



TOWN OF MILLIS

Peter C. Jurmain, *Chair*
Erin T. Underhill, *Vice Chair*
Craig W. Schultze, *Clerk*

OFFICE OF THE SELECT BOARD

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

Michael J. Guzinski
Town Administrator
mguzinski@millisma.gov

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

SELECT BOARD MEETING AGENDA

MONDAY, SEPTEMBER 27, 2021; 7:00 PM

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

	Topic	Time	Speaker
I.	Call to Order	7:00 PM	Chair Jurmain
II.	Announcements		
III.	Open Session Scheduled Appointments & Hearings		
21-248	Vote to Formally Close Town Meeting Warrant	7:05 PM	Chair Jurmain
21-249	Discuss Town Meeting Date and Logistics	7:10 PM	M. Guzinski J. McVeigh D. Cabibbo
21-250	Appointment of Economic Development Committee Member – Lan Nguyen	7:15 PM	R. Weiss
21-251	Appointment of Department Assistant II for Board of Health – Recording Secretary	7:20 PM	M. Guzinski
21-252	Appointment of Two (2) On Call Library Assistants	7:25 PM	M. Guzinski
21-253	Discuss Conservation Commission Capital Request for Town Property Maintenance	7:30 PM	M. Guzinski J. Steadman
IV.	Open Session Agenda Items		
21-254	Approval of Release of Surety Bonds – Toll Bros		J. McKay
21-255	Review/Approval of Contract for Flood Master Plan - Brown & Caldwell		R. Weiss
21-256	Urban Land Institute's Technical Assistance Panel Study – Request for Board's Support		R. Weiss
21-257	Review/Approval of Power Purchase Agreement for Clyde F. Brown Rooftop Solar		
21-258	Review/Discuss Town Meeting Warrant Articles		M. Guzinski
21-259	Review/Approval of Agreement with Community Paradigm for Enterprise Funds Analysis Part II		M. Guzinski
21-260	Vote to Authorize Purchase of Property at 377 Village Street		M. Guzinski
21-261	Board/Committee Liaison Meeting Updates		Sel. Jurmain
21-262	Approval of DRAFT Meeting Minutes		Sel. Jurmain

V.

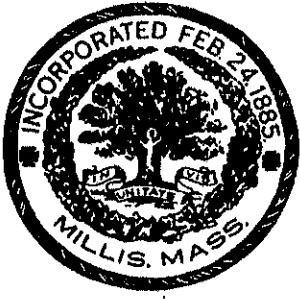
Adjournment

Proposed Upcoming Meeting Schedule

Monday, October 4, 2021	10:00 AM	Via Zoom
Tuesday , October 12, 2021	7:00 PM	TBD
Monday, October 25, 2021	7:00 PM	TBD
Monday, November 1, 2021	7:00 PM	TBD
Monday, November 8, 2021	6:00 PM	MS/HS Library (followed by Town Meeting)
Monday, November 22, 2021	7:00 PM	TBD
Monday, December 6, 2021	7:00 PM	TBD
Monday, December 20, 2021	7:00 PM	TBD
Monday, January 10, 2022	7:00 PM	TBD
Monday, January 24, 2022	7:00 PM	TBD

21-248

Vote to Formally Close Town Meeting Warrant



TOWN OF MILLIS

TO: Select Board

CC: Karen Bouret DeMarzo, Operations Support Manager

FROM: Michael Guzinski, Town Administrator

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

DATE: September 24, 2021

RE: Close Fall Annual Town Meeting Warrant

Greetings,

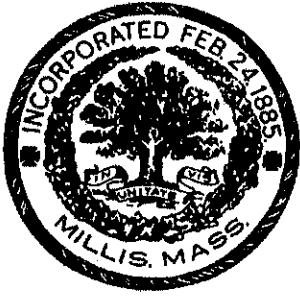
I recommend that the Board vote to close the Fall Annual Town Meeting Warrant. As of the evening of September 27th, the FATM Warrant will have been open for a period of 14 days, as required by law.

Please let me know if you have any questions in regards to this important matter.

Thank you.

21-249

Discuss Town Meeting Date and Logistics



TOWN OF MILLIS

TO: Select Board

CC: Karen Bouret DeMarzo, Operations Support Manager

FROM: Michael Guzinski, Town Administrator

DATE: September 24, 2021

RE: Logistics of the Fall Annual Town Meeting

Greetings,

John McVeigh will be coming in to discuss the current status of COVID-19 in the Town of Millis. He will also discuss the current recommendations as they relate to safety measures associated with the Fall Annual Town Meeting. I also anticipate that the Town Moderator will be joining us in this discussion. As I indicated earlier, I am recommending a date of November 8th for the FATM. We've confirmed that the auditorium is available and that Jay Talerman (our Town Counsel) is available to join us that evening. Based upon current conditions, the Health Director and I are recommending that the FATM be held at the Middle-High School auditorium with masks and social distancing, with the cafeteria to be set up as an overflow room. However, as with all things COVID, these recommendations are subject to change as the state of the ongoing pandemic evolves as we get deeper into the Fall. We will discuss these matters in detail at your meeting on Monday.

Please let me know if you have any questions in regards to this important matter.

Thank you.

21-250

Appointment of Economic Development Committee Member

Lan Nguyen

Karen Bouret DeMarzo

From: Robert Weiss
Sent: Monday, September 13, 2021 10:57 AM
To: Karen Bouret DeMarzo
Subject: RE: EDC appointment recommendation

I believe the correct spelling is Lan Nguyen.
Thanks,
BW

From: Nicole M. Riley <nriley@millisma.gov>
Sent: Monday, September 13, 2021 9:21 AM
To: Karen Bouret DeMarzo <Karen.Bouret.DeMarzo@millisma.gov>; Robert Weiss <rweiss@millisma.gov>
Subject: EDC appointment recommendation

Good morning Karen

At our last meeting, the Economic Development voted to recommend to the Select Board the appointment of Lan Nygun as a member of the EDC.

Could you please put us on the agenda for the 9/27 meeting? Let me know if you need anything else from me.
Thanks

Nicole

Nicole M. Riley, Esq.
Town of Millis
Planning Board, Clerk
Economic Development Committee, Chair
nriley@millisma.gov

21-251

Appointment of Department Assistant II for
Board of Health – Recording Secretary



TOWN OF MILLIS

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

Karen M. Bouret
Operations Support Manager
kbouret@millisma.gov

Department Assistant II Board of Health

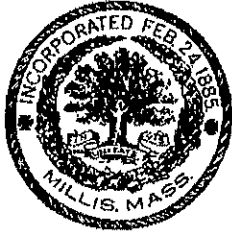
The Town of Millis is seeking qualified candidates for the position of Department Assistant II for the Board of Health. The non-benefited position is responsible for posting the committee's agendas following Open Meeting Regulations at both the Town Clerk's office and on the Town website, taking minutes at meetings or from a recording, and other administrative tasks as required. The committee will meet mainly in the evenings in-person or via Zoom.

Hourly pay range is \$22.10-26.98

Expected hours to be 4-6 per month

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. Completed applications should be returned to the Town Administrator's office via post or emailed to TownAdministratorsOffice@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.



TOWN OF MILLIS

OFFICE OF THE BOARD OF HEALTH

900 Main Street • Millis, MA 02054

Phone: 508-376-7042

Fax: 978-313-7839

To: Selectboard Members

Date: September 23, 2021

Subject: Appointment of Department Assistant II

We would respectfully ask the Selectboard to appoint Ms. Bonnie Hilton to the part-time position of **Department Assistant II**. Bonnie is a Millis resident, has an impressive background and years of service to the Town including being a past member of the Board of Health.

The position requirements:

The non-benefited position is responsible for posting the Board agendas following Open Meeting Regulations at both the Town Clerk's office and on the Town website, taking minutes at meetings or from a recording, and other administrative tasks as required.

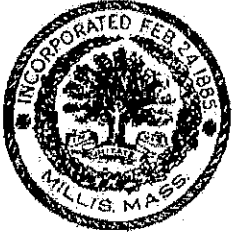
Sincerely,

John McVeigh, MBA, CHO, RS
Health Director, Town of Millis
900 Main St. RM 213
Millis, MA 02054
508-376-7042 Office

Cc. Board

21-252

Appointment of Two (2) On Call Library Assistants



TOWN OF MILLIS

Board of Trustees
Wendy Barry, Chair
Jennifer White Farrar,
Secretary
Laura Saffa

The Millis Public Library
961 Main Street • Millis, MA 02054
Phone: 508-376-8282 • Fax: 508-376-1278

Kimberly Tolson, Director
ktolson@millislib.net

September 10, 2021

Subject: Appointment of On-Call (substitute) Library Assistant


Dear Mr. Chairperson,

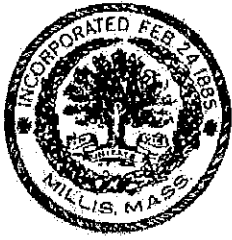
The Town of Millis posted an opening for an On-Call Library Assistant at the Millis Public Library on April 28, 2021. We received nineteen applications, which we reviewed. The Adult Services Coordinator and I interviewed Nina Aguiar Shempliner on September 1st.

Ms. Aguiar Shempliner has experience working as a Substitute Library Assistant at the Franklin Public Library and comes highly recommended by both supervisors and colleagues there.

I believe Ms. Aguiar Shempliner will be an excellent addition to the Library team and recommend to the Town Administrator his appointment to the position of On-Call Library Assistant.

Best,


Kim Tolson
Library Director



TOWN OF MILLIS

Board of Trustees
Wendy Barry, Chair
Jennifer White Farrar,
Secretary
Laura Satta

The Millis Public Library
961 Main Street • Millis, MA 02054
Phone: 508-376-8282 • Fax: 508-376-1278

Kimberly Tolson, Director
ktolson@millislib.net

September 10, 2021

Subject: Appointment of On-Call (substitute) Library Assistant

Dear Mr. Chairperson,

The Town of Millis posted an opening for an On-Call Library Assistant at the Millis Public Library on April 28, 2021. We received nineteen applications, which we reviewed. The Adult Services Coordinator and I interviewed Ashley Messier on August 25th.

Ms. Messier has extensive customer service experience as a flight attendant and in a retail environment. Both current and past employers describe her as reliable, great with the public, and a fast learner.

I believe Ms. Messier will be an excellent addition to the Library team and recommend to the Town Administrator his appointment to the position of On-Call Library Assistant.

Best,

Kim Tolson
Library Director

21-253

Discuss Conservation Commission Capital Request for Town Property Maintenance



TOWN OF MILLIS

Dr. James A. Lederer, *Chairman*
Carol Hayes, *Vice Chair*
Edward Chisholm
Christine Gavin
John Steadman
Scott McPhee


OFFICE OF THE CONSERVATION COMMISSION

900 Main Street • Millis, MA 02054
Phone: 508-376-7045
Fax: 508-376-7053

Camille Standley
Administrative Assistant
cstandley@millisma.gov

August 4, 2021

To: Peter Jurmain, Select Board
Michael Guzinski, Town Administrator

From: James A. Lederer, Chair 
Conservation Commission

Re: Request for Funding Article for November Town Meeting

The Millis Conservation Commission would respectfully like to submit the attached request for Capital Funding. The Conservation Commission is charged, in part, with the protection of the natural resources in the Town of Millis. This includes nine (9) properties placed under the Commission's charge, to preserve as open space for the community. The Commission does not currently receive funding to maintain these properties and so the conditions of these properties have deteriorated and thus the properties are under-utilized by the citizens of Millis. The funds requested would be dedicated for the upkeep and upgrades necessary to make these properties a valuable resource to the community. Maintenance would include trail upkeep; including mulching and overgrowth clearing, along with the repair of trail bridges, replacing or adding signage and trail markers as needed, installing and repairing fencing, placing benches and picnic tables, mowing, poison ivy and invasive plant abatement, and the removal of fallen trees that block trail paths. Contingency funding is also being requested to allow for addressing storm damage and for emergency tree removal when trees on Conservation properties are in imminent danger of causing property damage or placing citizens at risk. Therefore, the Millis Conservation Commission is asking for an article to be included on the town warrant for November 2021 to address the maintenance, improvements and upkeep of the Conservation Commission properties.

As you may be aware, the Conservation Commission has received numerous complaints from residents regarding the poor condition of various properties, especially Pleasant Meadows (Village/Pleasant Street). This area will be given first priority, followed by the Richardson's Pond area. This request also includes funding for a part-time Conservation Commission Agent to oversee this work, manage smaller projects, and help with enforcement issues.

We would be happy to meet with you at an upcoming meeting to discuss this request further and answer any questions. Your prompt attention and support of this matter is greatly appreciated. Thank you.

CAPITAL PROJECT DETAIL SHEET

Project Title: Conservation Commission Funding Request	
Department: Conservation Commission	Category: Recreation/Open Space
Description and Justification:	
<p>Contingency funding needed for: Emergency tree removal from Conservation properties in imminent danger of causing property damage or risk of harm to citizens.</p> <p>Other funding needed for: Maintenance, upkeeps and upgrades of Conservation properties to allow citizens to safely utilize town open space. Maintenance includes trail upkeep to include mulching and repair of trail bridges crossing wet areas, replacing signage and trail markers as needed, installing and repairing fencing, placing benches and picnic tables, and clearing of fallen trees blocking trail paths.</p>	
<p><i>Please send a photo depicting the capital request as a separate file. Do not drop it in to this template.</i></p>	

RECOMMENDED FINANCING

	Source of Funds	Total Six -Year Cost	Estimated Expenditures by Fiscal Year					
			FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
A. Feasibility Study								
B. Design								
C. Land Acquisition								
D. Construction								
E. Furnishings/Equipment		50000		\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
F. Departmental Equipment								
G. Contingency		75000		\$15,000	\$15,000	\$15,000	\$15,000	\$15,000
H. Other		125000		\$25,000	\$25,000	\$25,000	\$25,000	\$25,000
TOTAL		\$250,000		\$50,000	\$50,000	\$50,000	\$50,000	\$50,000

Source of Funds Legend

- | | | | |
|------------------------|-----------------|-----------------------------|--------------------------------|
| (1) Operating Revenues | (3) State Aid | (5) EMS Revolving Fund Fees | (7) Sewer Enterprise Fund Fees |
| (2) Municipal GO Bonds | (4) Trust Funds | (6) Free Cash / Other | (8) Water Enterprise Fund Fees |

Proposed Investments in Pleasant Meadows Farm

Item	Budget per	Quantity	Cost	Notes
72 Pleasant Street				
Picnic tables	\$ 998.85	2	\$ 1,997.70	There are no useable tables.
Benches 6'	\$ 668.85	2	\$ 1,337.70	Replace the one at start and add one overlooking Tangerini Farm
Shipping			\$ 1,500.00	Estimated
ConCom sign	\$ 210.45	0	\$ -	
Sign by Highway	\$ 150.00	1	\$ 150.00	We should design a sign to have on the road at all of our properties like Holliston and the Trustees.
Rules Sign	\$ 56.00	1	\$ 56.00	
Posts	\$ 27.00	2	\$ 54.00	
Installation	\$ 125.00	2	\$ 250.00	
Contingency			\$ 1,069.08	20%
Sales Tax			\$ 315.91	
			<u>\$ 6,730.39</u>	

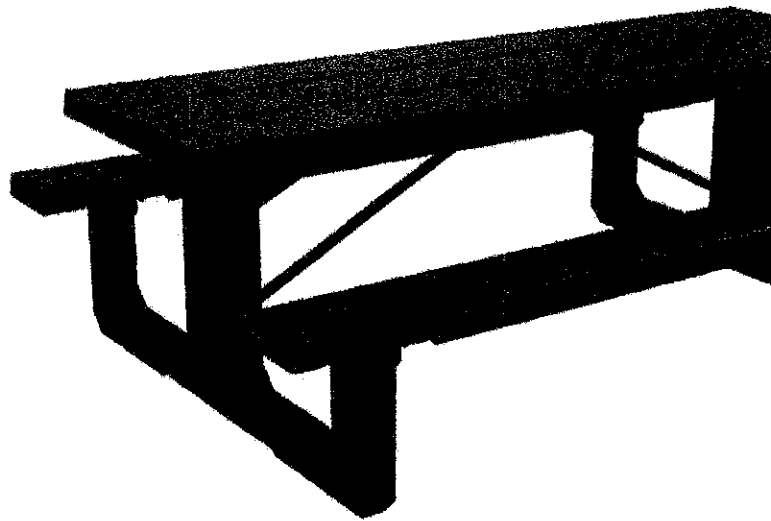


Home > Outdoor Furniture > Picnic Tables > Product SKU # KPT-12

Providence Walk-Thru Picnic Tables

AS LOW AS
\$998.85

★ REVIEWS



PRODUCT OVERVIEW

★★★★★ 5 REVIEWS

50 50 Years Guaranteed Against Breakage

Eco Friendly

Product Details

DESCRIPTION

Convenient walk-thru design has easy seating access for young and old.

- Perfect for picnic areas, parks, schools, and more
- Recycled Black plastic frame with plastic BarcoBoard™ seats and top
- Commercial-grade plastic Injection molded, ribbed and reinforced boards
- 10 year guarantee against breakage
- Maintenance-free & will never need paint or stain
- Perfect low-cost solution



- UV and moisture resistant
- Lab tested for UV-fading and extreme weather to ensure durability
- Stainless steel assembly hardware included; some assembly required
- Keep all screws loose during assembly until entire table is assembled
- Two top/seat colors available with wood grain finish
- ADA version available

NOTE: All 8 ft. picnic tables ship on oversized pallets. If you do not have access to a fork lift and/or loading dock at your facility - please contact customer service to further assist with a custom shipping solution for delivery. Due to the size of this product, Liftgates cannot be used to move this product on and off the delivery truck.

DOCUMENTS AND INSTRUCTIONS

- [Assembly Instructions \[Size: 534.5 KB\]](#)
- [Specifications \[Size: 99.7 KB\]](#)

SPECIFICATIONS

SKU	ABM1430	ABM1435
Model Name	6' Table	8' Table
Material	Plastic	Plastic
Mount Type	Portable	Portable

Shape	Rectangular	Rectangular
Seats	6	8
Seat Dimensions	72" L x 9.5" W x 20" H	96" L x 9.5" W x 20" H
Table Top Dimensions	72" L x 29" W x 33" H	96" L x 29" W x 33" H
Footprint Dimensions	72" l x 61.75" w	96" l x 61.75" w
Height	33"	33"
Weight	215.000000	235.000000



DELIVERY INFORMATION

NOTE: Products that are 8 ft. in length or longer ship on oversized pallets. If you are ordering an item that has 8 ft. components or longer, and you do not have access to a fork lift and/or loading dock at your facility, please contact customer service to further assist with a custom shipping solution for delivery. Due to the size of these products, a lift gate cannot be used to move these products on and off the delivery truck.



1-855-337-4801

info@kirbybuilt.com

KirbyBuilt Quality Products
222 E. State St. Batavia, IL 60510

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Home > Outdoor Furniture > Benches > Product SKU # ABC1125-TN/GN

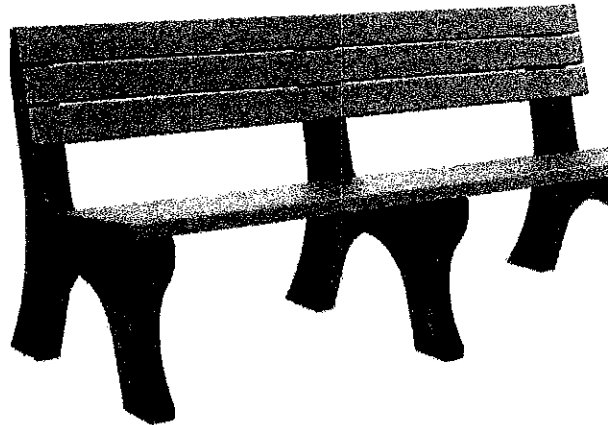
Victory Park Bench/ 6' Bench/ Desert Tan/ Green Frame

\$688.85

SAVE 16% (8.18)

Ships In 10 - 12 Weeks

★ REVIEWS



PRODUCT OVERVIEW

★★★★★ 4 REVIEWS

50 Years Guaranteed Against Breakage

Eco Friendly

Recycled Plastic Made From Milk Jugs

Product Details

DESCRIPTION

Economical recycled plastic bench comes with a 50-year guarantee.

- Seat/Back: Recycled plastic
- Seat Length Options: 4 ft., 5 ft., 6 ft. or 8 ft.

- Frame: Recycled plastic

- Elegant, sleek design in recycled plastic

- Durable maintenance-free construction

- No sealing or painting, ever

- Won't rot, crack or splinter
- Easy assembly with included stainless steel hardware
- Guaranteed against breakage for 50 years

NOTE: All 8 ft. benches ship on oversized pallets. If you do not have access to a fork lift and/or loading dock at your facility - please contact customer service to further assist with a custom shipping solution for delivery. Due to the size of this product, Liftgates cannot be used to move this product on and off the delivery truck.

DOCUMENTS AND INSTRUCTIONS

- [4', 5', & 6' Assembly Instructions \[Size: 283.7 KB\]](#)
- [4', 5', & 6' Specifications \[Size: 102.9 KB\]](#)
- [8' Assembly Instructions \[Size: 328.7 KB\]](#)
- [8' Specifications \[Size: 112.4 KB\]](#)

SPECIFICATIONS

SKU	ABC1115	ABC1120	ABC1125	ABC1130
Model Name	4' Bench	5' Bench	6' Bench	8' Bench
Material	Recycled Plastic	Recycled Plastic	Recycled Plastic	Recycled Plastic
Mount Type	Portable/Surface Mount	Portable/Surface Mount	Portable/Surface Mount	Portable/Surface Mount

Bench Seat Length	48"	60"	72"	96"
Bench Seat Width	15.5"	15.5"	15.5"	15.5"
Bench Seat Height	17"	17"	17"	17"
Length	48"	60"	72"	96"
Width	26"	26"	26"	26"
Height	32"	32"	32"	32"
Weight	91.000000	101.000000	115.000000	151.000000

★ REVIEWS

DELIVERY INFORMATION

NOTE: Products that are 8 ft. in length or longer ship on oversized pallets. If you are ordering an item that has 8 ft. components or longer, and you do not have access to a fork lift and/or loading dock at your facility, please contact customer service to further assist with a custom shipping solution for delivery. Due to the size of these products, a lift gate cannot be used to move these products on and off the delivery truck.



1-855-337-4801

info@kirbybuilt.com

KirbyBuilt Quality Products
222 E. State St. Batavia, IL 60510

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21-254

Approval of Release of Surety Bonds – Toll Bros.



September 7, 2021

Town of Millis
Department of Public Works
900 Main St.
Millis, MA 02054

ATTN: Jim McKay

RE: Regency at Glen Ellen – Surety Bonds #2253924 & #1069986

Dear Mr. McKay:

Toll Brothers respectfully requests the release of surety bonds #2253924 and #1069986. All work associated with the Orchard, Middlesex and Exchange Street improvements has been completed.

If you should have any questions regarding this issue, please do not hesitate in calling me at (203) 450-1357. Thank you for your cooperation with this matter.

Sincerely yours,
TOLL BROTHERS, INC.

Edward A. Merchant, P.E.
Land Development Director



September 7, 2021

Jim McKay, DPW Director
Town of Millis
Town Hall
900 Main Street
Millis, MA 02054

RE: Regency at Glen Ellen
Orchard Street Bond Estimate Reduction #5 - Final
Site Visit

Dear Mr. McKay:

As requested, our office conducted a site visit at the Regency at Glenn Ellen to review the offsite construction completed to date on Orchard Street and the Middlesex Pump Station. The contractor has completed all work and punch list items to date.

Orchard Street Offsite Construction

100% Construction Bond	\$2,962,850.00
Remaining Construction	\$ 0.00
Completed Construction	\$2,962,850.00

Middlesex Pump Station Construction

100% Construction Bond	\$ 907,580.00
Remaining Construction	\$ 0.00
Completed Construction	\$ 907,580.00

Attached are updated bond estimates. The work is complete and GCG is recommending that both bonds be reduced to \$0.00. If you have any questions regarding this matter, please contact our office.

Respectfully Submitted,
GCG Associates

Michael J. Carter

Michael J. Carter, P.E.
Project Manager

Attachments

21-255

Review/Approval of Contract for Flood Master Plan

Brown & Caldwell

21-256

Urban Land Institute's Technical Assistance Panel Study

Request for Board's Support



TOWN OF MILLIS

Pete Jurmain, *Chair*
Erin Underhill, *Vice Chair*
Craig Schultze, *Clerk*
Michael J. Guzinski, *Town Administrator*

Economic Development and Planning
Veterans Memorial Building
900 Main Street • Millis, MA 02054
Phone: 508-906-3742
Fax: 508-376-7053
rweiss@millisma.gov

TO: Millis Select Board

FROM: Robert Weiss, Economic Development & Planning Director

DATE: September 13, 2021

RE: ULI TAP Study Follow Up

This is a follow up of the Urban Land Institute's Technical Assistance Panel presentation made to the Board on June 28th this year. I have considered many of the Panel's recommendations as well as suggestions from others, and can now give the Board my recommendation of the direction that the Town should take in developing our Town Center. Most of the following opportunities are supported by state initiatives. We will be seeking assistance in planning, zoning, economic development, affordable housing, and building up our own expertise.

The reason for considering these measures is that they are found in two of the state's primary funding programs. The new Community One-Stop for Growth looks at a dozen grant programs that support the costly process of achieving a Town's development strategy. The One-Stop supports the economic development plan from the very start. It underwrites a municipality's efforts, including its administrative capacity, planning, zoning, marketing, infrastructure, and even building construction. Simultaneous grants are possible. I recommend the Town apply to the One-Stop program when it opens up in the winter. The process begins with an Expression of Interest that roughly outlines the Town's intent, which alerts the participating agencies to our particular needs, and puts us on their radar.

This year, Millis is eligible to apply for a Community Compact Cabinet (CCC) Best Practice. There are several categories in the program that we could apply for. However, I would limit our application to whichever topic the One-Stop programs do not offer.

One element we might seek is an Area Master Plan. This would help the Town focus its direction on the Town Center and inform commercial property owners and their investors of the Town's objectives. An Area Master Plan will help the Town modify its zoning to encourage developments that will fulfill the Town's goals and aims.

This summer, the Ann & Hope property lost an opportunity to lease its building to a single light-manufacturing concern that could have brought over a hundred jobs to the Town Center. Granted, there would have been many hurdles to overcome in order to finalize this deal, but it was the area's inflexible zoning that immediately quashed the opportunity. Both the Community One-Stop and the Community Compact Cabinet offer opportunities to modify our Town Center's convoluted zoning and help create a district that allows the Town decision makers more latitude and innovation in future development.

Since the state has embraced the principles of Smart Growth, they should be considered in the Town Center's development. Ideas such as Complete Streets, pedestrian access, form-based codes, mixed-uses, tax incremental financing, district financing, and other best practices have contributed to successful developments around the state and the country. We could also look into the Community Compact Cabinet Best Practice adopting 41R Smart Growth zoning.

When the TAP looked at Exchange Street it endorsed branding the street for its economic importance and its attractive characteristics. Mass Development's Underused Building Fund could directly benefit the Lansing Millis Memorial at 64 Exchange St., which would help to support a brand for the area. They saw Exchange Street's importance to the local residents and businesses, and as an attraction to the surrounding communities. The Community One-Stop helps access funding for carrying out recommendations from the Lansing Millis's feasibility study.

We are all aware of, and have our concerns about, Millis being targeted by affordable housing developers through the state's 40B legislation. A vital aspect of the Community One-Stop is the Housing Choice Program, which can help a municipality attain greater control of its affordable housing development. I suggest we apply for this designation when the program opens up after the start of the New Year.

Last year, we asked TAP about transportation. Their suggestion to create a Transportation Demand Management initiative could be addressed under the CCC.

I am asking the Select Board to be prepared to support, and to authorize when necessary, the following activities:

- Creating our Expression of Interest for the Community One-Stop for Growth portal, in order to get on the program's radar and to get practical feedback on our overall approach.
- Deciding which Community Compact Cabinet Best Practices to apply to. We can apply to two.
- Begin our Complete Streets process with a policy declaration from the Select Board, which will come as a recommendation from the Millis Economic Development Committee.
- Apply for Housing Choice designation in the 2022 round.

These two state programs, the Community One-Stop for Growth and the Community Compact Cabinet offer comprehensive programs for economic and housing development. They both look at a town's big picture and offer support for the costly and complex elements that are required to achieve multiple objectives. They both appreciate that a municipality's goals will change over time and can accommodate the required adjustments. They are valuable resources to employ now that the TAP study has given us a start.

Two State Programs Offering Millis's Town Center Assistance

1. Community One-Stop for Growth

"Development Continuum"

- Capacity
- Planning & Zoning
- Site Prep
- Predevelopment/Permitting
- Building
- Infrastructure
- Housing Choice

2. Community Compact Cabinet

"Best Practices"

- Housing
- Economic Development
- Transportation
- Energy & Environment

Town Center (Early) Timeline

WINTER '21 – '22

SPRING '22

SUMMER '22

Expression of Interest

5 Projects

1) ~~Initial Land Use Study – TAP~~ done

2) Area Master Plan 

3) Area Zoning 

4) Complete Streets Program 

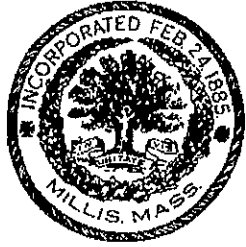
5) Housing Choice Program 

NEXT STEPS: Select Board Support & Authorization

- Expression of Interest (Letter of Support)
- Community Compact Cabinet Best Practice (Letter of Support)
- Complete Streets Policy Statement (EDC initiate)
- Housing Choice Designation Application (Letter of Support)

21-257

Review and Approval of Clyde F. Brown Roodtop Solar Lease



TOWN OF MILLIS

Pete Jurmaln, *Chair*
Erin Underhill, *Vice Chair*
Craig Schultze, *Clerk*
Michael J. Guzinski, *Town Administrator*

Energy Manager
Veterans Memorial Building
900 Main Street • Millis, MA 02054
Phone: 508-906-3742
Fax: 508-376-7053
rweiss@millisma.gov

TO: Millis Select Board

FROM: Robert Weiss, Energy Manager 

DATE: September 27, 2021

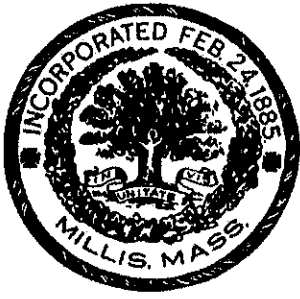
RE: Clyde Brown Solar Array Contract

This evening I am asking the Board to approve, and authorize the Town Administrator to sign, the agreement with Solect Energy Development, LLC, which will allow the installation of a solar energy array on the roof of the Clyde Brown Elementary School. This packet contains the Power Purchase Agreement, which has been previously signed by Millis Public Schools. Town Counsel has reviewed the documents. At this Board's September 13th meeting the Town authorized the signing of the PILOT agreement related to the project.

The array will provide most of the electrical energy needs of the school, going either directly into the building or in the form of energy credits to be used when the sun is not shining. Any extra energy produced by the array that the elementary school cannot use will be transferred to Millis's Middle School-High School. The array's annual production of 256,000kWh will create around \$14,500 in electric savings the first year of operation, which will increase each year for the 20 years of the agreement. The Schools will pay an electrical rate of 6.1 cents per kilowatt hour.

21-258

Review & Discuss Town Meeting Warrant Articles



TOWN OF MILLIS

TO: Select Board

CC: Karen Bouret DeMarzo, Operations Support Manager

FROM: Michael Guzinski, Town Administrator

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

DATE: September 24, 2021

RE: Fall Annual Town Meeting – Draft Warrant

Greetings,

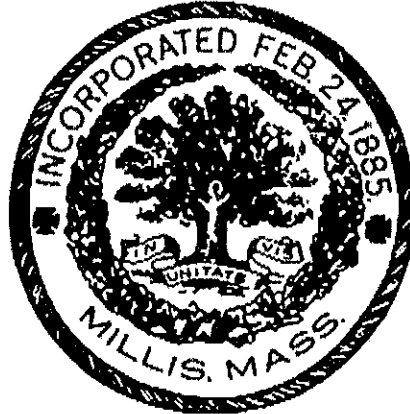
Enclosed is the draft Fall Annual Town Meeting Warrant which includes all articles that I've received as of today. As you know, the Warrant is scheduled to close on Monday.

There are 15 articles in the draft warrant. Several of these articles still need the financial information to be inserted and articles such as the Capital Article will be completed after the Capital Planning Committee votes upon its recommendations within the next two weeks. I will be asking the Board to approve and sign the final FATM Warrant at your meeting on October 12th. I will review these draft articles with you at your meeting on Monday.

Please let me know if you have any questions in regards to this important matter.

Thank you.

DRAFT



DRAFT
9-24-21

WARRANT

2021

**FALL ANNUAL
TOWN MEETING**

**TOWN OF MILLIS
COMMONWEALTH OF MASSACHUSETTS**

NORFOLK, SS.

GREETING:

To either of the Constables of the Town of Millis in said county, in the name of the Commonwealth of Massachusetts, you are hereby directed to notify and warn the inhabitants of the Town of Millis qualified to vote in elections and in town affairs, to meet on Monday, the eighth day of November, AD 2021 at 7:30 p.m. in the Middle-Senior High School auditorium in said Millis:

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

WARRANT INSTRUCTIONS

OPENING MOTIONS

Pledge of Allegiance

Opening Comments (Moderator, Finance Committee Chair)

Opening Motions

Moderator recognizes Finance Committee Chairperson

(Fin Com Chair) I move that the reading of the warrant and return of service thereof be omitted

(Fin Com Vice Chair) Second

Discussion

Vote

Moderator recognizes Finance Committee Chairperson

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

Second (Fin Com Vice Chair)

Discussion

Vote

FALL 2021 TOWN MEETING ARTICLE LIST

1. Unpaid Bills
2. FY22 Operational Budget Adjustments
3. Capital Items
4. Water Treatment Plant – PFAS
5. Fire Engine Purchase
6. Senior Work Program Tax Abatement Adjustment
7. Sewer Bylaw Amendment
8. Stormwater Bylaw Regulation Amendment
9. Request Special Act - Town Charter Changes
10. Tree Pruning/Removal
11. Funding for FY21 Snow & Ice Deficit
12. Unemployment Account
13. OPEB Funding
14. Establish Workers' Compensation Claims Reserve Fund
15. Rescind Balance of Unneeded Borrowing Authorizations

TOWN OF MILLIS

NOVEMBER 8, 2021 FALL ANNUAL TOWN MEETING WARRANT

ARTICLE 1. To see if the Town will vote to appropriate and raise by taxation, or by transfer from available funds the sum of \$xxxxx for unpaid bills, or act in any manner relating thereto.

(Submitted by Select Board)

<u>DEPARTMENT</u>	<u>VENDOR</u>	<u>AMOUNT</u>
Town Administrator	Eversource	\$?,???.??
DPW	?????????	\$???.??
TOTAL GENERAL FUND UNPAID BILLS		\$?????.??
DPW	?????????	\$?????.??
TOTAL SEWER ENTERPRISE UNPAID BILLS		\$?????.??
DPW	?????????	\$?????.??
TOTAL WATER ENTERPRISE UNPAID BILLS		\$?????.??
TOTAL UNPAID BILLS		\$??,???.??

Or take any other action related thereto.

4/5 vote

(Submitted by Select Board)

ARTICLE 2. To see if the Town will vote to raise and appropriate the sum of \$xxxxxx, transfer from Marijuana Impact Fees (Free Cash) the sum of \$xxxxxx, and transfer from the Ambulance Revolving Fund the sum of \$xxxxxx, for a total sum of \$xxxxxx for additional wages or expenses not sufficiently funded under Article 3, Operating Budget, of the May 1, 2021 Annual Town Meeting, as follows:

Add Chart

Funding from Marijuana Impact Fund:

Police Salaries (School Resource Officer Salary)	\$?????
Marijuana Stipends (per contract)	\$?????
????????????????????????????????	\$?????

Funding from Ambulance Revolving Fund:

Fire Salaries (Overtime for Safer Grant Employees)	\$?????
Fire Expenses (Clothing Allowance & Equipment)	\$?????

Or take any other action related thereto.

(Submitted by Select Board)

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

Department	Item	Cost
Fire	????????	\$?????
Police	????????	\$?????
????????	????????	\$?????
Water/Sewer	????????	\$?????
Water	????????	\$?????
Stormwater	????????	\$??????
Sewer	????????	\$??????
Total		\$?????

(Submitted by Select Board)

ARTICLE 4. To see if the Town will vote to appropriate \$5,600,000 to pay costs of making water treatment plant improvements at the D'Angelis Water Treatment Plant to address excessive levels of PFAS identified in Wells 1 and 2, including the payment of all costs incidental and related thereto, and that to meet this appropriation, the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow said amount under and pursuant to G.L. c. 44, §8(4) or any other enabling authority, and to issue bonds or notes of the Town therefor. All or any portion of the borrowing authorized by this vote may be obtained through the Massachusetts Clean Water Trust. The Select Board is authorized to apply for, accept and expend any state or federal aid that is or may become available for these purposes, and the total amount authorized to be borrowed by this vote shall be reduced to the extent of any federal or state grants received on account of this project. Any premium received upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with G.L. c. 44, §20 of the General Laws, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount or take any other action related thereto.

(Submitted by Select Board)

ARTICLE 5. To see if the Town will vote totake any other action related thereto.

New Fire Engine \$750,000 – Borrowing (Bond Counsel Language)

(Submitted by Select Board)

ARTICLE 6. To see if the Town will vote to approve increasing the Senior Tax Work Program amount from \$1,350 each year to \$1,500 each year, pursuant to M. G. L. Ch. 59 § 5K. The current hourly rate is the state's minimum wage. The total amount to be used in the program will not exceed \$31,500 in any given fiscal year. Or to take any other action related thereto.

(Submitted by Select Board)

ARTICLE 7. To see if the Town will vote to Amend its General Bylaws by adding a new Section ____ as follows:

Sewer Connection Bylaw

1. **Connections:** Property owners who are entitled to a sewer connection are required to connect, to the Town's sewer system, any buildings on their property that are presently served by a private septic system. Such connection must be made within one year from either the effective date of this bylaw or the date that the Town's sewer service is fully constructed and becomes available to said property, whichever is later. Such connection shall be in full accordance with all regulations and policies of the Town's Sewer Commissioners. If the property is sold during this period, connection must be completed as a condition of the sale.
2. **Enforcement:** Failure to comply with the requirements of this bylaw shall be punishable by a fine of ten (\$10.00) dollars per day, for each day of non-compliance. Such fines may be imposed by the Sewer Commissioners or an agent thereof, via the non-criminal disposition pursuant to G.L. c. 40, §21D. Enforcement may also be obtained via injunctive relief in a court of competent jurisdiction.
3. **Exemptions:**
 - a. In the event that a property owner has installed a new complying septic system between January 1, 2016 and January 1, 2021, such property owner shall not be required to connect to the sewer system for a period of 10 years from the septic system's installation date. Upon the expiration of such ten-year period, or in the event that the property is sold or otherwise transferred prior thereto, or upon the failure of said system under Title V, whichever comes first, the owner or occupant will be required to connect to the municipal sewer system.
 - b. In the event that genuine financial hardship precludes a property owner from connecting to the sewer system, said property owner may apply to the Sewer Commissioners for an extension for an extension of time to connect to the sewer system, to be for not more than three (3) years. It shall be the property owner's burden to demonstrate such hardship and the granting of an exemption shall be at the sole discretion of the sewer commissioners and then only for one time.

4. Regulations: The Sewer Commissioners may adopt regulations for the implementation of this Bylaw.

Or take any other action in relation thereto.

(Submitted by Select Board)

ARTICLE 8. To see if the Town will vote to amend ARTICLE 1, Section 7.1 B of the Town's Stormwater Regulations by adding subsection 10 as follows:

"10. Setting bottom floor elevation of buildings a minimum of 2 feet above Seasonal High Groundwater Elevation (SHGWE)."

take any other action related thereto.

(Submitted by Board of Health)

ARTICLE 9. To see if the Town will vote to petition the Massachusetts General Court to for Special Legislation to amend the Town of Millis Charter, as follows:

Section II-7: Presiding Officer

By adding the language: The Moderator may appoint a Deputy Moderator at their discretion, if they are not able to attend a Town Meeting,

Section II-8: Finance Committee

By changing the title of "Finance Committee" to "**Warrant Committee**"

Article III. Executive Branch

Article III- 1 Board of Selectmen: Composition

By changing the title of "Board of Selectmen" to "**Select Board**".

By changing the number of members of the Select Board, as follows: The Executive powers of the town shall be vested in the Select Board consisting of five members; each elected by vote of the registered voters of the town for a three-year term. For transitional purposes, a fourth member of the Board shall be elected to a two year term and a fifth member shall be elected to a three-year term at the first annual election

following the date of approval of the increase to five members. The terms shall be so arranged that the term of at least one member expires each year.

Article III- 3 Powers of Appointment

By amending both paragraphs to read as follows:

The Select Board shall have the power to appoint the town administrator, the finance director, town counsel, town auditor, registrars of voters, permanent building committee, and such other town boards, commissions or committees as may be required for the proper administration, health or safety of the town, as well as individuals who are to serve as representatives of the town to the governing or advisory bodies of area, regional, or district authorities, and may terminate the same at their discretion.

Further, the Select Board shall have the power to appoint a three member board of assessors for terms of three years, and may terminate the same at their discretion. The members of this board shall be made up of registered voters of the Town of Millis.

Section III-4: Town Administrator

1. By amending Heading to Town Administrator - Chief Administrative Officer
2. By amending Section III-4 and Section III-5 to read as follows:

Subsection 1: POWERS AND DUTIES

The town administrator shall be the chief administrative officer of the town, directly responsible to the select board for the administration of all town affairs for which the office of town administrator is given responsibility by this Charter. The powers and duties of the town administrator shall include, but are not intended to be limited to the following:

(a) To supervise, direct, and be responsible for the efficient administration of all functions and activities for which the office of town administrator is given authority, responsibility or control by this Charter, by by-law, by town meeting vote, by vote of the select board, or otherwise.

(b) To appoint, and in appropriate circumstances, to remove, subject to ratification by the Select Board, all department heads, officers, and employees for whom no other method of selection is provided by this Charter, including, but not limited to, the chief of police, fire chief, director of public works, town accountant, town treasurer, town collector, assistant assessor, building commissioner, health director, senior director, IT Director, and recreation director, except employees of the school department. Except as otherwise provided herein, all offices under the supervision of the town administrator

as set forth in this section shall have the powers and duties set forth in the General Laws, the town bylaws and this Charter.

(c) To be entrusted with the administration of the town personnel system; to administer the personnel policies and procedures and rules and regulations; and to administer the personnel by-law, the personnel plan, and collective bargaining agreements entered into by the town.

(d) To attend all regular and special meetings of the select board, including executive sessions, unless excused in advance by the chair of said board, and shall have a voice, but no vote, in all its proceedings. However, the select board shall in no way be prohibited from conducting a meeting because of the lack of attendance of the town administrator.

(e) To ensure that full and complete records of the financial and administrative activities of the town are kept.

(f) To keep the select board fully advised as to the needs of the town and recommend to the select board and to other elected town officers and agencies for adoption such measures requiring action by them or by the town meeting as the town administrator may deem necessary or expedient. The town administrator shall keep the select board informed regarding issues affecting the administration and governance of the town, in a timely manner.

(g) The town administrator shall be responsible for the maintenance, repair, and use, of all town land and buildings which fall under the jurisdiction of the select board.

(h) To prepare and present to the select board an annual operating budget for the town; and to work in conjunction with the capital planning committee and the finance director to prepare a proposed capital improvement plan for the five (5) fiscal years next ensuing.

(i) To negotiate, on behalf of the select board, all personnel contracts and collective bargaining agreements involving any subject within the jurisdiction of the office of the town administrator or select board, including contracts with town employees involving wages, hours and other terms and conditions of employment. All such contracts and agreements shall be subject to the approval of the select board.

(j) To be the chief procurement officer for the town, in accordance with the provisions of the Massachusetts General Laws, and to appoint such assistant procurement officers as provided in Chapter 30B of the Massachusetts General Laws.

(k) To see that the provisions of the general laws, this Charter, town by-laws, votes of the town meeting and of the select board which require enforcement by the town administrator are faithfully executed, performed or otherwise carried out.

(l) To prosecute, defend and compromise, subject to the approval of the select board, all litigation to which the town is a party.

(m) To inquire and make investigation, at any time, into the conduct and operation of office or performance of duties of any officer or employee, department, board, commission or other town agency.

(n) To attend all sessions of all town meetings, unless excused in advance by the chair of the select board, and respond, as directed by the Moderator, to questions raised by voters which relate to warrant articles and to matters over which the town administrator exercises any supervision.

(o) To coordinate the activities of all town agencies serving under the office of the town administrator and the office of the select board with those under the control of other officers and multiple member bodies elected directly by the voters. For this purpose, the town administrator shall have authority to require the persons so elected, or their representatives, to meet with the town administrator, at reasonable times, for the purpose of effecting coordination and cooperation among all agencies of the town. The town administrator shall have the right to attend and speak at any public meeting of any multiple member body.

(p) To seek out and work to obtain resources from federal, state and other governmental jurisdictions that further town purposes.

(q) To approve all payroll and expense warrants for payment of town funds. Such approval shall be sufficient authority to authorize payment of the same by the town treasurer. In the event of the absence of the town administrator, the select board shall approve such warrants. If a vacancy exists in the office of town administrator, the select board shall approve all such warrants, or may delegate such responsibility to a temporary town administrator appointed pursuant to Subsection 3 of Article III Section III-4.

(r) To perform any other duties as are required to be performed by the town administrator by by-laws, administrative code, votes of the town meeting, or votes of the select board, or otherwise.

Subsection 2: ACTING TOWN ADMINISTRATOR

(a) Temporary Absence - With the approval of the select board, the town administrator may designate a qualified town administrative officer or employee to exercise the powers and perform the duties of the town administrator during an absence of the town administrator of not more than twenty (20) days, including Saturdays, Sundays and holidays. Such delegation shall be made by letter filed with the town clerk, the municipal finance director, and the select board.

(b) Powers and Duties - The powers and duties of the temporary or acting town administrator, under subsection (a), above, shall be limited to matters not admitting of delay and shall include authority to make temporary, emergency appointments or designations to town office or employment but not to make permanent appointments, and designations, or to effectuate terminations.

(c) Interim Town Administrator. In the event of resignation or termination of the Town Administrator, the select board may appoint an Interim Town Administrator to serve in such position until a permanent Town Administrator is appointed. Such Interim Town Administrator shall have all the powers of the Town Administrator, except as may be limited by the engagement with the Select Board.

Section IV-2: Other Elected Officers

By amending the language as follows:

- a. There shall be a moderator elected for a term of one (1) year,
- b. The Town Clerk shall be appointed, with said appointment to be made following the end of the term of Town Clerk who was elected as of the date of this amendment.

Or take any other action related thereto.

(Submitted by Select Board)

ARTICLE 10. To see if the Town will vote to transfer from available funds the sum of \$40,000 for tree trimming and removal, or take any other action related thereto.

(Submitted by Select Board)

ARTICLE 11. To see if the Town will vote to transfer from available funds the sum of \$78,810 To fully fund the FY21 Snow & Ice Deficit, or take any other action related thereto.

(Submitted by Select Board)

ARTICLE 12. To see if the Town will vote to appropriate and raise by taxation, or transfer from available funds the sum of \$?????? To the Unemployment Account, or take any other action related thereto.

(Submitted by Select Board)

ARTICLE 13. To see if the Town will vote to transfer from available funds the sum of \$7,300 for an OPEB/Actuarial Study, or take any other action related thereto.

(Submitted by Select Board)

ARTICLE 14. To see if the Town will vote to establish a Workers Compensation Claims Reserve Fund in accordance with MGL Chapter 40, Section 13C, or take any other action related thereto.

(Submitted by Select Board)

ARTICLE 15. To see if the Town will vote to rescind the following approved but unissued debt authorizations:

\$96,000 – Article 33 of the Spring Annual Town Meeting of 05/12/14 for the Water Street Pump Station Sewer Design Study

\$28,000 – Article 25 of the Spring Annual Town Meeting of 05/09/16 for the Street Sweeper

\$11,800 – Article 29 of the Spring Annual Town Meeting of 05/13/13 for Water System Improvement (Chlorine Contact Loop)

Or take any other action related thereto.

(Submitted by Select Board)

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

Given under our hands this 1st day of November in the year two thousand and twenty-one.

**TOWN OF MILLIS
SELECT BOARD**

Peter C. Jurmain, Chair

Erin T. Underhill, Vice-Chair

Craig W. Schultze, Clerk

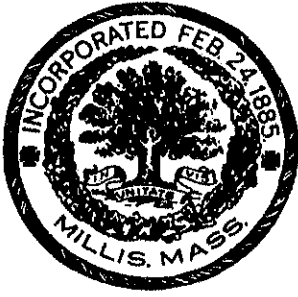
A True Copy, Attest

Lisa J. Hardin, Town Clerk

**Helen R. Kubacki, Constable
Town of Millis**

21-259

Review/Approval of Agreement with
Community Paradigm for Enterprise Funds Analysis Part II



TOWN OF MILLIS

TO: Select Board

CC: Karen Bouret DeMarzo, Operations Support Manager

FROM: Michael Guzinski, Town Administrator

DATE: September 24, 2021

**RE: Approve Proposal from Community Paradigm-Enterprise Fund Analysis-
Part II**

Greetings,

Enclosed is the proposal from Community Paradigm for completion of Part II of the Enterprise Fund Analysis. Back in May, the Enterprise Fund Advisory Committee (EFAC) requested the opportunity to review the proposal prior to the Select Board approving it. The EFAC, at their meeting last evening, voted to recommend to the Select Board the approval of the proposal. However, the EFAC did have a few comments in regards to the proposal. I believe that the Chair of the EFAC was going to submit their comments for the Board's review. I will forward those comments once I receive them.

I recommend that the Board approve the proposal.

Please let me know if you have any questions in regards to this important matter.

Thank you.

April 9, 2021

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

RE: LETTER OF ENGAGEMENT AGREEMENT

Dear Mr. Guzinski:

The purpose of this letter is to confirm the agreement between the Town of Millis (the Town) and Community Paradigm Associates, LLC (Community Paradigm) concerning the engagement to provide facilitation services to the Town as a consultant.

Consulting Services.

Community Paradigm will provide the following scope of services to the Town relating to the Department of Public Works Enterprise Funds, based upon determination of need by the Town:

Task 1: Complete the FY21 Enterprise Fund Analysis.

Specifically finalizing:

- Salary cost allocation by employee, attributing licenses stipends to the respective enterprise funds.
- Complete the analysis of vehicle insurance, allocating to each of the enterprise funds.

Task 2: Vet the Enterprise Fund Analysis Methodology with the Designated Town Officials.

- Review the detailed methodology with Town Officials.
- Revise methodology if necessary.
- Present methodology to Select Board for adoption.

Task 3: Prepare FY22 Enterprise Fund Analysis to provide Town Officials with two (years) Data Points.

- The analysis will be based on the methodology adopted by the Select Board
- Analysis to be conducted in late summer/early fall once FY22 is closed by Accounting Department.
- Recommended goal of moving towards a three-year rolling average in setting enterprise fund rates.

Task 4: Identify Options for Select Board to Align Enterprise Fund Rates with Cost Analysis Results.

- Meet with Select Board, Finance Committee, EFAC as necessary.
- Work with Town staff on reviewing options.
- Work with Tighe and Bond and Kleinfelder on implementing updated rate structure.

Task 5: Train Designated Staff to Use the Enterprise Fund Methodology

- Work with designated staff so cost analysis can be completed internally in future years.

Relationship of Parties.

It is expressly agreed that, when providing services to the Town under this Agreement, Community Paradigm and its employees and agents will be an independent contractor and will not be an employee of the Town of Millis. It is also agreed that Community Paradigm shall have no right to make any commitments on behalf of the Town without express written consent of the Town. of Millis.

Services for Others.

During any period in which Community Paradigm is providing services as described within the Proposal to the Town, Community Paradigm may choose to also provide services for others, provided that any such services do not give rise to a conflict of interest. It is expressly understood and agreed that Community Paradigm may provide recruiting services to other entities during the period of this Agreement.

Compensation.

As outlined within the described Consulting Services, the Town shall pay Community Paradigm according to the following:

- Task 1 \$ 575
- Task 2 \$ 575
- Task 3 \$ 95/hr (Not to exceed \$4,500)
- Task 4 \$ 95/hr (Not to exceed \$1,700)
- Task 5 \$ 95/hr (Not to exceed \$1,350)

Taxes, Insurance, Benefits and Business Expenses.

As an independent contractor, Community Paradigm shall be solely responsible for payment of all federal and state income taxes and Social Security and Medicare taxes and other legally required payments on sums received from the Town. Community Paradigm will also be solely responsible for insurance and assume all risk in connection with the adequacy of any and all such insurance that it elects to obtain.

Confidentiality.

Community Paradigm shall comply with any policies and procedures of the Town for protecting confidential information and shall not disclose to any person (other than as required by law), or use for benefit or gain, any confidential information obtained incident to association with the Town. This obligation shall continue to apply after the termination of this Agreement regardless of the reason for such termination.

Term and Termination.

This Agreement shall commence on the date hereof (the "Effective Date"). Either party may terminate the Agreement at any time, with or without cause. Upon termination of this Agreement, the parties shall have no further obligation to one another, other than for payment due for services to the applicable phase of the recruitment process as outlined within the Proposal.

Miscellaneous.

This Agreement contains the entire agreement between Community Paradigm LLC, and the Town of Millis and replaces all prior agreements, whether written or oral, with respect to the requested consultancy services to be provided, and all related matters. This Agreement may not be amended and no breach may be waived unless agreed to in writing by both parties. Both parties acknowledge that there has been no reliance on any agreements or representations, express or implied, that are not set forth expressly in this Agreement. This agreement shall be governed by the laws of the Commonwealth of Massachusetts.

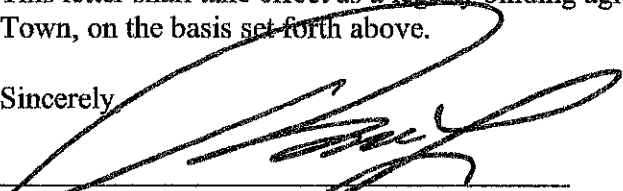
Indemnification. The Town shall indemnify Community Paradigm, LLC against any loss or liability incurred by Community Paradigm arising from the Town's breach of its obligations hereunder.

If the terms of this Agreement are acceptable, please sign, date and return to:

Community Paradigm Associates, LLC,
1 Saddleback,
Plymouth, MA 02360

This letter shall take effect as a legally binding agreement between Community Paradigm and the Town, on the basis set forth above.

Sincerely



Bernard Lynch, Principal and Manager
Community Paradigm Associates, LLC

Date: 4/13/21

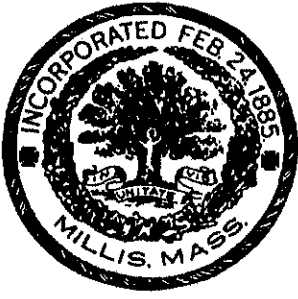
Accepted and agreed:

Michael Guzinski, Town Administrator
The Town of Millis, MA

Date: _____

21-260

Vote to Authorize Purchase of Property at 377 Village Street



TOWN OF MILLIS

TO: Select Board

CC: Karen Bouret DeMarzo, Operations Support Manager

FROM: Michael Guzinski, Town Administrator

DATE: September 24, 2021

RE: Vote to Approve Purchase of Braun Property located at 377 Village Street

Greetings,

Enclosed is the language of the motion (provided by Town Counsel) for the Board to formally approve the purchase of the property at 377 Village Street (Braun property), as authorized at the Spring Annual Town Meeting. The closing is scheduled for Tuesday, October 5th.

I am recommending that the Board approve the motion as written and authorize Chairman Jurmain to sign all documents related to the land purchase/closing.

Please let me know if you have any questions in regards to this important matter.

Thank you.

BOARD OF SELECTMEN MOTION

Pursuant to Article 20 at the May 1, 2021 Spring Annual Town Meeting, I move to purchase for \$1,000,000 and the payment of all costs incidental and related thereto, a certain parcel of land, including any structures thereon, located at 377 Village Street in Millis, consisting of 23.10 acres, more or less., and more fully shown as “remaining land of Leo C. Braun” 1,007,591 SF, more or less on “Plan of Land in Millis, Massachusetts” drawn by Paul N. Robinson Associates, Inc., Scale 1” = 60’, January 7, 2004, recorded in Norfolk Registry of Deeds as Plan Book 518, Page 54 and being shown on the Millis Assessors' Map No. 41/003, and being further described in a Deed of Distribution, M.G.L. c. 190B, s. 3907 to Seller dated June 23, 2020 and recorded at the Norfolk District Registry of Deeds in Book 38056, Page 581. and further that the Chair shall be authorized to execute any documents required to effectuate said purchase.

SECOND,

Town of Millis
Commonwealth of Massachusetts

Select Board

VOTE of the Select Board

Vote to Purchase the Property located at 377 Village Street, Assessor's Map 41, Parcel 3
in the Town of Millis

Select Board meeting Date: _____

Member	In Favor	Opposed	Abstained	Not Present
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
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Pursuant to vote on Article 20 of the Spring Annual Town Meeting on May 1, 2021, the Select Board approves the purchase and the payment of all costs incidental and related thereto, of the Land known as and numbered 377 Village Street in Millis, consisting of 23.10 acres, more or less, and more fully shown as "remaining land of Leo C. Braun" 1,007,591 SF, more or less on "Plan of Land in Millis, Massachusetts" drawn by Paul N. Robinson Associates, Inc., Scale 1" = 60', January 7, 2004, recorded in Norfolk Registry of Deeds as Plan Book 518, Page 54 and being shown on the Millis Assessors' Map No. 41/003, from current owners Franciline Burch, Elizabeth Ruffini, Bernadette Rezendes and Richard M. Braun, for consideration of One Million and 00/100 (\$1,000,000.00) Dollars, for general municipal purposes, pursuant to Massachusetts General Laws c. 61A, as it may be from time to time amended. And further the Select Board authorizes its Chair, Peter C. Jumain to enter into and execute on its behalf any and all documents necessary to effectuate the purchase of the land to the Conservation Commission.

_____, Chair
Peter C. Jumain

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Board/Committee Liaison Meeting Updates

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Approval of DRAFT Meeting Minutes