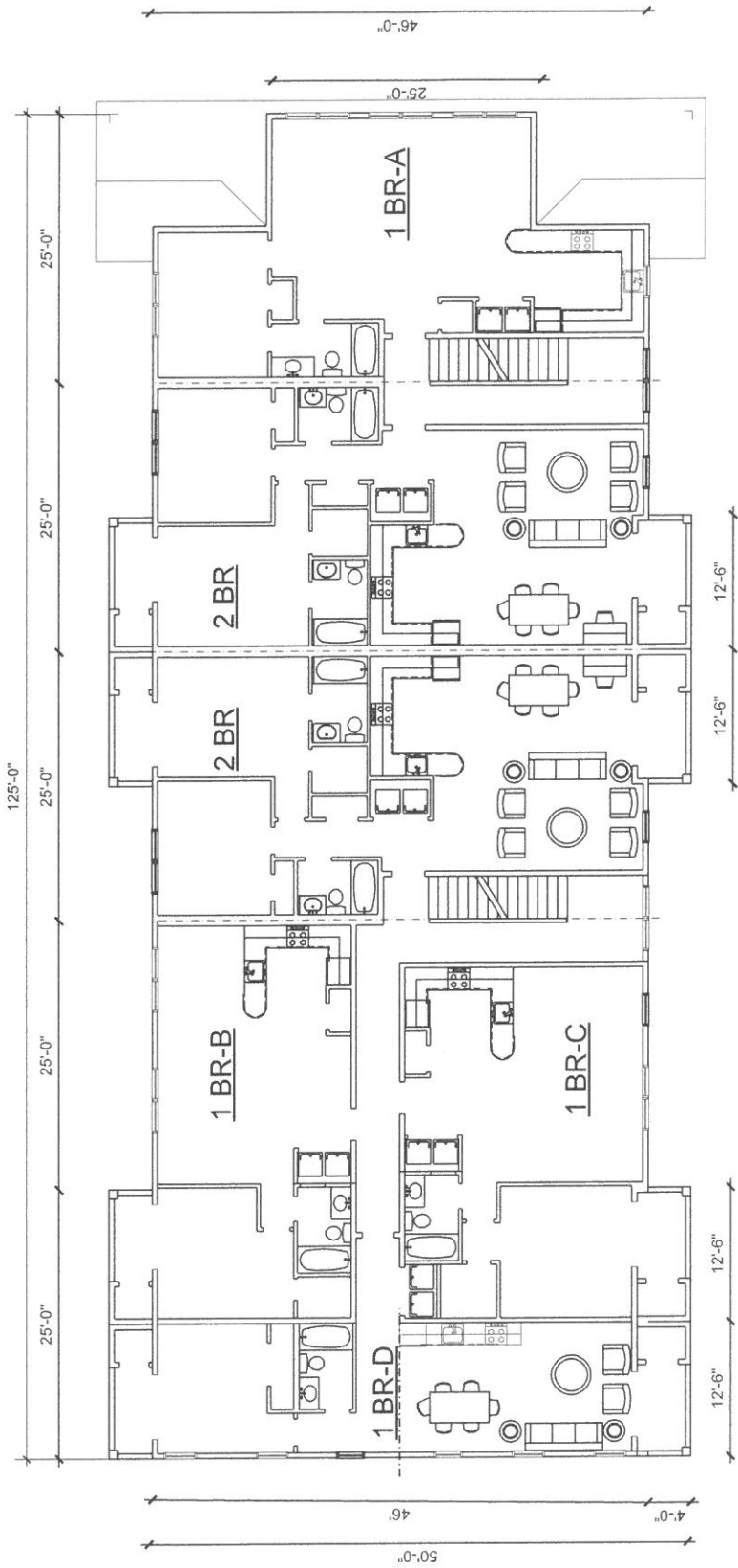
drawn by:  
 LJS  
 10-21-2020

# SK2

Conceptual Design  
 232 -248 Main Street, LLC  
 17 Mill Street, Westwood, MA

Gateway at Millis  
 232 -248 Main Street  
 Millis, MA

Leonard J. Staffa  
**ARCHITECT**  
 5 Sears Road  
 Milton, MA  
 617.696.2327



- 2 BR UNITS=1040 s.f.
- 1 BR UNIT-A=832 s.f.
- 1 BR UNIT-B=715 s.f.
- 1 BR UNIT-C=770 s.f.
- 1 BR UNIT-D=606 s.f.

C 3rd FLOOR PLAN -OVERALL  
3/32"=1'-0"

## Building Type B

PRELIMINARY  
DESIGN

drawn by:  
LJS  
10-21-2020

# SK2

Conceptual Design  
232 -248 Main Street, LLC  
17 Mill Street, Westwood, MA

Gateway at Millis  
232 -248 Main Street  
Millis, MA

Leonard J. Staffa  
**ARCHITECT**  
5 Sears Road  
Milton, MA  
617.696.2327

20-252

Acceptance of Grant

I'm pleased to share that Center for Tech and Civic Life has reviewed your COVID-19 Response Grant application and has approved a grant award totaling **\$5000** USD.

We look forward to promptly disbursing funds, but first we need two things from you:

1. **Disbursement information:** Please provide payment instructions using the CTCL Grant Disbursement Form here: <https://airtable.com/shrnj1ueWISCmnPec>. Note: a member of the CTCL COVID-19 Response Grants team will verify payment details before transmitting funds.
2. **Signed grant agreement:** To release funds CTCL must have a signed copy of your jurisdiction's grant agreement. Please find the agreement for signature attached. Return a signed copy to [grants@techandciviclife.org](mailto:grants@techandciviclife.org) at your earliest convenience. Note: Would you prefer a grant for **less** than the amount CTCL has awarded? Simply respond to this email with your preferred total grant amount and we will update your agreement accordingly.

Once you've (1) submitted payment instructions using the [CTCL Grant Disbursement Form](#) and (2) returned a signed grant agreement to [grants@techandciviclife.org](mailto:grants@techandciviclife.org), CTCL will process a single payment for the full grant amount.

You can select one of three payment methods with the following disbursement times:

- Wire transfer: 3-4 business days
- ACH: 5-9 business days
- Check: 6-10 business days

Center for Tech and Civic Life has partnered with accounting firm [Marcum LLP](#) to disburse grant funds. Marcum is using [Bill.com](#) to efficiently and securely process payments. After you've completed the [Grant Disbursement Form](#) Marcum will send an email via [Bill.com](#) to complete the disbursement process.

Thank you for all you do on behalf of Massachusetts voters!

All the best,

Tiana and the Center for Tech and Civic Life Team

--

Tiana Epps-Johnson | Founder & Executive Director, Center for Tech and Civic Life | [tiana@techandciviclife.org](mailto:tiana@techandciviclife.org) | she/her

<Millis Town, Massachusetts Agreement.pdf>





CENTER FOR  
TECH AND  
CIVIC LIFE

OUR WORK

ABOUT

NEWS & EVENTS

DONATE



OUR WORK:  
ELECTION OFFICIALS

Overview

Courses

ElectionTools.org

Join our network

**Grants**

## COVID-19 RESPONSE GRANTS

We provide funding to U.S. local election offices to help ensure they have the critical resources they need to safely serve every voter in 2020.

The Center for Tech and Civic Life (CTCL) is excited to expand our COVID-19 Response Grant program to all U.S. local election jurisdictions. Backed by a generous \$250M contribution, CTCL will provide grants to local election jurisdictions across the country to help ensure you have the staffing, training, and equipment necessary so this November every eligible voter can participate in a safe and timely way and have their vote counted.

**APPLY FOR A COVID-19 GRANT**

The deadline to apply is October 1, 2020. Questions about the COVID-19 grant application or process? Email us at [help@techandcivicliflife.org](mailto:help@techandcivicliflife.org).

### Why is CTCL providing grants to election offices?

Election officials have made it clear that one of their most pressing needs is funding. Based on this, CTCL is focusing philanthropic support to directly help election offices administer safe and secure elections in November.

### Who is providing the grant?

CTCL is a publicly supported 501(c)(3) nonprofit organization. CTCL is proud to have a healthy mix of financial support from foundations, individual donors, and through earned revenue. By law, CTCL's financial 990s are available for public review.

Grant funds will be disbursed from the Center for Tech and Civic Life.

### Who do I reach out to with questions about the grant program?

Contact [help@techandcivicliflife.org](mailto:help@techandcivicliflife.org) with any questions about the grant program.

## What kind of election expenses do the grant funds cover? —

Election offices can use the funds to cover certain 2020 expenses incurred between June 15, 2020 and December 31, 2020. These include, but are not limited to, the costs associated with the safe administration of the following examples of election responsibilities.

### **Ensure Safe, Efficient Election Day Administration**

- Maintain open in-person polling places on Election Day
- Procure Personal Protective Equipment (PPE) and personal disinfectant to protect election officials and voters from COVID-19
- Support and expand drive-thru voting, including purchase of additional signage, tents, traffic control, walkie-talkies, and safety measures

### **Expand Voter Education & Outreach Efforts**

- Publish reminders for voters to verify and update their address, or other voter registration information, prior to the election
- Educate voters on safe voting policies and procedures

### **Launch Poll Worker Recruitment, Training & Safety Efforts**

- Recruit and hire a sufficient number of poll workers and inspectors to ensure polling places are properly staffed, utilizing hazard pay where required
- Provide voting facilities with funds to compensate for increased site cleaning and sanitization costs
- Deliver updated training for current and new poll workers administering elections in the midst of pandemic

## Support Early In-Person Voting and Vote by Mail

- Expand or maintain the number of in-person early voting sites
- Deploy additional staff and/or technology improvements to expedite and improve mail ballot processing

### How do I know that my office is eligible to receive a grant? —

If your U.S. election office is responsible for administering election activities covered by the grant, you're eligible to apply for grant funds.

### How much money is my office eligible to apply for? —

Your election office will be eligible to apply for a grant amount based on a formula that considers the citizen voting age population and other demographic data of your jurisdiction. Minimum grants will be \$5,000. You may choose to receive less than the offered amount if your needs or eligible expenses do not reach that amount.

### Is this a matching funds grant? —

Matching funds are not required to apply for this grant.

### What if I share election responsibilities with another local government office? —

If you share election responsibilities with another local government office, you are encouraged to submit one combined application for grant funds. This means you'll coordinate with your other local government offices.

## What information does my office need to provide in the grant application? ---

You will need to provide the following information in your grant application:

- Number of active registered voters in the election office jurisdiction as of September 1, 2020
- Number of full-time staff (or equivalent) on the election team as of September 1, 2020
- Election office 2020 budget as of September 1, 2020
- Election office W-9
- Local government body who needs to approve the grant funding (if any)
- What government official or government agency the grant agreement should be addressed to

## Who should submit the application for my election office? ---

Your election office's point of contact for the grant should submit the grant application. We leave it to you to determine who should be the point of contact.

## When can I submit my application? ---

You'll be able to submit your grant application beginning the week of Tuesday, September 8, 2020.

## When will my office receive the grant? ---

We recognize that election jurisdictions need funding as soon as possible to cover the unprecedented expenses of 2020 elections. We plan to move quickly! After you submit your application, CTCL anticipates that the certification and approval of your grant will take about 2 weeks. The disbursement timeline will depend on your local approval process.

**Will the grant be mailed via check or transferred via wire? —**

Wiring the grant funds is faster, but you can receive the funds via a mailed check if preferred.

**What reporting is required? —**

You will be required to submit a report that indicates how you spent the grant funds. The report will be in a format that should not be overly burdensome.

**When do I report how my office spent the funds? —**

You'll need to submit your grant report by January 31, 2021.



CENTER FOR  
TECH AND  
CIVIC LIFE

Sign up for our email of election administration best practices, ELECTricity.

hello@techandcivicle.org

First Name

Media Inquiries:

Email -

Email Address

**ABOUT**

Our story

Our people

Key funders and partners

Careers

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20-253

## Stormwater Utility Commitment

Fiscal Year - 2021

Commitment –Annual



THE COMMONWEALTH OF MASSACHUSETTS  
TOWN OF MILLIS

STORMWATER UTILITY COMMITMENT TO COLLECTOR

To: Jennifer Scannell, Collector of Taxes for the Town of Millis, in the County of Norfolk,

IN THE NAME OF THE COMMONWEALTH OF MASSACHUSETTS, you are hereby required to levy on and collect from the several persons named in the utility billing list herewith committed to you the amount of the utility charges assessed to each such person on stormwater as set for the below, with interest and miscellaneous charges, the sum total of such list being.

<b>STORMWATER</b>	<b>TOTAL</b>
<b>\$674,946</b>	<b>\$674,946</b>

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

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

Given under our hands this \_\_\_\_\_ day of \_\_\_\_\_, 2020

Town of Millis Stormwater Commissioners:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



20-254

Approval of CFB BAN

## Karen Bouret

---

**From:** Jennifer Scannell  
**Sent:** Tuesday, October 20, 2020 11:04 AM  
**To:** Karen Bouret  
**Subject:** Bond Anticipation Closing Documents - Signature Required

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

Karen,

Can you kindly notify the Select Board that I will have the closing documents for the Bond Anticipation Note on Monday morning (10/26). The Notes are to fund the Construction of the Clyde Brown Elementary School Project. Please let the Board the know that although they will be approving the note at Monday's meeting, the notes can be signed any time before that and at the latest by Tuesday at noon. Please let me know if you have any questions.

Regards,

Jennifer Scannell  
Treasurer/Collector  
900 Main Street  
Millis, MA 02054  
508.376.7091 (O)  
508.376.7055 (F)

# Memorandum

---

**To:** Select Board  
**CC:** Michael Guzinski  
**From:** Jennifer Scannell  
**Date:** 10/26/20  
**Re:** Bond Anticipation Note (BAN) – Renewal Note

---

Please see enclosed short-term Bond Anticipation Note:

- \$470,000 Bond Anticipation Note (BAN):
  - \$470,000 maturing on October 29, 2021 with an interest rate of .65%.
  - The Select Board will need to sign the following documents:
    - Bond Anticipation Note
    - Certificate of Town Clerk.
  - This is a renewal note for the project known as Clyde Brown Elementary School.

Suggested motion is as follows: ““approve the vote prepared by Locke Lord, bond counsel to the Town, relating to the Town’s bond anticipation note that sold October 22, 2020

Regards,  
Jennifer Scannell  
Treasurer

## VOTE OF THE SELECT BOARD

I, the Clerk of the Select Board of the Town of Millis, Massachusetts, certify that at a meeting of the board held October 26, 2020, of which meeting all members of the board were duly notified and at which a quorum was present, the following votes were unanimously passed, all of which appear upon the official record of the board in my custody:

Voted: to approve the sale of a \$470,000 0.650 percent General Obligation Bond Anticipation Note (the "Note") of the Town dated October 30, 2020, and payable October 29, 2021, to Century Bank and Trust Company at par and accrued interest, if any.

Further Voted: that in connection with the marketing and sale of the Note, the preparation and distribution of a Notice of Sale and Preliminary Official Statement dated October 19, 2020, and a final Official Statement dated October 22, 2020, each in such form as may be approved by the Town Treasurer, be and hereby are ratified, confirmed, approved and adopted.

Further Voted: that we authorize and direct the Town Treasurer to establish post-issuance federal tax compliance procedures in such form as the Town Treasurer and bond counsel deem sufficient, or if such procedures are currently in place, to review and update said procedures, in order to monitor and maintain the tax-exempt status of the Note.

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

I further certify that the votes were taken at a meeting open to the public, that no vote was taken by secret ballot, that a notice stating the place, date, time and agenda for the meeting (which agenda included the adoption of the above votes) was filed with the Town Clerk and a copy thereof posted in a manner conspicuously visible to the public at all hours in or on the municipal building that the office of the Town Clerk is located or, if applicable, in accordance with an alternative method of notice prescribed or approved by the Attorney General as set forth in 940 CMR 29.03(2)(b), at least 48 hours, not including Saturdays, Sundays and legal holidays, prior to the time of the meeting and remained so posted at the time of the meeting, that no deliberations or decision in connection with the sale of the Note were taken in executive session, all in accordance with G.L. c.30A, §§18-25, as amended, further suspended, supplemented or modified by the Executive Order of the Governor of The Commonwealth of Massachusetts Suspending Certain Provisions of the Open Meeting Law, Chapter 30A, §20 dated March 12, 2020.

Dated: October 26, 2020

\_\_\_\_\_  
Clerk of the Select Board

# Town of Millis, Massachusetts

\$470,000 General Obligation Bond Anticipation Notes, Unlimited Tax

Sale Date: 10/22/2020  
 Dated Date: 10/30/2020  
 Delivery Date: 10/30/2020  
 Due Date: 10/29/2021  
 Days Per Year: 360  
 Day Count: 359  
 Bank Qualified: Yes  
 Rating: None



Bidder	Underwriter	Principal	Coupon Rate	Premium	Interest	Net Interest	NIC	Prorata Premium	Prorata Interest	Award	Reoffering Yield
Century Bank		\$470,000	0.65%	\$0.00	\$3,046.51	\$3,046.51	0.6500%	\$0.00	\$3,046.51	\$470,000	NRO
<b>Award Totals</b>						\$3,046.51		\$0.00	\$3,046.51	\$470,000	

Weighted Average Net Interest Cost: 0.6500%

20-255

Assign Speaking Roles for TM Motions

# **MOTIONS**

## **FALL 2020 TOWN MEETING ARTICLE LIST**

- 1. Unpaid Bills**
- 2. FY21 Operational Budget Adjustments**
- 3. Capital Items**
- 4. Police Cruiser Lease/Purchase**
- 5. DPW Building Project – Additional Funding**
- 6. DPW Lease of Temporary Office Facilities**
- 7. Tree Maintenance**
- 8. General Bylaw Change - Date of Spring Annual Town Meeting**
- 9. Zoning Bylaw Change - Millis Center Economic Opportunity Overlay District (MCEOD)**

**ARTICLE 1.** I move that the Town vote to transfer from Free Cash the sum of **\$16,431.66**, transfer the sum of **\$214.31** from Sewer Enterprise Reserves, and transfer the sum of **\$600.51** from Water Enterprise Reserves, for a total sum of **\$17,246.48** for the unpaid bills as written in the warrant.

<u>DEPARTMENT</u>	<u>VENDOR</u>	<u>AMOUNT</u>
Town Administrator	Cyber Com Inc	\$2,500.00
Town Administrator	Town of Millis	\$46.04
Town Administrator	AdPrint	\$82.00
Town Administrator	Town of Millis	\$21.35
Town Administrator	Blue Tarp (Northern Tool)	\$19.98
Town Administrator	Conway Technology	\$106.20
Town Administrator	Atlas Services Co	\$640.00
DPW	WB Mason	\$36.65
DPW	WB Mason	\$177.66
DPW	Geosphere	\$3,225.00
DPW	Town of Millis	\$245.96
DPW	Town of Millis	\$224.92
DPW	Town of Millis	\$204.00
DPW	Town of Millis	\$209.60
DPW	Imperial Ford	\$81.60
DPW	Mass mobile Inspections	\$1,375.00
DPW	Safelite Fulfillment, Inc	\$454.94
DPW	Turf Products	\$82.75
DPW	Woodco Machinery	\$313.68



DPW	K & K Mulch	\$570.00
DPW	United AG & Turf	\$253.67

<u>DEPARTMENT</u>	<u>VENDOR</u>	<u>AMOUNT</u>
DPW	United AG & Turf	\$81.40
DPW	United AG & Turf	\$95.00
DPW	United AG & Turf	\$504.38
DPW	United AG & Turf	\$265.64
Fire	TR Miller Co	\$504.10
Fire	TR Miller Co	\$504.10
Fire	Eversource	\$814.64
Police	Eversource	\$3,109.13
Town Clerk	LHS Associates	\$213.55
<b>TOTAL GENERAL FUND UNPAID BILLS</b>		<b>\$16,431.66</b>

DPW	WB Mason	\$36.65
DPW	WB Mason	\$177.66
<b>TOTAL SEWER ENTERPRISE UNPAID BILLS</b>		<b>\$214.31</b>

DPW	WB Mason	\$36.65
DPW	WB Mason	\$177.66
DPW	Mass-EZ pass	\$11.65
DPW	Power Up Generator	\$167.05
DPW	Power Up Generator	\$207.50

<b>TOTAL WATER ENTERPRISE UNPAID BILLS</b>		<b>\$600.51</b>
<b>TOTAL UNPAID BILLS</b>		<b>\$17,246.48</b>

**4/5<sup>ths</sup> Vote**

## **ARTICLE 2.**

I move that the Town vote to appropriate and raise by taxation the sum of **\$386,188** transfer from Marijuana Impact Fees (Free Cash) the sum of **\$95,940**, and transfer from the Ambulance Revolving Fund the sum of **\$85,000**, for a total sum of **\$567,128** for additional wages and expenses not sufficiently funded under Article 3, Operating Budget, of the June 29, 2020 Annual Town Meeting, as written in the warrant.

### **Majority Vote**

### ARTICLE 3.

I move that the Town vote to transfer from Free Cash the sum of **\$97,477**, and transfer from Water Enterprise Reserves the sum of **\$71,168**, and transfer from Sewer Enterprise Reserves the sum of **\$132,922**, and transfer from Stormwater Enterprise Reserves the sum of **\$27,147**, for a total sum of **\$328,714** to fund the following capital items:

<u>Department</u>	<u>Item</u>	<u>Cost</u>
Fire	Turnout Gear	\$ 43,330
Fire	SCBA Bottles	\$ 12,000
Fire	Fire Hose	\$ 15,000
Water/Sewer	Pickup Truck	\$ 44,023
W/S/ST/DPW	Dump Truck	\$108,586
Sewer	I/I Study	\$105,775
Total		<b>\$328,714</b>

### Majority Vote

## **ARTICLE 4.**

I move that the Town vote to transfer from Free Cash the sum of **\$18,000** for the payment of the first year of a three year lease/purchase of a Police Cruiser.

**2/3rds Vote**

## **ARTICLE 5.**

I move that the Town vote to appropriate **\$600,000** to pay additional costs of constructing, renovating and remodeling the Town Department of Public Works Facility, which project was initially approved as Article 13 on the Annual Spring Town Meeting of May 13, 2019, and amended by Article 11 of the Annual Spring Town Meeting of June 29, 2020; that to meet this appropriation, **\$200,000** shall be transferred from the Water Enterprise Reserve Fund, **\$200,000** shall be transferred from the Sewer Enterprise Reserve Fund, **\$100,000** shall be transferred from the Stormwater Enterprise Reserve Fund, and the Treasurer, with the approval of the Select Board, is authorized to borrow **\$100,000** in accordance with G.L. c. 44, §7(1), or pursuant to any other enabling authority, and to issue bonds or notes of the Town therefor. 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 G.L. c. 44, §20, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount. **2/3rds Vote**

## **ARTICLE 6.**

I move that the Town vote to appropriate and raise by taxation the sum of **\$68,750**, and transfer from Water Enterprise Reserves the sum of **\$68,750**, and transfer from Sewer Enterprise Reserves the sum of **\$68,750**, and transfer from Stormwater Enterprise Reserves the sum of **\$68,750**, for a total the sum of **\$275,000** for the payment of the first year of a two year lease for Temporary Office Space for the DPW.

**Majority Vote**

## **ARTICLE 7.**

I move that the Town vote to appropriate and raise by taxation the sum of **\$40,000** for tree trimming and removal.

**Majority Vote**

## **ARTICLE 8.**

I move that the Town vote to **amend ARTICLE I, Section 1 of the Town's General Bylaws** by deleting the first sentence and replacing it with the following:

***“The Annual Town Meeting for the transaction of business will be held on the first Monday of May, and the Annual Meeting for the election of officers and such other matters as may be voted on the official ballot will be held on the second Monday in May.”***

**Majority Vote**



# ARTICLE 9.

I move that the Town vote to amend the Zoning Bylaws, as most recently amended, by amending the various sections as written in the warrant.

- 1) By adding the following parcels to the Millis Center Economic Opportunity Overlay District (MCEOD):
  - Assessor's Map 22, Parcels – 33, 32, 31, 30, 26, 17, 16, 15, 13, 12;
  - Assessor's Map 23, Parcels - 155, 129, 127, 98, 96, 94, 93, 92, 91, 90
  - Assessor's Map 30, Parcels – 12, 74;
  - Assessor's Map 31, Parcels – 10, 9, 8

- 2) By amending Section III, Establishment of Zoning District, Subsection C. Zoning Map, "Mixed Use Development Overlay District", by adding the following street names and parcel numbers:

"Mixed Use Development Overlay District", said district comprising of the following parcels of land on Main St., Plain St., Spring St., Exchange St., Park Rd., Lavender St., **Pleasant St., Farm St. and Hammond Ln. as follows:**

**Assessor's Map 22, Parcels – 33, 32, 31, 30, 26, 17, 16, 15, 13, 12;**

Assessor's Map 23, Parcels - **155, 129, 127,** 122, 119, 118, 117, 116, 115, 114, 113, 112, 111, 110, 108, 107, 106, 105, **98, 96, 94, 93, 92, 91, 90,** 77, 76, 75, 74, 73, 72, 70, 69, 68, 67, 66, 64, 63, 62, 61, 60, 59, 56, 55, 54, 53, 52, 51, 50, 49, 48, 47, 46, 45, 44, 43;

Assessor's Map 24, Parcels - 122, 121, 115, 114, 112, 54, 53;

**Assessor's Map 30, Parcels – 74, 12; and**

**Assessor's Map 31, Parcels – 10, 9, 8**

- 3) By amending the third sentence of Section XIII, Special Permit Conditions, Subsection P.1., Millis Center Economic Opportunity Overlay District, (MCEOD), "Purpose":

From:

The MCEOD shall hereby be established for that portion of the C-V District between Plain Street and Auburn Road, on both the North and South sides of Route 109."

To read:

The MCEOD shall hereby be established for those parcels of the C-V District west of Plain Street, as more specifically enumerated in Section III.C.”

- 4) By amending the Millis Zoning Map to effectuate the changes to the MCEOD and to accurately reference such overlay district, all as shown on a Map on file with the Town Clerk seven days prior to Town Meeting

## **2/3rds Vote**