



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

Michael J. Guzinski
Town Administrator
mguzinski@millisma.gov

Karen Bouret DeMarzo
Operations Support Manager
kbouret@millisma.gov

SELECT BOARD MEETING AGENDA MONDAY, MARCH 14, 2022; 7:00 PM VETERANS MEMORIAL BUILDING ROOM 229

	Topic	Time	Speaker
I.	Call to Order	7:00 PM	Chair
II.	Announcements Town Easter Egg Hunt 2022 Community Job & Vendor Fair Library Book Sale Town Election – Open Seats Recognition of Awards: Rec Dept & Camille Standley		
III.	Open Session Scheduled Appointments & Hearings		
22-049	Appointment of On Call Library Assistants (2)	7:05 PM	M. Guzinski
22-050	Appointment of Reserve Police Officer	7:10 PM	M. Guzinski
22-051	Approval of Keep Millis Beautiful Signage	7:15 PM	L. Barnes
22-052	Adoption of Complete Streets Policy	7:25 PM	R. Weiss N. Reilly
22-053	Approval of Community One-Stop for Growth Application	7:45 PM	R. Weiss
22-054	Discuss/Amend Stormwater Credit Manual	8:30 PM	Atty. Talerman P. Jurmain
IV.	Open Session Agenda Items		
22-055	Discuss May 2023 ATM Warrant Articles		M. Guzinski
22-056	Discuss Town Administrator's Evaluation Summary		P. Jurmain
22-057	Board/Committee Liaison Meeting Updates		P. Jurmain
22-058	Discuss Open Meeting Law Requirements		P. Jurmain
22-059	Approval of Water/Sewer Commitment		M. Guzinski

22-060 Review/Approval of 2/28/22 Minutes P. Jurmain

V. Executive Session
To conduct strategy sessions in preparation for negotiations with union and non-union personnel.
(Massachusetts Coalition of Police Local 171, Millis Police Association Dispatchers, SEIU 888, Police Chief)

VI. Adjournment

Proposed Upcoming Meeting Schedule

Date	Time	Location
Monday, March 28, 2022	07:00 PM	VMB Room 229
Monday, April 4, 2022	07:00 PM	VMB Room 229
Monday, April 11, 2022	07:00 PM	VMB Room 229
Monday, April 25, 2022	07:00 PM	VMB Room 229
Monday, May 2, 2022	06:00 PM	MS/HS Library (Town Meeting)
Monday, May 16, 2022	07:00 PM	VMB Room 229

Announcements



MILLIS RECREATION

EASTER EGG HUNT

SAT, April 9, 2022

FREE ADMISSION

MILLIS TOWN PARK, 900 MAIN ST.

11AM

**BRING A BASKET AND A CAMERA
THIS EVENT IS FREE!!**

MILLIS RECREATION
PRESENTS

2022 COMMUNITY

JOB
&
VENDOR
F A I R

BUY • SELL • NETWORK • HIRE

Rain or Shine

SUPPORTING LOCAL BUSINESS

LOCAL BUSINESSES & VENDORS

FOOD, MUSIC, CRAFTS & JOB OPPORTUNITIES

SUNDAY MAY 15TH / 10AM-2PM / FREE ADMISSION / \$30 VENDOR FEE

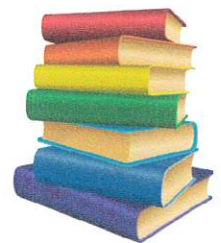
900 MAIN STREET MILLIS, MA / EELBLANC@MILLIS.MA.GOV

MADE WITH POSTERMYWANT.COM

Friends of the Millis Library
Book Sale
March 25-27, 2022



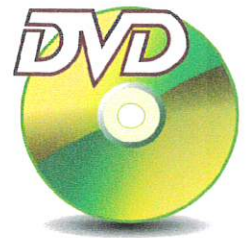
Friday 6PM-8PM
(Friends Only Preview Sale)



Saturday 9AM-1PM
Everyone welcome



Sunday 1PM-3PM
\$5 Bag Sale (Bags provided)
Everyone welcome



Books, Games, DVDs, CDs, and Puzzles

Book sales are treasure troves, who knows what you'll find?

Cash, Credit Cards and Checks accepted



Masks Required for Book Sale Shopping



961 Main Street, Millis, MA 02054



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Nomination Papers for May 9th Town Election

POSTED ON: JANUARY 25, 2022 - 3:20PM

Nomination papers are available at the Town Clerk's office for positions that need to be filled for the Town. The following are the available positions along with their term limit:

Moderator--1 year, Select Board--3 years, School Committee--3 years, Board of Health--3 years, Library Trustee--3 years, Planning Board--5 years, Housing Authority--5 years.

44 Signatures are required (we always recommend getting a few more in case some aren't eligible), and need to be submitted to the Town Clerk's office no later than March 21, 2022 at 5:00 pm.

▼ Create Content

[Town Clerk Office Organizational Assessment 2019](#)

[Board of Registrars](#)

[Business Certificates](#)

Hello Millis Recreation,

Congratulations! You are the 2022 winner of the Massachusetts Recreation and Park Association's Agency of the Year Award – Program Outreach .

This award is given to the agency that used creative and innovative concepts and ideas around a new or improved program over and above regular programming that demonstrates a great benefit to the community/facility.

Sincerely,

The 2022 MRPA Awards Committee

Millis Recreation – Project Smile

Over the last year during the Covid pandemic, Project Smile, created and sponsored by the Millis Recreation Department gave residents something to smile about! In May 2021 in honor of Mental Health Awareness Month, the Millis Recreation Department launched Project Smile around town. The Millis Recreation Department, led by director Kris Fogarty, invited local artists to help foster positive self-images by painting outside murals around town for the community to seek out during walks. The purpose of the murals was to encourage outdoor activity, and to take fun selfies with a positive vibe to help lift the spirit of the community during this difficult time. The project was a huge hit and resulted in many smiles and lots of outdoor activity of residents seeking out the murals and then posing positive images on social media.

Karen Bouret DeMarzo

From: Carol Hayes <hayes.carol@gmail.com>
Sent: Thursday, February 24, 2022 10:09 AM
To: Karen Bouret DeMarzo; Mike Guzinski
Cc: Camille Standley
Subject: Fwd: MACC's Environmental Service Award Celebration, Thursday, March 3, 2022, 6-7:30 pm



Good morning Karen and Mike,

The Conservation Commission would like you both to be aware that we nominated Camille for the MACC Conservation Administrator of the Year and she won! She will be recognized on March 3rd during a virtual awards ceremony (info and link below). The members of the conservation commission are all very grateful for the excellent work she does to support our commission and are very happy she is being recognized for all she does for us. It is quite an achievement to be selected. We wanted to make sure the town knew about this as well.

thank you
Carol Hayes,
Vice Chair ConCom

----- Forwarded message -----

From: Dorothy McGlincy <dorothy.mcglincy@maccweb.org>
Date: Sun, Feb 20, 2022 at 12:30 PM
Subject: MACC's Environmental Service Award Celebration, Thursday, March 3, 2022, 6-7:30 pm



Camille: Congratulations on being nominated as MACC's ***Conservation Administrator of the Year!***

We are excited about our upcoming Virtual Awards Celebration on March 3, 2022. Last year we held our first virtual celebration due to COVID-19, and this year we will do so again.

Although we miss being in person at our Annual Environmental Conference, there is a benefit of our virtual award celebration – we have time to get you to say a few words. These ceremonies are very special to the MACC family.

Here are some specifics about the celebration:

- ***The celebration is virtual, free, and open to your family & friends. Be sure to send them the link below.***
- **Date & Time: Thursday, March 3, 2022. 6 – 7:30 pm**

22-049

Appointment of On Call Library Assistants (2)



TOWN OF MILLIS

Board of Trustees
Wendy Barry, Chair
Jennifer 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@minlib.net

March 10, 2022

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

Dear Mr. Chairperson,

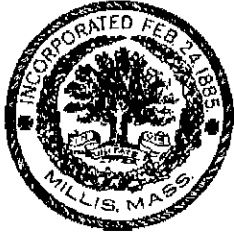
The Town of Millis posted an opening for an On-Call Library Assistant at the Millis Public Library on February 1, 2022. We received five applications, which we reviewed. The Adult Services Coordinator and I interviewed Alexis Aylward on March 2nd.

Ms. Aylward has extensive customer service experience working in various positions in a country club and in a retail environment. Both current and past employers describe her as dependable and tech-savvy, with exceptional customer service skills.

I believe Ms. Aylward will be an excellent addition to the Library team and recommend to the Town Administrator her 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@minlib.net

March 10, 2022

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 February 1, 2022. We received five applications, which we reviewed. The Adult Services Coordinator and I interviewed Teresina Wickham on March 1st.

Ms. Wickham has experience working as a Library Assistant at the Medfield Public Library for many years and comes highly recommended by both supervisors and colleagues there. She has extensive knowledge of adult fiction and did both collection development and programming in her previous position.

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

Best,

Kim Tolson
Library Director

22-050

Appointment of Reserve Police Officer



TOWN OF MILLIS

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

OFFICE OF THE SELECT BOARD & 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

Date: March 14, 2022

To: Select Board, Town Administrator, Karen Bouret

From: Maureen Canesi

Re: Agenda Item 22-050 Appointment of Reserve Police Officer

Hello,

The Police Chief cannot attend tonight's meeting and asked that this Agenda Item be deferred to the next Select Board Meeting of March 28, 2022.

Thank you
Maureen

22-051

Approval of Keep Millis Beautiful Signage

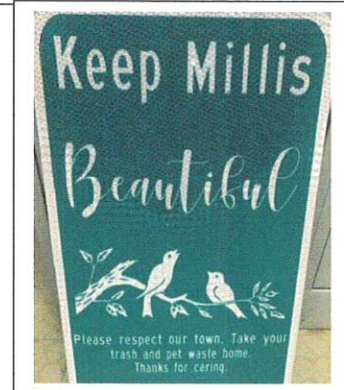


TOWN OF MILLIS

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

Millis Economic Development Committee

TO: Millis Select Board, Jim McKay, Millis DPW
FROM: Economic Development Committee (members below)
CC: Bob Weiss, Economic Development Director, Millis
Brutus Cantoreggi, Millis Tree Warden & Franklin DPW
Michael Guzinski, Millis Town Administrator
RE: Keep Millis Beautiful Sign Program w/ 2022 Beautification Day
DATE: March 8, 2022



Unsurprisingly, incidents of litter in public places pick up in the spring. So too, do community complaints, litter retrieval calls to the DPW Dept., and risk to natural habitats and public spaces, including ponds, trails, fields, courts, parks, etc. Research shows that litter discourages economic development. Also, Millis residents through these long-range planning studies assigned prioritized protection of natural resources for public enjoyment and pride:

- Open Space & Recreation Plan (2019)
- Community Resilience Building (2019)

Your appointed Economic Development Committee has developed the **Keep Millis Beautiful** town-wide sign program to proactively counter historical litter incidents with strategically placed signs. This is made affordable through a municipal partnership between Franklin and Millis, and rolls out as phase 2 of Millis DPW's expanded litter mitigation efforts, e.g., more placed trash barrels w/ pick-up around town, new cemetery litter signs, etc.

1. Signs use positive messaging to reinforce the protective ownership of town spaces
2. The text addresses both categories of litter: trash and dog waste
3. The signs would be fabricated by the Town of Franklin's DPW Sign Shop
4. Signs are 12"W X 18"H, using Highway Gothic and Calligraphy fonts, plus a bird graphic
5. Placements will be at 20 top litter problem spots around Millis
6. Color: dark green, white reflective text; erected on 8' poles w/ screws
7. Spend: Covered by the FY22 DPW Budget (\$25.00 unit x 20 units = \$500.00)

With Select Board approval, Keep Millis Beautiful with the 2022 Millis Beautification Day activates a consistent, town-wide welcome back to our outdoor spaces to recreation but reminds people to do so responsibly.

We wish to thank our partners, volunteers, clean-up organizers, and regular trash pickers, including Millis DPW, Millis Beautification Day, Town of Franklin DPW Sign Shop, the scouts, sports teams, families, and friends who will be out on April 30th with spade and rake in hand. The '21/'22 Econ Dev. Committee Members: Nicole Riley (Chair), Christy Lagos (Secretary), Amanda Borgman, Lan Nguyen, Nate Maltinsky (Vice Chair), Loring Barnes, and Craig Schultze (Select Board).

Keep Millis

Beautiful



Please respect our town. Take your
trash and pet waste home.
Thanks for caring.

TOWN OF MILLIS



DEPARTMENT OF PUBLIC WORKS



Veterans Memorial Building
900 Main Street
Millis, Massachusetts 02054

The following are locations that the DPW will install the “KEEP MILLIS CLEAN” signs.

- 1 – Pleasant Street playground (behind the fire station on Myrtle Street).
- 2 – Norfolk Road (water treatment plant).
- 3 – Intersection of Farm Street and Acorn Street.
- 4 – Orchard Street (bridge over culvert).
- 5 – Intersection of Exchange Street and Middlesex Street.
- 6 – Richardson Pond 2 – signs
- 7 – South End Pond 2 – signs
- 8 – Town Park 2 – signs
- 9 – Clyde Brown Field 2 – signs
- 10 – Millis Public Library
- 11 – Public Parking lot 2 – signs
- 12 – Millis Town Hall


Visible Town Pride Attracts Businesses & Families

Millis Economic Development Committee





1

70 Yrs. National Clean Up Success Model




- Keep public spaces clean
- Provide waste infrastructure
- Corrective messaging and education




2

Largest US Litter Study '21



- Litter adversely affects the environment, waterways, property taxes, home values, businesses, quality of life, health, and community safety
- Littering is prevalent where it is already present
- Millis Vulnerability Preparedness Plan (2019)
- Millis Open Space & Recreation Plan (2019)
- Millis Stormwater Management Regs. (2004)




3

Spring Into Action: Reinforce Pride in Millis


1. 18th Annual Millis Beautification Day
2. New Keep Millis Beautiful Signs

➔ Seeking Select Board Approval for Both Town Initiatives



4

Jen Donehey: Millis Beautification Day 2022
Painter, Artist, Illustrator... Trash Picker, Trash Talker



#millisbeautificationday #millisclub
#litteringisillegal #cleanupyourtown
#stopthelittering #keepmillisbeautiful

5

➔ millisbeautificationday@gmail.com



Sponsored by the Millis Lions & Garden Club

Millis BEAUTIFICATION DAY

Saturday, April 30th
9AM TO NOON

Registration can be done online at millisclub.org/events

Rain or Shine

6


➡ Sat. April 30th 9AM – Noon

- Service Projects
- Scouts, Teams
- Families, Friends
- Adopt-Your-Street



Registration Form: Facebook, Town Website, Millis Lions
 millisbeautificationday@gmail.com

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 Board Action: Millis Beautification Day

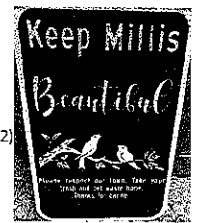
Proposed:

To name Saturday, April 30th, as Millis Beautification Day, and to encourage all residents and businesses to participate on this day, and going forward, by showing pride in how we all care for our public spaces by keeping them clean.

8


Keep Millis Beautiful: Signs at Litter Hot Spots

- 20, 12"W x 18H" Signs*
- Millis DPW Installation
- Positive Messaging
- Nature, Pet, Trash
- 50% Discount @ \$25/sign (FY22)




*Fabricated by Franklin DPW Sign Shop

9


 Millis DPW's Top Problem Litter Sites

- Pleasant Street Playground (Behind the Fire Station on Myrtle Street)
- Norfolk Road (Wiscar Treatment Plant)
- Farm St. & Acorn St. Int.
- Orchard Street (bridge over Culvert)
- Exchange St. & Middlesex St. Int.
- Richardson Pond (2)
- South End Pond (2)
- Town Park (2)
- Clyde Brown Field (2)
- Millis Public Library
- Public Parking Lot (2)
- Millis Town Hall

Oak Grove Farm and other groups could fund to purchase




10

 Board Action: Keep Millis Beautiful


Proposed:

To authorize the Millis DPW Director to purchase the initial set of twenty (20) Keep Millis Beautiful signs at \$25 per unit (\$500 plus applicable taxes) from the Town of Franklin DPW Sign Shop, and to oversee their installation throughout town where they will remind residents and visitors to show personal responsibility for litter at public places.

11

 Keep Millis Beautiful... Thank you!

<p>Millis Beautification Day Janet Gashler & Jen Donehey Millis Lions Club Millis Garden Club Millis DPW All participating volunteers, businesses</p>	<p>Millis Economic Dev. Committee Nicole Riley • Nate Moltinsky • Lan Nguyen Christy Lagos • Amanda Borgman Loring Barnes • Craig Schultz (SB) Bob Weiss, Econ. Dev. Dir.</p>
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Millis DPW
 With special thanks to Franklin DPW Sign Shop & Brutus Carrozzini, Franklin DPW Dir.

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22-052

Adoption of Complete Streets Policy



TOWN OF MILLIS

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

Economic Development & Planning Director
Veterans Memorial Building
900 Main Street • Millis, MA 02054
Phone: 508-376-7040
Fax: 508-376-7053
rweiss@millisma.gov

TO: Millis Select Board
FROM: Robert Weiss, Economic Development & Planning Director
DATE: March 14, 2022
RE: Adoption of Complete Streets Policy

This evening members of the Millis Economic Development Committee are asking the Select Board to adopt a proposed policy to provide safe and efficient pathways for residents regardless of their mode of transit. Adopting a Complete Streets Policy will help provide safety for residents to walk and ride their bicycles and help disabled residents be more mobile throughout the Town.

Similar policies around the state have created pathways that allow residents to travel to local businesses, parks, and playgrounds safely and efficiently without creating unnecessary emissions that they otherwise would by using cars. The state has set aside a fund for Complete Streets communities and can provide as much as \$400,000 over five years to defer the cost of repairs and construction of sidewalks, intersections, crosswalks, lane marking, signage and more.

The health benefits of walking and biking are well known. Creating safe journeys for walkers and bikers will encourage more users. Millis has been one of the commonwealth's fastest growing communities over the past ten years. This growth will undoubtedly continue. With more families needing to reach local sites, the Town will need a way to move people around without causing more traffic. For instance, getting more students to school by walking.

In a car-oriented community like Millis, bikers and walkers find completing daily routines risky and, so, revert to their automobiles to carry out their routines, which only adds more cars, more emissions, and more traffic problems.

Tonight, the EDC is asking the Board to adopt the proposed Millis Complete Streets Policy to benefit mobility for residents of all abilities.

VISION AND PURPOSE

The Town of Millis recognizes that users of various modes of transportation, including pedestrian, cyclists, transit and school bus riders, motorists, delivery and service personnel, freight haulers, and emergency responders are legitimate users of streets and deserve safe facilities and infrastructure. Further, the Town recognizes that all transportation projects are opportunities to implement Complete Streets principles. The Town shall carefully consider context, sensitivity, and roadway character, while planning, designing, constructing, and maintaining these projects to provide for a comprehensive and integrated network of infrastructure for all who are affected by all of our transportation modes.

Millis's Complete Streets policy, therefore, shall accommodate all infrastructure users by creating a network that meets the needs of individuals using a variety of transportation modes. Millis recognizes in executing its plan that all users are legitimate users.

CORE COMMITMENT

The Town of Millis Complete Streets Policy affirms the Town's roadway and walkway network must provide safety, comfort, and accessibility for all users, including people walking, biking, driving, riding transit, and operating commercial and emergency vehicles. Furthermore, the roadway and walkway network shall provide these characteristics for people of all ages and abilities.

All projects and phases of all publicly and privately funded transportation projects shall be reviewed to determine the feasibility of incorporating Complete Streets elements.

Where practical, and within funding limitations, elements of Complete Streets shall be added to all municipal road repairs, upgrades and expansion projects, which will enhance safety, accessibility, and serviceability for all users.

Procedures shall be established to identify opportunities to implement Complete Streets elements and to documents the incorporation of these elements when conducting municipal road and walkway repairs, upgrades, and expansion projects.

Complete Streets principles shall be incorporated into all publicly and privately funded projects, as appropriate. All transportation, infrastructure, and street design projects requiring funding or approval by the Town of Millis, as well as projects funded by the state and federal government, such as the Chapter 90 funds, MassWorks, Infrastructure Program, MassTrails, Transportation Improvement Program (TIP), Community Development Block Grants (CDBG), Safe Routes to School Grants (ask MPS), capital funding, and other state and federal funds for street and infrastructure design shall adhere to the Millis Complete Streets Policy. Private developments and related street design components or corresponding street-related components shall adhere to the Complete Streets policy. In addition, to the extent practical, state-owed roadways will comply with the Complete Streets policy, including the design, construction, and maintenance of such roadways with Town boundaries.

EXCEPTIONS:

Transportation infrastructure projects may be excluded from compliance within this Policy where any of the following apply:

- Roadways where specific users are prohibited by law, such as an interstate, a freeway, or pedestrian malls. An effort will be made, in these cases, for accommodations elsewhere.
- Cost or impacts of accommodation are extremely disproportionate to the need or probably future use and/or a reasonable alternative to accommodate the need is available or planned.
- In order for an exception to be incorporated into a design, the exception must be presented for review and approval, to both the Planning Board and the Director of the Department of Public Works. If both approve the exception, it is authorized. If both or either disapprove, it is denied. Appeals of such decisions, or if one body approves and one disapproves, may be brought before the Select Board for a final decision.
- Constraints resulting from limitations of right-of-way and property rights, jurisdiction by other agencies, and natural features may restrict the feasibility and practicality of certain Complete Streets enhancements. With relatively narrow roads, framed with numerous stone walls and trees, conditions of certain roadways may not be conducive to the implementation of Complete Streets elements.
- Sensitivity to the context of Millis's historic and scenic areas may limit incorporation of certain Complete Street elements.

BEST PRACTICES

The Town of Millis Complete Streets Policy will focus on developing a connected, integrated network that serves all users. Complete Street will be integrated into policies, planning, and design of all types of public and private projects, including new construction, reconstruction, rehabilitation, repair, and maintenance of transportation facilities on streets and redevelopment projects.

Implementation of the Millis Complete Streets Policy will be carried out cooperatively within all relevant departments within the Town, with multi-jurisdictional cooperation to the greatest extent possible, among private developers, and state, regional, and federal agencies.

The Millis Complete Streets Policy affirms that a balanced design flexibility is a key aspect in the effort to improve accessibility and safety for all users of the road and walkway network while at the same time maintaining context sensitivity. This context sensitivity approach to the design process includes a range of goals by giving significant consideration to stakeholders and community values on a level plane with project need. It includes goals related to livability with greater participation of those affected in order to gain project consensus. The overall goal of this approach is to preserve and enhance scenic, aesthetic, historical, and environmental resources, while improving and maintaining accessibility, safety, mobility, and infrastructure conditions.

The latest design guidance, standards, laws, and recommendations available will be used in the implementation of Millis's Complete Streets including:

- Millis's Master Plan, and Open Space and Recreation Plan.
- Millis's annual pavement management program
- Millis's Scenic roads Bylaws
- Mass. Department of Transportation Project Design and Development Guidebook.
- U.S. Dept. of Transportation Federal Highway Administration's Manual on Uniform Traffic Design Controls.
- Context Sensitivity.
- The Town of Millis shall evaluate the Complete Streets on an annual basis.

- Documents and plans created for the Town of Millis shall include, but not be limited to:
 - Millis Master Plan
 - Complete Streets Sidewalk Study and Prioritization Plan
 - Millis Town Center Design Plan
 - Millis Open Space and Recreation Plan
- The latest design guidance, standards, laws, and recommendations available will be used in the implementation of Millis's Complete Streets, including:
 - MGL, chapter 90, sections 17C and 18B.
 - The Architectural Access Board (AAB) 521 CMR Rules and Regulations.
 - American Association of State Highway Transportation Officials (AASHTO) A policy on Geometric Design of Highway and Streets.
 - The U S DOT's Federal Highway Administrations' Manual on Uniform Traffic Design Controls
 - All relevant Millis by-laws and maps, subdivision regulations, Planning Board Special Permit and Site Plan Review Regulations.

PERFORMANCE MEASURES

The Town of Millis shall review its Complete Streets practices annually. The Select Board will work with Town departments to ensure that the upcoming year's road projects meet the Complete Streets principles. The Town will measure success of its Complete Streets program using, but not limited to, some of the following criteria, as the Select Board chooses:

- The total linear feet of walkway either expanded or repaired to restore to intended functionality.
- Total linear feet of roadway which have been enhance through roadway pavement reconstruction, rehabilitation, and/or preservation to improve functionality and safety of continued shared use.
- The number of locations where pavement markings, signage and/or some other method has been undertaken to improve functionality and safety of continued shared use.
- Specific enhancements suggested during public outreach efforts.

IMPLEMENTATION

The Town shall make consideration of Complete Streets practices a routine part of everyday operations; shall approach every transportation project and program as an opportunity to improve streets and the transportation network for all users; and shall work in coordination with other departments, agencies, committees, and jurisdictions to achieve the Complete Streets initiative.

The Complete Streets Policy will be carried out cooperatively within a multidisciplinary team and all relevant departments in the Town of Millis. Said team to consist of, but not limited to, the Select Board, the Town Administrator, Dept. of Public Works, Planning Board, Conservation Commission, Board of Health, Council of Aging, Economic Development Committee, Recreation Department, and any entity considered by the Select Board as relevant to Complete Streets implementation.

Key responsibilities of the Implementation shall be:

- Maintaining a pedestrian and bicycle facility inventory
- Developing proposed revisions to all appropriate zoning and subdivision codes, bylaws, procedures, rules, regulations, guidelines, programs, and templates to integrate Complete Streets principles in roadway projects;
- Recommend regulatory changes for ensuring the implementation of the Complete Streets Policy, and, where necessary, alter the existing practices and overcome barriers that may act as impediments to implementation;
- Regularly update and solicit feedback on the potential projects with the general public to ensure community consideration and perspective;
- Work to integrate Complete Streets principles in all new planning documents, and as applicable, to the Millis Master Plan, Open Space and Recreation Plan, laws, procedures, rules, regulations, and guidelines.

The Town will provide training for the Complete Streets staff, pertinent Town staff, and decision makers on the technical content of Complete Streets principles and best practices, and well as community engagement workshops and other appropriate means.

The Town will utilize inter-department coordination to promote the most responsible and efficient use of resources for activities within the public way.

The Town will evaluate projects as appropriate, with its capital improvement planning, to encourage implementation of the policy. The Town will seek out appropriate sources of funding and grants for the implementation of Complete Streets policies.

Millis Select Board Meeting Complete Streets Program Overview

March 14, 2022

Jeff Maxtutis
Project Manager



Complete Streets Definition

Complete Streets are for Everyone

A Complete Street is one that provides safe and accessible options for all travel modes – walking, biking, transit, and motorized vehicles – for people of all ages and abilities. (MassDOT)

Complete Streets Program

Tier 1 – Complete Streets Policy and Training

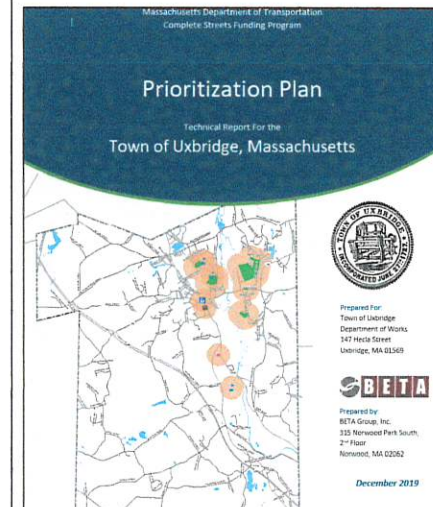
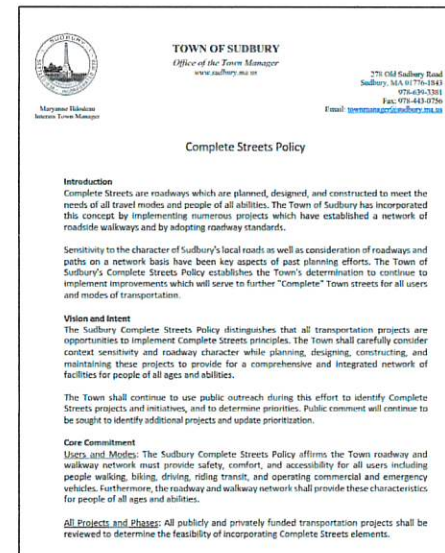
- Develop comprehensive Complete Streets Policy to guide existing and future development practices
- Facilitate better pedestrian, bicycle, and transit travel for users of all ages and abilities
- Rolling submittal
- Approved by Select Board and submitted to MassDOT
- Complete MassDOT training class

Tier 2 – Complete Streets Prioritization Plan

- Determine Complete Streets needs and prioritize projects
- Must include at least 15 projects
- Preliminary cost estimates
- \$38,000 reimbursement
- Round 1 April 1, 2022
- Round 2 September 1, 2022

Tier 3 – Project Construction Funding

- Funding for Complete Streets infrastructure
- Enter Tier 3 after successful completion of Tier 1 and 2
- Up to \$400,000 reimbursement for construction
- Round 1 May 1, 2022
- Round 2 October 1, 2022



Tier 2 Prioritization Plan

A Collaborative Effort

- Kickoff Meeting – Town Staff
- Identify Town priorities, preferences & key focus areas
- Incorporate input from Town (working group)
- Solicit input on known problem areas/issues

Map Key Generators of Ped/Bicycle Traffic

- Schools
- Library
- Recreation areas/Parks/Preserves
- Shopping
- Bus Routes
- Senior Housing/Centers


Evaluate Projects

- Site visits
- Geometrics
- Traffic, pedestrian, bicycle volumes
- Crash evaluation
- Gap, connectivity analysis
- Safety issues
- ADA compliance
- MassDOT/MAPC data
- GIS mapping
- Concept sketches
- Preliminary cost estimates
- Non-State roadways

Prioritization Plan

- Scoring criteria
- Rank and Prioritize projects
- Summarize results in a Technical Report
- Project and Public Meetings

Tier 2 Prioritization Plan

 Complete Streets Funding Program Project Prioritization Plan																						
Municipality Ashburnham MassDOT District 3				Date 7/30/2020 Name/Title Steve Nims, DPW Director																		
Project Details				EJ	Complete Streets Location		Project Origin and Type		Complete Streets Needs				Complete Streets Funding Request			Construction Schedule						
Rank	ID	Project Name	Project Description	Environmen- tal Justice Population	Project Limits	Project Start Location: X,Y Coordinates (MA State Plane meter)	Project End Location: X,Y Coordinates (MA State Plane meter)	Complete Streets Project Origin (planning documentation or supporting analysis)	Complete Streets Project Type (refer to the Eligible Projects Worksheet)	Safety	ADA Accessibility	Pedestrian Mobility	Bicycle Mobility	Transit Operations and Access	Vehicular Operations	Freight Operations	Will this project be in Coordination with other Communities ? (list, if applicable)	Total Estimate d Project Cost	Comple t e Streets Funding Request ed	Other Funding Source(s) and Amount (if applicable)	Anticipated Construction Duration (number of months)	Desired Construction Start Date (month/year)
1	2	Main Street West (Lawrence to Cushing)	The project provides new sidewalks and upgrades deficient sidewalks so residents and Cushing Academy students can walk to downtown destinations including Town Hall and services, shops and restaurants, library and parks. The project will replace concrete (±700 feet) and bituminous (±260 feet) sidewalk in poor condition with new 5-foot wide concrete sidewalk and install new granite curb where missing or where existing field stones are used. Construct new 5-foot wide concrete sidewalk, granite curb and five pedestrian ramps at gaps on south side between St. Denis Church and Pleasant Street (±580 feet) and at crosswalks. Add grass planting strip to make consistent with existing sections (±500 feet). Rebuild planting strips where eroded. Relocate crosswalk across Main Street east of Chapel Street that is through a catch basin on the north side and parking lot on the south side. Remove crosswalk in front of church. Provide bicycle-safe drain grates. Reconstruct crosswalks.	No	Main Street between Lawrence and Cushing	X: 166,274 m Y: 931,770 m	X: 165,988 m Y: 931,848 m	CS Needs Assessment	\$14, B5, P1, P2, P3, P5, P6, P9	X	X	X					No	\$272,000	\$272,000	\$0	4	08/2020
2	4	Memorial Drive (Main to Chapel)	This project will improve connectivity and safety for residents who walk to Town Hall, library and playground. Construct one new speed table between the Ashburnham Playground/Winchester Park and a parking area to make pedestrians more visible and slow traffic. Construct 300 linear feet of new 5-foot wide concrete sidewalk and granite in the field on the east side between the Stevens Memorial Library and Chapel Street and on the east side of Memorial Drive between Main Street and the Town Hall. Install six new pedestrian ramps.	No	Memorial Drive between Main and Chapel	X: 166,432 m Y: 931,771 m	X: 166,493 m Y: 932,098 m	CS Needs Assessment	\$8, \$14, \$17, P2, P3, P5, P9	X	X	X		X			No	\$80,000	\$80,000	\$0	1	10/2020

Page 1

Complete Streets Next Steps

- Submit Complete Streets Policy to MassDOT
- Complete MassDOT Complete Streets Training
- Submit application to MassDOT for Tier 2 funding



Complete Streets
Funding Program
Guidance

January 2016

Complete Streets Policy
Town of Millis

PREFACE

In our Town's efforts to provide the greatest possible access to transportation for all of Millis's transit users, this policy establishes an approach to design our sidewalk and street network in an open, efficient, practical, and safe manner. Whether it is a matter of expanding sidewalks in length or width, sharing streets with alternate transportation modes, motorized and non-motorized, installing informative signage, adapting road lanes, or creating new rights-of-way and spaces, this policy will guide our methods.

Complete Streets is an approach to community transportation using design principles to ensure safety, comfort, and accessibility for users of all ages, abilities, and income levels, especially vulnerable users as well as for all the users of our streets, trails and future transit system.

The Complete Streets Plan for Millis will support economic development and community stability, provide accessible and efficient connections between home, school, work, recreation, and retail destinations by improving the pedestrian and vehicular environments throughout our community.

The Mass Department of Transportation (MassDOT) has developed the "Complete Streets Funding Program" (Program), which provides funding to municipalities to design and implement a plan to make their streets safe and accessible for all users (Plan). A municipality that desires to receive funding from Complete Streets for its Plan must adopt a Complete Streets Policy. Millis now desires to participate in the Mass Complete Streets Program and receive funding for its Plan.

THEREFORE, the Select Board of the Town of Millis adopts this Complete Streets Policy, effective _____, 2021

DATED: _____

VOTED:

Select Board Chair

A True Record Attest:

Select Board Member

Lisa Hardin, Town Clerk

Select Board Member

22-053

Approval of Community One-Stop for Growth Application



TOWN OF MILLIS

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

Economic Development and Planning Director
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: March 14, 2022

RE: Update on Community One-Stop for Growth

When I last presented the Community One-Stop for Growth to the Board it was a part of a presentation on the Urban Land Institute's Technical Assistance Panel Study. At that time I mentioned only that we intended to submit an Expression of Interest to the state for five projects this spring. Though there has been a change in the state's economic development environment, we will still proceed with our full application.

Under the Community One-Stop, municipalities request state programs and grants to support a long-term development project, in our case, the redevelopment of the Millis Town Center. This goal has been proposed several times in planning studies since our Master Plan suggested it in 2000. The One-Stop characterizes its process as a continuum, along which its programs help with funding and technical assistance toward completing an ultimate long-term goal.

The economic change I referred to is the MBTA Multi-Family Housing requirement that Millis must implement by the end of 2024. However, it is easy to see how adopting the legislation in Millis will help our economic development as we reinvent the Town Center with the assistance of the Community One-Stop.

The five projects that we will apply for over the next few years include land use planning, zoning analysis, establishing a transit stop, renovation funding for the Lansing Millis Memorial station, and infrastructure funding to support new developments in the Town Center.

Tonight I will briefly discuss the projects and how they will move us forward.

22-054

Discuss/Amend Stormwater Credit Manual

22-055

Discuss May 2023 ATM Warrant Articles

22-056

Discuss Town Administrator's Evaluation Summary

22-057

Board/Committee Liaison Meeting Updates

22-058

Discuss Open Meeting Law Requirements

From: OpenMeeting (AGO) <openmeeting@state.ma.us>
Sent: Thursday, March 10, 2022 10:49 AM
To: Pete Jurmain <Pete.Jurmain@millisma.gov>
Subject: RE: OML clarification

Good Morning Pete,

Unfortunately, the answer will depend on exactly what the discussion, question or statement is. Therefore, I cannot give a definitive answer that such interaction is either always allowed or prohibited. I will say that a quorum of a public body may attend the meeting of another public body without posting notice so long as the visiting public body members listen and participate as members of the audience and do not deliberate. When determining whether a quorum of a public body has deliberated while attending the meeting of another public body, we look for indicia of deliberation such as whether the visiting body members were seated with the general public and whether they participated by open participation as members of the audience, and not in a special capacity as public body members. So, if that second member attends and wants to speak as a member of the public, then it might not be a problem. However, if that second member is speaking about Select Board business then it could be problematic and may be hard for the public to determine whether the matters being discussed are those within the jurisdiction of the subcommittee or the Select Board. Any time you have a quorum of members present in one location, there is an appearance of impropriety, even if there is no actual impropriety.

Sincerely,
Kerry Kilcoyne (she/her/hers)
Assistant Attorney General
Division of Open Government
Office of the Massachusetts Attorney General
One Ashburton Place
Boston, MA 02108

From: Pete Jurmain <Pete.Jurmain@millisma.gov>
Sent: Wednesday, March 9, 2022 3:26 PM
To: OpenMeeting (AGO) <OpenMeeting@MassMail.State.MA.US>
Cc: Mike Guzinski <mguzinski@millisma.gov>
Subject: RE: OML clarification

Hello Kerry,

Thank you for your rapid response to our question. I've copied Mike Guzinski as he is our Town Administrator. Now for the key question, which relates to paragraph two:

If two members of the three member SB attend a meeting of the subcommittee of which one is a member and one is not, then can the non-member interact in any way with the subcommittee without posting a meeting? Can the non-member ask a question? Can the non-member ask make any statement? Can that non-member state a position?

Thanks,
Pete

Pete Jurmain
Select Board Chair
Town of Millis, MA
Pete.Jurmain@millisma.gov
(508)376-5499

From: OpenMeeting (AGO) <openmeeting@state.ma.us>
Sent: Wednesday, March 9, 2022 1:56 PM
To: Pete Jurmain <Pete.Jurmain@millisma.gov>
Subject: RE: OML clarification

Good Afternoon Pete,

Thank you for contacting the Division. As we discussed yesterday, if two out of three Select Board members are attending the meeting of another public body and those two members discuss business within the jurisdiction of the Select Board at that meeting, that would constitute deliberation. As you are know, "deliberation" is an oral or written communication through any medium, including electronic mail, between or among a quorum of a public body on any public business within its jurisdiction. When deliberation occurs among a quorum of members, it must occur during a properly posted meeting. So, if two Select Board members are attending the meeting of another public body and speaking about issues that are either pending or will come before the Board, then notice must be posted for that meeting and minutes must be kept.

The advice that you received from legal counsel appears to address a completely separate issue involving a quorum of a parent body also sitting on its subcommittee. Where that occurs, we have said that a quorum of a parent body may sit on a subcommittee, but it may only discuss matters within the subcommittee's jurisdiction. See OML 2013-155. Please let me know if you need additional information.

Sincerely,
Kerry Kilcoyne (she/her/hers)
Assistant Attorney General
Division of Open Government
Office of the Massachusetts Attorney General
One Ashburton Place
Boston, MA 02108

617-963-2540
openmeeting@mass.gov

22-059

Approval of Water/Sewer Commitment



**THE COMMONWEALTH OF MASSACHUSETTS
TOWN OF MILLIS**

WATER / SEWER DEPARTMENT COMMITMENT TO COLLECTOR

To: Jennifer Scannell, Collector of Taxes for the Town of Millis, in the County of Norfolk
IN THE NAME OF THE COMMONWEALTH OF MASSACHUSETTS, you are hereby required to levy on and collect from the several persons named in the utility billing list herewith committed to you the amount of the utility charges assessed to each such person on Water and Sewer services to include Capital Assessment charges as set for the below, with interest and miscellaneous charges, the sum total of such list being.

ACCT #	COMMIT #	WATER	FINAL	SEWER	CROSS CONNECT	ON OFF	PAINÉ	TOTAL
121822700	F3423	82.72	47.25	173.80				303.77
30021700	F3429	127.76	47.25	264.72				439.73
35000094	F3433	30.92	47.25	66.56				144.73
301571710	F3434	23.52	47.25	51.24				122.01
35000092	F3435	38.32	47.25	81.88				167.45
35100118	F3436	23.52	47.25	51.24				122.01
35000066	F3437	34.62	47.25	74.22				156.09
100902410	F3438	34.62	47.25	74.22				156.09
Total Commitment for February 2022								1611.88

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

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

Given under our hands this _____ day of _____, 2021

Town of Millis Water Commissioners: _____

22-060

Review/Approval of 2/28/22 Minutes

SELECT BOARD MEETING MINUTES

MONDAY, FEBRUARY 28, 2022, 7:00PM

ZOOM LINK

Chair Jurmain called the meeting to order at 7:00pm. The following persons were present via Zoom: Sel. Pete Jurmain, Sel. Erin Underhill, Sel. Schultze, Town Administrator-Michael Guzinski and Department Assistant, Maureen Canesi.

Announcements

Chair Jurmain made the following announcements:

- Millis Schools Grant – Chair Jurmain noted that the Schools received a grant for \$120K for help with literacy education. Jody Cleary can probably give more details.
- Millis Schools Study – Chair Jurmain - The MSBA has selected Millis MS/HS for the next phase of the study process regarding receiving a grant for renovation or rebuilding the MS/HS.
- Camille Standley nomination. Ms. Standley has been awarded the MACC's Conservation Administrator of the Year.
- PFAS funding – Chair Jurmain noted that several letters have been sent to our reps, as has the SB, to try to get additional ARPA funding for our PFAS mitigation facility. Recently a letter to Rep. Linsky, was a request in the amount of \$15M. Chair Jurmain suggested that residents should also send requests for financial assistance regarding PFAS to our reps.
- Book Sale – Friends of the Millis Public Library to hold a Book Sale March 25-27th.
- Millis Lions Club - Porketta & Chicken Dinner to be held Friday, April 1 from 6:00pm – 9:00pm at ST. Thomas Large Hall
- Lisa Hardin Available positions for May 9, 2022 Local Election are: Moderator, Select Board, School Committee, Board of Health, Library Trustee, Planning Board and Housing Authority. Nominations papers can be obtained at the Clerk's office and are due by 5:00pm, March 21, 2022.

22-034 Appointment – Board of Health Department Assistant III

Sel. Underhill made a motion to appoint Heather Graham the position of Department Assistant III. Sel. Schultze seconded the motion and it passed unanimously.

22-035 Review Proposed Amendment to Property for Cobble Knoll Estates LIP Project – 1336 Main Street

Sel. Underhill made a motion to approve the amendment to the Cobble Knoll Estates Development to 28 homeowner units, 7 of which would be affordable.

Sel. Schultze seconded the motion and it passed unanimously.

22-036 Approval of Housing Choice Initiative Plan

Sel. Underhill made a motion to approve the towns allocation to the Massachusetts Housing Choice Initiative Program and to authorize the Town Administrator to sign the application on behalf of the Select Board.

Sel. Schultze seconded the motion and it passed unanimously.

22-037 Approve RFP for Town Owned Land Inventory and Management Plan

Sel. Schultze made a motion to recommend the approval of the RFP pending the final approval of Town Council.

Sel. Underhill seconded the motion and it passed unanimously.

22-038 Approve Contract with Kleinfelder for Engineering and Construction Oversight for the D'Angelis Water Treatment Plant PFAS Upgrades

22-039 Approve Contract with Winston Builders Corporation for Construction of the D'Angelis Water Treatment Plant PFAS Upgrades

DPW Director, Jim McKay noted that both Contracts have been reviewed and approved by Town Council. Kirsten Ryan, Kleinfelder, reviewed the Project Update with the Select Board stating that the work would provide water purification for Wells 1 & 2 by upgrading the facility.

Sel. Underhill made a motion authorize the Town Administrator to sign the Contract with Winston Builders Corporation in the amount of \$5,175,889 for the construction of the D'Angelis Water Treatment Plant PFAS Upgrades.

Sel. Schultze seconded the motion and it passed unanimously.

Sel. Underhill made a motion to authorize the Town Administrator to sign the Contract with Kleinfelder for a fee not to exceed \$438,938 recognizing that the total project cost exceeds the Town's current appropriation, and that the Town will need to appropriate supplemental funding at Spring Town meeting, the Town and Kleinfelder agree that the current Not To Exceed Limit is \$150,000 and the remainder of the budget is intended to be appropriated at Spring 2022 Town Meeting in May 2022.

Sel. Schultze seconded the motion and it passed unanimously.

22-040 Permanent Building Committee – COA Cost Estimates

Wayne Klocko, Chair of the Permanent Building Committee, reviewed the Project Overview Status and a recap of desired programming.

David Pollak, Abacus Architects & Planners, reviewed the Conceptual Designs and Preliminary Project Cost Estimates.

Chair Klocko looking for understanding of what has been done and to further develop focus groups.

Sel. Schultze made a motion to encourage and support the PBC to move forward with the next phase of the study including obtaining focus groups and refining/gathering information for the project study with the goal of getting it to Fall Town Meeting.

Sel. Underhill seconded the motion and it passed unanimously.

OUT OF ORDER

22-046 Approval of One Day Alcohol License Millis Lions Dinner Fundraiser 4/1

Sel. Schultze made a motion to approve the One Day Alcohol License for the Millis Lions Club Dinner Fundraiser.

Sel. Underhill seconded the motion and it passed unanimously.

22-043 Close Annual Town Meeting Warrant

Mr. Guzinski, Town Administrator, reviewed the DRAFT SPRING 2022 TOWN MEETING ARTICLE LIST. And further discussion on the next two items.

22-041 Discuss Proposed Sewer Bylaw Article for Spring Annual Town Meeting

The Select Board, Town Administrator and Town Council reviewed and commented on the Draft Article "to see if the Town will vote to Amend its General Bylaws by adding the new section" as listed in the Article.

Sel. Underhill made a motion to approve the language for the Proposed Sewer Bylaw Article for Spring Annual Town Meeting.

Sel. Schultze seconded the motion and it passed unanimously.

22-042 Discuss Proposed Charter/Bylaw Articles for Spring Annual Town Meeting

The Select Board, Town Administrator and Town Council discussed the five articles related to potential charter/bylaw changes.

- Change Town Clerk from Elected to Appointed
- Change Name of Finance Committee to Warrant/Finance Committee
- Change Name of Board of Selectmen to Select Board

Sel. Schultze made a motion to close the Annual Town Warrant.

Sel. Underhill seconded the motion and it pass unanimously.

22-044 Discuss Proposed Stormwater Credit Manual Amendments

Town Council will be reviewing the amendments and it was deferred to the next Select Board meeting.

22-045 Discuss Status/Charge/Potential Disbandment of Enterprise Funds Advisory Committee

The Select Board discussed the issue and offered their opinions on the matter.

Sel. Underhill made a motion to dissolve the Enterprise Funds Advisory Committee.

Sel. Schultz opposed.

The motion was carried with a 2/3 vote.

22-047 Discuss Select Board Attendance at Committee Meetings

The Select Board discussed the issue and offered their opinions on the matter.

Chair Jurmain suggested that the Select Board send a Memo to the Committee Chairs of the Economic Development Committee, Permanent Building Committee and Capital Planning Committee for their thoughts and comments.

Chair Jurmain made a motion to enter into Executive Session at 10:30pm and to return to open session solely to adjourn.

To conduct strategy sessions in preparation for negotiations with union personnel. (Massachusetts Coalition of Police Local 171 and Millis Police Association Dispatcher) & SEIU 888

Respectively submitted: Maureen Canesi