



TOWN OF MILLIS

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

OFFICE OF THE SELECT BOARD

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

Michael J. Guzinski
Town Administrator
mguzinski@millisma.gov

Karen Bouret DeMarzo
Assistant Town Administrator
kbouret@millisma.gov

SELECT BOARD MEETING AGENDA MONDAY, AUGUST 22, 2022; 7:00 PM VETERANS MEMORIAL BUILDING ROOM 229

	Topic	Time	Speaker
I.	Call to Order	7:00 PM	Chair Underhill
II.	Announcements <ul style="list-style-type: none">9/6 State Primary Election & Early VotingWater Ban Update – Critical Drought StatusState Transportation Bill Award		
III.	Scheduled Appointments & Hearings		
22-166	Discuss Town Policy for Lift Assist at Assisted Living and Nursing Home Facilities	7:05 PM	Chief Barrett
22-167	Review/Approval of SAFE Coalition Flag Display Request	7:10 PM	J. Knight-Levine
22-168	Approval of FY23 Green Communities Contract	7:15 PM	R. Weiss
22-169	Approval of DPW Contracts <ul style="list-style-type: none">Line PaintingTree Trimming/Removal	7:20 PM	J. McKay
22-170	Approval of Bond Anticipation Note (BAN)	7:25 PM	J. Scannell
22-171	FY23 Stormwater Rate Hearing	7:30 PM	J. McKay
22-172	Discuss Quarterly Billing for Stormwater Fees	7:40 PM	E. Underhill J. Scannell
22-173	Review/Approval of Stormwater Contract - Kleinfelder	8:00 PM	J. McKay P. Varga
22-174	Approval of Change Order for PFAS Treatment Plant Contract - Kleinfelder	7:50 PM	J. McKay T. Bernier
22-175	Appointments <ul style="list-style-type: none">Heavy Equipment Operator/LaborerDepartment Assistant - DPWSchool Building Committee MembersRecreation Committee Member	8:10 PM	J. McKay M. Guzinski E. Underhill

IV.	Open Session Items	
22-176	Approval of Auction of Town Equipment	J. McKay
22-177	Discuss Sewer Policy Recommendations	Sel. Underhill
22-178	Consider Including Article for Senior Center Building Project at Fall Annual Town Meeting	Sel. Underhill
22-179	Review/Approval of Common Victualler License for Luca's Italian Deli	K. Bouret
22-180	Review Hickory Hills Subdivision Road Acceptance Request and Refer to Planning Board	M. Guzinski
22-181	Vote to approve Changes made to section 72 of MGL 54 Regarding Police Detail at Elections	M. Guzinski
22-182	Approve/Sign 9/6/22 Election Warrant	M. Guzinski
22-183	Board/Committee Liaison Updates	Sel. Underhill
22-184	Review/Approval Water/Sewer Commitment(s)	M. Guzinski
22-185	Approval of DRAFT Minutes <ul style="list-style-type: none"> • 8/2/22 • 6/23/22 	Sel. Underhill
V.	Adjournment	

Proposed Upcoming Meeting Schedule

Date	Time	Location
Monday, September 12, 2022	7:00 pm	Rm 229 VMB
Monday, September 26, 2022	7:00 pm	Rm 229 VMB
Monday, October 17, 2022	7:00 pm	Rm 229 VMB
TBD	7:00 pm	Rm 229 VMB

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

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

Announcements

9/6/22 State Primary Early Voting Dates and Times

State Primary Election

September 6, 2022

Early Voting Dates & Times:

Saturday	Aug. 27	10:00 AM – 5:00 PM
Monday	Aug. 29	8:30 AM – 7:30 PM
Tuesday	Aug. 30	8:30 AM – 4:30 PM
Wednesday	Aug. 31	8:30 AM – 4:30 PM
Thursday	Sept 1	8:30 AM – 4:30 PM
Friday	Sept 2	8:30 AM – 4:30 PM

Voting in Person at the Polls after submitting an early ballot is prohibited as outlined in 950 CMR 4 7.19.

Location: Veterans Memorial Building

Room 130, 900 Main Street, Millis

MILLIS DEPARTMENT of PUBLIC WORKS

***** ANNOUNCES *****

REGULATIONS FOR OUTSIDE WATERING

FOR ALL MILLIS RESIDENCES and BUSINESSES

Effective August 17, 2022

MassDEP declared a LEVEL 3-CRITICAL DROUGHT

All nonessential outdoor water uses shall be banned, including the use of drip irrigation, hand-held hose and watering cans.

Penalties for violation of the policy are:

\$50.00 for the first offense

Subsequent offenses will result in additional fines of

\$100.00 per offense.

Millis Department of Public Works

900 Main Street

Millis, MA 02054

508-376-5424

WATER BAN REGULATIONS MAY CHANGE, FOR UPDATES VISIT www.millisma.gov

Karen Bouret DeMarzo

From: Mike Guzinski
Sent: Tuesday, August 16, 2022 2:32 PM
To: Erin T. Underhill; Craig Schultze; Ellen Rosenfeld
Cc: Karen Bouret DeMarzo
Subject: \$1 Million of State Funding for Paving of Route 109

Good afternoon,

I'd like to share some excellent news with you.

Last week the Governor signed the Transportation Infrastructure Bond Bill which includes \$1,000,000 for the reconstruction/repaving of Route 109 in Millis. We had listed this as our highest priority for our transportation infrastructure needs. Senator Rausch, Rep. Linsky, and Rep. Dooley all supported the passage of this item. This is different than an 'earmark' in that it will take some time for these funds to be released to the town (It involves a long term borrowing by the state). We expect to receive more information from the state in regards to this over the next couple of months. We are hopeful that we'll receive the funding in time for next year's paving season. Regardless of the timeframe, this is certainly worth celebrating! We'll have this item listed on the announcements for Monday's Select Board Meeting.

Thanks.

Mike

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

508-376-7041
mguzinski@millisma.gov

22-166

Lift Assist Policy Discussion

Karen Bouret DeMarzo

From: Chief Rick Barrett
Sent: Thursday, July 14, 2022 3:45 PM
To: Mike Guzinski; Erin T. Underhill
Cc: Karen Bouret DeMarzo; Ellen Rosenfeld; Craig Schultze
Subject: Lift assist at nursing homes and assisted living facilities

Good afternoon,

There has been an ongoing discussion amongst Chief's in Norfolk county regarding calls to nursing homes and assisted living facilities for lift assist (picking patients up off the floor) and the ability to charge for those services. I asked about meeting with the facilities to discuss policies and procedures and the Canton Chief was quick to send back this email below. As i have been stating for years, the impact that this facility will have on our Public Safety departments will be significant. When there was a study performed by the parent company on how many calls we would respond to weekly they stated between 6-10, everyone states the same as Chief Doody that the calls are 10x that. Using their numbers that is another 500-600 calls per year. I think it is important that we consider putting in place this same policy, we can determine the number for our department (we only have 4 ff/emt's on duty and would probably only send either the ambulance or the engine when the ambulances are out). Any sort of reimbursement would be better than nothing. Please let me know if you would like to meet to discuss further.

We did an analysis of what the cost of doing a lift assist was. We looked at salary of 5 FF's (engine and amb), time (1 hour min), vehicle cost, (you can use FEMA rates), fuel & maintenance. Then we rounded up to \$500. Gave the proposal to the Board. They approved the policy. We notified all the facilities that it would apply to and implemented the program. Whatever the facility tells you multiply the number of runs you will do by at least 10. If it's corporate they will not pick a patient up off the floor for liability reasons. We thought the \$500 would reduce the number of calls but it didn't. They'd rather pay us than change the policy. Good luck.

Charles E. Doody

Fire Chief

Emergency Management Director

Town of Canton

(781) 575-6654 ext. 3103

Richard Barrett, CFO
Fire Chief/EMD
885 Main St.
Millis, Ma 02054
Phone: 508-376-2361
Fax: 508-376-4339



22-167

SAFE Coalition Flag Display Request

Karen Bouret DeMarzo

From: Jennifer Knight-Levine <jknight-levine@safecoalitionma.org>
Sent: Tuesday, August 9, 2022 2:55 PM
To: Karen Bouret DeMarzo
Subject: Flag Display!

CAUTION: This email originated from outside of the Town of Millis mail system. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hello Karen!

I am writing from the SAFE Coalition and we were hoping to create a flag display for international overdose day on August 31st. We are interested in placing 2290 flags on the green in front of Town Hall which represents each life lost last year in Massachusetts due to overdose.

If there is an application process for this I am very happy to do that too.

Thank you so much!
Jen

Jennifer Knight-Levine
Executive Director, co-founder
SAFE Coalition
(p) [858-952-8120](tel:858-952-8120)

The content of this email is confidential and intended for the recipient specified in message only. It is strictly forbidden to share any part of this message with any third party, without a written consent of the sender. If you received this message by mistake, please reply to this message and follow with its deletion, so that we can ensure such a mistake does not occur in the future.

22-168

FY23 Green Communities Contract



TOWN OF MILLIS

Erin T. Underhill, *Chair*
Craig Schultze, *Vice-Chair*
Ellen Rosenfeld, *Clerk*
Michael J. Guzinski, *Town Administrator*

Energy Manager
Veterans Memorial Building
900 Main Street • Millis, MA 02054
Phone: 508-376-7040
Fax: 508-376-7053
rweiss@millis.net

TO: Select Board

FROM: Robert Weiss, Energy Manager 

DATE: August 22, 2022

RE: Motion to Authorize Town Administrator to Sign Green Communities Contract

This evening I am asking the Board to approve an award from state's Department of Energy Resources (DOER) for a Green Communities grant of \$73,524. However, I am asking for the Board to accept a total of \$70,633.04 of that award.

The grant will provide financing for 3 (three) energy efficiency projects. This year the Town will use the funds to install air source heat pumps at the D'Angelis Water Treatment Facility and Wells 1, 2, 3, 4, 5 and 6. In this grant we have received funding for installing interior insulating windows at the Niagara Fire Station at \$2,891.03. However, because the Town will have to raise \$37,750 I am recommending we return that portion of the award to the state. The will leave the Town with \$70,633 in funding.

The installations of these projects are estimated by our technical consultant, Prism Energy, to save over 446 MMBtus of greenhouse gas emissions annually through electric and heating use reduction and to save the Town \$13,124 in energy costs every year. The total installed cost of these four projects comes to \$110,633.

The total costs will be covered by the following resources:

Green Communities Grant	\$ 70,633
Utilities' MassSave Program	\$ 40,000
Millis Contribution	\$ <u>0</u>
Total Installed Costs	\$ 110,633

PROPOSED

"I make a motion that the Select Board accept the Green Communities FY2023 grant of \$70,633 for two energy efficiency projects and appoint Town Administrator Michael Guzinski as the Authorized Signatory on behalf of the Town."

22-169

Approval of DPW Contracts



TOWN of MILLIS

DEPARTMENT OF PUBLIC WORKS

900 MAIN STREET, MILLIS, MA 02054

TO: Michael Guzinski, Town Administrator
FROM : James F. McKay, Director of Public Works
DATE : August 18, 2022
SUBJECT : MAPC Contract

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

IFB # MW 2020 PW1 – Item 6: **Pavement Markings**

Extension -2022

Markings Inc.

30 Riverside Drive

Pembroke MA, 02359

Expires December 31, 2022

Not to exceed \$20,000.00

0142250-538200 Traffic Lines - \$20,000.00

Chapter 90 - \$10,000.00

Michael Guzinski, Town Administrator

Date:



MW Item 6 - Markings inc Extension Letter - 2022 signed.pdf



November 30, 2021

Monique Souza
President
Markings Inc
30 Riverside Drive
Pembroke, MA 02359

Re: IFB # MW 2020 PW1 - Item 6
Public Works Services and Materials
Contract Extension

Dear Ms. Souza

This letter serves as formal notice of the MAPC MetroWest Consortium's decision to extend its Contract with your company for the following goods and/or services: **Item 6: Pavement Markings**. This extension is valid through the contract extension period ending **December 31, 2022**.

In accordance with Section 7, Subsection (J) of the Invitation to Bid ("IFB"), all bid prices shown on the attached Bid Price Form shall remain in effect for the duration of this extension, with the specific exception of price adjustments attributable to changes in fossil fuel costs incurred by the contractor pursuant to Section 8 of the General Information section of the Contract. Such approval is subject to MAPC's and the Consortium's approval.

Please be reminded that while the Consortium has made the decision to extend the Contract, an individual member municipality's decision to use the contract is discretionary and dependent upon continuing quality of service. Member municipalities that choose to retain your services will contact you directly to schedule work. Such work shall proceed upon your receipt of a copy of the attached Contract Extension Form executed by the municipality and your delivery of any and all bonds, insurance certificates and any other certifications required in the IFB or by the municipality. All terms, conditions and requirements of the IFB and the original Contract documents remain in full force and effect.

On behalf of MAPC, I thank you for your continued services under this contract and your continuing interest in serving the members of the MetroWest Consortium.

Sincerely,

Mark Fine

MARK SAMUEL FINE
DIRECTOR, MUNICIPAL COLLABORATION
Metropolitan Area Planning Council
O# (617) 933-0789 / C# (617) 455-9416 / mfine@mapc.org



22-170

BAN Approval

Memorandum

To: Select Board
CC: Michael Guzinski
From: Jennifer Scannell
Date: 8/16/22
Re: General Obligation Bond Anticipation Notes - \$117,000

Please see enclosed Renewal General Obligation Municipal Purpose Loan of 2022:

- \$117,000 – Capital Items (Authorized at 051418 ATM)
 - 1 Year Maturity – 9/8/23
- Interest – \$4,375.31
- The Select Board will need to approve the Vote of the Select Board at the meeting on August 22nd and sign the following documents when I return from vacation:
 - Note
 - Signature, No Litigation and Official Statement Certificate
 - Tax Certificate
 - Significant Events Disclosure Certificate

Suggested motion is as follows: “to adopt the vote prepared by bond counsel in connection with the sale and approval of the Town’s August bond anticipation notes.”

Regards,
Jennifer Scannell
Treasurer

Town of Millis, Massachusetts

\$117,000 General Obligation Bond Anticipation Notes



Sale Date: 8/16/2022
Dated Date: 9/9/2022
Delivery Date: 9/9/2022
Due Date: 9/8/2023
Days Per Year: 360
Day Count: 359
Bank Qualified: Yes

Bidder	Underwriter	Principal	Coupon Rate	Premium	Interest	Net Interest	NIC	Prorata Premium	Prorata Interest	Award	Reoffering Yield
The Cooperative Bank of Cape Cod		\$117,000	3.75%	\$0.00	\$4,375.31	\$4,375.31	3.7500%	\$0.00	\$4,375.31	\$117,000	NRO
Award Totals				\$0.00		\$4,375.31		\$0.00	\$4,375.31	\$117,000	

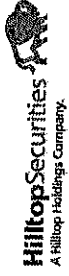
Weighted Average Net Interest Cost: 3.7500%

MUNICIPAL PURPOSE LOAN

Town of Millis, Massachusetts

\$117,000 General Obligation Bond Anticipation Notes

Sale Date: 8/16/2022
 Dated Date: 9/9/2022
 Delivery Date: 9/9/2022
 Due Date: 9/8/2023
 Bank Qualification: Yes



Purpose	Vote Date(s)	Reference	Amount Authorized	Previous Issues	Bonds, Grants, and/or Paydowns	Renewal This Issue	New This Issue	Total This Issue	Balance Unissued	Original Issue Date	Prorate Interest	Prorate Premium
Veterans Memorial Building HVAC Improvements	5/14/2018	C-44 s. 7(1)	\$107,000	\$19,800	\$87,200	\$19,800	\$0	\$19,800	\$0	9/14/2018	\$740.44	\$0.00
Auditorium Repairs	5/14/2018	C-44 s. 7(1)	\$90,000	\$18,000	\$72,000	\$18,000	\$0	\$18,000	\$0	9/14/2018	\$673.13	\$0.00
Varsity Baseball Field	5/14/2018	C-44 s. 7(1)	\$50,000	\$12,000	\$38,000	\$12,000	\$0	\$12,000	\$0	9/14/2018	\$448.75	\$0.00
Bobcat Excavator	5/14/2018	C-44 s. 7(1)	\$56,253	\$11,050	\$45,203	\$11,050	\$0	\$11,050	\$0	9/14/2018	\$413.22	\$0.00
Fire Departmental Vehicle	5/14/2018	C-44 s. 7(1)	\$51,872	\$10,350	\$41,522	\$10,350	\$0	\$10,350	\$0	9/14/2018	\$387.05	\$0.00
Fuel Dispensing System	5/14/2018	C-44 s. 7(1)	\$50,000	\$10,000	\$40,000	\$10,000	\$0	\$10,000	\$0	9/14/2018	\$373.95	\$0.00
School Bus	5/14/2018	C-44 s. 7(1)	\$45,000	\$9,000	\$36,000	\$9,000	\$0	\$9,000	\$0	9/14/2018	\$356.56	\$0.00
Advanced Life Support Equipment	5/14/2018	C-44 s. 7(1)	\$40,537	\$8,100	\$32,437	\$8,100	\$0	\$8,100	\$0	9/14/2018	\$302.91	\$0.00
Middle/High School Bathroom Upgrade	5/14/2018	C-44 s. 7(1)	\$40,000	\$8,000	\$32,000	\$8,000	\$0	\$8,000	\$0	9/14/2018	\$299.17	\$0.00
Veterans Memorial Building Drainage/HVAC Re-piping	5/14/2018	C-44 s. 7(1)	\$30,150	\$6,000	\$24,150	\$6,000	\$0	\$6,000	\$0	9/14/2018	\$224.38	\$0.00
Advanced Life Support Equipment	5/14/2018	C-44 s. 7(1)	\$14,761	\$2,500	\$12,261	\$2,500	\$0	\$2,500	\$0	9/14/2018	\$93.49	\$0.00
IT/Data Processing Infrastructure	5/14/2018	C-44 s. 7(1)	\$11,000	\$2,200	\$8,800	\$2,200	\$0	\$2,200	\$0	9/14/2018	\$92.27	\$0.00
Totals			\$596,573	\$117,000	\$479,573	\$117,000	\$0	\$117,000	\$0		\$4,375.31	\$0.00

NOTICE OF SALE DATED AUGUST 9, 2022

To the best of the Town's knowledge and belief, interest on the Notes is excluded from gross income for Federal income tax purposes, and that interest on the notes is also exempt from Massachusetts personal income taxes. The Town expects to designate the notes as "qualified tax-exempt obligations" for Federal income tax purposes. It should be noted, however, that the Town has not engaged the services of bond counsel, or any other counsel to render a legal opinion with respect to the treatment for Federal or Massachusetts income tax purposes of interest on the Notes. **What additional tax-exempt debt, including lease purchase obligations, does the Town plan to issue during calendar year 2022?**

TOWN OF MILLIS, MASSACHUSETTS
\$117,000 GENERAL OBLIGATION BOND ANTICIPATION NOTES

The Town of Millis, Massachusetts (the "Town"), will receive telephone bids at Hilltop Securities Inc. (617-619-4400) until 11:00 A.M. (Eastern Time) on Tuesday, August 16, 2022, for the purchase of the following described Notes (the "Notes" of the Town):

\$117,000 General Obligation Bond Anticipation Notes (renewal) dated September 9, 2022 and payable September 8, 2023. **Please confirm maturity date.** Interest will be computed on a 30 day-month/360 day-year basis (359/360).

The Notes are not subject to redemption prior to their stated maturity dates.

The Notes are transferable only in their original form and may not be exchanged or transferred for new note certificates.

Bids must be submitted for all but not less than all of the Notes at a single rate of interest in a multiple of one-hundredth (1/100) of one percent (1%). **No bid of less than par and accrued interest to the date of delivery will be considered.** The right is reserved to reject any or all bids and to reject any bid not complying with this Notice of Sale and, so far as permitted by law, to waive any irregularity with respect to any bid. The Notes will be awarded on the basis of lowest net interest cost to the Town after deduction of premium, if any.

The Notes will be issued in the form of one fully registered physical certificate, rather than in book-entry form through the facilities of DTC.

The Notes will be certified as to their genuineness and legality by the State Bureau of Accounts and will not be accompanied by a legal opinion. The Notes will be valid general obligations of the Town and, except to the extent they are paid from the bond proceeds in anticipation of which they are issued, or from any other available moneys, the principal of and interest on the Notes are payable from taxes which may be levied upon all taxable property in the Town subject to the limit imposed by Chapter 59, Section 21C of the General Laws. **U.S. Bank National Association will serve as Paying Agent on the Notes.**

Any bidder who submits a winning bid by telephone in accordance with this Notice of Sale shall be required to provide written confirmation of the terms of the bid by faxing or e-mailing a completed, signed bid form to Hilltop Securities Inc. by not later than 12:00 p.m. on the date of sale.

The Notes will be designated as "qualified tax-exempt obligations" for purposes of Section 265(b)(3) of the Internal Revenue Code of 1986, as amended.

If a bidder on the Notes intends to reoffer the Notes to the public, such bidder agrees, by submitting a bid, to abide by the so-called "hold the price" rule under the United States Treasury Department's Issue Price Regulation that became effective June 7, 2017.

Additional information concerning the Town of Millis and the Notes is contained in the Official Statement dated August 12, 2021 in connection with the sale of \$1,000,000 General Obligation Bond Anticipation Notes dated August 19, 2021 and payable August 19, 2022, to which prospective bidders are directed. The Official Statement is referenced for informational purposes and is not a part of this Notice of Sale. Copies of the Official Statement may be obtained from Hilltop Securities Inc., 54 Canal Street, 3rd Floor, Boston, Massachusetts 02114, telephone number (617) 619-4400. **Rule 15c2-12 promulgated by the Securities and Exchange Commission does not apply to this offering of securities.**

The Notes will be delivered to the successful bidder on or about September 9, 2022, by the State Bureau of Accounts for credit to the Town in federal reserve funds.

TOWN OF MILLIS, MASSACHUSETTS
/s/ Ms. Jennifer Scannell, Town Treasurer

August 9, 2022

TOWN OF MILLIS, MASSACHUSETTS
\$117,000 GENERAL OBLIGATION BOND ANTICIPATION NOTES

This Official Statement is provided for the purpose of presenting certain information relating to the Town of Millis, Massachusetts (the "Town") in connection with the sale of an aggregate \$117,000 principal amount of its General Obligation Bond Anticipation Notes (the "Notes"). The information contained herein has been furnished by the Town except information attributed to another governmental agency or official as the source.

Description of the Notes

The Notes will be dated September 9, 2022 and will be payable on September 8, 2023. The Notes will bear interest payable at maturity, calculated on a 30 day-month/360 day-year basis (359/360), at the rate or rates determined upon their sale in accordance with the Notice of Sale dated August 9, 2022.

This Official Statement is provided for the purpose of presenting certain information relating to the Town of Millis, Massachusetts (the "Town") in connection with the sale of \$117,000 General Obligation Bond Anticipation Notes (the "Notes"). The information contained herein has been furnished by the Town, except information attributed to another governmental agency or official as the source.

The Notes are being offered for sale at public bidding on Tuesday, August 16, 2022, and a Notice of Sale dated August 9, 2022 has been furnished to prospective bidders. Reference is hereby made to the Notice of Sale for the terms and conditions of bidding.

The Notes will be general obligations of the Town for which its full faith and credit are pledged.

Authorization of the Notes and Use of Proceeds

The following sets forth the purpose, principal amount, amount originally authorized, bond anticipation notes outstanding, statutory reference and date of approval for the current offering of Bond Anticipation Notes:

Please confirm the amounts and purposes the Town would like to include in this issue.

Purpose	This Issue	Original Bond Authorization	Bond Anticipation Notes Outstanding (1)	Statutory Reference C. 44	Date of Approval
Veterans Memorial Building HVAC Improvements	\$ 19,800	\$ 107,000	\$ 42,000	7 (1)	5/14/2018
Auditorium Repairs	18,000	90,000	36,000	7 (1)	5/14/2018
Varsity Baseball Field	12,000	60,000	24,000	7 (1)	5/14/2018
Bobcat Excavator	11,050	56,253	22,430	7 (1)	5/14/2018
Fire Departmental Vehicle	10,350	51,872	20,750	7 (1)	5/14/2018
Fuel Dispensing System	10,000	50,000	20,000	7 (1)	5/14/2018
School Bus	9,000	45,000	18,000	7 (1)	5/14/2018
Advanced Life Support Equipment	8,100	40,537	16,216	7 (1)	5/14/2018
Middle/High School Bathroom Upgrade	8,000	40,000	16,000	7 (1)	5/14/2018
Veterans Memorial Building Drainage/HVAC Re-piping	6,000	30,150	12,060	7 (1)	5/14/2018
Advanced Life Support Equipment	2,500	14,761	5,144	7 (1)	5/14/2018
IT/Data Processing Infrastructure	2,200	11,000	4,400	7 (9)	5/14/2018
	<u>\$ 117,000</u>		<u>\$ 237,000</u>		

(1) Payable September 9, 2022. To be retired in part with \$120,000 revenue funds of the Town and with the Note proceeds.

Financial Advisory Services of Hilltop Securities Inc.

Hilltop Securities Inc. serves as financial advisor to the Town of Millis, Massachusetts.

For Discussion Purposes Only

Town of Millis, Massachusetts

Tentative Financing Schedule

General Obligation Bond Anticipation Notes (the “Notes”) of September 2022

July							August							September						
S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S
					1	2		1	2	3	4	5	6					1	2	3
3	4	5	6	7	8	9	7	8	9	10	11	12	13	4	5	6	7	8	9	10
10	11	12	13	14	15	16	14	15	16	17	18	19	20	11	12	13	14	15	16	17
17	18	19	20	21	22	23	21	22	23	24	25	26	27	18	19	20	21	22	23	24
24	25	26	27	28	29	30	28	29	30	31				25	26	27	28	29	30	
31																				

Holiday
 FOMC meets

- July 27, 2022 Tentative Financing Schedule and draft Notice of Sale sent to Town for review

- August 9, 2022 Advertise Note sale to prospective bidders

- August 16, 2022 Competitive sale; receive bids on the Notes

- Week of August 22nd Select Board meets to sign Notes and related documents – a majority of the Board, Clerk and Treasurer all sign documents (no Select Board vote needed to approve the Notes)

- By August 31, 2022 Executed paperwork must be uploaded to DOR (Gateway) and returned as instructed by HilltopSecurities (HilltopSecurities will assist with document delivery arrangements)

- September 5, 2022 HOLIDAY

- September 9, 2022 - Dated and delivery date of the Notes; Town receives Note proceeds

- Town pays off maturing ban's

- September 8, 2023 Maturity date of the Notes (**to be confirmed**)

22-171

FY23 Stormwater Rate Hearing

Karen Bouret DeMarzo

From: Jim McKay
Sent: Wednesday, August 3, 2022 9:49 AM
To: Erin T. Underhill; Craig Schultze; Ellen Rosenfeld
Cc: Mike Guzinski; Karen Bouret DeMarzo; Carol Johnston; Deirdre Gilmore; Jennifer Scannell
Subject: report
Attachments: DPW-Scan-_20220803_094942.pdf

Follow Up Flag: Follow up
Flag Status: Flagged

At the Select Board rate hearing for water, sewer, and stormwater I was asked what if the \$33.00 for square feet of Impervious Area to \$25.00 for square feet of Impervious Area. I have attached three documents for your review.

Document 1. Mailer for the new rate structure that would found the new Stormwater Enterprise fund this was sent to all Millis Residents and Businesses. This billing rate structure was adopted and put in the bylaw for the operation of the Stormwater Department.

Document 2. The DPW Operation Manger report on billing unit rate reduction, what this document shows when reducing the FY22 billing units from \$33.00 to \$25.00 the loss of revenue is \$162,752.00.

Document 3 and 4. The Finance Directors stormwater revenue summary and stormwater budget summary these reports were in the FY23 Annual Budget report.

I would note that the Stormwater Enterprise fund has not requested an increase since the start I would also remind the board that starting with this years annual report the department must show how we plan on reducing the towns phosphorus load I will explain more on that at your next meeting. The only places that I can see that can be reduced would be 1. personnel services wages and 2. Expenses transfer to general fund I will explain my response at your next meeting.

If you have any question please give me a call.

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

Disclaimer

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TOWN OF MILLIS, MA STORMWATER UTILITY BILLING UPDATE

JUNE 2018

The Town is implementing a Stormwater Utility which will promote effective management of drainage infrastructure, streamline municipal operations, and provide transparency in spending. **The Board of Selectmen will set billing rates at a Public Hearing at 7pm on June 25 in Town Hall Room 229.**

Highlights:

- In November 2017, the Town passed a Stormwater Utility bylaw which allows for the creation of a dedicated fund for stormwater management.
- **Stormwater Utility Bills** will be mailed to all property owners in Millis starting October 2018.
- Property owners may be eligible to apply for credits to reduce bills after the first billing cycle.

BILLING RATE STRUCTURE

The Town developed a rate structure based on the amount of impervious area on a parcel. Impervious surfaces include rooftops, driveways, and parking lots. All property owners in Millis with developed land will receive a bill starting in October 2018. Millis' rate structure and estimated rates are similar to other Massachusetts communities with Utilities such as Reading, Northampton, and Chicopee.

Rates are estimated at approximately \$2.75/billing unit and will be finalized on June 25 at a public rate hearing. At this billing rate, more than 50% of billed parcels will pay \$99 or less annually. The number of billing units for each parcel is posted on the Town's Stormwater webpage: <http://millis.org/pages/SWBU.pdf>.

Number of Billing Units	Square Feet of Impervious Area	Anticipated Annual Fee
0	0 – 199	\$0
1	200 – 1499	\$33
2	1500 – 2499	\$66
3	2500 – 3499	\$99

One additional billing unit for each additional 1000 square feet increment of impervious area greater than 3499 square feet

CREDITS

The Town will begin a credit program for eligible activities which control stormwater on-site or reduce pollutant loading from stormwater runoff (such as rain gardens, porous pavement, dry wells, or other best management practices). More information about the credit applications process will be available after the first billing cycle.

7PM ON JUNE 25, 2018 - STORMWATER UTILITY RATE HEARING
Millis Town Hall Room 229
900 Main Street

OCTOBER 2018 - STORMWATER UTILITY BILLS
Bills will be mailed to all property owners in Town

Questions & More Information:

Jim McKay, Department of Public Works
w | http://www.millis.org/Pages/MillisMA_DPW/index
e | jmckay@millis.net p | 508.376.5424

Town of Millis - Stormwater Enterprise Fund
Billing Unit Rate Reduction

FY22 Invoiced: \$671,352.00

FY22 Billing Units: 20,344

Loss of Revenue: **(\$162,752.00)**

Stormwater Enterprise

Stormwater Department Revenue Summary

	FY2018 ACTUAL	FY2019 ACTUAL	FY2020 ACTUAL	FY2021 ACTUAL	FY2022 TM ADOPTED	FY2023 REQUESTS	FY2023 PROPOSED
STORMWATER ENTERPRISE 7200							
<i>STORMWATER Fund Revenue</i>							
Penalties/Interest		\$4,510	\$3,503	\$2,359	\$0		
Service Fee (Revenue Ser)		\$606,084	\$618,509	\$628,065	\$600,000	\$630,273	\$630,273
Liens Added			\$30,111	\$63,333	\$0		
Transfer from Special Article					\$368		
Total		\$610,594	\$652,123	\$693,756	\$600,368	\$630,273	\$630,273

Stormwater Enterprise

Stormwater Department Budget Summary

	FY2018 ACTUAL	FY2019 TM ADOPTED	FY2020 ACTUAL	FY2021 ACTUAL	FY2022 TM ADOPTED	FY2023 REQUESTS	FY2023 PROPOSED
STORMWATER ENTERPRISE							
<i>Personnel Services</i>							
Salary Department Head		\$21,498	\$22,803	\$23,821	\$24,417	\$26,294	\$26,294
Salaries Clerical		\$7,317	\$7,725	\$7,910	\$15,085	\$15,085	\$15,085
Salaries Clerical Overtime				\$910	\$2,000	\$2,000	\$2,000
Wages		\$103,398	\$112,015	\$92,824	\$116,204	\$118,642	\$118,642
Wages Overtime		\$2,357	\$1,570	\$3,820	\$23,000	\$23,000	\$23,000
Longevity		\$0	\$918	\$954	\$1,000	\$1,000	\$1,000
Stormwater License Fees		\$0	\$0	\$0	\$0		
Total		\$134,570	\$145,031	\$130,238	\$181,706	\$186,021	\$186,021
<i>Expenses</i>							
SERVICES ENGINEERING		\$34,005	\$87,072	\$66,676	\$74,000	\$84,000	\$84,000
POLICE DETAILS		\$2,761	\$3,508	\$4,782	\$3,000	\$5,000	\$5,000
TRAINING		\$5,825	\$4,066	\$3,825	\$4,000	\$4,000	\$4,000
INSPECTIONS		\$6,594	\$12,350	\$6,442	\$23,000	\$23,000	\$23,000
EQUIPMENT HIRED		\$22,688	\$19,089	\$16,349	\$24,080	\$24,080	\$24,080
SUPPLIES & EXPENSES		\$9,579	\$2,573	\$8,190	\$10,000	\$15,000	\$15,000
HEAT & FUEL		\$0	\$0	\$0	\$9,563	\$9,563	\$9,563
GASOLINE						\$3,000	\$3,000
POSTAGE		\$2,510	\$116	\$1,329	\$2,500	\$2,500	\$2,500
UNIFORM/CLEANING		\$1,517	\$1,632	\$1,435	\$1,600	\$1,600	\$1,600
PUBLIC ED & OUTREACH		\$20,501	\$13,553	\$0	\$12,000	\$12,000	\$12,000
VEHICLE SUPPLY/REPAIR		\$8,206	\$9,326	\$7,499	\$25,000	\$25,000	\$25,000
MISCELLANEOUS EXPENSE		\$2,493	\$15,685	\$2,058	\$4,298	\$10,000	\$10,000
STORMWATER ST PRINCIPAL						\$0	\$0
STORMWATER ST INTEREST						\$14,235	\$14,235
RESERVE FUND				\$0	\$50,000	\$50,000	\$50,000
TRANSFER TO GENERAL FUND		\$129,272	\$132,266	\$139,173	\$157,340	\$161,274	\$161,274
Total	\$0	\$245,951	\$301,237	\$257,758	\$400,381	\$444,252	\$444,252
TOTAL BUDGET	\$0	\$380,521	\$446,269	\$387,996	\$582,087	\$630,273	\$630,273

22-172

Discuss Quarterly Billing for Stormwater Fees

Karen Bouret DeMarzo

From: Erin T. Underhill
Sent: Monday, July 11, 2022 11:55 AM
To: Ellen Rosenfeld
Cc: Mike Guzinski; Karen Bouret DeMarzo
Subject: Re: stormwater bill

Hi Ellen,

We will put this on the August 22 agenda and in the meantime, I will check in with the Finance office about this prior to our meeting.

Thanks!

Get [Outlook for iOS](#)

From: Ellen Rosenfeld <erosenfeld@millisma.gov>
Sent: Monday, July 11, 2022 11:21:04 AM
To: Erin T. Underhill <etunderhill@millisma.gov>
Cc: Mike Guzinski <mguzinski@millisma.gov>; Karen Bouret DeMarzo <Karen.Bouret.DeMarzo@millisma.gov>
Subject: stormwater bill

Erin

I would like Millis to consider changing the way we bill out the Stormwater fees to our residents.

Currently, it is a one-time, annual bill, which issues in the middle of November.

I would like us to consider adding it to the Water/Sewer bills

which issue quarterly

During my campaign, the number one complaint about the bill was not the bill itself, surprisingly, but the manner of billing.

Residents felt that the impact would be less if it were not one large bill, and receiving it during the holidays seemed to them to be particularly tone-deaf.

please consider this request for discussion at our next earliest meeting.

thanks

ellen

Karen Bouret DeMarzo

From: Mike Guzinski
Sent: Thursday, August 4, 2022 12:11 PM
To: Erin T. Underhill
Cc: Karen Bouret DeMarzo
Subject: FW: Quarterly Billing

Hi Erin,

Do you want to place this item on the August 22nd SB meeting agenda?

Thanks.

Mike

From: Jennifer Scannell <jscannell@millisma.gov>
Sent: Friday, July 29, 2022 9:59 AM
To: Erin T. Underhill <etunderhill@millisma.gov>; Carol Johnston <cjohnston@millisma.gov>; Mike Guzinski <mguzinski@millisma.gov>
Subject: RE: Quarterly Billing

Good Morning,

I apologize for the delay in getting back to you as I was on vacation.

First, it will increase the work in the Treasurer's office by having my staff process more payments over the course of the year, plus dealing with more inquiries, rather than once a year. Processing the quarterly water/sewer (w/s) bills is no small task. In fact, there is a lot of work involved in this process. To give you a picture of the work that's involved in the w/s billing, we started the quarterly w/s bill run on July 8th and are sending the bills to the company to print on August 8th. It's a process that takes numerous hours/weeks to review, analyze and make adjustments as necessary. To add the Stormwater billing to that process complicates things from my perspective. Instead of processing a bill run once a year for Stormwater, it will now be 4 times a year, again increasing our workload while simultaneously processing the w/s bills.

Second, the communities who currently add it to their w/s bill have a flat fee as opposed to basing the calculation on Impervious Area (IA). If the Town was to add it to the w/s bill as a flat fee, at the current budget of 650K, each homeowner would have to pay approximately \$202 per year. Currently 75% of the residents pay under \$165 per year. That increase may cause some friction upon residents. Not to mention that residents are already upset with the cost of their w/s bills.

The third issue is working with our current software provider, Munis, if this were to be implemented. Munis still does not have a solid platform for Stormwater billing. Mary and I have been working with Munis to try to make the billing process within Munis more efficient. If you were to move forward with this for next fiscal year, I would need further discussions with Munis and our IT Director to see if billing based on our current policy will work with the w/s platform.

One last note, is that all stormwater bills do not have a w/s bill, so we would have to account for those parcels separately.

Please let me know if you need anything further.

22-173

Stormwater Contract

Kleinfelder

**MS4 Compliance:
Stormwater Management Program
2018-2022 and Beyond**

Select Board August 22, 2022

Peter Varga, Project Manager
Kleinfelder, Boston





FY2018-2020

FY2018

- Phase I Drainage Mapping
- NPDES Annual Report
- Preparation of NOI
- FY2019 Budgeting

FY2019

- SWMP Documentation Update
- NPDES Annual Report
- IDDE Plan Creation
- SW Utility Credit Manual
- Asset Management Grant Application
- SWMP Training
- Problem Outfall Inspection
- Public Education Assistance

FY2020

- SWMP Documentation Update
- IDDE Plan Update and Program Planning
- *Good Housekeeping Manual*
- *Mills Transfer Station & DPW SWPPPs*
- *SWPPP Staff Training & Training Materials*
- *SW Utility Implementation Support (billing updates, GIS Analysis, review of applications, Updates to Master Account File, general support)*



FY2021-2022

FY2021

- SWMP Updates
- IDDE Training
- Public Education and Outreach Messaging
- Phosphorous Control Plan (PCP) Funding Source Assessment
- Draft PCP Scope and Baseline Assessment (Setup)
- Draft ID of Planned Nonstructural and Structural Controls (Setup)

FY2022

- SWMP Updates
- NPDES Annual Report
- IDDE Plan Update
- Public Education & Outreach Messaging
- Street Design and Parking Lot Guidelines/ Green Infrastructure Report
- Municipal BMP Retrofit Analysis and Inventory
- PCP Development
 - BMP Tool Summary Memo
 - Existing and Planned BMP Performance database
 - PCP Scope and Baseline Assessment Memo
 - Interdepartmental Stormwater Engagement Memo
 - Watershed Assessment Memo
 - Stormwater Utility Billing Updates, Support, and Training

Future Work

FY2023

- SWMP Updates
- NPDES Annual Report
- IDDE Program Continuation
- Public Education and Outreach
- PCP Nonstructural Controls Plan
- PCP O&M Plan for Structural Controls
- PCP Phase 1 Implementation Schedule & Cost
- Complete Written Phase 1 PCP
- Full Implementation of Nonstructural Controls

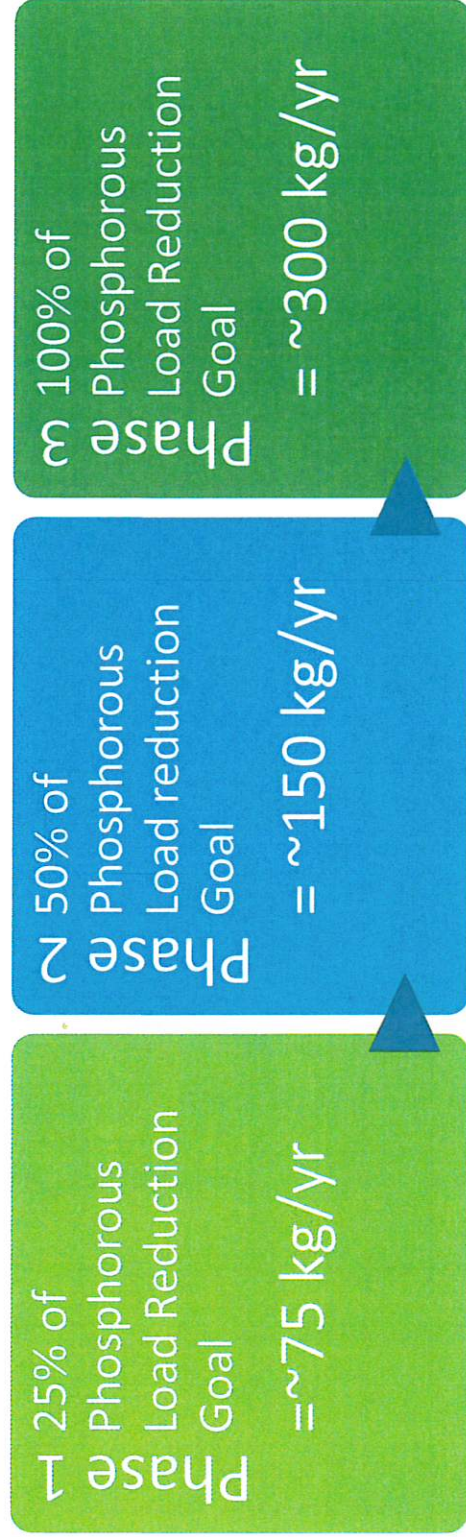
Future (Next 4 Years and Beyond)

- Continued Implementation of IDDE Plan:
 - Catchment investigations
 - Enforcement actions
 - Ongoing screening
- Implementation of PCP:
 - Identification of planned nonstructural and structural controls to achieve Phase 1 percent reduction milestones (2023)
 - Operation and Maintenance Program for structural controls in Phase 1
 - Phase 1 implementation costs and schedule
 - Complete written Phase 1 PCP
 - 15 years to implement structural controls/BMPs to reduce phosphorus (440 pounds/year)
- Post Construction Requirements:
 - Bylaw Updates
 - Funding Sources acquired
 - 5 Retrofit properties build-out

Phosphorus Control Plan (PCP) Milestones

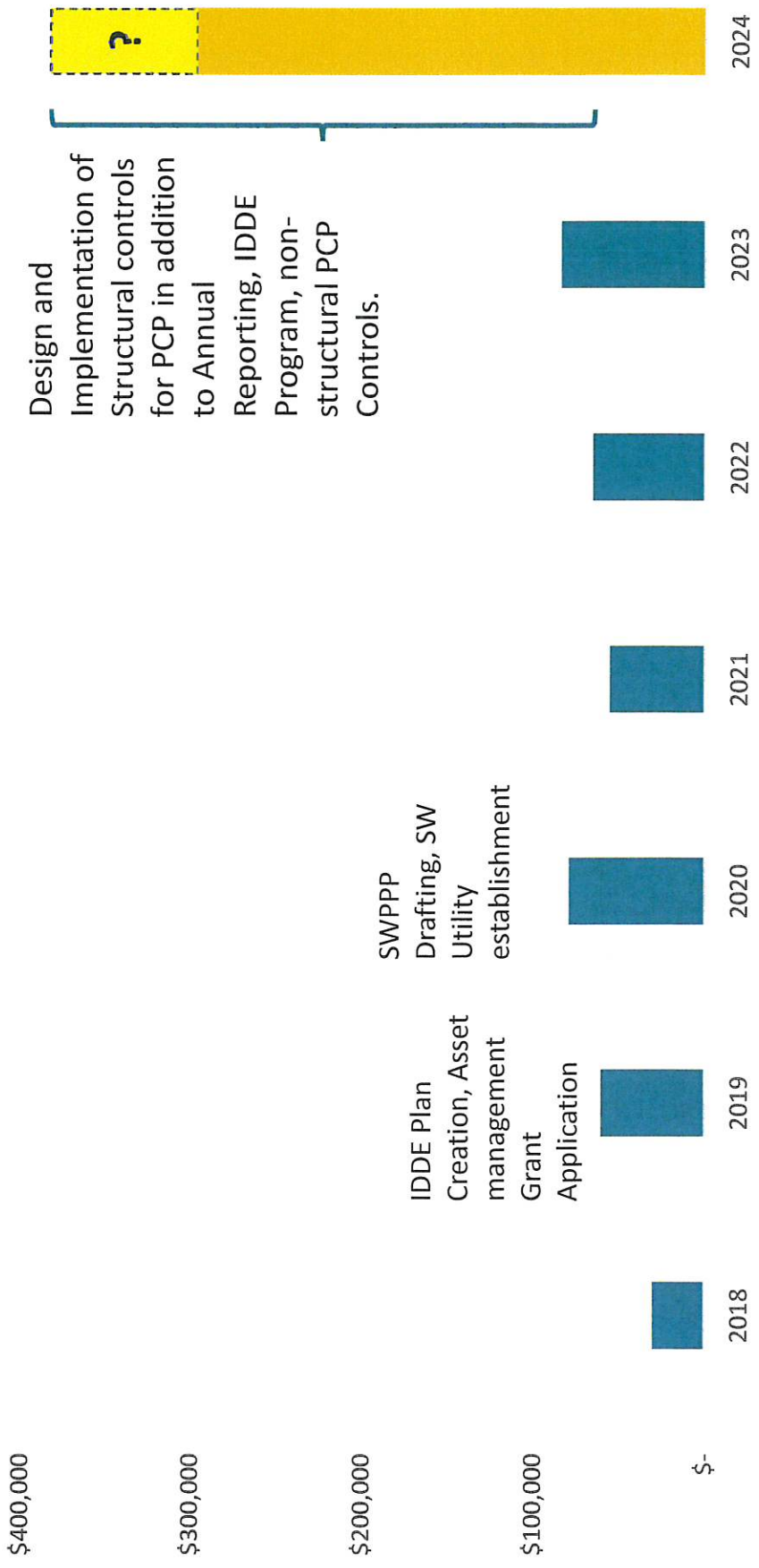
1-5 years after permit effective date	5-10 years after permit effective date	10-15 years after permit effective date	15-20 years after permit effective date
Create Phase 1 Plan	Implement Phase 1 Plan		
	Create Phase 2 Plan	Implement Phase 2 Plan	
		Create Phase 3 Plan	Implement Phase 3 Plan

Using Structural and Non-Structural Measures to achieve:





MS4 Program Annual Costs – Historic & Projected





August 11, 2022

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

RE: Proposal for FY23 MS4 Services

Dear Mr. McKay:

Please find herein a proposed Scope of Services to perform the tasks associated with the Town's Stormwater Program. These tasks correspond with requirements for Permit Year 5 under the 2016 MS4 General Permit.

BACKGROUND AND PURPOSE

The Town of Millis, MA is subject to the requirements of the EPA's National Pollutant Discharge Elimination System (NPDES) Phase II Small Municipal Separate Storm Sewer System (MS4) General Permit (hereafter referred to as the "MS4 Permit"). The current permit term went into effect on July 1, 2018. Kleinfelder has supported the Town through the first four years of program execution under this permit term. For this permit year, the requirements will result in further efforts than previous years pertaining to Best Management Practices (BMP) planning and implementation. Kleinfelder proposes to provide the Town with Permit Compliance support in FY23 as described in detail below.

SCOPE OF SERVICES

Task 1 – MS4 Permit Year 5 Support

Task 1A – Annual Reporting, SWMP Updates

Task 1 will focus on data tracking, documentation, and reporting requirements of the MS4 Permit.

The Town of Millis is required to submit an Annual Report describing all the activities undertaken during the prior Permit year. The next report is due Wednesday, September 28, 2022. Kleinfelder proposes to support the Town with developing a draft Annual Report in advance of this deadline by compiling available data and information gathered during the prior contract. Kleinfelder will facilitate a virtual meeting to discuss this draft document and incorporate necessary revisions into a final report, for the Town to submit to EPA and MassDEP.

Additionally, each Permittee must update their Stormwater Management Plan (SWMP) to reflect any changes and accomplishments. Kleinfelder will support the Town with this update process and required public engagement, which is due prior to July 1, 2023.



Deliverables:

- Draft and Final Annual Report for 2022
- Draft and Final SWMP with Year 5 Updates

Task 1B – IDDE Program Implementation Support

In 2022, in addition to completing the necessary desktop analyses of its system, the Town completed an updated the IDDE catchment delineation and catchment investigation training for key team members. The focus of the IDDE Program Implementation Support in Year 4 was ensuring Town staff have all necessary information and tools to initiate catchment investigations. Catchment investigations involved conducting a system vulnerability factor (SVF) analysis for each outfall and will require field investigation of each outfall's drainage area (including water quality sampling as needed), IDDE source identification/removal, and establishment of associated SOPs for enforcement. Prior to completion of a catchment investigation, additional wet weather sampling is required for outfalls that have an SVF identified in their drainage area.

As noted above, the Town is required to complete all High priority catchment investigations by the end of Permit Year 7, which is by June 30, 2025. This includes the 96 High priority catchments plus the Problem catchment. If the Town conducts approximately 25 investigations per year, the effort might be more easily distributed across available Town labor resources. Kleinfelder proposes to support the Town this year by working with the field crews to complete as many catchment investigations as possible over a 5-day period, totaling 40 hours for this task.

Ongoing IDDE efforts should be implemented in order to meet the following permit requirements:

- Wet weather screening – ongoing, complete by July 2025
- Catchment Investigations for Problem Outfalls - Begin after Problem Outfall Investigations/ Finish by July 2028
- Catchment Investigations for High and Low Priority Outfalls - Begin after Problem Outfall Investigations/ Finish by July 2025
- Catchment Investigations with Potential Sewer Input - Begin after Problem Outfall Investigations/ Finish by July 2025
- Complete annual training of key staff

Deliverables:

- Updated outfall catchment investigation with associated process document (to define data sources and a repeatable methodology)
- Updated Training PPT and scheduled training comprising of one work day.

Task 1C – Illicit Discharge Detection & Elimination (IDDE) Plan Update (Data Tracking, Prioritization, GIS Updates)

A written IDDE Plan was completed in FY19, and updated in subsequent years. The IDDE Plan is required to be maintained and updated on an annual basis. This data tracking effort will include updating the outfall prioritization and ranking with the results of the screening and sampling data,



catchment investigations and other Town-performed investigative tasks over the course of this Permit Year.

Through this task, the following aspects of the Plan will be updated to reflect new information gathered through the continued implementation of this program including:

- sanitary sewer overflow (SSO) inventory (annual requirement),
- outfall and interconnections inventory (annual requirement),
- outfall catchment priority ranking list (annual requirement).

Deliverables:

- Updated IDDE Plan

Task 1D – Public Education & Outreach for TMDL / Impaired Waterways Requirements

The Town is currently distributing education and outreach materials to comply with the MS4 Permit requirements and the enhanced requirements for water quality impairments. Kleinfelder will review the Town's public education and messaging plan described in the Notice of Intent and provide recommended existing educational materials for the Town to distribute to meet the Permit requirements. These materials will be sourced from publicly available resources, such as EPA, DEP, or local watershed associations.

Deliverables:

- Public education and outreach messaging

Task 1E – Post Construction Requirements for Year 5

Task 1E will focus on completing the required Year 5 items specifically due under MCM 5, Post Construction Stormwater Management in New Development and Redevelopment. These subtasks focus on creating reports and guidelines to reduce pollutant discharge after construction of new or redeveloped sites. In Permit Year 4, Kleinfelder completed a review of existing street design and parking lot requirements in Millis that affect the creation of impervious cover including recommendations with a proposed schedule for implementation. During Permit Year 5, Kleinfelder proposes to further support the Town with this task by drafting appropriate changes to the appropriate bylaws for comment and approval.

During Year 4 the Town was also required to create and maintain a list of opportunities on "permittee-owned properties that could be modified or retrofitted with BMPs designed to reduce the frequency, volume, and pollutant loads of stormwater discharges to and from its MS4 through the reduction of impervious area." Building off of a BMP suitability analysis that was conducted in 2020, 5 priority sites were selected during Year 4 for further analysis and future implementation of BMPs.

During Permit Year 5, the Town will need to identify additional permittee owned sites and infrastructure that could be retrofitted such that the Town maintains a minimum of 5 sites in its inventory, until such a time as when there are fewer than 5 sites remaining. In addition, the Town will need to report on all properties that have been modified or retrofitted with BMPs to mitigate



(impervious) IA that were inventoried in accordance with this part. The permittee may also include in its annual report non-MS4 owned property that has been modified or retrofitted with BMPs to mitigate IA.

The Town will need to identify already planned projects for which BMPs can be implemented or added. Kleinfelder proposes to support the Town with the continued planning of BMP retrofit opportunities in 2023.

Deliverables:

- Municipal Retrofit Recommendations
- Draft and Final Regulatory Updates (or review and comment, depending on need)

Task 1F – Phosphorus Control Plan Phase 1 Completion

The Town is required to develop a Phosphorus Control Plan (PCP) subject to the requirements in the MS4 Permit Appendix F to address the Charles River's impairment for phosphorus. In 2022 the Town completed a baseline phosphorus load calculation and defined the scope of the PCP area. The exercise determined that Millis is required to reduce its phosphorus loading by 43.71 pounds in order to reduce its loading to the Charles River by the required 25%. This reduction needs to be achieved by 20 years after the permit effective date (by July 1, 2038). The PCP is being developed and implemented in a three-phase approach. Each phase is segmented into a "planning" and "implementation" component. EPA provides a schedule for achieving this requirement and documenting progress within a written Phosphorus Control Plan (PCP).

Phase 1 of the PCP covers the first ten (10) years of the Permit, and it focuses on identifying the legal, financial, structural, and nonstructural controls, and operational needs for the Town to achieve its phosphorus reduction targets. The Town is required to achieve 25% (8.74 kg/yr) of its overall phosphorus reduction requirement by the end of Phase 1 (July 1, 2028). Phase 1 is split into two components:

- (1) Create the Phase 1 Plan, 2018-2023
- (2) Implement the Phase 1 Plan, 2024-2028

The planning period to complete Phase 1 consists of the following elements (with this year's focus highlighted in bold):

- Legal Analysis – completed in June 2020
- Funding Source Assessment – completed in June 2021
- PCP Scope and Baseline Load Assessment – completed in 2022
- **Identification of planned nonstructural and structural controls to achieve Phase 1 percent reduction milestones – due June 2023**
- **Operation and Maintenance Program for structural controls in Phase 1– due June 2023**
- **Phase 1 implementation schedule – due June 2023**
- **Phase 1 cost – due June 2023**
- **Complete written Phase 1 PCP – due June 2023**

Millis proactively developed a PCP template in 2017, drafted a legal analysis in 2020, A BMP Suitability Analysis in 2021, and completed its Scope and Baseline Load Assessment in 2022.



For this permit year, Kleinfelder proposes the following within its defined PCP scope area:

- Evaluate and prioritize non-structural BMPs for phosphorus reduction.
- Build on the BMP suitability analyses to conduct a priority ranking of areas and infrastructure within the municipality for potential implementation of structural phosphorus controls
- Description of structural controls shall include the planned and existing measures, the areas where the measures will be implemented or are currently implemented, and the annual phosphorus reductions in units of mass/yr that are expected to result from their implementation.
- Annual phosphorus reductions from structural BMPs shall be calculated consistent with Attachment 3 to Appendix F.
- Determine structural stormwater control measures necessary to support achievement of the phosphorus export milestones in Table F-1.
- Create a program for operations and maintenance for all planned structural BMPs.

As such, Kleinfelder proposes to proactively build upon the BMP Feasibility Assessment work completed in Year 4 to plan all identified nonstructural and structural controls to meet the PCP reduction requirements (a 2023 Year 5 requirement).

Deliverables:

Complete Written Phase 1 PCP with main elements:

- Non-structural BMP Phase 1 planned controls for full implementation during Year 5
- Structural BMP Phase 1 planned controls
 - O&M Costs
 - Implementation schedule

Task 2 – On-Call Support

This budget is intended to provide on-call support to the Town for additional support on the tasks described above or on unanticipated stormwater-related activities, such as revisions to the Town's stormwater utility policies or attendance at stormwater utility hearings. This budget assumes up to 37 hours of labor to be billed on a time and materials basis.

EXCLUSIONS AND ASSUMPTIONS

- Kleinfelder assumes that the Town will provide relevant information and data not otherwise generated by Kleinfelder to complete the Annual Report and SWMP Updates.
- Kleinfelder assumes that the Town will use Cityworks forms for work management activities and data tracking for outfall screening and sampling. We assume that Kleinfelder will have continued access to this software through a third-party agreement that is already in place.



- Kleinfelder assumes that The Town will complete dry weather screening and sampling of all MS4 outfalls for the IDDE Plan and provide the associated field sampling and analytical laboratory sample results.
- Kleinfelder assumes that analytical laboratory sampling costs, field test kits, and other IDDE equipment will be paid for directly by the Town.
- Kleinfelder assumes that the Town will provide assessor's data necessary to update the Stormwater Utility billing file, including a list of property owners by parcel ID, in Excel format.

FEE ESTIMATE

Task	Estimated Hours	Total Fee
1A – Annual Report and SWMP Update	88	\$12,410
1B – IDDE Program Implementation Support	92	\$12,165
1C – IDDE Plan Update	42	\$5,425
1D – Public Education and Outreach	28	\$3,900
1E – Post Construction Requirements	58	\$8,050
1F – PCP Development	245	\$36,550
2 – On Call Services	37	\$5,500
Total	590	\$84,000

The proposed scope of services for all Task 1 sub-tasks will be completed for a per sub-task lump sum price. Services provided under Task 2 will be provided on a time and materials basis.

SCHEDULE

Kleinfelder will commence work under this Agreement immediately upon receipt of an executed copy of the Agreement and shall use its best efforts to perform all services under this Agreement as expeditiously as is consistent with professional skill and care and the orderly progress of the work.

Thank you for the opportunity to be of service to Millis. If you have any questions, please feel free to contact me at pvara@kleinfelder.com.

Respectfully Yours,

KLEINFELDER

Peter Varga, Assistant Project Manager

cc: Adria Fichter, Senior Professional, Kirsten Ryan, Senior Project Manager (Kleinfelder)
File

22-174

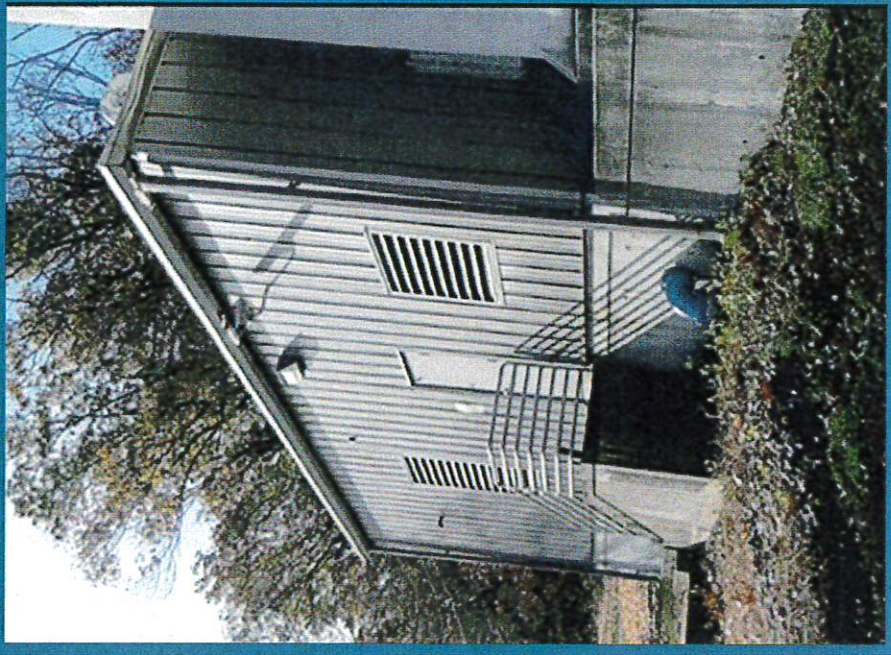
PFAS Plant Contract Change Order

Kleinfelder

Construction Update:

D'Angelis Water Treatment Plant PFAS Removal Project

Select Board August 22, 2022

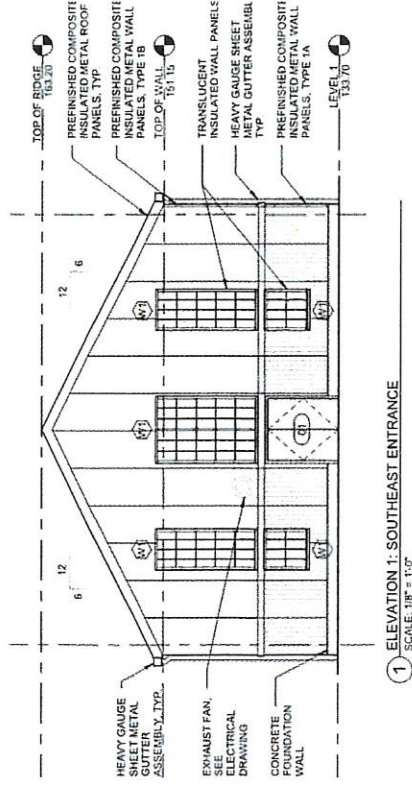
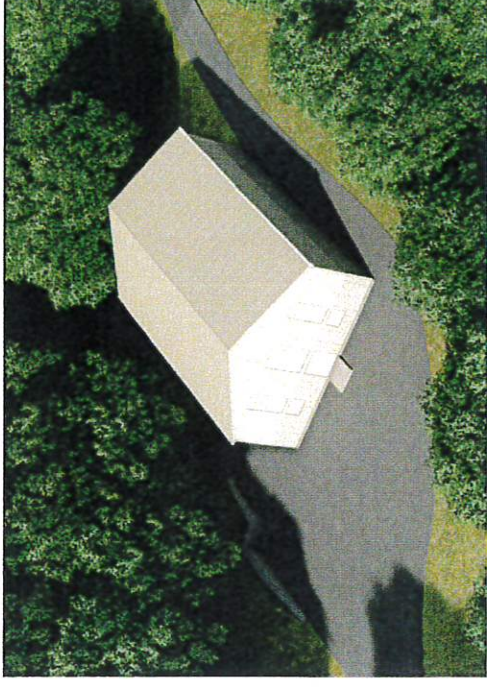


Tyler Bernier, Project Manager
Kleinfelder
Boston



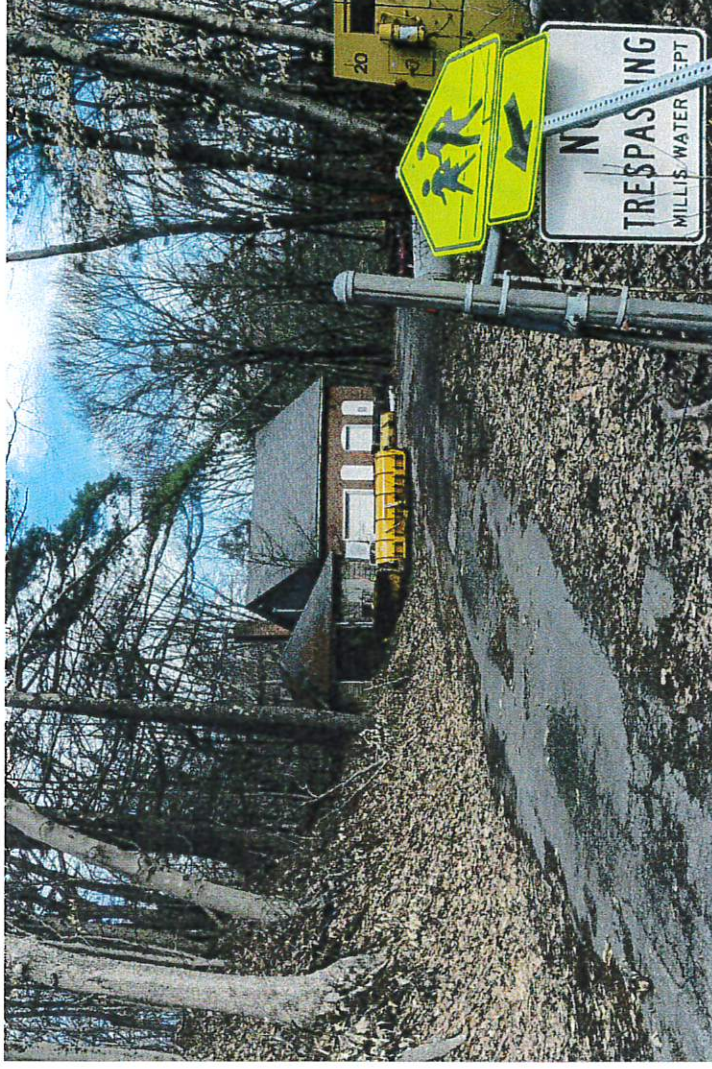
Project Purpose and Benefit

- Restore a major Town water source to service (Wells 1 & 2 and D'Angelis Water Treatment Plant)
- New PFAS plant will remove PFAS6 chemicals to non-detectable levels
- Required to meet new drinking water standard of 20 parts per trillion (ppt)
- Installation of carbon treatment vessels in a new building
- Long term investment in improved Town water supply



Construction Progress

- Expedited design schedule: 5/21-12/21. Bids opened 2/10/22.
- Supplemental Funding approved 2/28. Kleinfelder and Town share oversight as a cost cutting measure.
- Contract Awarded to Winston Builders March 15th
- Contractor mobilized to site in early April.



Site of New Treatment Facility Prior to Construction

Construction Progress – Site Prep

- Demolition of existing buildings and abatement of hazardous materials (lead paint, PCBs, asbestos)
- Removal of existing site features
- Tree clearing
- Water piping modifications to prepare the foundation area for geotechnical ground improvements.



Site of New Treatment Facility

Construction Progress – Ground Improvements

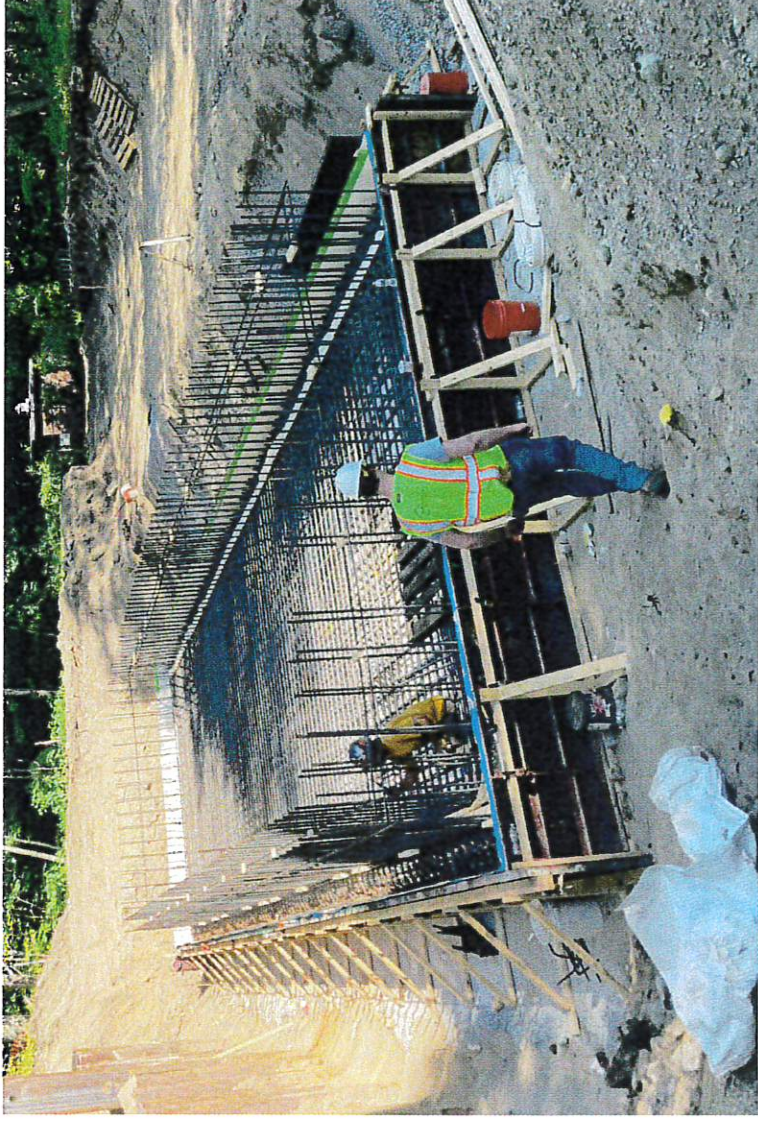
- **Rammed Aggregate Piers**
- **Necessary to densify loose soil in the building footprint and prevent settlement.**
- **Slower than anticipated due to unexpected subsurface conditions**
- **Daily oversight from Kleinfelder Geotech staff**
- **Work completed in late July**



Ground Improvement Installation

Construction Progress – Foundation Work

- Foundation construction began July 27th
- Base slab for backwash tank poured on
- Work is anticipated to take approximately 10 weeks



Foundation Reinforcement



Budget Update

Construction Budget Progress

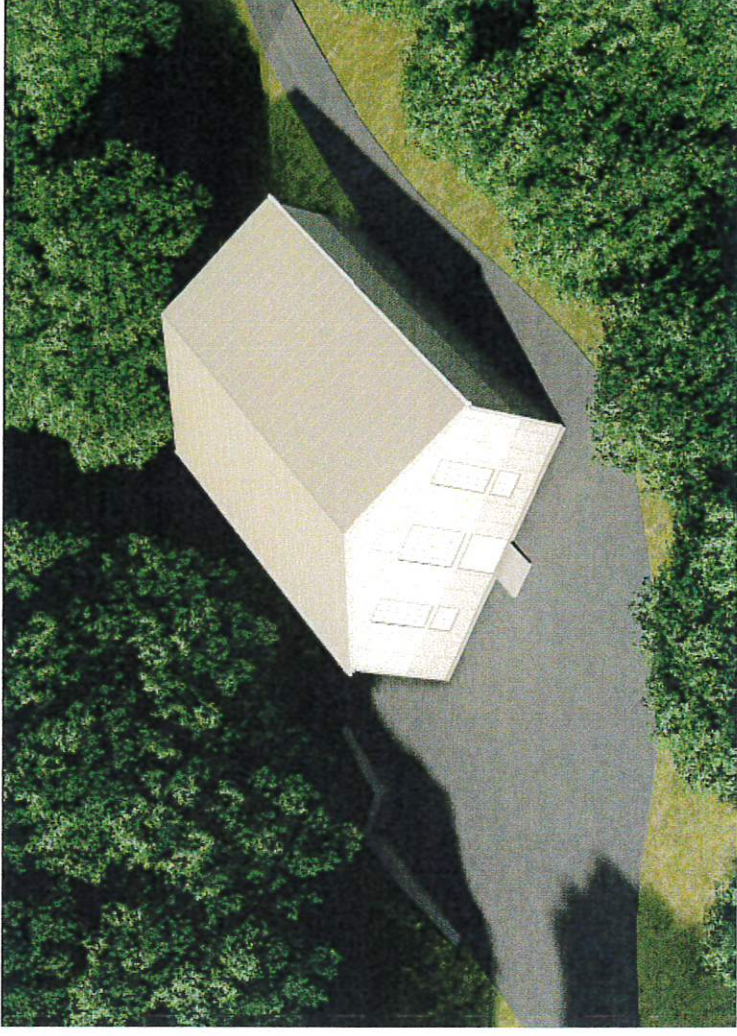
	Contract Value	Completed through July 2022
Winston Builders Corp	\$ 5,175,889	25%
Contingency - 8.5%	\$ 439,951	7%
Construction Phase Services - Engineering	\$ 483,938	26%
Projected Cost Water Treatment Plant (rounded)	\$ 6,100,000	21%

- Values above include Change Order #2 – estimated \$22,796
- Necessary to modify depth of water piping entering and exiting the facility.



Schedule & Next Steps

- **Metal building system to be installed Oct following foundation work**
- **Filter Vessels delivered November**
- **Construction substantially complete Spring 2023 – On schedule**



Rendering of New Treatment Facility



August 15, 2022

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

RE: Change Order #2 – Piping Modifications
D'Angelis Water Treatment Plant PFAS Upgrades Project

Dear Mr. McKay:

Attached is a proposed change order from Winston Builders Corporation for the D'Angelis Water Treatment Plant PFAS Upgrades Project. This change order includes costs for materials and labor as needed to complete modifications to the 8" piping entering and exiting the building. Materials include additional fittings, lengths of flanged pipe, and all appurtenances. Labor is estimated at two days including two laborers, an equipment operator, and an excavator. Kleinfelder and/or Millis' on-site representative will oversee the completion of this change order and will verify that all labor charges are accurate prior to making any payments. Kleinfelder has reviewed the materials list and agrees that the material charges included in the change order are accurate for the work being completed. The total cost of the proposed change order is \$22,796.00. We have reviewed the request and agree that the requested amount is fair and that the work is necessary to modify pipe depths at the entrance and exit locations.

If you have any questions about the pay application or need any additional information, please feel free to call me at (617) 498-4772.

Sincerely,
KLEINFELDER

A handwritten signature in black ink, appearing to read "Tyler Bernier", is written in a cursive style.

Tyler Bernier, Project Engineer

Cc: Kirsten Ryan; Kleinfelder
Mike Guzinski, Town of Millis



Contractors – Engineers

P.O. Box 990
Westborough, MA 01581

Phone (508)-366-1767
Fax (508)-898-3177

Change Order Request #2
August 4th, 2022

To: Kleinfelder
1 Beacon Street, Suite 8100
Boston, MA 02108-3129

Re: D'Angelis WTP – Millis MA

Attn: Tyler Bernier

-
- Lowering of the pipe elevation entering the building and coming up at a 90 through the floor
 - Labor will be completed on a time basis, what is provided is an estimate for time

Contractor Total:	\$ 19,482
M/U: 15%	\$ 2,922
Bond: 1.75%	<u>\$ 392</u>
Sub -Total:	\$ 22,796
Change Order Total:	\$ 22,796

Respectfully,

Nicholas Brecken
Project Manager
Winston Builders Corporation

Please find back up information attached



Contractors – Engineers

P.O. Box 990
Westborough, MA 01581

Phone (508)-366-1767
Fax (508)898-3177

Piping Elevation Change

Item	Labor Burden 6972%	Cost
Credit		
Labor- 2 Laborer 8 hours each @ \$62.05	\$ 105 per hour	\$ 1,680
Omni sleeve- \$ 491 each		\$ 982
Pipe- \$ 606 each		\$ 1,212
Total credit		\$ 2,646
 Change order		
Labor- 2 Laborer 16 hours each @ \$62.05	\$ 105 per hour	\$ 3,360
Labor- 1 Operator 16 hours @ \$81.43	\$ 138	\$ 2,208
Excavator- 16 hours \$125 per hour		\$ 2,000
Material		\$ 14,060
Misc. tools & equipment		\$ 500
Total change order		\$ 22,128



F.W. WEBB COMPANY
Water Works Division

869 Eastern Avenue
 Malden, MA 02148
 Phone: 781-322-1238 Fax: 781-322-0739

This is your Quotation from F.W. Webb Company.
 Please review the products listed on this quotation for accuracy and completeness.

Quotation number: 76256458	Ship to: Winston Builders D'angells Wip Pfas Upgrades 7 Water Street Mills, MA 02054 Job: Co	Bill to: Winston Builders Corp Po Box 990 Westborough, Ma 01581-5990 508-366-1767
Quote Date : 05/23/2022		

Cust.Nbr: 148875	Customer PO: 7278-CO	Rel: MILLIS	Job: CO	Quoted By: LEVY	Requested: 05/23/2022
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Quantity	Description	Net Price	Total
2	Ductile Iron Fitting Ell 90deg 8" Mj DI Cmpct Dom	\$437.620	\$875.24
4	EBAA Glnd Megalug 1100 8" Mj F/dl Dom	\$98.680	\$394.72
4	Ductile Iron Fitting Mj Blt Nut Gskt Pk 8" Sbr Dom	\$58.140	\$232.56
2	Water Works Fabricated Pipe #plpe 8" Grv X Pe 9'0" DI CI53	\$766.360	\$1,532.72
2	Violaullo Flg Adpt 8" Grv DI T37h-77 M Gskt Awwa	\$589.880	\$1,179.76
2	Ductile Iron Fitting Ell 90deg 8" Flg DI Prmd Dom	\$1,045.620	\$2,091.24
2	Gaskets Gskt Seal-llte 8" Ft Sbr	\$13.720	\$27.44
2	Bolt & Nut Kits Blt Nut Kit 5-6-8" Flg Hvy Hex Zp	\$31.700	\$63.40
40	Threaded Rod Thd Rod 3/4"x10' Blk Per Ft	\$5.080	\$203.20
2	Water & Sewer #wall Sleeve 12" Id X 2'4" L 304ss W/ Ws	\$1,939.020	\$3,878.04
18	Trumbull Wall Seal Epdm W/zn Blt/nut Ls400c	\$40.800	\$734.40
36 18	Ductile Iron Pipe 8"x18.1' CI52 DI Tyton Mowane	\$78.620	\$1,415.16
1	Gaskets Gskt Tyton 8" Sbr	\$16.380	\$16.38

2830.32

DUE TO CURRENT MARKET CONDITIONS ALL
 UNIT PRICING IS SUBJECT TO MANUFACTURES
 PRICING ESCALATIONS. FW WEBB RESERVES
 THE RIGHT TO RE-PRICE ALL ITEMS UP
 UNTIL THE TIME OF DELIVERY.



F.W. WEBB COMPANY
Water Works Division

869 Eastern Avenue
 Malden, MA 02148
 Phone: 781-322-1238 Fax: 781-322-0739

This is your **Quotation** from F.W. Webb Company.
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Quote Date : 05/23/2022		

Cust.Nbr: 148875	Customer PO: 7278-CO	Rel: MILLIS	Job: CO	Quoted By: LEVY	Requested: 05/23/2022
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Quantity	Description	Net Price	Total
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	Subtotal	\$14,059.16
	Shipping	\$12,844.28
	Handling	\$0.00
	Tax	\$0.00
	Total	\$13,434.53

Thank you for the opportunity to provide product pricing to meet your business needs.
 Please visit our website for additional products or information <http://www.fwwebb.com>
 This Quotation is valid for 15 days after the above Quote Date.
 * Restocking fees may apply on any Special Order Items.

Please Note: This email was sent from a notification-only address that cannot accept incoming email. Please do not reply to this message.

22-175

Appointments

New Employees

Board/Committee Members



TOWN OF MILLIS

OFFICE OF THE TOWN ADMINISTRATOR

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

Michael Guzinski
Town Administrator
mguzinski@millisma.gov

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

Department Assistant I Department of Public Works

The Town of Millis Department of Public Works is seeking applicants for a part-time clerical, benefited, union, 25 hour per week position. Duties include processing accounts payables and receivables, filing, answering phones, customer assistance and assisting in other departmental operations. The applicant must be proficient in Excel.

Weekly Schedule as follows:

- Monday 8:30 AM – 2:30 PM
- Tuesday – Thursday 8:30 AM – 1:30 PM
- Friday 8:30 AM – 12:30 PM

Starting Hourly Rate: \$19.38

Applications are available upon request at the Town Administrator's Office, Veterans Memorial Building, 900 Main Street, Millis, MA 02054 , or at millisma.gov. Completed applications should be returned to the **Town Administrator's office** at townadministratorsoffice@millisma.gov or in person.

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



TOWN OF MILLIS

OFFICE OF THE TOWN ADMINISTRATOR

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

Michael Guzinski
Town Administrator
mguzinski@millisma.gov

Karen Bouret DeMarzo
Operations Support Manager
kbouret@millisma.gov

TOWN OF MILLIS

FULL TIME HEAVY EQUIPMENT OPERATOR/LABORER GENERAL – HIGHWAY DIVISION/TRANSFER STATION

The Town of Millis is seeking a highly motivated individual to operate the Town's Transfer Station. The responsibilities of the position include operation of heavy equipment and general laborer duties. A Class B CDL and 2B Hydraulic Licenses are required for employment.

Hourly pay starts at \$23.97. Work schedule is Tuesday through Saturday.

Questions can be directed to James McKay, Director of Public Works at jmckay@millisma.gov

Applications are available upon request at the Town Administrator's Office, Veterans Memorial Building, 900 Main Street, Millis, MA 02054, or at www.millisma.gov. Completed applications should be returned to the Town Administrator's office via post or emailed to townadministratorsoffice@millisma.gov

Position will remain open until filled.

Posted 1/25/22

TOWN OF MILLIS



DEPARTMENT OF PUBLIC WORKS

Veterans Memorial Building
900 Main Street
Millis, Massachusetts 02054

The Millis Department of Public Works is looking to fill the open Heavy Equipment/Laborer position for the Transfer Station. It is my recommendation that the Town Administrator appoint Brian Hart to the position.

- Attached is the application of Brian Hart.
- Mr. Hart has the qualifications needed to perform the duties associated with the position.

As part of employment Mr. Hart will need to complete a physical before start of work and obtain the following licenses:

Within one year obtain a CDL B driver's license with air break endorsement.

Within six months a 2B hoisting licenses.

Sincerely,

James F. McKay
Director Department of Public Works

Karen Bouret DeMarzo

From: Denise Gibbons <denise.gibbons@gmail.com>
Sent: Tuesday, August 16, 2022 6:33 PM
To: Karen Bouret DeMarzo
Cc: Robert Mullaney; Denise Gibbons; Steven Catalano; Wayne Klocko; Mike Guzinski
Subject: Re: MSBA/Millis: Millis High School Eligibility Period
Attachments: Millis_High_School Building Committee Form.docx

CAUTION: This email originated from outside of the Town of Millis mail system. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi Karen,

I've attached the MSBA form that includes the proposed names for the School Building Committee. Many of the members are prescribed by the MSBA and we have included those individuals along with the entire Permanent Building Committee. This form represents one of the initial requirements in the MSBA process and is due to the MSBA by August 30th. Our request is for the Select Board's approval and appointment of the members in the attached document.

One specific highlight is a request to appoint Steven Catalano and me as voting members of the Committee. This would be in addition to the five current voting members on the Permanent Building Committee. The voting privilege would apply only to the Middle/High School project should it move forward.

There are a few items related to the form itself I'm hoping you might be able to help complete. The first is the inclusion of the certification from the State that Mike has completed the MCPPO certification, second if is the letter could be printed on Town letterhead and lastly once Mike has signed the document, assuming the Board approves, if you wouldn't mind mailing it to the MSBA and sending an email copy to me for reference. If any of those pose a problem please let me know.

I plan to be at the meeting Monday night to answer any questions the Board may have. If there is anything you need in advance please let me know.

Thanks so much for your help.
Denise

On Tue, Aug 16, 2022 at 4:12 PM Karen Bouret DeMarzo <Karen.Bouret.DeMarzo@millisma.gov> wrote:

Yes, that's perfect. I just need to have it by Thursday afternoon.

Much appreciated!

Karen Bouret DeMarzo

**Eligibility Period
 Schedule of Deliverables**

**Town of Millis
 Millis High School**

MSBA Board of Directors Meeting – March 2, 2022

Eligibility Period Commences – July 1, 2022

MODULE ONE - Eligibility Period

Deliverable	Days	Due Date and Status
Initial Compliance Certification	30	August 1, 2022 Required
School Building Committee	60	August 30, 2022 Required
Educational Profile Questionnaire	90	September 29, 2022 Required
Online Enrollment Projection	90	September 29, 2022 Required
Enrollment/Certification Executed	180	December 28, 2022 Required
Maintenance and Capital Planning Information	180	December 28, 2022 Required
Local Vote Authorization	270	March 28, 2023 Required
Feasibility Study Agreement	270	March 28, 2023 Required
Eligibility Period Concludes – March 28, 2023		

Note: If the District has concerns about meeting any of the following deadlines, please let the MSBA know by July 1, 2022. The MSBA will require districts that are unable to complete the preliminary requirements within the timeframes noted for each to withdraw its SOI and reapply when the District has the financial and community support required.



TOWN OF MILLIS

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

OFFICE OF THE SELECT BOARD & TOWN ADMINISTRATOR

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

Michael Guzinski
Town Administrator
mguzinski@millisma.gov

Karen Bouret DeMarzo
Assistant Town Administrator
karen.bouret.demarzo@millisma.gov

August 22, 2022

Jennifer Flynn, MSBA Project Coordinator
Massachusetts School Building Authority
40 Broad Street, Fifth Floor
Boston, Massachusetts 02109

Dear Mrs. Flynn:

In accordance with 963 CMR 2.00, attached for your review and approval is the membership of the School Building Committee for the Millis Middle/High School located in the Town of Millis. The Committee was formed in accordance with the provisions of all applicable statutes, local charters, by-laws, and agreements of the Town of Millis. Committee Members include the following:

Designation	Name and Title	Address	Email Address and Phone Number	Voting Member?
SBC member who is MCPPO certified*	Michael Guzinski Town Administrator	900 Main St Millis, MA 02054	mguzinski@millisma.gov 508-376-7041	N
Local Chief Executive Officer	Michael Guzinski Town Administrator	900 Main St Millis, MA 02054	mguzinski@millisma.gov 508-376-7041	N
Administrator or Manager ¹ *	Michael Guzinski Town Administrator	900 Main St Millis, MA 02054	mguzinski@millisma.gov 508-376-7040	N
School Committee Member (Minimum of one)	Steven Catalano Denise Gibbons School Committee Members	245 Plain St, Millis, MA 02054	scatalano@millisschools.org dgibbons@millisschools.org 508-376-7000	Y Y
Superintendent of Schools	Robert Mullaney Superintendent	245 Plain St, Millis, MA 02054	rmullaney@millisschools.org 508-376-7000	N
Local Official responsible for Building Maintenance	John Engler Director of Facilities	245 Plain St, Millis, MA 02054	jengler@millisschools.org 508-376-7000	N

¹ Please attach the certification from the Office of the Inspector General demonstrating completion of the MCPPO Program.
"Administrator or Manager" refers to a Town Administrator, Town Manager, or to an equivalent position.

Representative of Office authorized by law to construct school buildings	Wayne Klocko Chair of the School Building Committee	900 Main St Millis, MA 02054	wklocko@millisma.gov 508-376-7040	Y
School Principal	Mark Awdycki Principal	245 Plain St, Millis, MA 02054	mawdycki@millisschools.org 508-376-7000	N
Member knowledgeable in educational mission and function of facility	Robert Mullaney Superintendent	245 Plain St, Millis, MA 02054	rmullaney@millisschools.org 508-376-7000	N
Local budget official or member of local finance Committee	Terry Wiggin Director of Finance and HR	245 Plain St, Millis, MA 02054	twiggin@millisschools.org 508-376-7000	N
Members of community with architecture, engineering and/or construction experience	Richard Nichols Diane Jurmain James McCaffrey John Larkin All are members of the Town's Permanent Building Committee	900 Main St Millis, MA 02054	rnichols@millisma.gov diane.jurmain@millisma.gov jmccaffrey@millisma.gov jlarkin@millisma.gov 508-376-7040	Y Y Y Y
Other: Please provide brief background info/expertise				

Listed below is the past performance of the school building committee, the building committee (temporary or permanent), or any other committee responsible for oversight, management, or administration of the construction of public buildings and its individual members:

The Town of Millis has a standing Permanent Building Committee that has oversight of all town building projects. Over the last 15 years the Permanent Building Committee has successfully managed the building and opening of multiple town buildings including a new Town Library, Police Department, renovated Fire Department, new elementary school and new DPW building. The Committee is comprised of seasoned professionals with decades of building project experience.

After approval of this committee by the Authority, the (City, Town or Regional School District) will notify the Authority in writing within 20 calendar days of any changes to the membership or the duties of said committee.

Sincerely,

Michael J. Guzinski, Town Administrator

Approved by MSBA

Date

22-176

Approval of Auction of Town Equipment

TOWN OF MILLIS



DEPARTMENT OF PUBLIC WORKS

Veterans Memorial Building
900 Main Street
Millis, Massachusetts 02054

The following is a list of items that the Department would like to auction off, all proceeds will be put back in the general fund:

DPW

Sweeper attachment
Mower attachment
Flail mower attachment
JD reel mower attachment
Volvo dump Truck
Cat Loader
Toro blower

Police

Police speed board

Fire

International boom truck
Fire truck water tank

COA

Wheelchair Van

I would request that the Select Board give authorization to the Town Administrator to sign all titles and all contracts for the auction.

James F. McKay
Director of Public Works

22-177

Sewer Policy

TOWN OF MILLIS SEWER POLICY

New and Existing Sewer Service Connections:

Applicable Regulations

Any user of the Town's wastewater system shall be subject to Town rules and regulations and to any charges, rates, fees, and assessments which are or may be established by the Town. Any user of the Town's wastewater system shall also be subject to applicable Federal and State regulations. In instances where various regulations contain different requirements, the most stringent requirements shall be met.

Wastewater Connections

All new construction including commercial, industrial, residential and developments shall be required to implement an appropriate septic system or package treatment plant where feasible.

Priorities for Sewer Connection Approval (residential):

Allowed without consideration to the available capacity, since they are included in the calculation of capacity:

1. Existing Homes with a paid betterment

If Calculated Capacity is below 95% of Licensed Capacity, connection priority will be given in the following order:

1. Homes in an environmentally sensitive area, adjacent to a sewer line with a failed or failing septic system.
2. Homes adjacent to a sewer line with a failed or failing septic system.
3. New Multi-family Projects in the "town center" area with 30% or more of the dwelling units restricted as Affordable (40-B).
4. New Multi-family Projects in the "town center" area with less than 30% of the dwelling units restricted as Affordable (40-B).
5. New Residential developments outside the "town center" area.

Consideration will be given to developments where the builder contributes funds to construct a packet treatment plant to offset 150% of the load generated by the new construction.

The Select Board shall review all granted, un-used sewer connection approval for new developments every two years. The Board reserves the right, at their deaccession, to rescind the granted capacity should they deem the project is not progressing.

The DPW recommends that wastewater disposal facilities be connected to its wastewater system whenever the lack of such connections would endanger public health, create a public nuisance, or impair water quality. Connection to the wastewater system shall be subject to the availability of capacity in the system as determined by the Sewer and Water Commissioners. Connections shall be made in compliance with all DPW Sewer Division rules, regulations, and specifications, and at the owner's expense.

ALLOCATION POLICY

PURPOSE

The Town of Millis (referred to herein as "the Town"), through an Inter-Municipal Agreement, may send up to 100,000 gallons per day (gpd) of wastewater for treatment and disposal to a plant owned by the Charles River Pollution Control. The Water and Sewer Commissioners (referred to herein as the Board) controls the allocation of wastewater treatment capacity among parcels and assigns allocations on a parcel-by-parcel basis. In order to follow an objective process for remove subjective factors from the process of awarding wastewater allocations, the Board may henceforth apply the following procedures for granting allocations from the Town's Uncommitted Reserve Capacity for the purpose of development and re-development in Millis. These procedures are in effect primarily for properties proposing a change of use and/or change in septage flow. The guideline for which properties/projects are required to follow these procedures is: if a development has either a change of use or an increase in flow then it will require a review by the Board using the policies and procedures described herein. Further, in order to ensure that unused allocations will not prevent property owners and/or developers from coming forward with projects that may be in the long-term best interests of the Town, the Board hereby establishes a system of periodic reviews of allocations.

UNCOMMITTED RESERVE CAPACITY

Quarterly, the Board shall determine the Uncommitted Reserve Capacity.

OBTAINING A PRELIMINARY ALLOCATION

A. The Applicant shall apply to the Board for a Preliminary Allocation. An Application Fee is due when the application is submitted. The Application is reviewed by staff within 30 days of submittal and it will then be placed on a Board agenda once deemed complete.

B. If the application requests a flow amount that exceeds the Uncommitted Reserve Capacity, the application will be rejected (considered incomplete) but is otherwise complete, it will be dated and put on a waiting list. When/if allocation becomes available, the applicant may ask for a meeting with Town Staff to discuss possible solutions and then request a meeting with the Board. The Board will consider requests on the waiting list in the order in which they were dated. If enough allocation is available, and the application fee is paid, the application will be deemed complete and accepted. The Board will consider requests on the waiting list in the order in which they were dated.

C. The Board shall review applications on a first come, first served basis within sixty days after the Application is deemed complete. If the requested allocation is available within the Uncommitted Reserve Capacity, the Board may grant Preliminary Allocations to projects which:

D. If the Board grants a Preliminary Allocation, the Applicant shall have up to two years to initiate construction. A Preliminary Allocation Fee is due within 30 days after the Board grants the Preliminary Allocation.

1. During the two years, the Applicant shall show substantial progress in regular six-month reports to the Board. The Board retains the right to revoke the Preliminary Allocation if the Applicant cannot demonstrate progress, although the Board may allow for the continuation or extension of a Preliminary Allocation in any case. If the Preliminary Allocation is revoked, the allocation shall revert to the Town.
2. When the Board grants a Preliminary Allocation, the Applicant shall pay a Preliminary Allocation Fee as set forth in the Town's Schedule of Rates and Fees.
3. If the Board extends the Preliminary Allocation beyond the designated two year period, the Applicant shall annually pay a Preliminary Allocation Extension Fee.
4. After the Board's vote to grant a Preliminary Allocation, the Applicant will be issued a letter signed by the Town Administrator certifying to the existence of a Preliminary Allocation for that specific project/parcel(s) and including any conditions imposed by the Board. The DPW Director, Building Inspector and the Health Agent will be copied on the allocation letter issued by the Town Administrator.
5. Connections must be completed within five years of the original allocation unless extensions have been granted, otherwise the allocation will be revoked.

FEES

A. During the process of obtaining a Preliminary Allocation, the applicant shall be assessed fees as periodically established by the Board, which is hereby authorized to establish or amend wastewater allocation fees from time to time.

RESIDENTIAL

1. For those who have paid a betterment or have a permit to connect:
 - a. Charge a Reserve Capacity fee of \$50 per year to offset the reserved capacity that is being paid by those who are connected Permitted, unbuilt homes would be subject to this fee as well.
 - b. Once a property is connected to the sewer, the Reserve Capacity Fee will be discontinued. Those who have paid a betterment are allowed to connect at any time.
2. Existing and new connection fees for residential properties is \$1000.00

COMMERCIAL/INDUSTRIAL

1. New construction connection fee is \$4095.00

1. **Application Fee:** due upon application for a Preliminary Allocation.

2. **Preliminary Allocation Fee:** due within 30 days of the Board's approval of the Preliminary Allocation. The fee shall be based upon the projected wastewater flow.

3. **Preliminary Allocation Extension Fee:** due within 30 days of the Board's vote to extend the Preliminary Allocation beyond the original two years and shall be paid annually for as long as the extension is continued.

C. In cases where a Preliminary Allocation expires and a new person applies for capacity for the same project on the same site, the Board may consider previous fees paid by the original person when establishing fees for the new project.

Sewer Fees:

Sewer Connection	\$400	
Sewer Map Amendment	\$325	
Sewer Service Renewal	\$250	
Sewer I/I	\$6/gallon	
Sewer System Entry (Residential – Existing connections)		\$1000 (Millis – proposed)
Sewer System Entry	\$2440	\$4095 (Millis)

Water Fees:

Water Main Tap	\$475	
Water Service Renewal	\$225	
Water/Sewer Extension Permit	\$20	
Water Connection		
Water Reconnection		
Final Meter Reading	\$75	\$47.25 (Millis)
Water Turn Off (Regular Hours)	\$60	\$40.43 (Millis)

Water Turn Off (3:30pm-12am)		109.73 (Millis)
Water Turn Off (12:01am-7am)		\$213.68 (Millis)
Franklin Water Turn off after hours	\$300	
Water Map Amendment	\$325	
Fire Service (Sprinkler) Connection	\$275	
Hydrant Flow Test	\$125	
Backflow Inspection	Subject to public procurement, with a 10% overhead added to the final amount	
Sprinkler/Hydrant	\$500	
Water System Entry	\$2440	\$2420 (Millis)

WATER/SEWER/STORMWATER ADVISORY COMMITTEE

A three-person, independent committee will be appointed by the Select Board to advise on water/sewer/stormwater matters.

The committee members will be appointed on a rolling three-year term. The first year three members will be appointed serving a 1-, 2-, and 3-year term. Each year after that, members are appointed for three-year terms. The chair will rotate yearly. This committee will meet at a minimum on a monthly basis and should include at least one member who is not currently on the sewer system.

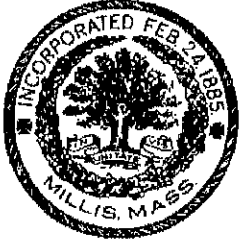
This committee may be tasked with the following:

- Water/sewer/stormwater appeals hearings
- Recommend rates
- Recommend projects
- Recommend sewer connections per the Sewer and Water connection guidelines set forth in the Sewer Policy.
- Comment on and advise on proposed regulatory changes

22-178

Consider Including Article for Senior Center Building Project

At Fall Annual Town Meeting



Council on Aging

900 Main Street • Millis, MA 02054

Phone: 508-376-7051

Fax: 508-376-7054

TO: Select Board members

FROM: Council on Aging Board

SUBJECT: Recommendation for new Senior Center

The COA is severely limited in what programs we can offer due to space restrictions. What is needed is the appropriate infrastructure to support much-needed health and wellness programs, allow socialization, and provide education and training classes; all of which will positively impact the lives of our seniors.

The Council on Aging has worked with the Permanent Building Committee and the Abacus architectural firm for the last three years exploring options for a new Senior Center. The COA has provided information and data on how the Senior Center is used now, and what additional services and programs could be offered with more space and infrastructure improvements to better serve our seniors.

Three options were developed and presented at four well attended focus groups with the community. Feedback showed an overwhelming percentage of attendees (75%) wanted a new Senior Center with 25% of the attendees either undecided or voicing they did not want a new Senior Center.

The input we heard loud and clear from the participants who were undecided or did not want a new Center was the cost and impact on property taxes during this difficult economic time as the major deterrent for their support.

Our Seniors have supported every initiative that Millis has put forth including the High School and Fire Station renovations, and the Clyde Brown, Library, and Police Station new constructions. It's our time.

At our August 11th meeting the Board had unanimously agreed that the Cassidy Option without the gym would be our recommendation to the Select Board for the November Town Warrant.

Karen Bouret DeMarzo

From: Mike Guzinski
Sent: Tuesday, August 16, 2022 2:53 PM
To: Erin T. Underhill; Craig Schultze; Ellen Rosenfeld
Cc: Jay Talerman; Karen Bouret DeMarzo
Subject: Town Meeting/State election question

Good afternoon,

In anticipation of your discussion scheduled during your meeting next Monday regarding the proposed Senior Center project, I've done some research regarding the timing of the Fall Annual Town Meeting, and the requirements needed to add a debt exclusion question to the State Election Ballot on November 8th.

I spoke with Jay who indicated that the Select Board (if you so desired) could delay the Fall Annual Town meeting to a time later than that described in the bylaw, but you could not move the FATM to an earlier date. The Fall Annual Town Meeting is currently scheduled for November 7th.

Kathi Smith contacted the Secretary of State's office to ask if the Town can have its own election ballot on November 8th (in addition to the State Election Ballot). The Secretary of State's Office confirmed that the Town can have its own ballot during the November 8th election. There will be some additional costs (staff/printing/ballot machine rental) associated with adding this Town ballot (approximately \$3,000-\$5,000). The Board must vote to add the ballot question to the November 8th election at least 35 days prior to the election (October 4th). I recommend that the Board vote on this matter at your meeting on September 26th, at the latest.

Please let me know if you have any questions.

I plan on discussing this in more detail at your meeting on Monday.

Thanks.

Mike

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

508-376-7041
mguzinski@millisma.gov

22-179

Review/Approval of Common Victualler License for

Luca's Italian Deli



TOWN OF MILLIS

SELECT BOARD

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

COMMON VICTUALLER LICENSE APPLICATION

No. _____

TO THE LICENSING AUTHORITIES

The undersigned hereby applies for a Common Victualler License in accordance with provisions of the statutes relating thereto:

Maria Amara

Full name of person making application

Lucas Italian Deli

Business Name

20 Exchange St Millis 02054

Address, City, State, Zip Code

508 376 5430

Phone

m.amara73@yahoo.com

Fax- EMAIL

STATE CLEARLY
PURPOSE FOR
WHICH LICENSE IS
REQUIRED

To serve food and non-alcoholic
drinks on premises & for take-out

In said Town of Millis in accordance with the rules and regulations made under authority of said Statues.

Received

8/15/22

Town of Millis Select Board

Signature of Applicant

Chair

Vice Chair

Clerk

Approved

22-180

Review Hickory Hills Subdivision Road Acceptance Request

And Refer to Planning Board



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

August 18, 2022

Select Board
Planning Board
Town Offices
900 Main Street
Millis, MA 02054

Ref: Hickory Hills Subdivision
Street Acceptance

Dear Members of the Board:

With respect to the proposed acceptance of Pearl Street, Teresa Drive and Debra Lane, please find enclosed asbuilt and acceptance plans for review and approval. The only substantive deviation we have observed is that the upper two tiers of infiltration basin #2 were built lower than designed (the lower tier is at the correct elevation). These upper tiers only receive rainwater that falls into them along with some adjacent sheet flow from yard areas. No roadway runoff passes through these sections of the basin. For this reason, it would appear unnecessarily disruptive to the nearby homes to dig up these sections to raise their elevation. We would be happy to review the issue with the Planning Board's consultant. We also note that the three stormwater basins outlet headwalls are being slightly modified to match the design dimensions. We will update the asbuilt plan when that work is complete.

Do not hesitate to contact me should you have any questions or comments.

Yours Truly,

LEGACY ENGINEERING LLC

Digitally signed by Daniel J.
Merrikin, P.E.
Date: 2022.08.18 14:06:09 -04'00'

Daniel J. Merrikin, P.E.
President

22-181

Vote to approve Changes made to section 72 of
MGL 54 Regarding Police Details at Elections

Karen Bouret DeMarzo

From: Kathleen Smith
Sent: Monday, July 25, 2022 11:22 AM
To: Karen Bouret DeMarzo
Subject: Police Officer at Election

Action is requested in response to the changes made to section 72 of MGL 54 which now charges the Select Board, rather than person in charge of the police force, with detailing a sufficient number of police officers or constables for each polling location I recommend the following action:

MOTION: Move to approve a sufficient number of police officers, but not less than 1, at the polling location at every election therein to preserve order and to protect the election officers and supervisors from any interference with their duties and to aid in enforcing the laws relating to elections, as required by Section 72 of MGL Chapter 54 which was changed in section 13 of Chapter 92 of the Acts of 2022. Further, move to designate the Police Chief the authority to assign specific police officers according to scheduling and availability. The Town Clerk will advise the Police Chief on the location and time the officer is needed.

Thanks,
Kathi

22-182

Approve/Sign 9-6-22 Election Warrant

COMMONWEALTH OF MASSACHUSETTS
WILLIAM FRANCIS GALVIN
SECRETARY OF THE COMMONWEALTH

WARRANT FOR 2022 STATE PRIMARY

Norfolk SS.

To the Constables of the City/Town of **MILLIS**

GREETINGS:

In the name of the Commonwealth, you are hereby required to notify and warn the inhabitants of said city or town who are qualified to vote in Primaries to vote at:

PRECINCT I, PRECINCT II AND PRECINCT III

900 MAIN STREET, MILLIS, MA 02054

On **TUESDAY, THE SIXTH DAY OF SEPTEMBER, 2022**, from 7:00 A.M. to 8:00 P.M. for the following purpose:

To cast their votes in the State Primaries for the candidates of political parties for the following offices:

GOVERNOR		For this Commonwealth
LIEUTENANT GOVERNOR		For this Commonwealth
ATTORNEY GENERAL		For this Commonwealth
SECRETARY OF STATE		For this Commonwealth
TREASURER		For this Commonwealth
AUDITOR		For this Commonwealth
REPRESENTATIVE IN CONGRESS		Fourth DISTRICT
COUNCILLOR		Second DISTRICT
SENATOR IN GENERAL COURT	Norfolk, Worcester, Middlesex	DISTRICT
REPRESENTATIVE IN GENERAL COURT (Prec 1)	Ninth Norfolk	DISTRICT
REPRESENTATIVE IN GENERAL COURT (Prec 2 & 3)	Eighth Middlesex	DISTRICT
DISTRICT ATTORNEY	Norfolk	DISTRICT
SHERIFF	Norfolk	COUNTY
COUNTY COMMISSIONER	Norfolk	COUNTY

Hereof fail not and make return of this warrant with your doings thereon at the time and place of said voting.

Given under our hands this 22nd day of August, 2022.

_____, Chair

_____, Vice Chair

_____, Clerk

Millis Select Board

Constable Date

Posted in Four Public Places

22-183

Board/Committee Liaison Updates

22-184

Review/Approval

Water/Sewer Commitment(s)



**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
301936410	F3485	56.82	47.25	120.18				224.25
321451500	F3488	42.02	47.25	89.54				178.81
319694000	F3493	67.92	47.25					115.17
300322008	F3494	30.92	47.25	66.56				144.73
400780300	F3495	67.92	47.25					115.17
35000078	F3496	27.22	47.25	58.90				133.37
100920200	F3497	23.52	47.25					70.77
351000220	F3498	23.52	47.25	51.24				122.01
351000200	F3499	60.52	47.25	127.8		40.43		276.04
201187800	F3500	34.62	47.25	74.22				156.09
301602000	F3501	34.62	47.25	74.22				156.09
421622420	F3502	42.02	47.25	89.54				178.81
221363200	F3503	49.42	47.25					96.97
401017010	F3504	38.32	47.25	81.88				167.45
202003600	F3505	75.32	47.25	158.48				281.05
301857000	F3506	38.32	47.25	81.88				167.45
321628300	F3507	112.32	47.25	235.08				394.65
22245327	F3508	23.52	47.25	51.24		40.43		162.44
22245328	F3509	23.52	47.25	51.24		40.43		162.44
Total Commitment for June 2022					3303.76			

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 _____, 2022

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
100466900	F3510	233.42	47.25					280.67
301569500	F3511	56.82	47.25					104.07
301065000	F3512	23.52	47.25	51.24				122.01
301736312	F3513	67.92	47.25	143.16				258.33
319596000	F3514	1.32	47.25					48.57
221405100	F3515	79.02	47.25					126.27
301925910	F3517	127.76	47.25					175.01
351000240	F3518	27.22	47.25	58.90				133.37
35000096	F3519	30.92	47.25	66.56		40.43		185.16
351000218	F3520	34.62	47.25	74.22		40.43		196.52
35100005	F3521	27.22	47.25	58.90				133.37
35100009	F3522	27.22	47.25	58.90		40.43		173.80
351000214	F3523	27.22	47.25	58.90		40.43		173.80
351000216	F3524	23.52	47.25	51.24		40.43		162.44
301359510	F3525	90.12	47.25	189.12				326.49
100879600	F3526	53.12	47.25	112.52				212.89
401313700	F3527	71.62	47.25	150.82				269.69
400805200	F3528	27.22	47.25	58.90				133.37
421654210	F3529	53.12	47.25	112.52				212.89
101739600	F3530	168.85	47.25	341.65				557.75
201714000	F3532	90.12	47.25	189.12				326.49
301357900	F3534	27.22	47.25					74.47
Total Commitment for July 2022								4387.43

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 _____, 2022

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 #	WATER	CAP ASSESMENT	SEWER	CROSS FEES	ON/OFF	TOTAL
QB0123	363472.47	208538.29	358646.62		687.31	931344.69
GRAND TOTAL						931344.69

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 _____, 2022

Town of Millis Water Commissioners: _____

22-185

Approval of Draft Minutes

8/2/22 & 6/23/22

Select Board Minutes 8/2/22

Chairperson Erin Underhill called the meeting to order at 7pm. The following persons were present: Vice Chair Craig Schultze, Clerk Ellen Rosenfeld, and Town Administrator Mike Guzinski

22-161 Review and Approve One-Day Special Alcohol License Applications Boggestowe Fish & Game

Boggestowe Fish and Game request the approval of a One-Day Special Alcohol License for August 21st, 2022 from 12:00 pm to 5:00 pm

Sel. Schultze made a motion to approve the request of a One-Day Special Alcohol License for August 21st, 2022 from 12:00 pm to 5:00 pm, for Boggestowe Fish and Game. Sel. Ellen Rosenfeld seconded this motion. The motion passed unanimously.

Boggestowe Fish and Game request the approval of a One-Day Special Alcohol License for September 17th, 2022 from 12:00 pm to 9:00 pm

Sel. Schultze made a motion to approve the request of a One-Day Special Alcohol License for September 17th, 2022 from 12:00 pm to 9:00 pm, for Boggestowe Fish and Game. Sel. Ellen Rosenfeld seconded this motion. The motion passed unanimously.

22-162 Review and Sign Tier II Agreement for Complete Streets Policy

Robert Weiss, the Economic development and planning director requested that the Select Board work with Beta Development group for the consultation of the tower two level or the Complete streets policy program. This would cost \$37,999.82, which would be underwritten by the grant awarded from the state's Department of Transportation.

Sel. Schultze made a motion to authorize the town administrator to sign the contract with the Beta Group for the Complete Streets Project for \$37,999.82. Sel. Ellen Rosenfeld seconded this motion. The motion passed unanimously.

22-163 Vote to Authorize Town Administrator to Approve Gas and Diesel Contract

Mr Weiss requests the board to authorize the Town Administrator to sign a contract for the town's acquisition of gas and diesel for the year. The contract will last one year, and the prices may be subject to renegotiation if the price of gas drops throughout the year.

Sel. Schultze made a motion to authorize the town administrator to approve the one-year Gas and Diesel contract through the Norfolk County Consortium. Sel. Ellen Rosenfeld seconded this motion. The motion passed unanimously.

22-164 Discuss Proposed Sewer Policy

Chair Underhill introduces an outline for a new town water and sewer policy modeled after those of the surrounding towns. There was a discussion about the possible fees that will incur with this proposed plan, along with issues concerning capacity and time limits for the project. Priority one of this project will be to identify an area of environmental sensitivity, priority two is to complete high density projects in the center of town, and priority three is to meet the requirement of 25% residential affordability. A new advisory committee will be created to address this issue.

Chair Underhill recommended that the document be rewritten to address the concerns discussed, and to ask for the input of Director of Dept. of Public Works James McKay concerning the matter of rates and number of homes that have paid betterment to the town, all before the Sewer Moratorium ends on November 1st, 2022.

22-165 Review/Approve Meeting Minutes

Sel. Schultze made a motion to approve the minutes from the Select Board meeting on 7/18/22. Sel. Rosenfeld seconded this motion. The motion passed unanimously.

Sel. Schultze made a motion to adjourn the meeting at 8:05pm. Sel. Rosenfeld seconded the motion. The motion passed unanimously.

Respectfully Submitted:
Katherine Farrar