



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: 508-376-7040
Fax: 508-376-7053

Michael J. Guzinski
Town Administrator
mguzinski@millisma.gov

Karen Bouret DeMarzo
Operations Support Manager
kbouret@millisma.gov

SELECT BOARD MEETING AGENDA

MONDAY, SEPTEMBER 13, 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		
21-232	Appointment of Teen Coordinator - Recreation		K. Fogarty M. Guzinski
21-233	Vote to Open Town Meeting Warrant		Chair Jurmain
21-234	Discuss Current Town Meeting Articles		M. Guzinski
IV.	Open Session Agenda Items		
21-235	Town Paving Update and Approval of Additional Paving Contracts		J. McKay
21-236	Urban Land Institute's Technical Assistance Panel Study – Request for Board's Support		R. Weiss
21-237	Review and Approval of PILOT Agreement for Clyde Brown Rooftop Solar		R. Weiss T. Gonsalves
21-238	ARPA Coronavirus Local Fiscal Recovery Fund Update		M. Guzinski C. Johnston
21-239	Approval of Purchase of Council on Aging Van		M. Guzinski
21-240	Review and Approval of Classification and Compensation Study Contract		M. Guzinski K. Bouret
21-241	Review and Approval of Letter of Endorsement for Norfolk County Registrar		M. Guzinski
21-242	Approval of Consultant for Azure – Mike Gilbert		Chair Jurmain
21-243	Discuss Notice of Intent to Install KENO Monitor at Alpaca Store		Chair Jurmain
21-244	Board/Committee Liaison Meeting Updates		Chair Jurmain
21-245	Set Date for Stormwater Policy Review Workshop		Chair Jurmain
21-246	Approval of Water/Sewer Commitments		M. Guzinski
21-247	Approval of DRAFT Minutes		Chair Jurmain

V. Adjournment

Proposed Upcoming Meeting Schedule

[REDACTED]		
Monday, September 27, 2021	7:00 PM	TBD
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– Town Meeting to Follow
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

21-232

Appointment of Teen Coordinator - Recreation



TOWN OF MILLIS

Recreation Department
900 Main Street • Millis, MA 02054
Phone: 508-376-7050
Fax: 508-376-7053

Kris Fogarty
Recreation Director
kfogarty@millisma.gov

To: Board of Selectmen
Michael Guzinski, Town Administrator
From: Kris Fogarty
Date: August 30, 2021
Re: Teen Program Coordinator

The Recreation Department would like to recommend, Erin LeBlanc for the Teen Program Coordinator position. Ms. LeBlanc has an impressive background working and volunteering with children and the community. Myself and a member of the Recreation Committee have met with Ms. LeBlanc to discuss the position. I would like to strongly recommends the appointment of Erin LeBlanc as the Teen program Coordinator.

Regards,

Kris Fogarty, Director
Millis Recreation Department

cc: Recreation Committee

V. Employment Eligibility

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

VI. Special Skills

Please list any other skills or abilities you feel are relevant: multiple years of coaching at both the recreation high school level multiple volunteer positions throughout Millis recreation, Millis Athletics & Saint Thomas in Millis

VII. Employment History

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

Employer <u>Saint Thomas</u>	Address <u>111 Exchange St.</u>
Telephone <u>528-314-6395</u>	Title <u>CYO (co) Coordinator (Catholic Youth Org)</u>
Supervisor <u>Co-Coordinator: Chris Vasta</u>	Dates Worked <u>2017-2020</u>
	Reason for leaving <u>Program terminated/ended</u>

Description of Primary Duties: Developed programming for youth (9-12) which included a High School leadership team whose responsibility was to serve in a mentor role for middle schoolers.

Employer <u>Saint Thomas</u>	Address <u>111 Exchange St.</u>
Telephone <u>774-688-0210</u>	Title <u>CCD Teacher</u>
Supervisor <u>Christine Giraud</u>	Dates Worked <u>2013-2020</u>
	Reason for leaving

Description of Primary Duties: Taught children grades 3-10 about their faith in preparation for their sacraments.

Employer <u>Millis Girls Softball League</u>	Address <u>Millis, MA</u>
Telephone <u>508-523-6322</u>	Title <u>Board Member (Enrichment, fundraising)</u>
Supervisor <u>Arve Schaefer</u>	Dates Worked <u>2012-2016</u>
	Reason for leaving <u>Newly established program was</u>

solid. My children outgrew the program.

Description of Primary Duties: Board: Develop fundraising & enrichment opportunities for a newly established program. Coach: Cultivate a love of the sport of softball while encouraging personal growth & confidence. Reestablish a presence for the girls program within the athletic offerings in town.

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

Erin LeBlanc

Applicant Name (Please print)

Erin LeBlanc

Applicant Signature

10/29/2001

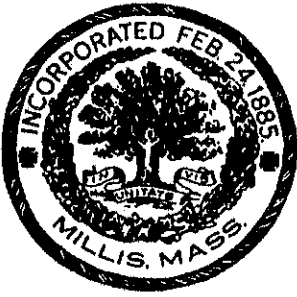
Date

21-233

Vote to Open Town Meeting Warrant

21-234

Discuss Current Town Meeting 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 9, 2021

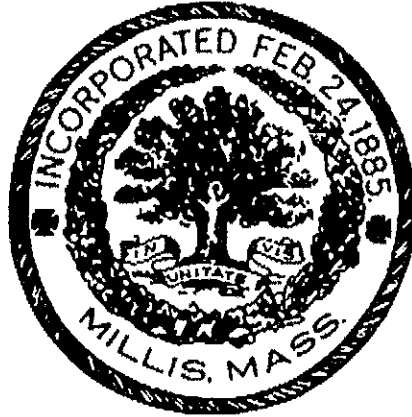
RE: Fall Annual Town Meeting Warrant - 1st Draft

Greetings,

I've attached a rough first draft of the Fall Annual Town Meeting Warrant for your review, in anticipation of you opening this warrant at your meeting on Monday, September 13th. The Finance Director and I would be happy to answer any questions that you may have in regards to this draft document.

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

Thank you.



DRAFT

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**

DRAFT

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

DRAFT

FALL 2021 TOWN MEETING ARTICLE LIST

- 1. Unpaid Bills**
- 2. FY22 Operational Budget Adjustments**
- 3. Capital Items**
- 4. Water Treatment Plant – PFAS**
- 5. Senior Work Program Abatement Adjustment**
- 6. Sewer Bylaw Amendment**
- 7. Stormwater Bylaw Regulation Amendment**
- 8. Request Special Act - Town Charter Changes**

DRAFT

TOWN OF MILLIS

NOVEMBER 1, 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)

DEPARTMENT	VENDOR	AMOUNT
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.

(Submitted by Select Board)

DRAFT

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)

DRAFT

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 totake any other action related thereto.

PFAS Water Treatment Plant Debt Authorization

(Submitted by Select Board)

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

Senior Work Program Abatement Adjustment

(Submitted by Select Board)

ARTICLE 6. To see if the Town will vote to amend ARTICLE ??, Section ?? of the Town's General Bylaws bytake any other action related thereto.

Sewer Bylaw Amendment

(Submitted by Select Board)

ARTICLE 7. To see if the Town will vote to amend ARTICLE ?, Section ? of the Town's General Bylaws bytake any other action related thereto.

Stormwater Bylaw Regulation Amendment

(Submitted by Select Board)

DRAFT

ARTICLE 8. To see if the Town will vote totake any other action related thereto.

Request Special Act - Town Charter Changes

(Submitted by Select Board)

ARTICLE 9. 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 10. 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 11. 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 12. 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)

DRAFT

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

21-235

Town Paving Update and Approval of Additional Paving Contracts

Karen Bouret DeMarzo

From: Jim McKay
Sent: Tuesday, September 7, 2021 3:07 PM
To: Pete Jurmain; Erin T. Underhill; Craig Schultze
Cc: Mike Guzinski; Karen Bouret DeMarzo
Subject: Paving

I will be asking the board to approve a paving contract at your meeting Monday night the road will be Spring Street from Main Street to Plain Street. I will also give the board an update on the other paving projects along with DPW fall paving projects.

Spring Town meeting funds will be used to fund these remaining projects.

Karen will provide all the information in your packet.

Jim

James F. McKay
Director
Department of Public Works
900 Main Street
Millis, MA 02054
Tel: 508-376-5424
Fax: 508-3762442
jmckay@millisma.gov



Spring Street Paving

Millis, MA



September 7, 2021

1 inch = 558 Feet



www.cai-tech.com



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

FY22 Paving Contract Approval:

Contractor. T. Miozzi Inc.
75 Airport Rd
Coventry, RI 02816 Amount of Contract \$487,199.60

Job #1

Farm Street from Village Street to Alma Road: 4,800 feet = \$158,011.13

Milling 1.5" of roadway replace with 1.5" of top bituminous concrete.

Job #2

Main Street #1 from Plain Street to Park Road 550 feet Main Street #2 from Exchange Street to Park Road 245 feet

Milling 1.5" of roadway replace with 1.5" of top bituminous concrete. = **\$55,270.61**

Job #3

Ridge Street from Union Street to Auburn Road: 3,600 feet = \$108,082.21

Milling 1.5" of roadway replace with 1.5" of top bituminous concrete.

Job #4

Exchange Street from Curve Street to Main Street - 1,355 feet = \$80,332.66

Milling 1.5" of roadway replace with 1.5" of top bituminous concrete.

Job #5

DPW Parking Lot: \$85,503.00

2.5" binder course and fine grading

Total : \$487,199.60

Funding:

Chapter 90 Funds

FY21 Balance \$244,385.73

FY22 Allotment \$272,982.00 as of July 01, 2021

Available as of July 01, 2021 \$517,367.73

DPW Project \$85,503.00

Article 17 - FY22 Spring Town Meeting \$143,805.23:

FY22 Paving Contract Approval: 2

Contractor. Lorusso Corporation
 3 Belcher Street
 Plainville, MA 02762

Job #1

Spring Street from Main Street to Plain Street - 3,550 feet = \$125,435.20

Milling 1.5" of roadway replace with 1.5" of top bituminous concrete.

Item 1.) (Base Bid) - Spring Street (from Main Street to Plain Street). 1-1/2" Mill and Pave					9/3/2021
					Prepared By: GCG Associates, Inc.
FY22, Annual Street Paving Project Town of Millis					Item 1 (BASE BID)
Contract 2					3,550' +/- L.F. x 21' +/- W
Lorusso - Low Bid					Mill, 1-1/2" Top
Contract Award Item 1 (BASE BID)					Level/Patch-monobern
					Spring
Item#	Description	Unit	Base Unit Price	Qty	Total Amount
120.1	Unclassified Excavation	C.Y.	\$ 1.00	20	\$ 20.00
151.1	Gravel Borrow - Type C	C.Y.	\$ 1.00	20	\$ 20.00
			\$ -	0	\$ -
220	Drainage Structure (Adjusted)	Ea.	\$ 250.00	26	\$ 6,500.00
220.2	Drainage Structure (Rebuilt)	V.F.	\$ 290.00	5	\$ 1,450.00
222.3	Frame and Grate (or Cover) - Municipal Standard	Ea.	\$ 425.00	6	\$ 2,550.00
223.2	Frame and Grate (or Cover) Removed and Discard	Ea.	\$ 1.00	6	\$ 6.00
357.06	6" Gate Box	Ea.	\$ 100.00	8	\$ 800.00
358	Gate Box Adjusted	Ea.	\$ 200.00	2	\$ 400.00
416.1	Pavement Standard Milling	S.Y.	\$ 2.75	8280	\$ 22,770.00
451	HMA for Patching	Ton	\$ 1.00	10	\$ 10.00
452	Asphalt Emulsion for Tack Coat. (0.08 Gal. per S.Y.)	Gal.	\$ 5.00	662	\$ 3,310.00
453	HMA Joint Sealant	FT.	\$ -	0	\$ -
460.22	HMA - Superpave Surface Course - 9.5 (SSC - 9.5)(1.5") Include Monolithic Berm	Ton	\$ 85.00	750	\$ 63,750.00
			\$ -	0	\$ -
460.52	HMA - Superpave Leveling Course - 9.5 (SSC - 9.5)	Ton	\$ 80.00	25	\$ 2,000.00
472	Temporary HMA for Patching	Ton	\$ 1.00	10	\$ 10.00
697.1	Silt Sack	Ea.	\$ 100.00	6	\$ 600.00
702	Hot Mix Asphalt (HMA) DRIVEWAY	Ton	\$ 81.00	40	\$ 3,240.00
751	Loam Borrow	C.Y.	\$ 85.00	25	\$ 2,125.00
765	Seeding	S.Y.	\$ 1.00	150	\$ 150.00
999.002	Temp Traffic Control	L.S.	\$ 1.00	1	\$ 1.00
Base Bid Construction					\$ 109,712.00
999.001	Police Details** Town pays details directly and are not included in bid	Hour	\$ 60.00	72	\$ 4,320.00
Base Bid Construction and Police					\$ 114,032.00
10% Contingencies					\$ 11,403.20
Total Construction					\$ 125,435.20
*DPW retain \$3000 for Xwalks/Stop Bars					

BID PRICING SHEETS AND BID CERTIFICATION DOCUMENTS

Bid of Lorusso Corporation (hereinafter called "Bidder")* with a place of business at: 320 South Street, Plainville, MA 02762

- a corporation, organized and existing under the laws of the state of Massachusetts
- a partnership
- a joint venture
- an individual doing business as _____

To the Town of Millis, Massachusetts (hereinafter called "Owner").

Gentlemen:

The Bidder, in compliance with your invitation for bids for your FY22 Annual Paving Contract 2, having examined the plans and specifications with related documents and the site of the proposed work, and being familiar with all of the conditions surrounding the construction of the proposed project including the availability of materials and labor, hereby proposes to furnish all labor, materials, and supplies, and to construct the project in accordance with the contract documents within the time set forth below, and at the prices stated below. These prices are to cover all expenses incurred in performing the work required under the contract documents, of which this proposal is a part.

The Bidder hereby agrees to commence work under this contract within ten days from notice to proceed, and to fully complete all work of the project by October 30, 2021. The Bidder further agrees to pay as liquidated damages the sum of \$1000 per day for each consecutive calendar day thereafter work is not complete.

Lorusso Corporation, William E. Stearns - COO
Aug 25, 2021 16:03:39

BID PRICING SHEETS AND BID CERTIFICATION DOCUMENTS

From: Lorusso Corporation
 (Name of Bidder)

To: Town of Millis (the "Town")

The Undersigned proposes to furnish all labor and materials required for the installation of the Roadway, Driveway Aprons, Cape Cod Berm, Shoulder and associated site improvements on various street location in Millis, Massachusetts, in accordance with the plan and specifications for the contract unit prices specified below, subject to additions and deductions according to the terms of the specifications.

BASE BID (SPRING STREET)

Base Bid (Spring Street)

Item No.	Estimated Quantity*	Brief description: Unit or lump sum bid price in both words and figures	Total Figure (Base Bid)
120.1	20 Cubic Yard	UNCLASSIFIED EXCAVATION, per Cubic Yard <u>One</u> dollars and <u>Zero</u> cents (\$ <u>1.00</u>)	\$ <u>20.00</u>
151.01	20 Cubic Yard	GRAVEL BORROW - TYPE C, per Cubic Yard <u>One</u> dollars and <u>Zero</u> cents (\$ <u>1.00</u>)	\$ <u>20.00</u>
220.	26 Each	DRAINAGE STRUCTURE ADJUSTED, per Each <u>Two Hundred Fifty</u> dollars and <u>Zero</u> cents (\$ <u>250.00</u>)	\$ <u>6,500.00</u>
220.2	5 Vertical Foot	DRAINAGE STRUCTURE REBUILT, per Vertical Foot <u>Two Hundred Ninety</u> dollars and <u>Zero</u> cents (\$ <u>290.00</u>)	\$ <u>1,450.00</u>
222.3	6 Each	FRAME AND GRATE (OR COVER) - MUNICIPAL STANDARD, per Each <u>Four Hundred Twenty Five</u> dollars and <u>Zero</u> cents (\$ <u>425.00</u>)	\$ <u>2,550.00</u>
223.2.	6 Each	FRAME AND GRATE (OR COVER)- REMOVED AND DISCARDED, per Each <u>One</u> dollars and <u>Zero</u> cents (\$ <u>1.00</u>)	\$ <u>6.00</u>

Lorusso Corporation, William E. Stearns - COO
Aug 25, 2021 16:03:39

BID PRICING SHEETS AND BID CERTIFICATION DOCUMENTS

Item No.	Estimated Quantity*	Brief description: Unit or lump sum bid price in both words and figures	Total Figure (Base Bid)
357.06	8 Each	6 INCH GATE BOX, per Each <u>One Hundred</u> dollars and <u>Zero</u> cents (\$ <u>100.00</u>)	\$ <u>800.00</u>
358.	2 Each	GATE BOX ADJUSTED, per Each <u>Two Hundred</u> dollars and <u>Zero</u> cents (\$ <u>200.00</u>)	\$ <u>400.00</u>
415.1.	8,280 Square Yard	PAVEMENT STANDARD MILLING, per Square Yard <u>Two</u> dollars and <u>Seventy five</u> cents (\$ <u>2.75</u>)	\$ <u>22,770.00</u>
451.	10 Ton	HMA FOR PATCHING, per Ton <u>One</u> dollars and <u>Zero</u> cents (\$ <u>1.00</u>)	\$ <u>10.00</u>
452.	662 Gallon	ASPHALT EMULSION FOR TACK COAT, per Gallon <u>Five</u> dollars and <u>Zero</u> cents (\$ <u>5.00</u>)	\$ <u>3,310.00</u>
460.22.	750 Ton	SUPERPAVE SURFACE COURSE - 9.5 (SSC - 9.5), per Ton <u>Eighty Five</u> dollars and <u>Zero</u> cents (\$ <u>85.00</u>)	\$ <u>63,750.00</u>
460.52.	25 Ton	SUPERPAVE LEVELING COURSE - 9.5 (SSC - 9.5), per Ton <u>Eighty</u> dollars and <u>Zero</u> cents (\$ <u>80.00</u>)	\$ <u>2,000.00</u>
472.	10 Ton	TEMPORARY ASPHALT PATCHING, per Ton <u>One</u> dollars and <u>Zero</u> cents (\$ <u>1.00</u>)	\$ <u>10.00</u>
697.1.	6 Each	SILT SACK, per Each <u>One Hundred</u> dollars and <u>Zero</u> cents (\$ <u>100.00</u>)	\$ <u>600.00</u>

Lorusso Corporation, William E. Stearns - COO
Aug 25, 2021 16:03:39

BID PRICING SHEETS AND BID CERTIFICATION DOCUMENTS

Item No.	Estimated Quantity*	Brief description: Unit or lump sum bid price in both words and figures	Total Figure (Base Bid)
702.	40 Ton	HOT MIX ASPHALT DRIVEWAY, per Ton <u>Eighty One</u> dollars and <u>zero</u> cents (\$ <u>81.00</u>)	\$ <u>3,240.00</u>
751.	25 Cubic Yard	LOAM BORROW, per Cubic Yard <u>Eighty Five</u> dollars and <u>zero</u> cents (\$ <u>85.00</u>)	\$ <u>2,125.00</u>
765.	150 Square Yard	SEEDING, per Square Yard <u>One</u> dollars and <u>zero</u> cents (\$ <u>1.00</u>)	\$ <u>150.00</u>
999.001.	Man-Hours To be Determined	Uniformed Police for Traffic Control *NOTE: Police Details will be paid for directly by the Town of Millis DPW. The Contractor shall coordinate all detail assignments. Include coordination cost within all bid items.	(Leave Blank)
999.002	1 Lump Sum	TRAFFIC CONTROL, per Lump Sum <u>One</u> dollars and <u>zero</u> cents (\$ <u>1.00</u>)	\$ <u>1.00</u>

*All quantities are approximate.

The proposed total **Base Bid** (Spring Street) contract price is

TOTAL BASE BID \$ 109,712.00
(Pages 00400-4 through 00400-6)

One hundred nine thousand seven hundred twelve
(Amount in Words)
Dollars and zero cents

Lorusso Corporation, William E. Stearns - COO
Aug 25, 2021 16:03:39

21-236

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.

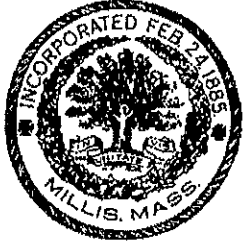
I am asking the Select Board to be prepared to support, and to authorize when necessary, the following activities:

- 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.

21-237

Review and Approval of PILOT Agreement for
Clyde Brown Rooftop Solar



TOWN OF MILLIS

Pete Jurmain, *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 13, 2021
RE: Approval of PILOT Agreement for Clyde Brown Solar Array

This evening I am asking the members of the Select Board to approve and sign the PILOT Agreement between the Town and Solect Energy Development, LLC, the company that will install and own the solar array on the Clyde Brown Elementary School rooftop. This agreement is in lieu of the conventional taxation process. While the solar array's taxes will be based upon the value of the company's equipment and property, the projected tax revenue is evened out over 20 years in order to provide a predictable cost evaluation to the company and its investors. This is now considered the preferred method of municipal taxation for solar since the commonwealth began incentivizing solar installations around the state.

The negotiations for this particular agreement was led by Millis's Assessor, Teri Gonsalves, and Town Counsel, as well as myself. The agreement was passed at the recent Spring Town Meeting. Millis Public Schools is making its final review of the Power Purchase Agreement (PPA) with Solect Energy and I expect the School Committee to accept that agreement later this month. With the PPA and the PILOT completed, we should expect installation construction to begin in the early fall and be finished and ready to produce power for the schools at the beginning of 2022.

Notable numbers at year-one of the Clyde Brown solar agreement:

\$0.061/kWh PPA rate
\$0.11/kWh beginning Eversource rate
\$13,900/yr. savings for MPS
\$6,784/year PILOT payments
215KW DC
255,600kWh/yr.

AGREEMENT FOR PAYMENT IN LIEU OF TAXES

**7 Park Road
Millis, MA 02054**

THIS AGREEMENT FOR PAYMENT IN LIEU OF TAXES (this "PILOT Agreement" or this "Agreement") is made and entered into as of _____, _____ by and between Solect Energy Development LLC, a limited liability company located in Hopkinton, Massachusetts, ("Provider"), and the Millis Public Schools, a municipal corporation duly established and located in the Commonwealth of Massachusetts (the "Host"). Provider and the Host are collectively referred to in this PILOT Agreement as the "Parties" and are individually referred to as a "Party".

WHEREAS, Provider proposes to build and operate a solar electric generating facility (the "Project") with a nameplate capacity of (**215.67 kW DC, 166.6 kW AC**), as determined by the final design and engineering plans, on Property owned by Host and located at **7 Park Road, Millis, MA 02054** as more particularly described in Exhibit A (the "Property");

WHEREAS, the Parties have entered into a Solar Power Purchase Agreement ("PPA") and lease or easement, which serves one or more municipal purposes; the lease or easement is coterminous with the PPA;

WHEREAS, the municipal purposes of the PPA and Project include the establishment of renewable energy facilities and the realization of savings in electricity costs;

WHEREAS, notwithstanding the above, the Parties acknowledge that under Massachusetts General Laws Chapter 59, §2B, the use of public property in connection with a business conducted for profit or leased or occupied for other than public purposes, shall be valued, classified, assessed and taxed to the lessee in the same manner and to the same extent as if the lessee were the owner thereof in fee, and that therefore, unless the Project qualifies for an exemption pursuant to Massachusetts General Laws Chapter 59, §5, clause Forty-fifth (Acts of 2021 Chapter 8, Section 61, as amended), the Project and/or the Property may be deemed subject to taxation;

WHEREAS, the Parties wish to avoid uncertainty as to the future tax liability attributable to the Project that may be incurred by the Provider;

WHEREAS, it is the intention of the Parties that Provider make payments to the Host for the term of this PILOT Agreement in lieu of personal property taxes on the Project, in accordance with General Laws Chapter 59, §5, clause Forty-fifth (Acts of 2021 Chapter 8, Section 61) and the Massachusetts Department of Revenue (DOR) Guidelines published in connection therewith;

WHEREAS, because both Provider and the Host need an accurate projection of their respective expenses and revenues with respect to the Project that is taxable under law, the Parties believe that it is in their mutual best interests to enter into this Agreement fixing the payments that will be made with respect to the lease or easement and all taxable personal property incorporated within the Project for the term of the Agreement;

WHEREAS, the Parties intend that, during the term of the Agreement, Provider will not be assessed for any statutory personal property taxes to which it might otherwise be subjected under Massachusetts law on account of the Project, and this Agreement will provide for the exclusive payments in lieu of such personal property taxes that Provider (or any successor owner of the Project) will be obligated to make to the Host with respect to the Project during the term hereof; and

WHEREAS, the Host is authorized to enter into this Agreement with Provider, as the culmination of good faith negotiations that anticipate that the payments in lieu of personal property taxes over the life of the Agreement will amount to the equivalent, taking into account other benefits to be received by the Host in the PPA, of the property tax payments that would otherwise be received had the property been assessed taxes.

NOW THEREFORE, in exchange for the mutual commitments set forth in this Agreement and other good and valuable consideration, the receipt and sufficiency of which are acknowledged, the Parties agree as follows:

1. Payment in Lieu of Personal Property Taxes. Provider agrees to make payments to the Host in lieu of personal property taxes on and after the Commercial Operation Date, as defined in the PPA, in an annual fixed amount as shown in Exhibit B until the expiration or early termination of the PPA, as it may be extended in accordance therewith. Within thirty (30) days following the Commercial Operation Date, a bill will be issued by the Host to the Provider, with the amount due and the payment due date noted on the bill (the due date of the payment shall be at least thirty (30) days after the date of the bill). The first annual PILOT payment shall be pro-rated based on the number of days remaining in the fiscal year from and after the Commercial Operation Date. Thereafter, each annual payment will be paid to the Town on or before the payment due date for such fiscal tax year. The annual payment amount and payment due date will be noted on a bill issued by the Host to the Provider at least thirty (30) days prior to the due date. Upon the expiration of the term of the PPA and this PILOT Agreement (and not the earlier termination thereof, which shall be governed by the terms of Section 8 below), the Host shall reimburse the Provider a pro-rated amount of the PILOT for days remaining in the fiscal year after the date of expiration. Provider agrees that the payments in lieu of taxes under this Agreement will not be reduced on account of a depreciation factor, revaluation or reduction in the Host's tax rate or assessment percentage and the Host agrees that the payments in lieu of taxes will not be increased on account of an inflation factor, revaluation or increase in the Host's tax rate or assessment percentage. The Parties further agree that the annual PILOT Payment shall not be changed on account of legislative action fixing, exempting or otherwise setting taxes or payments in lieu thereof for photovoltaic solar facilities. To the extent that the as-built capacity of the Project varies from the proposed capacity herein, as demonstrated by as-built drawings and equipment specifications the annual payment amount owed and due the Host shall be adjusted by the percentage of increase or decrease of the capacity of the Project from the capacity proposed herein.

2. Payment Collection. The provisions of Massachusetts General Laws Chapters 59 and 60 and other applicable law shall govern the collection of any payments in lieu of taxes provided for in this Agreement as though they were personal property taxes due and payable to the Host.

3. Tax Status. The Host agrees that during the term of this PILOT Agreement, it will not assess Provider for any personal property taxes with respect to the Project or the Property to which Provider might otherwise be subject under Massachusetts law, and the Host agrees that this Agreement will exclusively govern the payments of all *ad valorem* personal property taxes and payments in lieu of such taxes that Provider might otherwise be obligated to make to the Host with respect to the Project and the Property for the term. The Host agrees that no taxes will be due from or assessed to Provider with regard to the Property or the associated real property other than the payments in lieu of taxes described in

this PILOT Agreement.

4. Successors and Assigns. This Agreement will be binding upon the successors and assigns of Provider, and the obligations created hereunder will run with the Property and the Project. In the event the Provider sells, transfers, leases or assigns its interest in the Property or all or substantially all, of its interest in the Project, this Agreement will thereafter be binding on the purchaser, transferee or assignee.

5. Statement of Good Faith. The Parties agree that the payment obligations established by this Agreement were negotiated in good faith in recognition of and with due consideration of the full and fair cash value of the Project, to the extent that such value is determinable as of the date of this Agreement, and the other benefits to be received by the Host in the PPA in accordance with Massachusetts General Laws Chapter 59, § 5 clause 45th. Each Party was represented by counsel in the negotiation and preparation of this PILOT Agreement and has entered into this PILOT Agreement after full and due consideration and with the advice of its counsel and its independent consultants. The Parties further acknowledge that this PILOT Agreement is fair and mutually beneficial to them because it reduces the likelihood of future disputes over taxes, establishes tax and economic stability at a time of continuing transition and economic uncertainty in Massachusetts and the region, and fixes and maintains mutually acceptable, reasonable and accurate payments in lieu of taxes for the Project that are appropriate and serve their respective interests. The Host acknowledges that this Agreement is beneficial to it because it will result in mutually acceptable, steady, predictable, accurate and reasonable payments in lieu of taxes to the Host. Provider acknowledges that this Agreement is beneficial to it because it ensures that there will be mutually acceptable, steady, predictable, accurate and reasonable payments in lieu of taxes for the Project.

6. Additional Documentation and Actions. Each Party will, from time to time hereafter, execute and deliver or cause to be executed and delivered, such additional instruments, certificates and documents, and take all such actions, as the other Party reasonably requests for the purpose of implementing or effectuating the provisions of this Agreement and, upon the exercise by a Party of any power, right, privilege or remedy pursuant to this Agreement that requires any consent, approval, registration, qualification or authorization of any third party, each Party will execute and deliver all applications, certifications, instruments and other documents and papers that the exercising Party may be so required to obtain.

7. Personal Property Inventory. Attached to this Agreement as Exhibit C is an itemized inventory prepared by the Provider of the equipment and personal property ("personal property") that is anticipated to be incorporated into, and thus constitutes, the Project,

8. Invalidity. If, for any reason, including a change in applicable law, it is ever determined that this Agreement is invalid, then this Agreement shall terminate as of the date of such determination, and the Property and Project will thereafter be assessed and taxed as though this Agreement does not exist. The Parties will cooperate with each other and use reasonable efforts to defend against and contest any challenge to this Agreement by a third party.

9. Notices. All notices, consents, requests, or other communications provided for or permitted to be given hereunder by a Party must be in writing and will be deemed to have been properly given or served upon the personal delivery thereof, via courier delivery service, by email or otherwise. Such notices shall be addressed or delivered to the Parties at their respective addresses shown below.

To Provider:

Solect Energy Development LLC

89 Hayden Rowe Street
Hopkinton, Massachusetts 01748
Attention: Legal Notices
legal@solcct.com

To Host:
Town of Millis
900 Main St.
Millis, MA 02054

Attention: Michael J. Guzinski

Any such addresses for the giving of notices may be changed by either Party by giving written notice as provided above to the other Party. Notice given by counsel to a Party shall be effective as notice from such Party.

10. Applicable Law. This Agreement is made and shall be interpreted in accordance with the laws of the Commonwealth of Massachusetts without regard to conflicts of laws principles. Provider and the Host each consent to the jurisdiction of the Massachusetts courts or other applicable agencies of the Commonwealth of Massachusetts regarding any and all matters, including interpretation or enforcement of this Agreement or any of its provisions.

11. Change of Law. The Parties agree that if the Commonwealth of Massachusetts or the Department of Revenue subsequently enact a law or regulations establishing a fixed level of payments to be made in lieu of property taxes that would apply to the Provider and the Project, or exempts the Project from taxation in the absence of this PILOT Agreement, then the new law shall not supersede this PILOT Agreement unless required by law. If, for any reason, including a change in applicable law not referenced herein, a property tax is imposed on the Project or the Property as a result of the Project, in addition to the payments in lieu of taxes due under this PILOT Agreement, the payments in lieu of taxes due under this PILOT Agreement shall be decreased on an annual basis by the amount of the property taxes actually paid to the Host.

12. Good Faith. The Host and Provider shall act in good faith to carry out and implement this Agreement.

13. Force Majeure/ Casualty. The Provider and Host both recognize that there is the possibility during the term of this Agreement that all or a portion of the Property or Project may be damaged or destroyed or otherwise rendered unusable due to events beyond the control of either Party on account of "Force Majeure" (as such term is defined in the PPA) or casualty event ("Facility Loss"). In the event of an event of Force Majeure or a Facility Loss during the term of this Agreement with respect to any portion of the Property or Project that renders the Property or Project unusable for the customary purpose of the production of electricity, and the Provider requests a reduction in its payment in lieu of taxes under this PILOT Agreement, a pro rata adjustment for the number of days of such Force Majeure period shall be made in the PILOT bill in the next ensuing tax bill period.

14. Covenants of Provider. During the term of the Agreement, Provider shall not do any of the following:

- a. seek to invalidate this Agreement, or otherwise take a position adverse to the purpose or validity of this Agreement, except as expressly provided herein; or
- b. convey, without the express consent of the Host, by sale, lease or otherwise any interest in the lease or easement area to any entity or organization that qualifies as a charitable organization pursuant to General Laws Chapter 59, §5 (Third).

15. Covenants of the Host. So long as Provider is not in breach of this Agreement during its term, the Host will not do any of the following:

- a. seek to invalidate this Agreement or otherwise take a position adverse to the purpose or validity of this Agreement;
- b. seek to collect from Provider any property tax upon the leased area or the improvements thereon (including the Project) in addition to the amounts herein;
- c. impose any lien or other encumbrance upon the lease or easement area or the improvements thereon (including the Project) except as is expressly provided herein.

The Host or Authorized Legislative Body represents to Provider that it has secured all approvals of appropriate officers, boards and bodies necessary to duly authorize the execution, delivery and performance of this Agreement and its obligations hereunder,

16. Provider Represents and Warrants.

- a. It is a corporation or other business entity duly organized, validly existing and in good standing under the laws of the state in which it was formed, and if a foreign corporation or other legal entity, is registered with the Massachusetts Secretary of the Commonwealth, and has full power and authority to carry on its business as it is now being conducted.
- b. This Agreement constitutes the legal, valid and binding obligation of Provider enforceable in accordance with its terms, except to the extent that the enforceability may be limited by applicable bankruptcy, insolvency or other laws affecting other enforcement of creditors' rights generally or by general equitable principles.
- c. It has taken all necessary action to authorize and approve the execution and delivery of this Agreement.
- d. The person executing this Agreement on behalf of Provider has the full power and authority to bind it to each and every provision of this Agreement.
- e. The Project is a facility that generates electricity through solar power as that term is used in G.L. c. 59, § 38H.
- f. The performance of its obligations under this Agreement will not violate or result in a breach or default of any agreement or instrument to which Provider is a party or to which Provider is otherwise bound.

17. Host Represents and Warrants.

- a. This Agreement constitutes the legal, valid and binding obligation of the Host enforceable in accordance with its terms, except to the extent that the enforceability may be limited by applicable bankruptcy, insolvency or other laws affecting other enforcement of creditors' rights generally or by general equitable principles.
- b. The Host has taken all necessary action to authorize and approve the execution and delivery of this Agreement.
- c. The person executing this Agreement on behalf of Host has the full power and authority to bind the Host to each and every provision of this Agreement

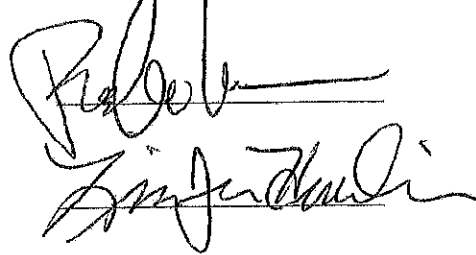
18. Certification of Tax Compliance. Pursuant to G.L. c. 62C, s49A the undersigned Provider by its duly authorized representative certifies that as of the Effective date it is in tax compliance with the tax laws of the Commonwealth of Massachusetts.

IN WITNESS WHEREOF the parties hereto have executed this Agreement as of the day and year first above written.

HOST

**Town of Millis
Select Board**

Board of Assessors



PROVIDER

Solect Energy Development LLC

Federal Tax ID#: 85-0592881

By: _____

Title: _____

Printed Name: _____

EXHIBIT A
DESCRIPTION OF THE SITE and PREMISES

Property address: 7 Park Rd. Millis, MA 02054, Norfolk County

Coordinates: 42°09'49.1"N 71°21'32.4"W

Property record: Deed dated April 10, 1922 recorded in Norfolk County Registry of Deeds, Book 1513 Page 313, being the land shown on a plan of land entitled "New Clyde F. Brown Elementary School, 7 Park Road, Millis, MA 02054," which plan is attached to the Easement granted by Host and recorded with said Registry on April 30, 2019 in Book 36759, Page 506.

Legal owner: Town of Millis

Map Reference: Map 23 Lot 118, as outlined in yellow below

The Premises and the Access Areas shall mean the Site. Locations where solar equipment will be installed and accessed including the roofs, exterior and interior walls, through to the main electric room, and exterior areas of the Site depicted in Site Plan below. The Project will be combined and connected to Host's existing main electric equipment, interconnected to the utility network behind the existing utility meter.

Site Plan – SED – Millis Clyde F Brown Elementary School – 4403 – 215.67 kW DC – 150 kW AC
 7 Park Rd, Millis, MA 02054

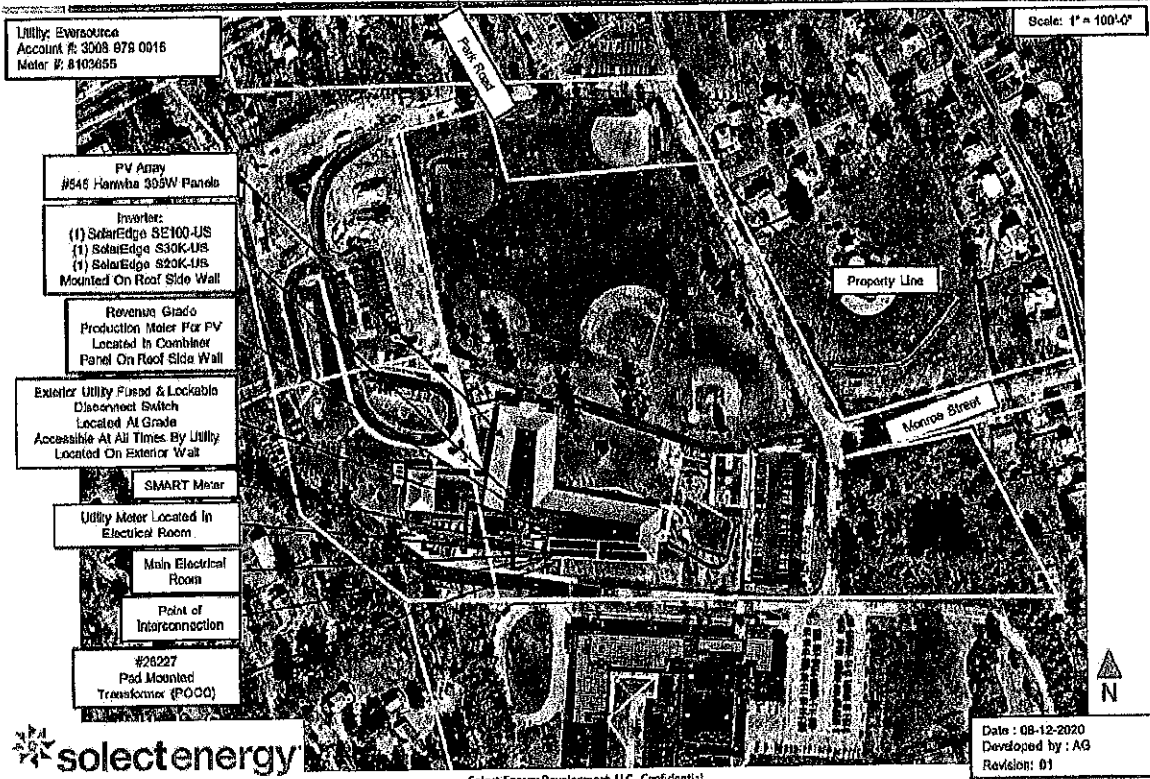


EXHIBIT B

PILOT Payment Schedule and Amounts

Year	Payment Amount
1	\$6,784.00
2	\$6,784.00
3	\$6,784.00
4	\$6,784.00
5	\$6,784.00
6	\$6,784.00
7	\$6,784.00
8	\$6,784.00
9	\$6,784.00
10	\$6,784.00
11	\$6,784.00
12	\$6,784.00
13	\$6,784.00
14	\$6,784.00
15	\$6,784.00
16	\$6,784.00
17	\$6,784.00
18	\$6,784.00
19	\$6,784.00
20	\$6,784.00

EXHIBIT C

Inventory of Personal Property at the Project

215.67 KW DC Solar Array mounted on roof at Clyde F. Brown Elementary School

With Qty (546) – Hanwha Q-Cells 395W Modules or equal

With Qty (1) – SolarEdge SE100K-US, (1) – SolarEdge S30K-US, (1) – SolarEdge S20K-US Inverters or equal

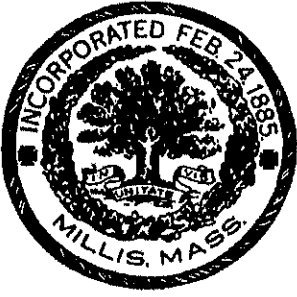
With balance of system electrical components necessary for fully operational system

With utility disconnect switch mounted on exterior of building

Equipment may change during the course of the Project

21-238

ARPA Coronavirus Local Fiscal Recovery Fund Update



TOWN OF MILLIS

TO: Select Board

FROM: Michael Guzinski, Town Administrator

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

DATE: September 9, 2021

RE: ARPA & CARES Act Update

The Finance Director and I will be updating you in regards to the status of the ARPA grant and the CARES Act grant at your meeting next Monday.

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

Thank you.

ARPA Coronavirus Local Fiscal Recovery Fund Allocations by Municipality

<i>Municipality</i>	<i>2019 population</i>	<i>US Treasury Classification</i>	<i>DPH Hardest Hit Community</i>	<i>Municipal Allocation</i>	<i>Total Per Capita Amount</i>	<i>Total Paid to Date</i>	<i>County Amount</i>	<i>County Amt per Capita</i>	<i>Implied Total Amount with County</i>
Avon	4,549	Nonentitlement Unit	N	476,137	105	238,069	883,590	194	1,359,727
Bellingham	17,270	Nonentitlement Unit	N	1,807,626	105	903,813	3,354,495	194	5,162,121
Braintree	37,190	Nonentitlement Unit	N	3,892,624	105	1,946,312	7,223,722	194	11,116,345
Brookline	59,121	Metropolitan City	N	32,406,450	548	16,203,225	11,483,561	194	43,890,011
Canton	23,805	Nonentitlement Unit	N	2,491,635	105	1,245,817	4,623,842	194	7,115,477
Cohasset	8,548	Nonentitlement Unit	N	894,707	105	447,353	1,660,349	194	2,555,056
Dedham	25,219	Nonentitlement Unit	N	2,639,636	105	1,319,818	4,898,495	194	7,538,131
Dover	6,127	Nonentitlement Unit	N	641,304	105	320,652	1,190,098	194	1,831,402
Foxborough	18,399	Nonentitlement Unit	N	1,925,797	105	962,898	3,573,790	194	5,499,587
Franklin	34,087	Nonentitlement Unit	N	3,567,837	105	1,783,919	6,621,000	194	10,188,837
Holbrook	11,033	Nonentitlement Unit	N	1,154,808	105	577,404	2,143,031	194	3,297,839
Medfield	12,955	Nonentitlement Unit	N	1,355,981	105	677,991	2,516,357	194	3,872,338
Medway	13,479	Nonentitlement Unit	N	1,410,827	105	705,414	2,618,138	194	4,028,965
Millis	8,310	Nonentitlement Unit	N	869,796	105	434,898	1,614,120	194	2,483,916
Milton	27,593	Nonentitlement Unit	N	2,888,119	105	1,444,060	5,359,617	194	8,247,736
Needham	31,388	Nonentitlement Unit	N	3,285,337	105	1,642,668	6,096,751	194	9,382,088
Norfolk	12,003	Nonentitlement Unit	N	1,256,337	105	628,168	2,331,442	194	3,587,779
Norwood	29,725	Nonentitlement Unit	N	3,111,273	105	1,555,636	5,773,733	194	8,885,006
Plainville	9,293	Nonentitlement Unit	N	972,685	105	486,342	1,805,056	194	2,777,741
Quincy	94,470	Metropolitan City	N	45,316,692	480	22,658,346	18,349,690	194	63,666,382
Randolph	34,362	Nonentitlement Unit	Y	3,596,621	105	1,798,310	6,674,416	194	10,271,037
Sharon	18,895	Nonentitlement Unit	N	1,977,712	105	988,856	3,670,132	194	5,647,845
Stoughton	28,915	Nonentitlement Unit	N	3,026,491	105	1,513,246	5,616,400	194	8,642,891
Walpole	25,200	Nonentitlement Unit	N	2,637,648	105	1,318,824	4,894,805	194	7,532,452
Wellesley	28,670	Nonentitlement Unit	N	3,000,847	105	1,500,424	5,568,811	194	8,569,659
Westwood	16,400	Nonentitlement Unit	N	1,716,564	105	858,282	3,185,508	194	4,902,072
Weymouth	57,746	Metropolitan City	N	17,804,215	308	8,902,108	11,216,484	194	29,020,699
Wrentham	12,023	Nonentitlement Unit	N	1,258,430	105	629,215	2,335,327	194	3,593,757
Total	706,775			147,384,136	3,961	73,692,068	137,282,760	5,432	284,666,896

21-239

Approval of Purchase of Council on Aging Van

Memo

To: Mike Guzinski
From: Patty Kayo
Date: September 8, 2021
Re: Purchase of 2021 Handicapped COA Van

The COA was awarded a \$60,000 earmark for FY22 for the purchase of a vehicle to provide transportation for Millis senior and disabled residents through the efforts of Representative David Linsky.

We have a 2021 Ford T350 with handicap accessibility on hold for \$64,885. The remaining \$4,885. will be funded from generous donations made from the community to our Friends group for a vehicle.

We ask that the Select Board move to approve this purchase as the competition for vehicles is very competitive due to lack of inventory.

Thank you,

Patty

Patty Kayo, Director
Millis Council on Aging



Quote

Proposal #: Q208101

Ride-Away Inc. dba
MobilityWorks
 54 Wentworth Avenue
 Londonderry, NH 03053
 (603) 437-4444
 EIN#: 02-0427568
 fax: (603) 432-1549

Price Quote Valid for 14 Days

Nicole Houde Email: nicole.houde@mobilityworks.com Phone: (603) 664-4866

Billing Name Mills Town Of	Buyer Name Mills Town Of	Stock # STQ-29257
Address 900 Main Street	Address 900 Main Street	Quote # Q208101
City, State ZIP Mills, MA 02054	City, State ZIP Mills, MA 02054	Proposal Date 09/03/2021
Telephone (508)376-7051	County	Accepted date
	Telephone (508)376-7051	

<i>New/Used</i> New	<i>Make</i> Ford	<i>Model / Trim</i> T350 AWD XL Wagon MR 148" WB	<i>Year</i> 2021	<i>Color</i> Oxford White	<i>To Be Delivered On Or About</i> 09/30/2021
<i>Type of Vehicle</i> Full Size Van	<i>VIN</i> 1FDAX9C82MKA75875		<i>Mileage</i> 10	<i>Job Reference:</i> <i>Customer P.O.:</i>	
Chassis, Conversion and Additional Equipment (See Page 2 for detail):					\$70,585.00
Protection Products:					\$0.00
					<i>MBW Rewards</i> (\$0.00)
					Total \$70,585.00
					<i>Documentary Fee</i> \$100.00
					<i>Delivery</i> \$1,000.00
					<i>Sales tax</i> \$0.00
					Total Cash Delivered Price \$71,685.00
					<i>Note 1 Rebate(s)</i> (\$1,000.00)
					<i>GPC</i> (\$5,800.00)
					<i>Third Party Payor(s)</i> (\$0.00)
			<i>Cash Down</i>	<i>Check/PO</i>	-
			<i>Payment</i>	<i>Deposit Amount + Cash Down Payment</i>	(\$0.00)
					Total Credits (\$6,800.00)
Trade-In(s)					
<i>Year</i>	<i>Make</i>	<i>Model</i>	<i>Vin</i>	<i>Payoff Amount</i>	<i>Allowance</i>
ONLY THOSE ITEMS AND SERVICES SPECIFICALLY WRITTEN ON THIS ORDER ARE INCLUDED IN THE STATED PRICE. ANY OTHER AGREEMENTS, UNLESS IN WRITING, ARE NOT BINDING ON SELLER.				Amount Due Upon Delivery	\$64,885.00

The first and second pages of this Order comprise the entire agreement affecting this purchase and no other agreement or understanding of any nature concerning this purchase has been made or entered into, or will be recognized. I hereby certify that no credit has been extended to me for the purchase of this motor vehicle except as appears in writing on the face of this agreement.

I have read and understand the second page of this agreement and agree to it as a part of this order the same as if it were printed above my signature. I certify that I am of legal age, or older, that I have legal capacity and authority to execute this agreement on behalf of my company, and hereby acknowledge receipt of a copy of this order.

Buyer's Signature **Mills Town Of**

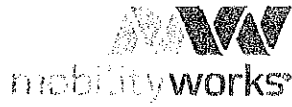
Approved By: **Nicole Houde**

Co-Buyer's Signature

This order is not valid unless signed and accepted by dealer and is only valid for 14 days.

Note 1 OEM Incentives and availability are subject to change and the end user must meet qualifications by OEM to qualify.





Quote

Proposal #: Q208101

Ride-Away Inc. dba MobilityWorks

54 Wentworth Avenue

Londonderry, NH 03053

(603) 437-4444

EIN#: 02-0427568

fax: (603) 432-1549

Price Quote Valid for 14 Days

Nicole Houde Email: nicole.houde@mobilityworks.com Phone: (603) 664-4866

Billing Name **Millis Town Of**
Address 900 Main Street
City, State ZIP Millis, MA 02054
Telephone (508)376-7051

Buyer Name Millis Town Of
Address 900 Main Street
City, State ZIP Millis, MA 02054
County
Telephone (508)376-7051

Stock # STQ-29257
Quote # Q208101
Proposal Date 09/03/2021

<i>New/Used</i> New	<i>Make</i> Ford	<i>Model / Trim</i> T350 AWD XL Wagon MR 148" WB	<i>Year</i> 2021	<i>Color</i> Oxford White	<i>To Be Delivered On Or About</i> 09/30/2021
<i>Type of Vehicle</i> Full Size Van	<i>VIN</i> 1FDAX9C82MKA75875		<i>Mileage</i> 10	<i>Job Reference:</i> Customer P.O.:	

Additional Equipment Summary

2021 Ford T350 - VIN# 1FDAX9C82MKA75875	
1	MobilityWorks PACKAGE E INCLUDES: Base 9-Rail SmartFloor layout; black Altro floor covering; (1) AMF Bruns 4-button wheelchair securement systems w/ retractable lap/shoulder belts; L-Track mounted on headliner for shoulder belts; first aid kit; 5 lb. fire extinguisher; triangle reflector kit; REAR-mounted Braun Century series model 919 NHTSA-compliant wheelchair lift; seal floor to walls; ADA decals; (2) one-passenger 3PT seats w/ SmartFloor seat base; emergency exit & no smoking decals, detail, inspection and certification.
1	Stanchion Poles Side Cargo Doors "B" Pillar
1	Replace OEM Lower Exterior Trim with Step Toe Plate
1	Expanded Metal steel Full Passenger Step 7" Step Surface
1	Expanded Metal steel short step (Driver or Passenger) 7" Step Surface
1	Back-up alarm
3	TRANSIT WORKS SMART FLOOR SEAT, CURB SIDE
4	TRANSIT WORKS SMART FLOOR SEAT, STREET SIDE / CENTER
1	MobilityWorks Commercial Van Prep Kit
1	Price Quote reflects current Massachusetts GPC and we must have a valid GPC code at time of delivery to qualify

Buyer's Signature Millis Town Of

Approved By: Nicole Houde

Co-Buyer's Signature

This order is not valid unless signed and accepted by dealer and is only valid for 14 days.



21-240

Review and Approval of Classification and Compensation Study Contract



TOWN OF MILLIS

James J. McCaffrey
Catherine C. MacInnes
Loring Barnes Edmonds

OFFICE OF THE BOARD OF SELECTMEN

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

Michael Guzinski
Town Administrator
mguzinski@millis.net

Karen Bouret DeMarzo
Operations Support Manager
kbouret@millis.net

Date: September 9, 2021

To: Select Board

From: Karen Bouret DeMarzo

Re: Classification & Compensation Study Contract

Enclosed in your packet please find a proposal for a Classification and Compensation Study submitted by GovHR USA for your approval.

At the November 2020 Annual Town Meeting the Town voted in favor of allocating \$15,000 to fund a Wage/Salary Study of municipal positions at the Veterans Memorial Building.

In July of 2021 a Request for Proposals was advertised and one submission was received. The Town Administrator and I have had discussions with representatives from GovHR regarding their proposal and jointly arrived at the final version which is before you this evening. We ask that you approve this proposal and authorize the Town Administrator to execute a contract for this work on the Town's behalf.

TOWN OF MILLIS, MASSACHUSETTS
CLASSIFICATION AND COMPENSATION STUDY

August 2, 2021

Revised September 7, 2021



630 Dundee Road

Suite 225

Northbrook, IL 60062

Project Manager: Joellen Cademartori

Chief Executive Officer

847-380-3238

Jcademartori@GovHRusa.com

A note about COVID-19 -- We are carefully monitoring recommendations from the federal, state and local governments and working with clients as they begin to reopen. Before COVID we made extensive use of technology for video interviews and meetings with clients. We have utilized these during COVID and can combine technology with appropriate in person meetings to assist clients in cost effective human resource and compensation consulting.

Table of Contents

Letter of Transmittal

Classification and Compensation Study Proposal

Experience and Qualifications 1

Project Manager 1

References 2

Project Approach 3

Project Timeline 7

Attachments:

Consultant Biographies

Enclosures:

Price Quote Form

Minimum Qualifications Criteria

Tax Compliance Certification

Certificate of Non-Collusion



August 2, 2021 (revised September 7, 2021)

Mr. Mike Guzinski
Town Administrator
Town Hall
900 Main Street
Millis, MA 02054

Dear Ms. Guzinski:

Thank you for the opportunity to provide you with a proposal for a Classification and Compensation Study for the Town of Millis. We have read the Town's Request for Proposals and understand that the Town desires to update its current classification and compensation plan for 31 positions in the organization, which includes both union and non-union positions. The end result will be an updated Plan that will allow for an efficient and effective classification process, offer fair and competitive wages, comply with state/federal laws, conform to accepted practices and ensure retention of qualified workers. GovHR understands the scope of the work to be done and is confident that we can complete the updated classification and compensation plan and job descriptions within the timeline desired by the Town.

If selected to complete this Study for the Town of Millis, GovHR Chief Executive Officer Joellen Cademartori will serve as Project Manager. Ms. Cademartori's contact information is:

Joellen Cademartori
Chief Executive Officer
GovHR USA
630 Dundee Road, Suite 225
Northbrook, IL 60062
847-380-3285
jcademartori@govhrusa.com

We believe we have provided you with a comprehensive proposal; however, if you would like a service that you do not see, please let us know. Please contact Ms. Cademartori or the undersigned if you have questions regarding our proposal or need additional information. We look forward to hearing from you and hope to have the opportunity to work with you on this important project. This proposal shall remain in effect for a period of three months.

Sincerely,

A handwritten signature in black ink that reads 'Judith M. Schmittgens'.

Judith Schmittgens
Corporate Secretary and Compliance Manager



TOWN OF MILLIS, MASSACHUSETTS
Proposal for a Classification and Compensation Study
August 2, 2021
(Revised September 7, 2021)

GovHR USA, LLC ("GovHR") is pleased to provide the Town of Millis with this Proposal for a Classification and Compensation Study for 31 positions within the organization. The Study will include an evaluation of the Town's employee compensation and pay structure to assure both internal and external (marketplace) equity; and a job audit for each position to determine appropriate classification. The Study conducted by GovHR will ensure that an equitable compensation system is in place that is both fair and competitive, enabling the Town to recruit and retain qualified employees. The system will also be fairly easy to administer in an organized and consistent fashion, as well as sustainable for years to come.

A Note About COVID. GovHR consultants have successfully conducted several classification and compensation studies around the country since March of 2020, and has continued to provide effective consulting services throughout the pandemic. We are fully operational and can work with you via video and by utilizing electronic files.

EXPERIENCE AND QUALIFICATIONS

GovHR is a public management consulting firm serving municipal clients and other public-sector entities on a national basis. GovHR is led by Heidi Voorhees, President, and Joellen Cademartori, Chief Executive Officer. Our headquarters offices are in Northbrook, Illinois. We are a certified Female Business Enterprise in the State of Illinois and work exclusively in the public sector. GovHR provides service to jurisdictions and agencies in a variety of contemporary issues, including management, financial, and human resources assistance.

Ms. Cademartori will serve as the Project Manager for the Town's Classification and Compensation Study. Ms. Cademartori's contact information is:

Joellen Cademartori
Chief Executive Officer
GovHR USA, LLC
630 Dundee Road, Suite 225
Northbrook, IL 60062
icademartori@govhrusa.com
Telephone 847-380-3238

Ms. Cademartori has many years of experience in local government administration in Massachusetts, with most of her time spent on Cape Cod, in Yarmouth and Barnstable. She is

630 Dundee Road, Suite 225, Northbrook, IL 60062
Local: 847.380.3240 Toll Free: 855.68GovHR (855.684.6847) Fax: 866.401.3100 GovHRUSA.com

EXECUTIVE RECRUITMENT INTERIM STAFFING MANAGEMENT AND HUMAN RESOURCE CONSULTING

currently managing several Classification and Compensation Studies that are in various stages of completion, including several in Massachusetts: Duxbury, Falmouth, Littleton, Norwood, Walpole and Wayland. Contact information for several studies completed in Massachusetts within the past 5 years is included below. We are happy to provide you with additional contact information upon request.

Ms. Cademartori will be assisted by GovHR Senior Vice President Rachel Skaggs, Vice President Susan Brennan and Associate Vice President Alice Bieszczat in study preparation, data gathering and employee interviews. Biographies for the Consultant Team are attached to this Proposal.

GovHR has conducted more than 70 classification and compensation studies within the past 5 years. Without fail, every pay plan recommended by GovHR has been successfully implemented by the client. A list of the Firm's studies is available on our website at www.govhrusa.com.

REFERENCES

Town of Needham, Massachusetts

Classification and Compensation Study (2021)

Contact: Kate Fitzpatrick, Town Manager

781-449-4569

kfitzpatrick@needhamma.gov

Town of North Andover, Massachusetts

Classification and Compensation Study and Job Description Updates (2020)

Contact: Denise Casey, Deputy Town Manager

Telephone: 978-688-9516

dcasey@northandoverma.gov

City of New Bedford, Massachusetts

Classification and Compensation Study and Job Description Updates (2019)

Contact: Sarah Fidelix, Assistant Director of Human Resources

Telephone: 508-979-1444

Sarah.fidelix@newbedford-ma-gov

Town of Hingham, Massachusetts

Classification and Compensation Study (2020/21)

Contact: Lisa Campbell, Human Resources Director

Telephone: 781-804-2479

campbelll@hingham-ma.gov

Town of Sturbridge, Massachusetts

Classification and Compensation Study (2020/21)

Contact: Jeff Bridges, Town Administrator

Telephone: 508-347-2500

JBridges@Sturbridge.gov

Town of Shrewsbury, Massachusetts

Classification and Compensation Study (2019)

Contact: Kristina Anderson, Human Resources Coordinator

Telephone: 508-841-8508
KAnderson@ShrewsburyMA.gov

Town of Dartmouth, Massachusetts
Classification and Compensation Study (2019)
Contact: Shawn MacInnes, Town Administrator
Telephone: (508) 910-1813
smacinnnes@town.dartmouth.ma.us

Town of Westborough, Massachusetts
Classification and Compensation Study (2018)
Contact: Kristi Williams, Town Manager
Telephone (508) 366-3030
kwilliams@town.westborough.ma.us

Town of Weston, Massachusetts
Classification and Compensation Study (2017)
Contact: Lisa J. Yanakakis, Assistant Town Manager/Human Resources Director
Telephone: (781) 786-5090
Yanakakis.l@westonmass.org

PROJECT APPROACH AND METHODOLOGY

The Town of Millis would like a review and update of its current classification and compensation system for 31 positions. One of the purposes of the Study is an evaluation of the labor market, and the Study data will allow the Town to better understand its competitive pay position and to determine its strengths and weakness relative to the comparable labor market.

To accomplish these objectives, GovHR will perform the following steps (listed in the order that the work will be performed). Please note, we have specified several areas where we will need the Town's input/assistance.

Meetings, Salary Survey, Job Analysis

DELIVERABLE: Start Up Documents

DELIVERABLE: Job Analysis Questionnaire Form

- **Study preparation and project meeting (via video/conference calls).** Meet with Town representatives to discuss study methods, review organization charts, personnel rules and regulations, and the current classification and pay plans. We will seek to determine problem areas, answer questions, and review the scope and schedule of work and the data and assistance GovHR will need from the Town to accomplish this task.
- **Establishing comparables**
DELIVERABLE: Group of Comparable Communities

Working with Town staff and using our broad-based cohort methodology, we will determine a logical survey sample of "like" municipalities that impact the compensation market for the Town. In

selecting public employers, we normally use criteria such as number of employees, population served, EAV, budget size, proximity, etc., the purpose of which is to select jurisdictions that are most comparable to Millis.

- **Employee Kickoff Meeting (via video presentation)**

Shortly after the initial project meeting with the Millis representatives, the Consultant will meet with the employees to explain the scope of the project and distribute Job Analysis Questionnaire (JAQ) forms. GovHR understands that many employees have not participated in this type of process before, and we take the time to carefully explain the purpose of the project to the employees and to answer any questions they may have. If any of the employees are not available when this first meeting is held, they can view a video presentation of the meeting. Employees will then be allowed two (2) weeks to complete the questionnaire. The questionnaires will also be reviewed by each employee's supervisor and returned to GovHR within three (3) weeks of distribution.

- **Prepare and send out salary surveys**

GovHR will design and send out the salary and benefits surveys (under Town letterhead) to gather salary and benefits data for approximately 20 - 25 benchmark classifications in the comparable communities. In addition to job titles, brief position descriptions are included in the salary survey to make sure we are receiving salary data for "like" positions in the comparable communities.

Note: While GovHR will prepare all the materials to be sent out for the salary surveys, we have found that sending out the survey under the client's letterhead generates a better/faster response from the survey respondents than when it is sent out under our letterhead/name. In addition, the Town *may* be asked to make one follow up contact to those entities that do not initially respond to the survey request.

- **Job evaluation analysis and establishment of job classification system (Project Team).** Upon return of the JAQs by the Town, GovHR will perform the following:

- Read each JAQ and corresponding Job Description (up to 31), in their entirety.
- Personally interview at least one (1) employee from each job classification (via Zoom) to further understand the scope of their job.
- Apply a measurement system of job evaluation factors, using nine (9) main factors used in our job evaluation instrument in order to evaluate the internal/comparable worth of each job classification. Upon completion of the job evaluation measurements, a new Classification Plan will be developed. It is important to emphasize that the job, not the qualifications or performance of the incumbents, is being evaluated. Part of this process will include the evaluation of current job titles and the recommendation for any changes to same, assuring that the job title and related recommended pay range matches what the employee is actually doing.

Note: A formal job evaluation system, such as the one utilized by GovHR, is an attempt to objectify the reasons that jobs are compensated differently. Most compensation practitioners agree that three (3) basic factors are important in determining compensation. These are: (1) skills required; (2) responsibility; and (3) working conditions. The Equal Employment Opportunity Commission recognizes these three (3) basic factors, along with seniority and performance, as valid determinants of compensation. The nine (9) factors used by GovHR are essentially subdivisions of the first three (3) factors mentioned above. In addition, it is

GovHR's practice that, under Title VII of the Civil Rights Act of 1964, the Americans with Disabilities Act (ADA), and the Age Discrimination of Employment Act (ADEA), it is illegal to discriminate in any aspect of employment. GovHR will not use discriminatory practices on the basis of race, color, religion, sex, national origin, disability, or age when performing a classification analysis. Decisions and recommendations will not be based on stereotypes or assumptions about the abilities, traits, or performance of individuals of a certain sex, race, age, religion, or ethnic group, or individuals with disabilities.

- Based on the results of the job evaluation process outlined above, assign all classifications to skill levels.

Note: Logical breaks in the continuum of points determine the skill levels used for determining the classification system. For example, skill level 1 might contain jobs that scored between 185 and 200 points, skill level 2 between 205 and 220 points, and so on.

- Review the results of the job evaluation exercise with Town representatives and revise as necessary.

II. Salary Survey Analysis

DELIVERABLE: Salary Survey Data

DELIVERABLE: New Salary Schedules

The following steps will be included in this component of the Study:

- Tabulate, summarize, and analyze comparative compensation information obtained through the surveys. Our pay tabulations compare the Town's salaries for the surveyed positions, with the average minimum and the average maximum of the survey data for each surveyed class, when possible. Data is displayed for each jurisdiction on each class and summarized in an overall table. This data is analyzed to determine the percentage difference between the Town's present pay for each class and the survey data.

The Consultants will work with the Town at the initial meeting to determine the Town's policy with respect to compensation (i.e., 50th percentile; 75th percentile, etc.). Once this is determined, the Consultants will use the salary survey data to develop and recommend new salary schedules for the Town's 31 classifications. This process will include a recommendation regarding how employees are inserted into the new plan and how they move through the proposed pay plan (either via a merit system or defined merit increment plan), with recommendations for a specific performance-oriented program with respect to salary advancement through the new salary ranges. The salary schedules will outline what the specific percentages are between ranges and grades. GovHR always recommends that there be a merit component associated with the granting of wage adjustments and a recommendation for this will be included in the Town's report.

III. Progress Reports (via emails and conference calls)

GovHR prides itself on our attention to and communication with our clients as the project proceeds. As such, GovHR will strive to maintain regular contact with the Town's representative and to be available to address the Client's questions, concerns and needs.

GovHR will make regular progress reports to the Town as requested, particularly at critical points in the Study. Additionally, the Project Manager will meet with the Town representative and other key Town staff via video/conference calls to participate in a question and answer session and to review the results of the job evaluation exercise and the proposed new salary schedules.

IV. Draft and Final Report Preparation

DELIVERABLE: Draft and Final Report

A draft report will be prepared by the Consultants and sent electronically to the Town that includes:

- an Executive Summary highlighting the overall scope of the Study and the general observations, outcomes and recommendations contained within the Report;
 - a summary of all aspects of the Study, including recommendations, methods and guidelines for achieving the overall aspects of the Study as well as recommendations for annual maintenance and review of the new plans;
 - pay range options that are consistent with the Town's pay policy, outlining the pros and cons of each option;
 - assignment of each position to an appropriate classification and pay grade based on internal equity and marketplace considerations;
 - recommendations on keeping the plan current, equitable and up to date over the next ten years.
 - An implementation plan and cost estimates of implementing the Study's findings and recommendations.
- Once the Town representatives return review comments, a final report (one hard copy and one electronic copy for reproduction) will be prepared and sent to the Town.

V. Presentation of Findings (Project Manager)

The Project Manager will make a presentations of findings to the Select Board. The final report will include a procedure manual and appropriate forms for Human Resources staff and/or supervisors to maintain the recommended classification and pay plan(s).

VII. Updates to Job Descriptions (Optional)

GovHR will identify any job descriptions in need of update or rewrite and will provide the Town with a template for updating the position descriptions. If desired, GovHR will update the Town's job descriptions for an additional fee. See Optional Services/Price Quote Form.

PROPOSED PROJECT TIMELINE

GovHR is available to start this project within two weeks of acceptance of its proposal. A Study of this size would normally take approximately 90 - 120 days. We can work with the Town on a shorter timeframe, if needed. This timetable is, however, contingent upon the timely response from the comparable entities supplying the salary data, as well as the timely response of the Town employees in returning the JAQs.

Following is a detailed breakdown of the work schedule:

- Week 1: Meet with Town representatives via email and conference/video call to discuss Study methodology and expectations.

- Week 2: Prepare and distribute salary surveys to comparable communities.
- Week 3: Meet with employees to hand out JAQs and explain the purpose of the Study and the process.
- Week 4 to 6: Return of JAQs and salary surveys.
- Week 7: Reading of JAQs and job descriptions; conduct employee interviews via Zoom.
- Week 8: Analyze data; prepare new classification and compensation plan.
- Week 9: Send draft findings to Millis.
- Week 10: Meet with key Town representatives via video and conference calls to review preliminary findings.
- Week 11: Prepare Draft Report and send to the Town.
- Week 12: Get return comments from the Town.
- Week 13: Prepare Final Report.
- Week 14: Present Report to Select Board.
- Updates to Job Descriptions – after completion of the Study

GovHR is mindful of the Client's desire to have a finished quality product within a reasonable time after initiating a Study of this kind, and we pride ourselves in adhering to this timeframe. Our past clients will confirm our diligence in delivering our report and other deliverables on time.

LITIGATION

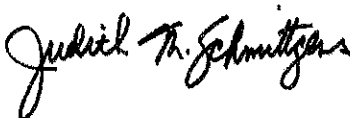
GovHR has never been involved in litigation related to the services it provides.

CONCLUDING REMARKS

In closing, GovHR is a public-sector management consulting firm devoted to assisting only public-sector entities. We believe that the team assembled for conducting the proposed Study for Millis is of the highest caliber and qualifications.

GovHR appreciates your consideration of this Proposal and looks forward to the opportunity to work with the Town on this important project.

Sincerely,



Judith M. Schmittgens
Corporate Secretary and Compliance Manager
GovHR USA, LLC



Joellen Cademartori



Joellen Cademartori is the chief executive officer and co-owner of GovHR USA and has nearly 30 years of cumulative experience working in the public sector as a municipal leader, and in human resources and management consulting. Joellen's exceptional communication style has enabled her to develop and maintain strong relationships with her peers, elected and appointed officials, and related local government partners.

The public sector human resources and management projects Joellen has worked on have earned her respect in local governments across the country. Due to her commitment and dedication to local government, she is known an industry leader in executive recruiting, interim staffing, in addition to human resources and management consulting work.

Throughout her career, Joellen has been privileged to serve on numerous local, state and national committees. A personal and professional highlight for her was being on the International City/County Management Association (ICMA) Executive Board as a representative from the Northeast Region. Joellen regularly speaks in front of groups, and writes about a variety of local government topics, which include organizational analysis, generational diversity, succession planning, performance management, resume development and interviewing skills and techniques. She is dedicated to developing the next generation of managers and remains passionate about excellence in local government.

PROFESSIONAL EDUCATION

- Master of Public Administration, Northeastern University, Boston, MA
- Bachelor of Economics, Worcester State College, MA
- Senior Executive institute, Leading, Education & Developing (LEAD) Program, University of Virginia, Weldon Cooper Center for Public Service

PROFESSIONAL DEVELOPMENT AND SPEAKING ENGAGEMENTS

- Executive Recruiter Panel – Investing in the Next Generation of Leaders, NFBPA – Emerge 2020
- Re-Evaluating Your Employee Evaluation, MMA 2020
- Succession Planning for the Public Sector Webinar, NPELRA 2020
- What Does it Take – Landing Leadership Positions, ICMA 2019
- Achieving Your Leadership Potential Thinking Strategically About the Next Steps in Your Career, NFBPA 2019
- Succession Planning tips to Achieve Unity Through Diversity, MMA 2019
- Putting Your Best Foot Forward – Interview Skills for Women, including Posture, Presence and Bias, WCMA Women's Leadership Seminar 2018
- Tips for a Successful Recruitment Process – MMA 2018
- Hire Hard, Manage Easy – Tips for Getting the Best Employees, IPELRA 2018
- Achieving Your Leadership Potential: Thinking Strategically About the Next Steps in Your Career, LGHN 2018

MEMBERSHIPS AND AFFILIATIONS

- International City and County Management Association (ICMA), Member
- ICMA – Task Force on Deputy/Assistant Managers 2017-2018, Current Member
- Illinois City and County Management Association (ILCMA), Current Member
- ICMA - Task Force on Women in the Profession 2012 – 2014, Member
- ICMA - Conference Planning Committee 2010 – 2011, Chair

PROFESSIONAL BACKGROUND

24 Years of Local Government Leadership and Management

- Evanston, IL
 - Director of Administrative Services 2009-2011
 - Director of Human Resources 2007-2009
- Catawba County, NC
 - Assistant County Manager 2004-2007
- Barnstable, MA
 - Assistant Town Manager 2000-2003
- Yarmouth, MA
 - Assistant Town Administrator 1993-2000
- Northborough, MA
 - Assistant Town Administrator 1992-1993
 - Acting Town Administrator 1991
 - Administrative Asst. to the Town Admin 1988-1990
- Holden, MA
 - Intern 1987

[Click here to view full biography at GovHRusa.com](http://www.govhrusa.com)



P: 847.380.3240

www.govhrusa.com

RACHEL SKAGGS



Rachel Skaggs is a Senior Vice President with GovHR USA and has over 10 years of experience in local government management. She has managed substantial capital and general budgets, developed utility policies, improved economic development initiatives, and handled multiple human resources functions.

Rachel Skaggs has over 10 years of experience in local government management in Illinois, including the Village of Montgomery, Village of Schaumburg and the City of Princeton. She has managed substantial capital and general budgets, developed utility policies, improved economic development initiatives, and handled all human resources tasks.

Rachel is a native of Walnut, Illinois and a graduate of Bureau Valley High School. She possesses a Master's Degree in Public Administration from Northern Illinois University in DeKalb, Illinois.

Rachel served as the City Manager for Princeton from 2015 – 2019. Princeton is an active City located two hours west of Chicago on Interstate 80. Princeton is unique in that it provides all their own city services including electric, water, sewer, garbage, cemeteries, and a city-owned hospital (one of two left in the State of Illinois). For a town of 7,800 people the City has a budget of over \$25 million. The community is known for its significant historic buildings, with two downtown districts placed on the National Register of Historic Places. During Rachel's tenure for the City of Princeton she completed numerous projects, including creating utility policies, developing operating and capital budgets, streamlining human resource operations, consolidating utility billing, refinancing debt and successfully negotiating multiple union contracts.

Prior to her time with the City of Princeton, Rachel served as the management analyst for the Village of Schaumburg and for the Village of Montgomery. During her time as management analyst she was responsible for human resources tasks, capital improvement planning, budgets, special events, and community outreach.

Rachel is passionate about community engagement, diversity inclusion and volunteerism. Rachel has co-authored two articles that focus on women in government and the history behind the low number of women in executive level positions in local government. Throughout her tenure as a City Manager, Rachel developed committees and commissions to help lead the City forward and to increase community engagement and volunteerism. Rachel believes that cities and towns all over can succeed with community interaction, citizen involvement, diversity inclusion and trust.

PROFESSIONAL EDUCATION

- Master of Public Administration, Northern Illinois University
- Bachelor of Arts - English and Political Science, Northern Illinois University

PROFESSIONAL DEVELOPMENT AND

SPEAKING ENGAGEMENTS

- Presentation on Females in Local Government, ICMA Conference, Phoenix, Arizona (2012)
The Legacy Project
ILCMA
- Public Management Magazine article "Women Leading Government" co-authored with Heidi Voorhees
- Public Voices XIII No. 2. article "Advancing Women in Local Government: The Case in Illinois" co-authored with Dr. Kimberly Nelson

MEMBERSHIPS AND AFFILIATIONS

- International City and County Management Association
- Illinois City/County Management Association
- Illinois Public Employer Labor Relations Association
- The Legacy Project
- Princeton Rotary Club

PROFESSIONAL BACKGROUND

- City Manager, Princeton, IL 2015 - 2019
- Management Analyst, Village of Schaumburg, IL 2012 - 2015
- Management Analyst/HR Manager, Village of Montgomery, IL 2009 - 2012





SUSAN BRENNAN



Susan Brennan is a Vice President at GovHR USA. She has over 21 years of experience as a leader in libraries. She has led strategic planning, productivity/efficiency studies and organizational change management initiatives for multiple organizations.

Ms. Brennan is known for her vision, leadership, problem solving skills and ability to achieve consensus within organizations. She is a skilled manager who is regularly called on for input into hiring decisions, personnel problems and union negotiations for the public sector.

For the past 14 years Brennan has led the Weston Public Library, regularly ranked among the top performing libraries in Massachusetts. During her tenure she founded the Weston Art and Innovation Center and secured \$4.6 million dollars in town funding to renovate an historical building in town to house this new venture. Additionally, she secured \$500,000 in town funding to create an archival vault for town records and directed the cataloging of over 3,000 linear feet of unique records.

She has served in multiple leadership positions for library organizations as President and Treasurer of the Minuteman Library Network, President of the Metrowest Regional Library System and Chair, Massachusetts Book Awards.

Prior to her career in libraries Brennan was a senior clinical researcher in neuropsychology at Mclean Hospital, a Harvard Medical School affiliated hospital. While there she developed software for spectroscopy analysis and conducted clinical studies for neurocognitive disorders.

Brennan holds a Masters in Library and Information Science from Simmons College. In her spare time she supports not for profit organizations that promote literacy. Throughout her career she has generously given her energies to mentoring students and young professionals.

PROFESSIONAL EDUCATION

- Master of Library and Information Science, Simmons University, Boston, MA

MEMBERSHIPS AND AFFILIATIONS

- American Library Association

PROFESSIONAL BACKGROUND

- Founder, Weston Art and Innovation Center, Weston, MA 2018 - Present
- Director, Weston Public Library, Weston, MA 2004 - 2018
- Director, Medway Public Library, Medway, MA 2000 - 2004
- Head of Technical Services, Reference Librarian, Westwood Public Library, Westwood, MA 1997 - 2000
- Competitive Intelligence Consultant, Harvard Business School, Boston, MA 1994 - 1996



ALICE BIESZCZAT



Alice Bieszczat is a Human Resources Specialist with GovHR USA, and brings over 20 years of experience spanning the private, non-profit and public sectors to the organization.

Ms. Bieszczat has provided human resources consulting services for both Voorhees Associates and the PAR Group, as well as non-profit consulting services for clients including the Ann & Robert H. Lurie Children's Hospital of Chicago, the North Shore Senior Center, Aurora Healthcare and the Archdiocese of Milwaukee. Her most recent consulting assignments for GovHR USA have included Classification and Compensation Studies in Wisconsin, Indiana, Iowa, Illinois, Massachusetts and Michigan.

Ms. Bieszczat also worked for the Chaddick Institute of Metropolitan Development at DePaul University. During her tenure there she helped implement programs advancing the field of urban planning and design review for municipalities in metropolitan Chicago. Her research on transportation innovations was published in the Transportation Research Journal and featured in national media such as the New York Times, Atlantic Cities and Planning Magazine. She has lectured on transportation innovations in conference, seminar and university settings. At Lurie Children's Hospital of Chicago, Ms. Bieszczat led the Foundation Gifts team in securing leadership gifts to support its community-based outreach programs and the construction of its new facility in downtown Chicago. Ms. Bieszczat began her career in telephony. As a Radio Frequency Engineer for Sprint Cellular and Alltel, she partnered with local maintenance technician teams to plan, design, implement and optimize cellular phone networks nationwide.

PROFESSIONAL EDUCATION

- Master's in Public Service Management, DePaul University, IL
- Bachelor of Science in Mathematics, DePaul University, IL

PROFESSIONAL DEVELOPMENT AND SPEAKING ENGAGEMENTS

- Published research on transportation innovations in Transportation Research Journal and Transport Policy
- Lecturer on Transportation Innovations

PROFESSIONAL CONSULTING

- Aurora Healthcare and the Archdiocese of Milwaukee
- Ann & Robert H. Lurie Children's Hospital of Chicago
- North Shore Senior Center
- Logan Square Neighborhood Association

PROFESSIONAL BACKGROUND

More Than 20 Years of Experience in Private, Non-Profit and Public Sectors

- | | | |
|---|-------|----------------|
| • GovHR USA/Voorhees Associates | 2008; | 2012 – Present |
| • Chaddick Institute of Metropolitan Development at DePaul University, IL | | 2009 – 2012 |
| • Lurie Children's Hospital of Chicago | | 2005 – 2008 |
| • American Diabetes Association | | 2004 – 2005 |
| • Accelerated Fundraising Solutions | | 2000 – 2003 |
| • Sprint Cellular/Alltel | | 1996 – 2000 |



PRICE QUOTE FORM

Proposers must submit pricing in accordance with the following instructions. The pricing is to cover all work/services required for this project as outlined in this REQUEST. Bid prices must be all-inclusive, including all costs, fees, charges, expenses, travel, postage, fax and telephone charges, preparation of reports, electronic data, training sessions and all meeting attendance and presentations, etc. No separate fees or costs of any kind will be paid other than the stated bid price. The selected firm agrees to perform all services as required in this REQUEST during the life of this contract.

- a) Bid for Classification and Compensation Study for thirty (30) SEIU positions \$ _____

- b) Bid for Classification and Compensation Study for five (5) Administrative positions \$ _____

- c) Total Cost for Classification and Compensation Study (a + b)
\$ 15,000 - 31 positions total

Full Legal Name of Business

GovHR USA

Business Mailing address

630 Dundee Rd., #225

Northbrook, IL 60062

Telephone Number: 847-380-3240

Email: jschmittgens@govhrusa.com

27-0598897

Social Security Number or Federal Identification Number

Judith Schmittgens

Type or print Name of Person Signing Proposal

 9/7/21

Signature Date

Title Corporate Secretary

I. Submissions: Information & Conditions

1. Sealed submissions will be accepted until 4:00pm on Thursday, August 5, 2021 in the Town Administrator's Office, Town Hall, 900 Main St, Millis, MA 02054.
2. Response to the RFP must consist of two separate documents: the Technical Submission and the Fee Quote. These two submissions **must** be submitted in separate sealed envelopes. Inclusion of the Fee Quote in the Technical Submission may result in disqualification of the submission. The Submitter should submit the original and five (5) copies of the Technical Submission and the original and five (5) copies of the Fee Quote in separate sealed envelopes. Each envelope must be clearly marked as the Technical Submission or Fee Quote and contain the submitter's name and address.
3. In order to simplify the submission evaluation process and obtain the maximum degree of comparison, the Town requires prospective firms to submit the submissions in the format and manner prescribed by this section. Firms are cautioned that any deviation from this format may result in the disqualification of their submissions.

J. Minimum Qualification Criteria

In addition to addressing each of the items in the specification, the Consultant must submit, as part of their non-price submission, the following minimum qualification criteria: Initial the appropriate response to each criterion, and include the required documentation in the Non-price (technical) proposal envelope.

1. A letter of transmittal signed by the individual authorized to negotiate for and contractually bind the Consultant, stating that the offer is effective for at least sixty (60) calendar days from the deadline for the submission of Quotes.

Comply



Do Not Comply

2. A list of all Massachusetts municipalities for which the consultant has provided classification/compensation system services. This list is to include a current name, address and phone number of references for the selection committee to access. Any negative information generated by reference check shall be sufficient cause to dismiss the proposal as unacceptable. Negative information shall be considered grounds to render the proposal unacceptable.

Comply



Do Not Comply

3. List any litigation, with the appropriate explanation, against your firm in the past five years from 2016 through the present.

Comply

Do Not Comply

4. Name of Representative

Comply

Do Not Comply

I hereby state that I understand the minimum evaluation criteria and that I have initialed all of the appropriate sections, and further, that I have attached the required information.

Signature

GovHR USA

Company

TAX COMPLIANCE CERTIFICATION

Pursuant to M.G.L. Chapter 62C, §49A, I certify under the penalties of perjury that, to the best of my knowledge and belief, I am in compliance with all laws of the Commonwealth of Massachusetts relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

27-0598897

Federal Identification Number

GovHR USA

Corporate Name (LLC)

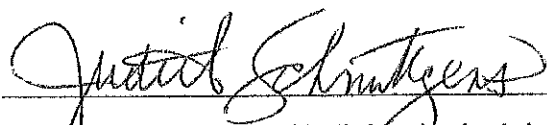
Company

630 Dundee Road, Suite 225, Northbrook, IL 60062

Address

847-380-3240

Phone Number


Authorized Signature of individual submitting the quote

Judith Schmittgens, Corporate Secretary & Compliance Manager

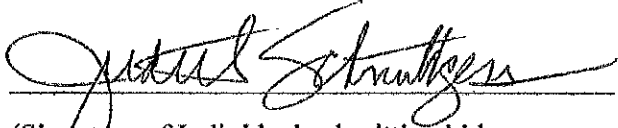
Name and Title

8/2/21

Date

CERTIFICATE OF NON-COLLUSION

The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.



(Signature of Individual submitting bid or proposal)

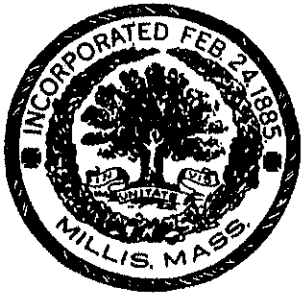
GovHR USA

(Name of Business)

Type text here

21-241

Review and Approval of Letter of Endorsement for
Norfolk County Registrar



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 9, 2021

RE: Letter of Support for Norfolk County Registrar – Registry Chief Information Officer

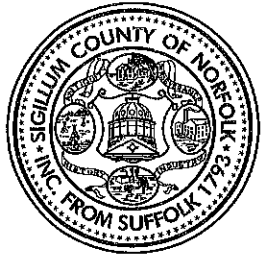
Greetings,

We have received a letter from the Norfolk County Registrar asking for support in his attempt to fill the vacant position of Registry Chief Information Officer (enclosed).

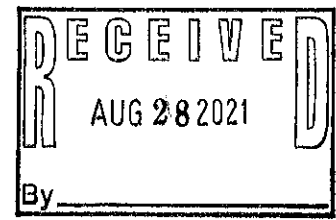
I recommend that the Select Board consider supporting this request by sending a letter of support to the Norfolk County Commissioners, upon whom this decision rests.

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

Thank you.



COUNTY OF NORFOLK
COUNTY OF PRESIDENTS
REGISTRY OF DEEDS



NORFOLK REGISTRY DISTRICT OF THE LAND COURT

WILLIAM P. O'DONNELL
REGISTER OF DEEDS
ASSISTANT RECORDER OF THE
LAND COURT

August 25, 2021

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

Dear Mr. Guzinski,

The Norfolk Registry of Deeds has prided itself over the years on implementing modernization initiatives to better serve Registry stakeholders including the Assessing Departments in each of the Norfolk County communities. Recently there was an effort by the government of Norfolk County to thwart the hiring of a permanent replacement for the retired Registry of Deeds Chief Information Officer (CIO). Many Registry stakeholders and citizens voiced their concerns about this poor decision to the Norfolk County Commissioners. An example of this support for the Norfolk Registry of Deeds is the enclosed letter from the Real Estate Bar Association for Massachusetts.

I do not want to see a poor decision of not hiring an onsite Registry Chief Information Officer that has been funded and in existence at the Registry of Deeds for over 20 years perpetuated. I am asking for your help and support. Please convey to your community's designee on the Norfolk County Advisory Board that the Registry of Deeds operations and services to Registry users should be supported in all future decisions. Please impress upon the Norfolk County Advisory Board representative that the Registry of Deeds should have a permanent onsite Registry Chief Information Officer. The business of the Registry of Deeds is too vital to every Norfolk County homeowner, to every Norfolk County town and to the Commonwealth to not be supported.

I hope the enclosed published article informs you about the dispute over the onsite Registry CIO. I do not need a study in this very technological society to inform me that the Norfolk Registry of Deeds needs the structure and stability of a permanent onsite CIO who works with Registry staff and Registry stakeholders. Governor Baker in a COVID-19 order deemed the Registry of Deeds and its workers essential employees during the pandemic. The reality of course behind Governor Baker's designation is that the Registry is an important revenue stream for the Commonwealth, the County and our local communities. In spite of the Pandemic, the Registry collected over \$81 million in revenue during Fiscal Year 21, close to 70 million dollars of which went to the

649 HIGH STREET, DEDHAM, MASSACHUSETTS 02026
TELEPHONE: 781-461-6116 FAX: 781-326-4246
EMAIL: registerodonnell@norfolkdeeds.org

www.norfolkdeeds.org



facebook.com/NorfolkDeeds



twitter.com/NorfolkDeeds



youtube.com/NorfolkDeeds



linkedin.com/company/Norfolk-County-Registry-of-Deeds



@NorfolkDeeds

REBA

THE REAL ESTATE BAR ASSOCIATION
for Massachusetts

July 20, 2021

OFFICERS

Neil D. Golden
President
Jennifer L. Markowski
Immediate Past-President
Kendra L. Berardi
President-elect
Julie P. Barry
Treasurer
Carrie B. Rainen
Clerk

Honorable Joseph P. Shea, Chairman
Honorable Peter H. Collins
Honorable Richard R. Staiti
Norfolk County Commissioners
614 High Street
Dedham, MA 02026

DIRECTORS

Jeffrey L. Alitz
Paul F. Alphen
Kimberly A. Bielan
Edward M. Bloom
Douglas J. Brunner
Dantel P. Dain
Noel M. Di Carlo
Vicki S. Donahue
Mark B. Elefante
Matthew W. Gaines
Robert K. Hopkins
Kurt A. James
Christopher S. Malloy
Gregor I. McGregor
Kathleen M. O'Donnell
Ted S. Papadopoulos
David S. Raymon
Nicholas P. Shapiro
Michelle T. Simons
Timothy J. van der Veen

Re: Norfolk County Registry of Deeds Chief Information Officer

Dear Commissioners:

The Real Estate Bar Association for Massachusetts (REBA) endorses hiring of a dedicated Registry Chief Information Officer (CIO) at the Norfolk Registry of Deeds. This appointment is necessary with the retirement of the incumbent on June 30th. This on-site Registry CIO position reporting to the Register is a funded position that has been in existence at the Norfolk Registry of Deeds for over 20 years. The Norfolk Registry needs a full-time CIO.

Technology has been the foundation of the modernization initiatives that have been implemented over the years at the Norfolk Registry of Deeds. Technology overseen by the Registry CIO is essential and critical for services to the users and stakeholders of the Norfolk Registry of Deeds.

REBA has been a long-time supporter and partner of the continuing technology improvements at the Norfolk Registry, which are essential to a modern land records system. The need for professional expert oversight, as provided by the CIO, seems essential to us. Without commenting on the importance of other county budget priorities, please note that the Registry contributes significant funds – well in excess of its own operating costs. With over \$81 million dollars in Fiscal Year 2021 collected at the Norfolk Registry, these revenues support other important county functions, as well as state programs. The Norfolk Registry is one of the few registries still operated by county government. Real estate professionals and their clients – homeowners, lenders and other business entities – have come to rely on the Norfolk Registry staff for their professionalism and service.

Thank you for your consideration of this very important issue to our organization and its members.

Very truly yours,


Peter Wittenborg


Neil D. Golden

Cc: REBA Board of Directors

Hearsay

hcampagne@lawyersweekly.com

Does not compute

Norfolk Register of Deeds William R. O'Donnell claims county commissioners are courting cyber danger and being pennywise and pound foolish by not allowing him to replace a retiring chief information officer.

But the majority of the commission prefers to leave the position open until a consultant completes a report that may recommend a consolidation of county services, particularly with respect to information technology.

In a July 12 letter to "friends" of the Norfolk Registry, O'Donnell calls attention to a June 30 vote in which two Norfolk county commissioners voted not to sign a "personnel paper" that would have enabled O'Donnell to hire what he says is an eminently qualified and desperately needed candidate.

Throughout the hiring process, O'Donnell says, he had no reason to suspect the position might be on the chopping block, given that it has been part of his office for more than 20 years and was included in the registry's budget for the upcoming fiscal year.

"Not once was it said this position would not be filled during the budget process that concluded in May," O'Donnell says.

Moreover, O'Donnell would have liked to think that the commissioners had a greater appreciation of how integral the CIO position has been in helping his office evolve to meet the needs of the registry's increasingly tech-savvy users, including closing attorneys.

"Technology has been the foundation of the modernization initiatives that have been implemented over the years at the Norfolk Registry of Deeds," he writes.

O'Donnell wonders how one could hear news of rampant ransomware attacks and security breaches and conclude that the funding of the CIO position is anything but mandatory. To that end, the commission's vote "is not a sound decision and just poor policy," he writes.

It would be one thing if the registry's technology were not being used to process millions of dollars of transactions, O'Donnell argues. But in Fiscal Year 2021, the registry took in more than \$81 million and recorded some 205,000 documents, most by way of electronic recording.

In a follow-up letter on July 19, O'Donnell broke down the \$54.4 million in deeds excise revenues the registry collected in FY21, 90 percent of which goes to the state to support expenditures on public safety, education, social services and Community Preservation Act projects, including those in Norfolk County, he notes. Another healthy chunk — nearly \$3.5 million in FY21 — remains in Norfolk County, he adds.

O'Donnell remains mystified that the commissioners voted on June 1 to impose a hiring freeze for all non-essential, non-seasonal employees, only to turn around two weeks later and approve the hiring of a special education director for the Norfolk County Agricultural High School. He says he doesn't begrudge the school its employee; he just thinks the CIO position is every bit as essential.

One commissioner, Richard R. Staiti of Canton, agrees, explaining that his dissenting vote to sign the personnel paper stemmed, first and foremost, from a belief that the registry CIO is a "critical position that should not be left open."

But at this point, Commissioners Joseph R. Shea and Peter H. Collins think the more prudent course is to wait for independent consultant Mark D. Abrahams, a certified public accountant, to complete his assessment of county operations in two areas, facilities management and information technology.

No one wants to presuppose Abrahams' conclusions, but consolidation in some form could be among his recommendations, Norfolk County Director John J. Cronin acknowledges. There are now a total of four positions, including the registry CIO job, being held in abeyance pending Abrahams' report, according to Cronin.

While not wanting to speak for Shea and Collins, Cronin says it would be fair to characterize their votes as indicating a willingness to endure a short-term vacancy to address the long-term needs of the county. Shea and Collins could not be reached for comment.

But in Staiti's view, the commissioners should be using Abrahams' forthcoming report to inform budget decisions for FY23 and beyond, not deciding whether to fill current, pressing vacancies.

Cronin says his office had reached out to O'Donnell "to attempt to communicate a [potential] short-term solution" to the office's IT needs, but O'Donnell was uninterested, "which is his prerogative."

O'Donnell rejects any suggestion that the CIO position is redundant with any other position, either in his office or across the county.

"This position is so crucial, it shouldn't be vacant for one day — and hasn't been vacant for 20 years," he says.

O'Donnell adds that he would love to make the case for the value of the CIO position directly to Abrahams, but until recently, the consultant had not sought out that opportunity, though they were scheduled to speak on July 20. O'Donnell finds that "very unfortunate," given that the study

might be used to justify keeping the CIO position dark. Indeed, it seems very much like "last-minute posturing," given that Abrahams has been engaged since last October, he says.

The CIO position was set to be back on the agenda for the Norfolk County Commission's July 21 meeting, and Staiti says he has "no idea" what might happen with the register's renewed request.

But O'Donnell is already laying contingency plans, summoning the commissioners to Superior Court the week of July 26, Staiti notes.

O'Donnell, an attorney, says that his immediate focus is the July 21 vote to reconsider the CIO appointment. If that goes the way he thinks it should, there will be no need to pursue redress through the courts. But if not, all options are on the table.

"I feel a fiduciary duty, as register of deeds, to make sure registry operations run as well as they have for years," he says.

— KENIS OLSON

21-242

Approval of Consultant for Azure – Mike Gilbert

21-243

Discuss Notice of Intent to Install KENO Monitor at Alpaca Store

KENO Monitor - Alpaca Stores
Sensitivity: Confidential

August 16, 2021

Millis Select Board
900 Main Street
Millis, MA 0

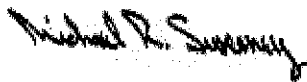
Dear Sir/Madam:

The Massachusetts State Lottery is offering a KENO monitor to existing KENO To Go agent/s in your city/town, to display the game at their location. In accordance with M.G.L. c 10, section 27A, as amended, you are hereby notified of the Lottery's intent to install a monitor at the following location/s in your community:

Alpaca Stores
1105 Main St.
Millis, MA

If you object to these agent(s) receiving a monitor, you must do so, in writing, within twenty-one (21) days of receipt of this letter. Please address your written objection to Gregory Polin, General Counsel, Legal Department, Massachusetts State Lottery Commission, 150 Mount Vernon Street, Dorchester MA 02125. Should you have any questions regarding this program or any other issues relative to the Lottery, please call me at 781-849-5555. I look forward to working with you as the Lottery continues its' efforts to support the 351 cities and towns of the Commonwealth.

Sincerely,



Michael R. Sweeney
Executive Director

Kbouret@millisma.gov
townadministratoroffice@millisma.gov

Jacqueline Kassis | LOTTERY (MSLC) Licensing
Massachusetts State Lottery Commission (MSLC) | 150 Mt. Vernon Street, Suite 300 - Dorchester, MA 02125-3573
Direct Line – (781) 849-5540 | Fax (781) 849 – 5656 | Cell (339) 235 – 6312
JKassis@masslottery.com

Connect with the LOTTERY!



THIS EMAIL AND ANY FILES TRANSMITTED WITH IT ARE CONFIDENTIAL AND INTENDED SOLELY FOR THE USE OF THE INDIVIDUAL OR ENTITY TO WHOM THEY ARE ADDRESSED. IF YOU ARE NOT THE NAMED ADDRESSEE YOU SHOULD NOT DISSEMINATE, DISTRIBUTE OR COPY THIS E-MAIL.

Karen Bouret DeMarzo

From: Kassis, Jackie <jkassis@masslottery.com>
Sent: Tuesday, August 17, 2021 4:36 PM
To: Karen Bouret DeMarzo
Cc: Licensing
Subject: RE: [EXTERNAL] RE: Legal Notice - MA State Lottery Commission (MSLC) - Millis Select Board - Alpaca Stores - (1) KENO to Go to Full KENO Monitor - Alpaca Stores

Sensitivity: Confidential

Hi Karen,

Yes - a full Monitor displaying the KENO game.

Thanks!

Jackie

From: Karen Bouret DeMarzo <Karen.Bouret.DeMarzo@millisma.gov>
Sent: Monday, August 16, 2021 5:13 PM
To: Kassis, Jackie <jkassis@masslottery.com>
Cc: Mike Guzinski <mguzinski@millisma.gov>; Pete Jurmain <Pete.Jurmain@millisma.gov>
Subject: [EXTERNAL] RE: Legal Notice - MA State Lottery Commission (MSLC) - Millis Select Board - Alpaca Stores - (1) KENO to Go to Full KENO Monitor - Alpaca Stores
Sensitivity: Confidential

CAUTION: This email originated from outside of the organization. Do not click links, open attachments, or respond unless you recognize the sender and know the content is safe.

Hi Jackie,

Just to clarify, Alpaca is looking to go from the KENO to Go to an actual KENO game at their location?

Karen Bouret DeMarzo

Operations Support Manager
Town of Millis
900 Main Street
Millis, MA 02054
508.376.7041

From: Kassis, Jackie <jkassis@masslottery.com>
Sent: Monday, August 16, 2021 3:03 PM
To: Karen Bouret DeMarzo <Karen.Bouret.DeMarzo@millisma.gov>; Town Administrators office <TownAdministratorsOffice@millisma.gov>
Cc: Licensing <Licensing@masslottery.com>
Subject: Legal Notice - MA State Lottery Commission (MSLC) - Millis Select Board - Alpaca Stores - (1) KENO to Go to Full

21-244

Board/Committee Liaison Meeting Updates

21-245

Set Date for Stormwater Policy Review Workshop

21-246

Approval of Water/Sewer Commitments



**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 #	WATER	CAP ASSESMENT	SEWER	CROSS FEES	ON/OFF	TOTAL
QB0821	322226.48	120576.86	335622.12		566.02	778991.48
GRAND TOTAL						

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: _____

**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	PAINE	TOTAL
35000077	F3322	27.22	47.25	56.91				131.38
121754910	F3331	86.85	47.25	123.51				257.61
400831100	F3332	86.42	47.25	175.31				308.98
321523600	F3333	112.32	47.25	227.11				383.34
321729800	F3334	121.89	47.25	245.13				414.27
421784000	F3335	186.46	47.25					233.71
35000017	F3336	23.52	47.25	49.51		40.43		160.71
301055300	F3337	151.24	47.25	298.23				496.72
201072300	F3338	79.02	47.25	160.51				286.78
200608410	F3339	601.17	47.25	1015.17				1663.59
126402000	F3340	97.52	47.25	197.51				342.28
350001031	F3341	23.52	47.25	49.51		40.43		160.71
22245333	F3342	27.22	47.25	56.91				131.38
22245334	F3343	49.42	47.25	101.31				197.98
201149500	F3344	56.82	47.25					104.07
200373520	F3345	30.92	47.25					78.17
35000222	F3346	27.22	47.25	56.91				131.38
401795700	F3347	127.76	47.25					175.01
300414600	F3348	64.22	47.25	130.91				242.38
350001038	F3349	27.22	47.25	56.91		40.43		171.81
35000012	F3350	23.52	47.25	51.24				122.01
401290400	F3354	23.52	47.25	51.24				122.01
202006434	F3355	75.32	47.25	158.48				281.05
Total Commitment for August 2021								6957.33

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: _____

21-247

Approval of Draft Minutes

Select Board Meeting Minutes 8/23/21

Sel. Jurmain called the meeting to order at 12:00 pm. The following persons were present via Zoom: Sel. Pete Jurmain, Sel. Erin Underhill, Sel. Craig Schultze, Town Administrator-Michael Guzinski, Operations Support Manager Karen Bouret, and Board of Health Director John McVeigh

No announcements

Discuss COVID Protocols at Town Buildings

Mr. McVeigh stated that many cities and towns are mandating masks in municipal buildings due to the recommendation by the Center for Disease Control (CDC). Mr. McVeigh noted that this practice was put into place on Friday, August 20th in Millis and asked the Board to confirm the mask mandate. Millis Schools will have instituted a mask mandate for all at school buildings. Mr. Guzinski noted that the School Committee act as custodians for the school buildings.

The Board discussed protocol if there is a need to extend the mandate to private businesses in Town and agreed that it would need to be voted by the Select Board. The Board agreed that this will only happen if infection numbers in Town drastically increase at some point and it is recommended by the Board of Health.

Sel. Underhill made a motion that the Board confirms the mask mandate for all municipal buildings effective August 20, 2021. The motion was seconded by Sel. Schultze. A roll call vote was taken and the Board voted unanimously in favor of the motion.

Sel. Underhill made a motion that the Board strongly recommends, at the discretion of the Chair of each Town board or committee, that meetings be held remotely but should it an in-person meeting be needed then masks should be worn and social distancing should be practiced. The motion was seconded by Sel. Schultze. A roll call vote was taken and the Board voted unanimously in favor of the motion.

Sel. Underhill made a motion to adjourn at 12:15 pm. The motion was seconded by Sel. Schultze. A roll call vote was taken and the Board voted unanimously in favor of the motion.