



TOWN OF MILLIS

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

OFFICE OF THE SELECT BOARD

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

Michael J. Guzinski
 Town Administrator
mguzinski@millisma.gov

Karen Bouret DeMarzo
 Assistant Town Administrator
kbouret@millisma.gov

SELECT BOARD MEETING AGENDA
TUESDAY, DECEMBER 6, 2022; 7:00 PM
VETERANS MEMORIAL BUILDING ROOM 229

	Topic	Time	Speaker
I.	Call to Order	7:00 PM	Chair Underhill
II.	Announcements		
	<ul style="list-style-type: none"> Recognition of Christine McCaffrey/Council on Aging & Wayne Klocko/Permanent Building Committee 		
III.	Scheduled Appointments		
22-256	Appointment: <ul style="list-style-type: none"> On Call Firefighters Permanent Building Committee Member Snowplow Contractor 	7:05 PM	M. Guzinski E. Underhill J. McKay
22-257	Discuss Sustainable Materials Recovery Program Grant Award and Transfer Station	7:10 PM	J. McKay E. Underhill
22-258	Discuss Paving Plan for Winter	7:15 PM	J. McKay
22-259	Police K-9 Unit Program Update	7:20 PM	Chief Soffayer Officer Sullivan Officer Forsythe
22-260	Approval of DPW Contracts: <ul style="list-style-type: none"> PFAS Treatment Plant Preliminary Design for Well 3 – Kleinfelder Water Management Act Support Services - Kleinfelder Tree Services – Stumpy’s Tree Service (2) 2022 Chevrolet Pickup with Plow- Liberty Chevrolet Doosan Air Compressor – ATS Equipment, Inc. Camera System – Integrated Security, Inc. 		J. McKay

IV.	Open Session Items	
22-261	Board/Committee Liaison Updates	Sel. Underhill
22-262	Approval of DRAFT Minutes <ul style="list-style-type: none"> • 11/7/22 • 11/10/22 • 11/14/22 	Sel. Underhill
V.	Executive Session To conduct strategy sessions in preparation for negotiations with union and non-union personnel. (SEIU/AFSCME/Professional Firefighters of Millis Local #4704)	
VI.	Adjournment	

Proposed Upcoming Meeting Schedule

Date	Time	Location
Thursday, December 15, 2022	7:00 pm	Rm 229 VMB (Tri-Board Meeting)
Monday, December 19, 2022	7:00 pm	Rm 229 VMB
Wednesday, January 4, 2023	7:00 pm	Rm 229 VMB

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

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

22-256

Appointments



TOWN OF MILLIS

OFFICE OF THE TOWN ADMINISTRATOR AND SELECT BOARD

Veterans Memorial Building Room 220
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: Timothy W Smith Date: 7/14/2022
Address # and Street: 45 Hilltop Dr City and State: Millis, MA Zip Code: 02054
Home Phone: 508-376-9832 Cell Phone: 774-993-9702 Email Address: timsm098@gmail.com

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

Firefighter / EMT

How did you hear about the position?

I am seeking a career in the field, and I spoke with Chief Barrett.

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

I was a 911 Dispatcher in the Summer of 2020

III. Education

School	Name, Address, City, State	Years Attended	Degree
High School	<u>Millis High School, 245 Plain St, Millis, MA</u>	<u>4</u>	<u>Yes</u>
College	<u>Westfield State University, 577 Western Ave, Westfield, MA</u>	<u>4</u>	<u>B.S. Criminal Justice</u>
Graduate School			
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 09/17/2025

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: Hard-working, quick-learner, great teammate, enjoy learning, helping others, leading by example

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	<u>Customer First Landscaping</u>	Address	<u>15 Hartford Ave W, Mandon, MA, 01756</u>
Telephone	<u>508-723-3924</u>	Title	<u>Laborer</u>
Supervisor	<u>Kevin Magnusson</u>	Dates Worked	<u>06/2020 → present</u>
		Reason for leaving	<u>N/A</u>

Description of Primary Duties: Mowing lawns, Hauling/Priving Necessary equipment, installing hardscape such as gardens, rock walls and patios.

Fire and

Employer	<u>Town of Millis (Police Dept.)</u>	Address	<u>1003 Main St., Millis, MA, 02054</u>
Telephone	<u>508-376-5112</u>	Title	<u>Dispatcher</u>
Supervisor		Dates Worked	<u>06/2020 → 09/2020</u>
		Reason for leaving	<u>Returned to School</u>

Description of Primary Duties: Answering business and emergency (911) calls and assigning proper units from Fire or Police to respond via radio

Employer	<u>Oakwood Landscaping</u>	Address	<u>1275 Main St, Millis, MA, 02054</u>
Telephone	<u>508-376-5197</u>	Title	<u>Laborer</u>
Supervisor	<u>Brian Dmytryck</u>	Dates Worked	<u>06/2018 → 08/2019</u>
		Reason for leaving	<u>Returned to School</u>

Description of Primary Duties: Assisting mason with building patios.

VIII. Business References (a minimum of three references is required)

Customer
First
Landscaping

Oakwoods
Westfield State
University
Police

Name/Title Owner Kevin Magnusson	Address 15 Hartford Ave W, Mendon, MA, 01756	Phone 508-723-3924	Relationship Owner
Name/Title Mason Jeff Sheehy	Address 1275 Main St, Millis, MA, 02054	Phone 774-993-8127	Relationship Foreman
Name/Title Lieutenant Bernard St. George	Address 577 Western Ave, Westfield, MA, 01085	Phone 413-572-5660	Relationship Supervisor/ Lieutenant

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.

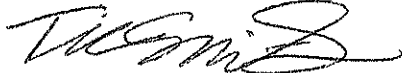
- A. I understand that acceptance of this application by the Town of Millis does not imply that I will be employed. (Exceptions to A is an employee filling out this application for promotional purposes only.)
- B. The information I have provided is true and complete. I understand that misrepresentation 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.

To: Town of Millis
From: Timothy Smith
Date: 7 July 2022
Re: Firefighter Position

To whom it may concern,

I am writing this letter to express my interest in the position of firefighter/EMT with the Town of Millis. I hope that this will be the first step towards a long career of giving back to the town that I grew up in. Thank you in advance for your time and consideration. Please see the attached application.

Respectfully Submitted,



Timothy W. Smith



TOWN OF MILLIS

OFFICE OF THE BOARD OF SELECTMEN

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

APPLICATION FOR EMPLOYMENT

Position(s) Applied For		Date of Application	
On Call Fire department		1-10-2022	
Last Name	First Name	Middle Name	
Mathews	Bret	David	
Address: Number	Street	City	State Zip
124	Farm St	Millis	MA 02054
Telephone Numbers: Home	Cell	Email Address	
NA	781-915-851	BretDM59@gmail.com	

- Are you under age 18? Yes No
- Have you ever been employed by the Town of Millis before? Yes No
- Are you legally authorized to work in the United States? Yes No
- Are you available to work: Full-Time Part-Time Permanent Temporary
- On what date would you be available for work? 1-11-2022
- Have you been convicted of a felony? Yes No
- Have you been convicted of a misdemeanor within the past five years (other than a first conviction for any of the following misdemeanors: drunkenness, simple assault, speeding, minor traffic violations, affray or disturbance of the peace)? Yes No

EDUCATION

	Name and Address	Course of Study	# Years	Degree
High School	Tri County 147 Pond St Franklin MA	Legal & Protective Services	4	Diploma
Undergraduate College				
Graduate School				
Other (Specify)				

EMPLOYMENT EXPERIENCE

Please start with your present or last job.

1. Employer Franklin Fire department	Work Performed Internship
Address 40 W Central St, Franklin MA	Assisting & observing Fire Fighters
Phone Number 508-528-2323	on Medical & Fire calls
Job Title Intern	Dates Employed From 10-31-2021 To 1-10-2022
Reason for Leaving Still Here	Hourly Rate/Salary Start 0\$ Finish
2. Employer	Work Performed
Address	Assisting and observing Fire Fighters
Phone Number	on Fire & Medical calls
Job Title	Dates Employed From To
Reason for Leaving	Hourly Rate/Salary Start Finish
3. Employer Mass tree	Work Performed arborist/Lansaping
Address Broad St Medway MA	
Phone Number 508 566 6039	
Job Title Laborer	Dates Employed From 6-11-2020 To 9-2-2021 (Summers)
Reason for Leaving School	Hourly Rate/Salary Start 15 Finish 17
4. Employer	Work Performed
Address	
Phone Number	
Job Title	Dates Employed From To
Reason for Leaving	Hourly Rate/Salary Start Finish

SPECIALIZED SKILLS

- Microsoft Word Microsoft Outlook Microsoft Excel Microsoft PowerPoint
 MUNIS Adobe Acrobat Internet Explorer Other _____

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

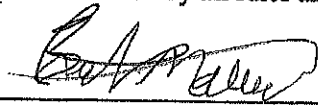
For the past couple of months I have been Interning at Franklin Fire where I have assisted to observe firefighters on medical & fire calls sat through training and have been CPR Certified

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

I'm a hard working dedicated person with a ton of interest in this field.

APPLICANT STATEMENT

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



Signature of Applicant

1-10-2022

Date



TOWN OF MILLIS

OFFICE OF THE BOARD OF SELECTMEN

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

APPLICATION FOR EMPLOYMENT

Position(s) Applied For <i>On call fire fighter</i>				Date of Application <i>9/16/2022</i>	
Last Name <i>Deasy</i>		First Name <i>Ryan</i>		Middle Name <i>Patrick</i>	
Address: Number <i>97</i>	Street <i>Rockwood road</i>	City <i>NORFOLK</i>	State <i>MA</i>	Zip <i>02056</i>	
Telephone Numbers: Home			Cell <i>508-404-5521</i>	Email Address <i>Deasyr1@gmail.com</i>	

- Are you under age 18? Yes No
- Have you ever been employed by the Town of Millis before? Yes No
- Are you legally authorized to work in the United States? Yes No
- Are you available to work: Full-Time Part-Time Permanent Temporary
- On what date would you be available for work? *9/16/22*
- Have you been convicted of a felony? Yes No
- Have you been convicted of a misdemeanor within the past five years (other than a first conviction for any of the following misdemeanors: drunkenness, simple assault, speeding, minor traffic violations, affray or disturbance of the peace)? Yes No

EDUCATION

	Name and Address	Course of Study	# Years	Degree
High School	<i>Tri-county-RVTHS 147 Pond St Franklin, MA</i>	<i>AUTO tech</i>	<i>4</i>	<i>High School diploma</i>
Undergraduate College				
Graduate School				
Other (Specify)				

EMPLOYMENT EXPERIENCE

Please start with your present or last job.

1. Employer self employed	Work Performed diagnose and repair heavy equipment
Address 1465 main st millis MA	
Phone Number 508-404-5521	
Job Title mechanic	Dates Employed From 2019 To Current
Reason for Leaving	Hourly Rate/Salary Start Finish \$1,500.00
2. Employer LVJ trailers	Work Performed diagnose and repair trucks, trailers & equipment
Address 77 Pond St NORFOLK MA	
Phone Number 508-384-2606	
Job Title mechanic	Dates Employed From 2017 To 2019
Reason for Leaving Better opportunity	Hourly Rate/Salary Start \$18.00 Finish \$24.00
3. Employer Daleys Service	Work Performed Fuel vehicles, check oil, cashier
Address 2 Rockwood RD NORFOLK, MA	
Phone Number 508-528-1515	
Job Title Gas attendant	Dates Employed From 2014 To 2017
Reason for Leaving Better opportunity	Hourly Rate/Salary Start \$7.50 Finish \$10.50
4. Employer	Work Performed
Address	
Phone Number	
Job Title	Dates Employed From To
Reason for Leaving	Hourly Rate/Salary Start Finish

Karen Bouret DeMarzo

From: Richard Nichols
Sent: Wednesday, November 30, 2022 9:31 AM
To: Karen Bouret DeMarzo
Cc: Diane Jurmain
Subject: Re: Appointment for PBC

Hi Karen,

In a meeting held on 11.29.22 Via Zoom the permanent building committee voted to recommend Jeremy Stull to fill the empty position on the board unanimously.



Richard Nichols

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



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From: Karen Bouret DeMarzo <Karen.Bouret.DeMarzo@millisma.gov>
Sent: Wednesday, November 30, 2022 9:27 AM
To: Richard Nichols <rnichols@millisma.gov>
Cc: Diane Jurmain <diane.jurmain@millisma.gov>
Subject: FW: Appointment for PBC

Hi Rich,

Could you please reply to this email saying that the PBC is recommending the appointment of Jeremy by the Select Board?

Thank you!



TOWN OF MILLIS

OFFICE OF THE TOWN ADMINISTRATOR

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

Michael Guzinski
Town Administrator
mguzinski@millisma.gov

Karen M. Bouret DeMarzo
Operations Support Manager
Karen.bouret.demarzo@millisma.gov

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

- Agricultural Commission
- Board of Assessors
- Capital Planning Committee
- Cemetery Committee
- Community Preservation Committee
- Conservation Committee
- Council on Aging
- Cultural Council
- Economic Development Committee
- Energy Committee
- Finance Committee
- Historical Commission
- Local Emergency Planning Committee
- Oak Grove Farm Commission
- **Permanent Building Committee**
- Planning Board (Associate Member Only)
- Public Weighers
- Recreation Committee
- Poll Worker/Election Volunteer
- Zoning Board of Appeals

Name Jeremy Stull

Home Address 50 Walnut Street

Phone 570-760-1690 Email jpstull@gmail.com

Registered Voter yes no

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.

Jeremy Phillip Stull

50 Walnut Street, Millis, MA // 570-760-1690 // jpstull@gmail.com

Education

Cornell University

Masters of Public Administration – Economic and Financial Policy

Ithaca, NY

May 2014

Quinnipiac University

Bachelor of Arts – History

Hamden, CT

May 2012

Work Experience

City of Attleboro

Director of Budget & Administration

Attleboro, MA

April 2020 - Present

- Responsible for development of \$165 million operating budget as well as numerous enterprise, revolving and special revenue funds. Additionally responsible for year-long management and administration of all City budgets.
- Supervise seven staff members which includes IT, Purchasing, and Parking operations.
- Represent the administration position on a number of capital and operational projects throughout the City, including collective bargaining with the City's six municipal employee unions and matters with Municipal Council.
- Dual role of Capital Projects Administrator, which includes day-to-day administration of the \$259 million Attleboro High School project in conjunction with the Massachusetts School Building Authority.

Public Schools of Brookline

Budget Analyst/Payroll Manager

Brookline, MA

July 2019 – April 2020

- Managed weekly payroll operations - time sheets, position control, transaction forms, FTE monitoring.
- Developed and administered personnel section of operating, grant, and revolving funds budgets.

Budget Analyst/Accounts Payable Manager

May 2018 – July 2019

- Worked directly with district leadership to develop \$113 million operating budget and special revenue budgets.
- Monitored spending, journal entries, budget modifications, requisitions, purchase orders, and reimbursements.
- Managed accounts payable and Student Activity Account operations for the district.

Lumesis

Senior Municipal Data Analyst

Stamford, CT

Oct. 2017 – May 2018

- Determined MSRB Rule 15c2-12 compliance for municipal bond issuers across geographies and sectors.
- Reviewed work of junior analysts and created reports for clients (underwriters, municipal advisors, bond counsels, issuers).

Fitch Ratings

Public Finance Credit Analyst

New York, NY

Sept. 2015 – Oct. 2017

- Lead credit analyst for tax-supported municipal bonds including school districts, general governments, flood control districts, and "special revenue" situations in the East, Southwest, and West regions.
- Assisted in the development of various analytical tools and reports, spanning public finance sectors.

Hagerty Consulting

Insurance Analyst – Special Projects and Problem Resolution

New York, NY

June 2014 – August 2015

- Assisted in compiling \$3+ billion in FEMA, HUD, and private insurance claims for NYCHA post-Hurricane Sandy.
- Worked directly with Funding Team Lead on various analytical tools related to the financial recovery.

Town of Hamden, Office of the Mayor

Communications and Budget Consultant

Hamden, CT

Sept. 2011 – Dec. 2012

- Assisted in \$180 million budget preparation, media relations, and Legislative Council presentations.



TOWN of MILLIS

DEPARTMENT OF PUBLIC WORKS

900 MAIN STREET, MILLIS, MA 02054

TO: Michael Guzinski, Town Administrator
FROM : James F. McKay, Director of Public Works
DATE : November 30, 2022
SUBJECT : Snow Plow Driver/Contractor

I would ask that you appoint the following as seasonal snowplow contractor which is covered under the Personal Plan starting December 11, 2022 and ending April 01, 2023. The appointment is made yearly by the DPW and have proven to be very successful with helping with all snow plowing needs.

Mark Robbins, Mr. Robbins has assisted the DPW by working his tax work program at the Transfer Station and has worked well with the staff of the DPW. This will be the third year Mr. Robbins has plowed for the Town and he is also a Millis resident.

James F. McKay,
Director of Public Works

22-257

Discuss Sustainable Materials Recovery Program

Grant Award and Transfer Station

SIGN AND RETURN THIS DOCUMENT TO MASSDEP VIA EMAIL

**RECYCLING DIVIDEND PROGRAM CONTRACT ("RDP Contract")
BETWEEN THE COMMONWEALTH OF MASSACHUSETTS
DEPARTMENT OF ENVIRONMENTAL PROTECTION ("MassDEP")
AND THE Town of Millis ("Municipality")**

Pursuant to the Green Communities Act, relevant provisions of which are codified at M.G.L. c. 25A, Section 11F(d) and the regulations promulgated thereunder at 310 CMR 19.300 and in support of the Massachusetts Solid Waste Master Plan developed pursuant to M.G.L. c. 16, Section 21, MassDEP has awarded the Municipality a Sustainable Materials Recovery Program grant under the Recycling Dividends Program ("RDP"). The Municipality has earned a payment of \$7,200.

The Recycling Dividends Program provides payments to municipalities that have implemented specific programs and policies proven to maximize reuse, recycling and waste reduction. Municipalities receive payments according to the number of criteria points their program earns based on the *2022 Details: Recycling Dividends Program* and number of residents served as described below. RDP provides an incentive for municipalities to improve their recycling programs by implementing best practices and rewards communities with model recycling and waste reduction programs.

Duration: The term of this Contract shall be in effect until the municipality has expended all RDP funds and reported to MassDEP on use of funds.

RESPONSIBILITIES OF THE MUNICIPALITY

1. **Authority:** The Signatory of this RDP Contract is authorized by the governing body of the Municipality to enter into this Contract on behalf of the Municipality and apply for and accept funds on behalf of the Municipality.
2. **Commonwealth Terms and Conditions:** The Municipality shall comply with the Commonwealth Terms and Conditions and other requirements set forth in the Municipality's executed Master Service Agreement.
3. **Failure to Comply:** If, in the judgment of MassDEP, the Municipality fails to comply with any of its responsibilities identified in this Contract, then, at the election of MassDEP, (a) the Municipality shall repay the RDP funds to MassDEP within 90 days; and/or (b) title to all materials purchased with the RDP funds immediately and without any further steps shall be transferred to MassDEP; and/or (c) MassDEP may find the Municipality not eligible to seek another Sustainable Materials Recovery Program Grant for up to three years. MassDEP may provide written notice to the Municipality of any such failure to comply. Such notice may provide a time period and manner for the Municipality to cease or remedy the failure. Such notice from MassDEP of any such failure by the Municipality is not a precondition to MassDEP's right to select options (a), (b), and/or (c) above. The Municipality shall follow the instructions of MassDEP regarding possession of the materials purchased with RDP funds. The Parties hereby agree to execute any and all documents necessary to accomplish said transfer. Furthermore, the Municipality shall transfer or arrange to transfer actual possession of said materials to an authorized representative of the Commonwealth of Massachusetts or its designee.
4. **Recycling in Practice:** The Municipality has established paper, bottle and can recycling in all municipal buildings, offices and meeting spaces, including schools. The Municipality shall continue such paper, bottle and can recycling during the term of the RDP Contract.
5. **Notification of Buy Recycled Policy:** The Grantee has established a written policy which promotes a preference for the purchase of recycled products in lieu of non-recycled products and distributes an annual notification of the Buy Recycled Policy, ordinance or by-law to all staff, department heads and employees with purchasing authority. This notice should be sent from the Mayor, Board of Selectmen, Town Manager, Town Administrator, or Chief Purchasing or Procurement Officer; and should include specific language encouraging the purchase of recycled products as it supports municipal recycling collection programs, recycling markets, and supports closed loop recycling. The Grantee shall submit the annual notification to MassDEP on or before February 15th during the term of the Grant. Failure to submit by this deadline will result in the loss of an RDP point.

SIGN AND RETURN THIS DOCUMENT TO MASSDEP VIA EMAIL

6. **RDP Payment Calculation:** MassDEP has calculated the RDP Payment using the table below which shows payment brackets based on the number of households served by the municipal solid waste program and the point value for each bracket. *See Details: Recycling Dividends Program guidance document for additional information on point value.*

RDP Payment Brackets

# of Households that Receive Trash Service Provided by the Municipality	Point Value Basic Level 1-9 pts.	Point Value Advanced Level ≥ 10 pts. or RDP EJ Populations
0 - 1,999	\$245	\$350
2,000 - 4,999	\$420	\$600
5,000 - 7,499	\$770	\$1,100
7,500 - 9,499	\$910	\$1,300
9,500 - 12,499	\$1,260	\$1,800
12,500 - 16,999	\$2,100	\$3,000
17,000 - 24,999	\$2,450	\$3,500
25,000 - 31,999	\$2,800	\$4,000
32,000 - 99,999	\$4,550	\$6,500
100,000 +	\$7,000	\$10,000

7. **Program Criteria:** The Municipality, through its RDP application, certifies that all points earned are for programs that were in place between July 1, 2021 and June 30, 2022 and that these programs fully meet the performance standard set forth in the 2022 *Details: Recycling Dividends Program guidance document.*
8. **Use of Funds:** RDP Payments shall be expended on activities and programs listed on the Approved Spending Categories for Recycling Dividends Program and Regional Small Scale Initiative Funds, to enhance the performance of the Municipality's waste reduction programs. Use of a dedicated account is recommended. Funds may be carried over to future years and accumulated to fund a larger eligible expense or project. Planned use of funds shall be noted on the Annual RDP Spending Report. However, MassDEP may delay future RDP payments if municipality is not expending funds.
9. **Record Keeping:** The Municipality shall be responsible for keeping documentation (i.e. proof of purchase in the form of an invoice which lists the vendor name and address, item purchased, item price, number of items purchased and shipping costs if any) by calendar year, of how RDP funds were expended and the remaining balance of RDP funds. MassDEP may conduct record audits to ensure compliance with this Contract.
10. **Reporting:** By February 15th of each year, for the duration of the Contract, the Municipality shall submit the annual Recycling and Solid Waste survey and the RDP Spending Report through its ReTRAC Connect™ account. Submission of the Annual Notification of Buy Recycled Policy as described in condition 5. above is also required. Failure to comply with these reporting requirements will result in the loss of one RDP point and may jeopardize future grant awards and RDP payments.
11. **Environmental Compliance:** The Municipality understands receipt of RDP funds from MassDEP does not in any way imply that the Municipality is in compliance with applicable environmental regulations. This Municipality shall not be construed as, nor operate as, relieving the Municipality or any other person of the necessity of complying with all applicable federal, state, and local laws, regulations and approvals. The Municipality's facility(ies) are subject to inspection at any time by MassDEP and noncompliance with applicable environmental regulations may result in formal enforcement actions, including penalties.
12. **Addendums:** Should MassDEP award additional RDP funds, an addendum to the Contract shall be provided to the Municipality. The same terms and conditions apply to the addendum.

SIGN AND RETURN THIS DOCUMENT TO MASSDEP VIA EMAIL

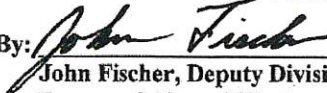
13. RDP Payment Calculation:

The Municipality's payment has been calculated as follows:
(NET RDP POINTS EARNED) x (VALUE OF EACH POINT)

a. Bulky Items	2
b. Center for Hard to Recycle Materials	2
c. Curbside Recycling Regulation	0
d. Diversity, Equity, and Inclusion	0
e. Household Hazardous Waste	2
f. Organics	0
g. Recycling Center Access	0
h. ReUse Programs	0
i. Solid Waste Reduction	4
j. Textile Recovery Initiative	0
k. Outreach and Education	0
l. Yard Waste	2
TOTAL RDP POINTS EARNED	12
POINT DEDUCTED DUE TO LATE SUBMISSION	N/A
NET RDP POINTS EARNED	12
VALUE OF EACH POINT	\$600
RDP PAYMENT AMOUNT	\$7,200

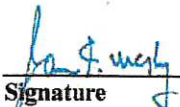
IN WITNESS WHEREOF, MassDEP and the Municipality hereby execute this Contract.

COMMONWEALTH OF MASSACHUSETTS

By:  11/23/2022
John Fischer, Deputy Division Director **Date**
Bureau of Air and Waste
Department of Environmental Protection

Town of Millis

Municipal Official(s) Authorized to sign: **DPW Director**

By:  D.R. DPW 11/8/2022
Signature Title Date
James F. Mulby
Print Name

Approved Spending Categories for
Recycling Dividends Program and Regional Small Scale Initiatives Funds

Items/activities are listed in the category deemed most appropriate in cases where there is overlap. Please refer to all applicable categories when searching this list.

- | | |
|---------------------------|---|
| Beyond the Bin | <ul style="list-style-type: none"> • Transportation, processing, and/or management (including equipment for collection/storage/recycling) costs for hard to recycle materials including items listed in CHARM criterion |
| Closing The Loop | <ul style="list-style-type: none"> • Post-consumer Recycled Content Products from state contracts. Grantee must confirm recycled content. • FAC104 Landscaping, Green Roof Products, Playground Equipment, Site Amenities, Recycle content planters • FAC88 Lawns & Grounds, Equipment, Parts and Services • FAC100 Building Maintenance, Repair & Operations, Supplies and Tools • OFF45 Art and Instructional School Supplies • OFF47 Office Supplies, Recycled Paper and Envelopes • OFF38 Office, School and Library Furniture • OFF44 Print, Copy & Mail Services, and Printed Promotional Products • VEH96 OEM & NON-OEM Motorized Vehicle Parts, Refined Motor Oil, Lubricants |
| Equipment | <ul style="list-style-type: none"> • Recycling carts and bins, organics carts, etc. (see FAC113) • 35-gal or smaller carts may be purchased for trash provided all overflow trash has a per unit associated cost • Alternative containers for in-home recycling collection at multi-family buildings • Rain barrels • Glass crushing equipment • Repairs of used and existing recycling and composting equipment • Cement pads, ramps, and other infrastructure for recycling equipment • Electric truck for curbside collection of recyclables and/or organics • Purchase or rental of roll-off containers, compactors, and balers for recycling; refurbished equipment purchases also allowed |
| Model Programming | <ul style="list-style-type: none"> • Dedicated Enforcement Coordinator (up to 5 years) • New Recycling Coordinator position or Zero Waste Coordinator (up to 2 years). • Project-based temporary staffing for specific recycling projects • Consultants for local or regional initiatives that will increase diversion through recycling, composting, reuse, repair and toxic/hazardous collection. Examples include recycling collection and processing bid development; Pay-As-You-Throw analysis; organics diversion program planning; recycling composition and contamination audits; and waste characterization studies. See State Statewide Contract for Professional and Environmental Consulting Services PRF77. With the exception of <u>combined</u> solid waste and recycling procurement assistance, funds may <u>not</u> be used for solid waste transfer or disposal facilities and/or programs. • PAYT program costs including bags, education materials, recycling stickers and additional staff |
| Organics Diversion | <ul style="list-style-type: none"> • Backyard Compost bins • Kitchen scrap buckets • Compostable bag liners/biobags if they meet certification to be PFAS free • Commercial composting equipment including screener, windrow turner for use at municipal site • Organics carts for curbside collection and/or drop-off programs • Organics collection and processing costs - up to 5 years • Organics program development costs for a new program |

Other/ Miscellaneous

- Recycling processing costs over \$50 per ton
- Shredding services for confidential paper
- License plate scanner at transfer station
- Recycling Center site improvements that facilitate ease of access, safety, handicapped access, contamination reduction, waste reduction and/or increased recycling

Outreach & Education

- Waste reduction and/or outreach and education materials, signs, billboards, mailings (and applicable postage costs)
- Recycling webpage design and maintenance (external contractor)
- Translation services for recycling education materials in multiple languages
- Conferences, subscriptions, and municipal/regional memberships (up to \$3,000/year)
- Training and professional development for recycling staff (up to \$1,000/year)
- Recycling market index publications and trade journals
- Educational speaker fees (solid waste and recycling topics) for municipal events
- Waste and recycling collection mobile applications
- Newspaper ads promoting recycling and waste reduction

Public Spaces

- Public space/outdoor event recycling and composting containers and signage
- Permanent water filling/refilling stations at municipal buildings
- Transportation and processing of recyclables and organics collected at public spaces and/or events

Reuse

- Purchase, construction and/or maintenance of a municipal swap shop
- Up to \$5,000 annually on municipally owned Things/Tool Libraries
- Up to \$1,000 annually for third-party owned Things/Tool Libraries
- Up to \$4,000 annually for municipally located Repair Events (excluding food/refreshments) or Zero Waste Days/Reuse Rodeos/Donation Events
- Developing/distributing a comprehensive Reuse Guide
- Tablet for inventory for swap shop, tool library, library of things
- Wiping clothes made from recycled textiles

Schools

- Stipend for personnel coordinating school-wide or district-wide recycling/composting program
- Recycling bins, wheeled carts, compost bins, signage and related equipment
- Dishwashers for public school cafeterias
- Reusable trays and silverware for public school cafeterias
- Collection and processing costs for recyclables and organics
- School gardens and other “green team” initiatives
- School furniture reuse and recycling – find info and resources [here](#)

Source Reduction

- Installation of water filling stations in public buildings and schools
- Deconstruction of municipally owned buildings (consultants, specialized contractors)
- Reusable dishware, glassware and cutlery for kitchen and/or event space at public buildings

Toxics Reduction

- HHW collection event costs: drop-off or mobile pickup events; [FAC110](#) is available as a resource)
 - Construction and maintenance of publicly owned permanent HHW collection facilities
 - Mercury spill kits
 - School chemical cleanouts
 - Used paint collection shed for residential drop-off site (shed replacement or purchase)
 - Sharps collection boxes for residents
 - Environmentally Preferred Products [FAC118](#).
-

22-258

Discuss Paving Plan for Winter

22-259

Police K-9 Unit Program Update



Millis Police K9
Unit



**OFFICER
NYTRO
UPDATE**

Search & Rescue

Suspect Apprehension

Patrol

Narcotic Detection



EVOLUTION OF THE PROGRAM

PATROL K9 INITIATIVE BEGAN FEBRUARY 2021

- STANTON GRANT 37,000.00 FUNDED DOG & EQUIPMENT
- K9 NYTRO JOINED MPD MARCH 2022
- ESTABLISHED MILLIS POLICE WORKING DOG FUND MAY 2022
- NYTRO GRADUATED BOSTON POLICE K9 ACADEMY JULY 2022
- 9 DEPLOYMENTS IN THE LAST 5 MONTHS
- NYTRO BEGINS 6-WEEK NARCOTIC SCHOOL IN JANUARY 2023



FUNDING POTENTIAL COMMUNITY RESOURCE DOG

Approved grant from Norfolk District Attorneys Office:
\$15,000.

Funding will pay for dog and training. Golden Opportunities for Independence out of Walpole will provide the dog and training.

We have drafted an additional grant that would award \$20,000.00 to cover start up and recurring costs for the K9. Grant will be submitted in this month.

Established the Millis Police Working Dog Fund in May 2022. Fund will help maintain the program, funding food, treats, collars, crates, leashes, and any other unexpected expenses for the CD K9 or Patrol K9.



BENEFITS WITHIN THE COMMUNITY & SCHOOLS

PHYSICAL BENEFITS

- **CRD'S HAVE BEEN SHOWN TO LOWER ONE'S BLOOD PRESSURE, PROVIDE PHYSICAL STIMULATION AND A WAY TO DISTRACT A STUDENT FROM FEARS OR ANXIETY TRIGGERS.**

SOCIAL BENEFITS

- **CRD'S PROVIDE A GREATER SENSE OF SELF-ESTEEM AND FOCUS THEIR ATTENTION ON LEARNING AS WELL AS SOCIAL INTERACTIONS WITH OTHER STUDENTS.**

EMOTIONAL AND MENTAL HEALTH BENEFITS

- **IT HAS BEEN FOUND THAT ANXIETY IN CHILDREN AND ADOLESCENT YOUTH IS AT AN ALL-TIME HIGH. A CRD CAN ALLOW SOMEONE TO ESCAPE OR HAVE A BREAK FROM ALL OF THE STRESSES OF LIFE INSIDE AND OUTSIDE OF THE CLASSROOM. THE CRD IS THERE TO OFFER ALL RESIDENTS FRIENDSHIP, LAUGHTER AND A SHOULDER TO LEAN ON IN TIME OF NEED.**





QUESTIONS



22-260

Approval of DPW ContractS



TOWN of MILLIS

DEPARTMENT OF PUBLIC WORKS

900 MAIN STREET, MILLIS, MA 02054

TO: Michael Guzinski, Town Administrator
FROM : James F. McKay, Director of Public Works
DATE : November 28, 2022
SUBJECT : Contracts

I would ask that you approve and sign the following contracts:

Village Street-Well 3 PFAS Treatment Plant Piloting & Preliminary Design

Kleinfelder Northeast, Inc.

One Beacon Street

Boston, MA 02108

Not to exceed \$165,000.00

710000058-590000-91712 - \$165,000.00

Water Management ACT Support Services

Kleinfelder Northeast, Inc.

One Beacon Street

Boston, MA 02108

Not to exceed \$56,864.00

710000058-590000-91711 - \$56,864.00

Michael Guzinski, Town Administrator

Date:



November 14, 2022

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

RE: Proposal for Engineering Services: Village Street/Well 3 PFAS Treatment – Piloting and Preliminary Design

Dear Mr. McKay:

Thank you for the opportunity to submit this proposal for piloting and preliminary design of PFAS treatment for the Village Street/Well 3 Treatment Facility for the Town of Millis Department of Public Works.

BACKGROUND AND PURPOSE

Since the discovery of per- and polyfluoroalkyl substances (PFAS) in Millis' water supply, the Town has worked to improve water quality through the design and construction of the PFAS treatment upgrades at the D'Angelis Water Treatment Facility (DWTF). However, the remaining Wells 3 through 6 all also have PFAS detections. While the new DWTF will be capable of meeting average daily demands on its own, the Town will need to install additional PFAS treatment in order to meet peak demands while minimizing PFAS in the system. The November 2022 PFAS Action Plan determined the development of a new PFAS treatment facility at Well 3 was the most feasible alternative.

The following Scope of Services is the first phase of PFAS treatment design including water treatment piloting and development of a 30% preliminary design and cost estimate.

PROPOSED SCOPE OF SERVICES

Kleinfelder proposes to provide the following engineering services:

Task 1 –Additional Geotechnical & Basis of Design

- A. Additional Geotechnical Testing: Based on the Feasibility Study and Action Plan, additional geotechnical borings are needed. Kleinfelder will
- Perform an environmental site data review; and
 - Conduct geotechnical and environmental site sampling (assume 1 day of borings).

B. Confirm Design Basis from the following parameters:

- Flow and preliminary hydraulics
- Site constraints
- Regulations – current, anticipated
- Water quality treatment goals
- Treatment technology sizing
- Geotechnical and environmental results from 1A.

Task 2 - Pilot Testing and Pilot Report

A. Design of Pilot Test and Prepare Pilot Test Proposal for MassDEP approval

- Design pilot testing and prepare a Pilot Test Proposal and BRPWS21D application for MassDEP approval. The proposal will include an overview of historical water quality data, description of pilot testing procedures, and sampling schedule.
- Kleinfelder will facilitate a pre-application meeting with Client and MassDEP to discuss the proposed protocol.
- Based on current information, the pilot is expected to consist of piloting of Granular Activated Carbon (GAC) filtration media.

B. Pilot Testing - Upon receipt of approval from MassDEP, Kleinfelder will:

- Coordinate with our piloting subcontractor (Blueleaf, Incorporated) and Client for setup of pilot equipment. Site requirements to be provided by Client are expected to consist of the following:
 - Access to the site at all times during pilot operations.
 - A location to install pilot filters within the existing facility.
 - Two 120V, 20Amp outlets to power the pilot processes.
 - A ¾-1" connection at the finished water source.
 - Supply must be available 24 hours per day and pumped at a minimum of 50% of capacity.
 - A suitable location to discharge treated effluent water of approximately 5 gpm.
- Blueleaf will perform pilot testing (expected 10-day duration) for granular activated carbon using two media types.
- Blueleaf will collect all field and laboratory samples and prepare a summary report.

C. Pilot Test Report

- Kleinfelder will prepare Pilot Test Report and BRPWS21D for MassDEP approval summarizing the pilot results and providing design recommendations.

Task 3 - Preliminary Design (30%) and Preliminary Design Report

Kleinfelder will prepare a 30% design by completing the following subtasks:

A. Conceptual Design of Major Facility components

- GAC equipment sizing
 - Process flow diagrams
 - Residuals management and disposal
 - Building layout and materials
 - HVAC requirements
 - Electrical load / requirements and one-line diagram
 - Telecommunications requirements
- B. Identification of required Permits, Operator licenses
- C. Cost & Schedule
- AACE Level 3 Capital Construction Cost estimate
 - O&M estimate
 - Engineering Services estimate for final design & construction phase services
 - Identification of Funding Sources
 - Schedule, Milestones for Funding
- D. Preliminary Design Report - Draft and Final Report
- Kleinfelder will prepare a 30% Preliminary Design Report which includes the final design criteria, preliminary drawings, and written descriptions of the project components including chemical feed and unit treatment processes to be utilized and how the facility will achieve regulatory compliance with current and known future requirements. Cost estimates and schedules will be included.

Task 4 - Meetings & Presentations

- Three (3) meetings with DPW (1 kickoff, 2 progress)
- One presentation to Select Board (Water Commissioners)

EXCLUSIONS AND ASSUMPTIONS

- Millis will provide Kleinfelder with required reports and data as needed.
- Millis will provide water operations staff and management time for interviews and assistance with site visits and piloting setup as described above.
- Millis will provide adequate power and water for piloting contractor as described above.
- Any other services not described above are excluded.

FEE ESTIMATE

Kleinfelder proposes to complete these services for a lump sum fee by task not to exceed the breakdown as shown below.

Task	Approximate Labor Hours	Engineering Labor Fee	Subconsultant and Expenses	Total
1 Basis of Design	147	\$24,500	\$6,000	\$30,500
2 - Piloting, Pilot Test Report	38	\$7,000	\$48,000	\$55,000
3 - 30% Design	331	\$52,500	\$18,500	\$71,000
4 - Meetings, Presentations	39	\$8,500	\$ --	\$8,500
Total	555	\$92,500	\$72,500	\$165,000

SCHEDULE

Kleinfelder will commence work under this Agreement immediately upon receipt of an executed copy of the Agreement and the Town receives Notice to Proceed from MassDEP (whichever is later) and shall use its best efforts to perform all services under this Agreement as expeditiously as is consistent with professional skill and care and the orderly progress of the work, with the intention of completing the work no later than April 1, 2023. Please note the timely execution of this scope of services depends in part on the Millis providing detailed information to Kleinfelder, and upon timely approval of submittals by MassDEP.

Thank you for the opportunity to be of service to Millis. If you have any questions, please feel free to contact me at 617-498-4778 or kryan@kleinfelder.com.

Respectfully Yours,
KLEINFELDER



Kirsten Ryan, PG
 Client Service Manager

cc:
 File



September 23, 2022

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

**SUBJECT: Proposal for Water Management Act Permit Support Services
Millis, Massachusetts**

Dear Mr. McKay:

Kleinfelder is pleased to present this proposal to provide Water Management Act (WMA) Permit Support Services for the Town of Millis (the Town). It is understood that the Massachusetts Department of Environmental protection (MassDEP) is currently undergoing its 5-year review process of the Town's WMA Permit, after which a Modified Permit is expected to be finalized. Kleinfelder will support the efforts of the Town to comply with MassDEP requirements and adequately convey the Town's current and future water withdrawal needs for the Modified Permit.

In the Fee Estimate, a breakdown of anticipated hours of effort is provided. Kleinfelder will work with the Town to continue coordination and negotiation efforts as needed beyond the scope of services on a time and materials basis per the attached fee schedule to best serve the Town's desired outcomes.

BACKGROUND AND PROJECT UNDERSTANDING

On Tuesday, September 6th, 2022, MassDEP provided the Town with its initial 5-year review of the MWA Permit consistent with 310 CMR 36.31. MassDEP plans to amend the permit in accordance with 310 CMR 36.29 to make it consistent with the 2014 changes to the WMA Regulations. The Town is required to submit a response to a total of eleven (11) questions posed by MassDEP in an Order to Complete (OTC, provided in Attachment A) within 90 days, or before December 5th, 2022 to continue withdrawing water from the Charles River Basin. As the MassDEP's WMA Review for the Charles Basin had been long delayed from its last published schedule, the Town did not anticipate this effort in the FY23 budget. Therefore, Kleinfelder has already requested and received an extension from MassDEP until February 19, 2023, which would provide 90 days following approval of a contract for these services in mid to late November.

As part of its initial review, MassDEP identified that The Town's withdrawal limit is higher than its recent average daily demand volume over the past five years and has proposed to issue a Modified Permit with an interim allocation which would lower the Town's maximum authorized annual average withdrawal volume for all sources from 0.99 Million Gallons per Day (MGD) to 0.84 MGD. This would remain in effect until the Department of Conservation and Recreation (DCR) issues a Water Needs Forecast (WNF) for the Town. After the release of a WNF, if the forecast supports it, the Town would be eligible to apply for a permit Amendment to increase the withdrawal volume. However, the DCR will not prepare a WNF when the Town's unaccounted-for water (UAW) is above 10%, which it has been in recent years. The Town must document its reasons for exceeding the unaccounted for water standard, and prepare a

UAW Compliance Plan. In addition, due to the Net Groundwater Depletion (NGD) of the Charles River Basin, the Town is required to prepare a Minimization Plan and Water Conservation Questionnaire to submit alongside the Town's response to questions posed by MassDEP.

During 2016, in anticipation of the MassDEP WMA Permit review, Kleinfelder prepared an initial Minimization Plan for Millis. An update to this document can form the basis for the required submittal. A new UAW Compliance Plan will need to be prepared.

SCOPE OF SERVICES

Kleinfelder will assist with preparing a response to the MassDEP initial review questions and creating an updated Minimization Plan, an Unaccounted for Water Compliance Plan, and assist the Town with the Water Conservation Questionnaire and bylaw review to meet requirements of the Water Management Regulation 310 CMR 36.22. Additionally, Kleinfelder will facilitate stakeholder meetings and negotiations between MassDEP and Millis to address the Town's current and future water withdrawal needs.

Much of the work associated with preparation of the Minimization plan has already been completed per the Minimization & Mitigation Implementation Analysis prepared by Kleinfelder and provided to the Town in March of 2016. This report will be adapted to reflect existing conditions and changes since 2016, including additional conservation requirements outlined in the Massachusetts Water Resource Commission's Water Conservation Standards (July 2018). The report will also include additional analyses specifically requested by MassDEP in the OTC.

Task 1 – Data Review and Order to Complete Response

- A. Kleinfelder will review data to address questions in the OTC and prepare a Minimization Plan consistent with MassDEP Water Management Act Permit Guidance. Data to be requested and incorporated includes the following:
 - Additional developments that have been planned since 2016
 - Minimization efforts already implemented in the Town since 2016 including stormwater recharge, leak detection, source optimization, and water restrictions
 - Updates to the Town's land use, demographics, and water resources infrastructure since 2016
 - Daily well pumping data for the years 2016-2022
 - Annual Statistical Reports (ARs) for the years 2016-2021
 - Communications between the Town and the Department of Conservation and Recreation (DCR) regarding a WNF
 - Communications between the Town and Sherborn regarding land use controls in the Town's well Zone II areas
 - Records of water sharing between the Town and surrounding communities
 - Compliance Plans for Unaccounted for Water (UAW) and UAW reduction methods currently employed, including applicable laws and ordinances for enforcement
- B. Kleinfelder will also complete the following requirements outlined in the MassDEP OTC as follows:
 - UAW Compliance Plan
 - Updated Minimization Plan

- Enhanced Water Conservation Planning: Review and update recommendations from the 2016 Minimization Plan relating to conservation. Assist the Town with preparing the required Water Conservation Questionnaire and review and provide comment on the Town's water conservation bylaw to meet anticipated Permit requirements.

Task 1 Deliverables:

- *OTC Response Letter*
- *Updated Minimization Plan*
- *UAW Compliance Plan*
- *Water Conservation Plan and Bylaw edits*

Task 2 – Meetings and Negotiation Support, and Presentations

Kleinfelder will support the Town in meetings and negotiations to meet the Town's current and future water withdrawal needs, including the following:

- Two Presentations to the Select Board on project status
- Six (6) coordination calls with the Town to collect data and discuss project progress
- Four (4) coordination calls with the Town and MassDEP to present and discuss project findings and negotiate review results

All coordination calls are assumed to be virtual and one (1) hour in duration. Kleinfelder will coordinate and attend additional calls and meetings as needed to support the Town, if requested, which will be billed on a time and materials basis and approved in writing.

Task 2 Deliverables: Meeting agendas and meeting notes.

SCHEDULE

Assuming a notice to proceed before late November, Kleinfelder expects to provide Task 1 deliverables to the City by February 3rd, 2023, and final versions within one (1) week of receiving comments. Please note that Kleinfelder's analysis, and therefore this schedule, is dependent upon Kleinfelder receiving information and review comments from others in a timely manner. This schedule assumes the Town will be able to provide review comments within one week, or five business days, from receipt of draft materials.

COMPENSATION

Compensation for Tasks 1 and 2 is not expected to exceed Fifty-Six Thousand Eight Hundred Sixty-Four Dollars (\$56,864). Task 1 will be billed on a percent complete basis and Task 2 will be billed on a time and materials basis at billing rates equivalent to direct salary times 3.15 multiplier. The effort in Tasks 1 and 2 represents 293 hours of labor. Table 1 provides a breakdown of hours and cost by task.

Table 1. Detailed Fee Breakdown – WMA Permit Support Services

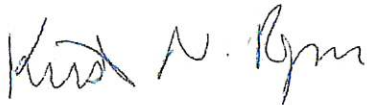
	Task	Labor Hours	Total
Task 1	Data Review and OTC Response	220	\$42,714
Task 2	Meetings and Presentations	73	\$14,150
	Total Fee	293	\$56,864

LIMITATIONS

Our work will be performed in a manner consistent with that level of care and skill ordinarily exercised by other members of Kleinfelder’s profession practicing in the same locality, under similar conditions and at the date the services are provided. Our conclusions, opinions and recommendations will be based on a limited number of observations and data. It is possible that conditions could vary between or beyond the data evaluated. Kleinfelder makes no guarantee or warranty, express or implied, regarding the services, communication (oral or written), report, or opinion provided.

Thank you for this opportunity to work with you on this important project. If you have any questions, please don’t hesitate to contact me at 617-498-4778 or at KRyan@Kleinfelder.com. We look forward to getting started on the project.

Respectfully yours,
KLEINFELDER



Kirsten Ryan
Senior Project Manager

Enclosures: Attachment A - Order to Complete

cc: Mr. Michael Guzinski, Town Administrator

Attachment A – Order to Complete



TOWN of MILLIS

DEPARTMENT OF PUBLIC WORKS

900 MAIN STREET, MILLIS, MA 02054

TO: Michael Guzinski, Town Administrator
FROM : James F. McKay, Director of Public Works
DATE : November 28, 2022
SUBJECT : Contracts

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

IFB MW 2022 PW1 – Item 16: Tree Services:

Stumpy's Tree Service

190 Front Street #201

Ashland, MA 01721

Not to exceed \$71,025.50

01422520-538190 Tree Care - \$5,732.00

02422580-590000 Town Meeting Article - \$65,293.50

Michael Guzinski, Town Administrator

Date:



TOWN of MILLIS

DEPARTMENT OF PUBLIC WORKS

900 MAIN STREET, MILLIS, MA 02054

TO: Michael Guzinski, Town Administrator
FROM : James F. McKay, Director of Public Works
DATE : November 28, 2022
SUBJECT : Contracts

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

2022 Chevrolet Silverado Crew Cab with Plow:

Liberty Chevrolet, Inc.

90 Bay State Road

Wakefield, MA 01880

Not to exceed \$65,940.00

02422580-590000-91553 - \$17,360.10

70000058-590000-91553 - \$17,360.10

71000058-590000-91553 - \$17,360.10

72000058-590000-91553 - \$17,359.09

Michael Guzinski, Town Administrator

Date:



Liberty Chevrolet



Town of Millis

Attn: Jim McKay

85 Main Street

October 6, 2022

us vehicles and equipment.
wertrain warranty. We are



Department of Public Works

VETERANS MEMORIAL BUILDING
900 MAIN STREET
MILLIS, MASSACHUSETTS 02054

To Liberty Chevy Date 11/10/22

Date Ship _____ Via _____ Terms _____

QUANTITY	UNIT	DESCRIPTION	PRICE
		Pickup	
		Wayne - 508-450-9993	
		www.jlh@aol.com	

\$37,382.00

\$275.00

\$50.00

used

\$300.00

is

\$1,250.00

\$200.00

\$138.00

\$5,741.00

Truck

\$45,336.00

\$720.00

\$720.00

\$8,470.00

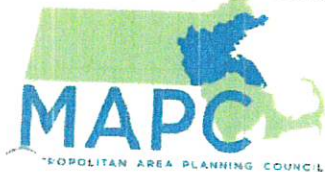
\$770.00

15-8987 • www.libertychevy.com

No 0034

THIS NUMBER
must appear on
your package
and invoice

By _____



SMART GROWTH AND REGIONAL COLLABORATION

September 23, 2022

Wayne Wardwell
Liberty Chevrolet, Inc
90 Bay State Road
Wakefield, MA 01880

Re: RFP # GBPC 2021 Public Service Vehicles
Contract Extension

Dear Wayne:

Please accept this letter as notice that the Metropolitan Area Planning Council ("MAPC"), in accordance with Section 3.7 of the contract referenced above, hereby exercises its retained option to extend its contract with Liberty Chevrolet, Inc. for an additional one-year term from September 30, 2022 through September 30, 2023.

As per the contract, your company is allowed to submit renewed pricing for the new contract year. Price escalations are contractually limited to 10% for any product under contract. Please send your revised pricing, in the same format as currently is used, to Kelsi Champley (kchampley@mapc.org) as soon as possible. Once approved, the new pricing will be added onto the MAPC website for municipal buyers to use.

On behalf of the Greater Boston Police Council ("GBPC") and MAPC, I thank you for your continued services.

Sincerely,

A handwritten signature in cursive script that reads 'Kelsi Champley'.

Kelsi Champley
Procurement and Contract Manager, MUNICIPAL COLLABORATION
Metropolitan Area Planning Council
O#: (617) 933-0766 / kchampley@mapc.org



TOWN of MILLIS

DEPARTMENT OF PUBLIC WORKS

900 MAIN STREET, MILLIS, MA 02054

TO: Michael Guzinski, Town Administrator
FROM : James F. McKay, Director of Public Works
DATE : November 28, 2022
SUBJECT : Contracts

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

Doosan Air Compressor:

ATS Equipment Inc.

30 Locust Street

Boston, MA 02125

Not to exceed \$26,966.98

02422580-590000-91707 - \$6,741.75

70000058-590000-91707 - \$6,741.75

71000058-590000-91707 - \$6,741.75

72000058-590000-91707 - \$6,741.75

Michael Guzinski, Town Administrator

Date:



Department of Public Works

VETERANS MEMORIAL BUILDING
900 MAIN STREET
MILLIS, MASSACHUSETTS 02054

To AKS Date 11/14/22
Date Ship _____ Via _____ Terms _____

QUANTITY	UNIT	DESCRIPTION	PRICE

No 0035

THIS NUMBER
must appear on
your package
and invoice

By _____



Service the way it used to be ...

CONSTRUCTION EQUIPMENT

RENTALS · SALES · SERVICE

33 Locust Street · Boston, MA 02125
 (617) 825-3600 · Fax: (617) 825-1073
 Visit us @ www.atsequipment.com

Chip McDonald
 Sales Representative
 Office: 617-825-3600
 Fax: 617-825-7073

SALES QUOTE
DOOSAN P185/HP150
COMPRESSOR

Cell: 617-828-1171
chip@atsequipment.com

TO:	Kevin Kandola	COMPANY	Town of Millis DPW	
DATE	08/29/22	JOBSITE	900 Main Street	
PHONE	774-993-9181	FAX/EMAIL	kkandola@millis-ma.gov	
EQUIPMENT TYPE	DAY	WEEK	4-WEEK	Sale Price
Doosan Air Compressor				\$26,495.00
P185/HP150WDO-T4F				
Hose Reel- CA33106L				\$379.00
Air Hose 3/4" x 50" Adaptaflex				\$92.98
AHOSEM				
			TOTAL	\$26,966.98
Please note currently have one in stock				
Price subject to change and lead time up to 32 weeks.				

Customer is responsible for fuel, flats and damage
 Customer must supply certificate of insurance
 Customer must call branch to release equipment - Customer must obtain a release number to return equip.
 Rental shift includes 8 hrs per day, 40 hrs per week, & 160 hrs per month. Overtime hours will apply
 1 month = 4 weeks = 28 days

*air compressors – air tools- backhoes- compaction equipment – diamond & abrasive blades
 dozers – drilling equipment & supplies – excavators – general supplies – generators up to 250 kw
 hydraulic hammers to 7500 lb. – hydraulic splitters – light towers & arrow boards- loaders
 pumps – saws & concrete equipment – vibratory rollers – skid steer loaders – plus much more.....*



Charles D. Baker, Governor
Kayn E. Polito, Lieutenant Governor
Stephanie Pollack, Secretary & CEO
Jonathan L. Gulliver, Highway Administrator



MASTER SERVICE AGREEMENT
NOTICE TO PROCEED

September 22, 2020

ATS Equipment, Inc.
33 Locust Street
Boston, MA 02125

Contract Number: 112470
Action Item Date: September 16, 2020
Action Item Number: W-35

Dear Mr. Brian Connolly,

Enclosed is a signed copy of your Master Service Agreement with the Massachusetts Department of Transportation, Highway Division.

This contract is relative to the furnishment of equipment, parts and service of small and roadway equipment, Statewide.

The duration of this contract shall be from August 1, 2020 until July 31, 2025.

Sincerely,

Anna Dolata

Anna Dolata
Supervisor, Contracts & Records

AD/mjg

cc: Fiscal
Contracts & Records

E-Mail: Sharon Rong
Christine Hurley-Barnes
Chuck Labbee

Tri County Contractors Supply Inc.

154 Wayside Avenue
West Springfield, MA 01089
Phone (413) 733-5189
Fax (413) 781-2102

August 25, 2022

Millis DPW
Attn: Kevin Kandola
7 Water Street
Millis, MA 02054

Kevin,

Per our discussion yesterday, we are pleased to quote you on the following towable air compressor. All quoted prices are per **MA State Contract #FAC-116**.

One - new **CHICAGO PNEUMATIC CPS185OH8 Air Compressor**
189 CFM Air End, Kohler Diesel Engine
Tool Box for 90 lb. Breaker and Hose
Trailer package with lights

FOB: MILLIS, MA. CURRENT MA STATE CONTRACT PRICE: \$25,980.00

OPTION :

Manual Hose Reel with Filter-Regulator-Lubricator

ADD: \$ 2,350.00

Delivery is approximately 12 Weeks, ARO, subject to prior sales.

Thank you for this opportunity. If you would like to place an order, or have any further questions, please contact me via one of the methods listed below. We appreciate your continued business!!

Sincerely,



Katie Clark
Vice President
Tri-County Contractors Supply, Inc.
Office: (413) 733-5189
Cell: (413) 575-0816
KClark@TriCountyContractors.com

QUOTATION IS VALID FOR 30 DAYS!!



TOWN of MILLIS

DEPARTMENT OF PUBLIC WORKS

900 MAIN STREET, MILLIS, MA 02054

TO: Michael Guzinski, Town Administrator
FROM : James F. McKay, Director of Public Works
DATE : November 30, 2022
SUBJECT : PFAS Treatment Plant

I would ask that if approved you sign the following contract:

Tree Services:

Stumpy's Tree Service
190 Front Street #201
Ashland, MA 01721
Not to exceed \$9,500.00

Camera System
Integrated Security Inc.
905B Suth Main Street
Mansfield, MA 02048
Not to exceed \$25,000.00

PFAS Treatment Plant Contingency:

Balance as of 11/30/2022 \$431,321.86

Michael Guzinski, Town Administrator

Date:

22-261

Board/Committee Liaison Updates

22-262

Approval of Draft Minutes

Select Board Meeting Minutes 11/07/22

Chair Underhill called the meeting to order at 7:00pm

The following persons were present Chair Erin Underhill, Vice Chair Craig Schultze, Clerk Ellen Rosenfeld, Town Administrator Mike Guzinski, Assistant Town Administrator Karen Bouret DeMarzo. Town Counsel member Jay Talerman.

Announcements

Election day is November 8, 2022, from 7am- 8pm

FATM is Thursday November 10th, 2022, at 7:30pm

22-235 Hearing: Road Acceptance for Pearl Street, Deborah Lane, Teresa Drive as public way

Sel. Schultze made a motion to open a hearing for Road acceptance for Pearl Street, Deborah Lane, Teresa Drive as public ways. Sel. Rosenfeld seconded this motion. The motion passed unanimously.

Dan Merrikin was running behind. The Town Administrator suggests the Board delays the Hearing towards the end of the meeting.

Sel. Schultze made a motion to recess the Hearing until late in the meeting. Sel. Rosenfeld seconded this motion. The motion passed unanimously.

Sel. Schultze made a motion to reopen the Hearing. Sel. Rosenfeld seconded this motion. The motion passed unanimously.

A discussion ensued about the development inspection not being totally complete, it needs a complete video of the drainage for the DPW. The board would like a commitment that these things will be done they will send a letter.

Sel. Schultze made a motion to approve the road acceptance for Pearl Street, Deborah Lane, Teresa Drive as public ways subject to a completed as built plans, a televised inspection of drainage system, as well as a letter indicating a date for these actions to be taken. Sel. Rosenfeld seconded this motion. The motion passed unanimously.

22-236 Approval of Millis's Green Communities Annual Report for FY22

Chair Underhill agreed to Sign the FY22 Green Communities Annual Report to be sent to the state.

22-237 Discuss Sewer Policy Proposal

Jay Talerman from Town Counsel discusses the proposed sewer policy. He explains that if they pay their betterment and there is a Town Sewer line on the public road, they have the right to connect if there is capacity, if there is no capacity, they do not have the right to connect. If someone has paid their betterment the town has to reserve the capacity. He states that adding a time limit for hook up on permits will allow for better control in the future of reserving capacity.

Jim McKay stated that prior Select Board Members voted to allow connections/reserved capacity for specific developments that didn't pay the betterment because the contractor paid to have the sewer lines extended.

Sel. Underhill stated that the Sewer Policy is just the first of many steps needed to be taken by the Town. She said that the Town will be at capacity in the future and the Town needs to be proactive about solutions, possibly surveying the Braun Property as a package plant for the Town.

22-242 Appointment of Election Workers – Appointment of Fire Lieutenants

Sel. Schultze made a motion to ratify the Town Administrators appointment of Maren Tracy and Charlene Howley as new election workers. Sel. Rosenfeld seconded this motion. The motion passed unanimously.

Sel. Schultze made a motion to ratify the Town Administrators appointment of Chuck Bishop and Mike Scotland from acting lieutenants to permanent lieutenants of the Millis Fire Department. Sel. Rosenfeld seconded this motion. The motion passed unanimously.

22-243 Approval of Quote for unit Ventilator Actuator Valve Replacements at Town Hall

Sel. Schultze made a motion to approve the quote of \$10,185.00 for the unit Ventilator Actuator Valve Replacements at the VMB Building. Sel. Rosenfeld seconded this motion. The motion passed unanimously.

22-244 Board/Committee Liaison updates

No official updates

22-245 Review/Approval of Water/Sewer Commitments

Sel. Schultze made a motion to approve the water/sewer commitment to the collector for August 2022 in the amount of \$9,399.36. Sel. Rosenfeld seconded this motion. The motion passed unanimously.

Sel. Schultze made a motion to approve the water/sewer commitment to the collector for September 2022 in the amount of \$3,677.25. Sel. Rosenfeld seconded this motion. The motion passed unanimously.

Sel. Schultze made a motion to approve the water/sewer commitment to the collector for October 2022 in the amount of \$3,179.75. Sel. Rosenfeld seconded this motion. The motion passed unanimously.

Sel. Schultze made a motion to approve the Stormwater commitment to the collector for FY23 in the amount of \$694,320. Sel. Rosenfeld seconded this motion. The motion passed unanimously.

22-246 Approval of DRAFT Minutes

Sel. Underhill deferred this until the next meeting

Sel. Underhill made a motion to enter Executive Session at 9:15pm to conduct a strategy session in preparation for negotiations with union and non-union personnel (SEIU/AFSCME/Town Administrator). Sel. Schultze seconded this motion. Sel. Underhill polled the Board and the motion passed unanimously.

Respectfully submitted by Victoria Schindler

Select Board Meeting Minutes 11/14/22

Chair Underhill called the meeting to order at 7pm.

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

Announcements

The Board thanks the hard work of the Election Workers for a successful election.

Sel. Underhill made a motion to close all non-emergency town operations at 1pm on Wednesday November 23, 2022. Sel. Schultze seconded this motion. The motion passed unanimously.

22-247 Vote to accept gift- Tree

Sel. Schultze made a motion to Accept the gift of the Tree. Sel. Rosenfeld seconded this motion. The motion passed unanimously.

22-248 Hearing: Tax Classification

Sel. Schultze made a motion to open a hearing on Tax Classification. Sel. Rosenfeld seconded this motion. The motion passed unanimously.

Town Assessor Teri Gonsalves asked the Town to adopt the single rate tax classification for the Town of Millis.

Sel. Schulze made a motion to approve the single tax rate for the FY23. Sel. Rosenfeld seconded this motion. The motion passed unanimously.

Sel. Schultze made a motion to close the hearing on Tax Classification. Sel. Rosenfeld seconded this motion. The motion passed unanimously.

22-249 Approval of Contract for Repairs to Majors Baseball Field

Sel. Schultze made a motion to authorize the Town Administrator to execute a contract with the Drake Company for \$14,817.00 to restore the Majors Field. Sel. Rosenfeld seconded this motion. The motion passed unanimously.

22-250 Hearing: Stormwater/Land Disturbance for 1178 Main Street

Sel. Schultze made a motion to open a hearing on the Stormwater/Land Disturbance for 1179 Main Street. Sel. Rosenfeld seconded this motion. The motion passed unanimously.

Dan Merrikin from Legacy Engineering is asking the Board for a Stormwater Management Permit and Land Disturbance Permit on behalf of applicant. Dan explains the Apartment Building looking to be built. He explains he will be asking for a continuance of this hearing until January to review concerns made by the peer review.

Sel. Schultze made a motion to continue the hearing on the Stormwater/Land Disturbance for 1179 Main Street until January 23, 2023, at 7:15pm. Sel. Rosenfeld seconded this motion. The motion passed unanimously.

22-251 Discuss Town Response to Plan for 1060 Main Street

Karen Bouret DeMarzo, Assistant Town Administrator states that this is 40B project and that Mass Housing is looking for comments or concerns from a Board.

Jim McKay, Department of Public Works Director states that there was already flow of sewer/water to this location, but the Board will have to lift the Sewer Moratorium for this project only. But the current flow should be enough to cover this project, he said they will find out this information.

A discussion ensues about the proposed plan, and the traffic concerns with the entrance/exit on 109. Nicole Reiley from the Planning Board explains that the Entrance/Exit on 109 will recommend no traffic flow and have it be a Emergency Access Only with a gate for First Responders.

Sel. Underhill made a motion that the Board is amendable to working with the applicant and this project pending the concerns that have been submitted by the various Boards and committees bring addressed and working with the applicant working on sewer needs. Sel. Schultze seconded this motion. The motion passed unanimously.

22-252 Appointment of Library Page/Appointment of Seasonal DPW Workers

Sel. Schultze made a motion to ratify the Town Administrators appointment of Abigail K. as a Library Page subject a physical and work permit.

The Seasonal DPW Workers appointment has been deferred to their next meeting.

22-253 Approval of Joint Purchase of Salt 2022-23 Bid Results

Sel. Schultze made a motion to approve the contract with Eastern Minerals in the amount not to exceed \$170,727.00. Sel. Rosenfeld seconded this motion. The motion passed unanimously.

22-254 Board/Committee Liaison Updates

Sel. Rosenfeld went to the Charles River Pollution Control, and they only approved their Minutes and then dismissed.

Sel. Schultze went to the PVC Meeting, Wayne Klocko stepped down as chair, they discussed the Senior center and as now looking to the Select Board for possible cost studies, they plan to "hit the grown running" with the new school project.

22-255 Approval of DRAFT Minutes

Sel. Schultze made a motion to approve the DRAFT Minutes for 9/26/22. Sel. Rosenfeld seconded this motion. The motion passed unanimously.

Sel. Schultze made a motion to approve the DRAFT Minutes for 10/03/22. Sel. Rosenfeld seconded this motion. The motion passed unanimously.

Sel. Schultze made a motion to approve the DRAFT Minutes for 10/17/22. Sel. Rosenfeld seconded this motion. The motion passed unanimously.

Sel. Underhill motioned to enter Executive Session at to conduct strategy session in preparation for negotiations with union and non-union personnel (SEIU/Town Administrator). Sel. Schultze seconded this motion. Sel. Underhill polled the Board and the motion passed unanimously

Respectfully submitted by Victoria Schindler