

TOWN OF MILLIS

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

OFFICE OF THE SELECT BOARD

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

Michael J. Guzinski
Town Administrator
muzinski@millisma.gov

Karen Bouret DeMarzo
Operations Support Manager
kbouret@millisma.gov

SELECT BOARD MEETING AGENDA MONDAY, JANUARY 10, 2022; 7:00 PM

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

	Topic	Time	Speaker
I.	Call to Order	7:00 PM	Chair
II.	Announcements <ul style="list-style-type: none">Remembrance of Fire Chief Warren ChampagneRemembrance of Town Volunteer Mark SlaytonAdvisory for Remote Meetings		
III.	Open Session Scheduled Appointments & Hearings		
22-001	Board of Health COVID-19 Update	7:05 PM	J. McVeigh
22-002	Approval of Senior Project – Purchase of AED for Tennis/Basketball Courts	7:10 PM	Colin Christie Chief Barrett
22-003	Appointment of Department Assistant II Board of Assessors' Office	7:15 PM	T. Gonsalves M. Guzinski
22-004	Appointment of Regional Animal Control Officer	7:20 PM	M. Guzinski B. Hamelin
22-005	Appointment of Assistant Animal Control Officer	7:25 PM	M. Guzinski
22-006	Hearing: Stormwater/Land Disturbance 2 Frontier Lane	7:30 PM	D. Merrikin
22-007	Appointment of Police Academy Recruit Officer	7:45 PM	Chief Soffayer
22-008	Appointment of Full Time Public Safety Dispatcher	7:50 PM	Chief Soffayer
22-009	Appointment of Library Assistant – Teen Services Focus	7:55 PM	K. Tolson M. Guzinski
22-010	Enterprise Funds Advisory Committee Sewer Bylaw Recommendations	8:00 PM	C. MacInnes E. Underhill
22-011	Appointment of Energy Committee Member	8:15 PM	R. Weiss
IV.	Open Session Agenda Items		
22-012	Presentation of New MBTA Community's Zoning Requirement		R. Weiss

22-013	Review/Approval of Lease Documents for Clyde F. Brown Solar Array – Solect Energy	R. Weiss
22-014	Municipal Response to Notice of Marijuana Establishment – Advesa Wellness	R. Weiss M. Guzinski
22-015	License Renewals – Tangerini’s Farm	K. Bouret
22-016	Approval of Water/Sewer Department Commitment	M. Guzinski
V.	Executive Session To conduct strategy sessions in preparation for negotiations with union personnel. (Massachusetts Coalition of Police Local 171 and Millis Police Association Dispatcher)	
VI.	Adjournment	

Proposed Upcoming Meeting Schedule

Monday, January 24, 2022	07:00 PM	Remote – Via Zoom
Thursday, February 3, 2022	9:00 AM	TBD (All Day Budget Meeting)
Monday, February 7, 2022	07:00 PM	TBD
Monday, February 14, 2022	07:00 PM	TBD
Monday, February 28, 2022	07:00 PM	TBD

22-001

Board of Health COVID-19 Update

22-002

Approval of Senior Project

Purchase of AED for Tennis/Basketball Courts

Karen Bouret DeMarzo

From: Pete Jurmain
Sent: Wednesday, December 29, 2021 10:23 PM
To: Mike Guzinski; Karen Bouret DeMarzo
Subject: FW: [Millis MA] Senior Project (Sent by Colin Christie, christie.colinj@gmail.com)

Hello Mike and Karen,
Please place this on the January 10th SB meeting agenda.
Thanks,
Pete

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

From: Contact form at Millis MA <cmsmailer@civicplus.com>
Sent: Wednesday, December 29, 2021 2:28 PM
To: Pete Jurmain <Pete.Jurmain@millisma.gov>
Subject: [Millis MA] Senior Project (Sent by Colin Christie, christie.colinj@gmail.com)

Hello pjurmain,

Colin Christie (christie.colinj@gmail.com) has sent you a message via your contact form (<https://www.millisma.gov/user/45/contact>) at Millis MA.

If you don't want to receive such e-mails, you can change your settings at <https://www.millisma.gov/user/45/edit>.

Message:

Dear Mr Jurmain,

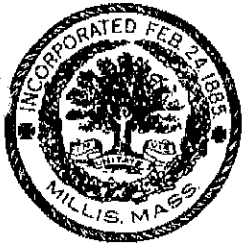
My name is Colin Christie and I am a senior at Millis High School. For my senior project I would like to purchase an Automated External Defibrillator (AED) for the town. I would like to install it at the new basketball/ tennis court next to the school. This location was chosen due to the usage by all Town residents of any age. Placing an AED where there are sporting events is important because the chances of injuries or medical emergencies are heightened. Both the forces experienced by the athletes and the excitement of the fans are potentially dangerous. In these situations, it is even more important to have on hand both life-saving equipment like an AED and personnel knowledgeable in AEDs and CPR. It may never be needed, but it may just save a life. I have spoken with the Fire Chief Rick Barrett, and High School Principal Mr. Awdycki about my project. They both support my project as well as given me good ideas and advice about what I should do moving forward. I am requesting approval from the Select Board to continue with my project. I look forward to your response.

Thank you,
Colin Christie

22-003

Appointment of Department Assistant II

Board of Assessors' Office



TOWN OF MILLIS

Robert Veaner-Chair
Lisa Hardin.
Diane Jurmain

OFFICE OF THE BOARD OF ASSESSORS

900 Main Street • Millis, MA 02054
Phone: 508-376-7049 (Assessor's Main Line)
Fax: 508-376-7055

Teri Gonsalves
Assessor
tgonsalves@millisma.gov

M*E*M*O

DATE: January 5, 2022

TO: Mike Guzinski
Town Administrator

FROM: Teri Gonsalves
Asst. Assessor

RE: Appointment of Department Assistant II

The Department Assistant II position was advertised internally and externally. There was one internal applicant and over 20 external applicants.

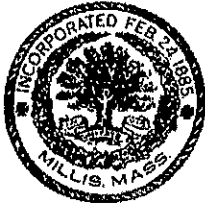
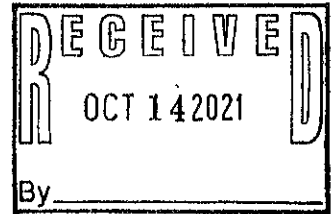
On December 2, 2021. Elizabeth Rand, the internal applicant was interviewed for the open position of Department Assistant II in the Assessor's Office.

I am recommending Elizabeth Rand be appointed as Department Assistant II in the Assessor's Office.

Liz is a current hard working and well respected employee of the Town. With her back ground and experience in the Building Department working with the public, other departments and experience with the software used in the Assessor's Office and Building Department I feel Liz would be an excellent candidate for position.

22-004

Appointment of Regional Animal Control Officer



TOWN OF MILLIS

OFFICE OF THE TOWN ADMINISTRATOR AND SELECT BOARD

Veterans Memorial Building Room 220
900 Main Street • Millis, MA 02054
Phone: 508-376-7040 Fax: 508-376-7053

APPLICATION FOR EMPLOYMENT

The Town of Millis is an equal opportunity/affirmative action employer and does not discriminate against any applicant because of race, color, religion, sex, marital status, genetics, national origin, age, disability, sexual orientation or any other class protected by federal, state or local law. Any person who needs assistance in fully participating in the application process should contact the Millis Town Administrator.

I. Contact Information

Name: Erin Mallette, Date:
Address # and Street: 149 Pleasant St, City and State: Franklin MA, Zip Code: 02038
Home Phone: Cell Phone: 617-610-7696, Email Address: bikerchick102@yahoo.com

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

Animal Control Officer
How did you hear about the position? currently employed in the department
Have you ever been employed by the Town of Millis? When? What department? yes 2015-present Animal Control

III. Education

Table with 4 columns: School, Name, Address, City, State, Years Attended, Degree. Rows include High School (Norwood High School, 4 years, Diploma), College (Newbury College /Massasoit, 1 year, certificate), Graduate School, Trade, Business, Night Courses, Military Service, Other Training.

IV. Licenses (Please list all licenses you possess that are relative to the position you seek.) A valid license is a condition of employment, where required.

Do you have a valid driver's license (Class D Auto)? Yes X No
Do you have a valid CDL license (Class A or B)? Yes No X
What other valid licenses or certifications do you possess (job related)? Mass LTC

V. Employment Eligibility

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

VI. Special Skills

Please list any other skills or abilities you feel are relevant: Mass Licensed Wildlife Rehabilitator, Certified Dog Trainer

VII. Employment History

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

Employer	Norwood Bank	Address	11 Central St Norwood MA 02062
Telephone	781-762-1800	Title	Deposit Servicing Lead Specialist
Supervisor	María Colosi	Dates Worked	2000-present
		Reason for leaving	career change

Description of Primary Duties: wire processing, ACH processing, daily proofs of Norwood Bank accounts, levies, audits

Employer	Town of Millis	Address	
Telephone	508-533-3251	Title	Asst Animal Control Officer
Supervisor	Brenda Hamelin	Dates Worked	2015-present
		Reason for leaving	

Description of Primary Duties: _____

Employer		Address	
Telephone		Title	
Supervisor		Dates Worked	
		Reason for leaving	

Description of Primary Duties: _____

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

Name/Title	Address	Phone	Relationship
Hilary Cohen	Main St, Norfolk MA	774-571-7629	Norfolk ACO
Brenda Hamelin		508-533-3251	supervisor
Kaycee Bailey	Address 8 Chestnut St Foxboro MA	Phone 774-606-4692	Relationship FOXBORO ACO

IX. Employment of Minors

The Town of Millis is subject to certain child labor provisions regarding the employment of persons under the age of 18. Further, an Employment Permit or Educational Certificate may be required, depending on your age.

Are you under age 18? If yes, please indicate your age: _____

X. Medical Information

All offers of employment are conditional upon the satisfactory completion of a pre-employment physical. Satisfactory fitness to perform the essential duties of the position is a condition of employment.

XI. Pre-Employment Drug Testing

Offers of employment may be conditional upon the satisfactory completion of a pre-employment drug test where required. Satisfactory completion of a required drug or alcohol test is a condition of employment as outlined in the Drug and Alcohol Testing Policy of the Town of Millis.

XII. Signature

CAREFULLY READ ALL PARTS OF THIS APPLICATION FORM BEFORE SIGNING.

- A. I understand that acceptance of this application by the Town of Millis does not imply that I will be employed. (Exceptions to A is an employee filling out this application for promotional purposes only.)
- B. The information I have provided is true and complete. I understand that misrepresentation or omission of any fact in my application, resume, or in any other materials or as provided during interviews, can be justification for refusal or employment or can be justification for termination from employment, if employed.
- C. I understand that any offer of employment that I receive from the Town of Millis is contingent upon my successful completion of the pre-employment screening process including, but not limited to, the Town of Millis receiving satisfactory references, a satisfactory criminal history and Criminal Offender Record Inquiry, if required, satisfactory verification of a driver's license or certifications where required and satisfactory completion of any required post-offer, pre-employment drug test or physical examination.
- D. In processing my application for employment, the Town of Millis may verify all of the information provided by me concerning, among other things, my prior employment or military record, education, character, general reputation and personal characteristics.
- E. I authorize the Town to take whatever steps deemed necessary to obtain information regarding my qualifications for employment including contacting my present and former employers, by contacting individuals listed as business, educational or personal references, and by contacting other individuals to provide or further clarify information about me.
- F. I hereby release my present and former employers and all individuals contacted for factual information about me from any and all liability for damages arising from furnishing the requested information.
- G. The Town will require a satisfactory CORI check, investigate my driving record or verify my license (s) or certification (s) as required for employment at any time during my employment. As a condition of employment, an employee may be required to provide additional or updated information especially if this employee has been on workers comp with another employer and may require both drug testing and an employment physical in order to allow us to have the necessary information for making a proper decision or reasonable accommodations.
- H. I understand that the Town of Millis is an at-will employer. If employed, I understand that my employment may be terminated with or without cause at any time unless there is an applicable bargaining unit contract provision.

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

Erin Mallette

Applicant Name (Please print)

E. Mallette

Applicant Signature

Date

149 Pleasant Street
Franklin, MA 02038
617-610-7696
Bikerchick102@yahoo.com

ERIN MALLETT

OBJECTIVE To obtain a full-time position as an Animal Control Officer that will allow me to utilize my current job experience as well as to learn and grow within the position and industry.

PROFESSIONAL ACHIEVEMENTS

- 2019 -- ADULT CPR/AED CERTIFICATION
- 2019- LARGE ANIMAL RESCUE OPERATIONS TRAINING
- 2017 -- MASSACHUSETTS LICENSED WILDLIFE REHABILITATOR
- 2017 -- COMMONWEALTH OF MASS ANIMAL CONTROL OFFICER CERTIFICATION COURSE (ACOAM GRADUATE)
- 2017 -- WILDLIFE REHABILITATION COURSE AT THE NEW ENGLAND WILDLIFE CENTER
- 2015 -- CERTIFICATION FIRST AID/CPR CANINE AND FELINE
- 2014 -- TRAIN THE TRAINERS WORKSHOP
- 2014 -- ADVANCED SOCIALIZATION FOR DIFFICULT DOGS WITH CHAD MACKIN
- 2014 -- SHADOW PROGRAM WITH CURTIS CRAIG OF THE CALM K9, CLARKSVILLE, TN

SKILLS AND TRAINING

- MA ANIMAL CONTROL OFFICER WILDLIFE TRAINING
- THE PSYCHOLOGY OF CALL HANDLING AND WHAT TO DO ABOUT ORPHANED WILDLIFE CALLS
- MA CLASS A LARGE CAPACITY LICENSE TO CARRY FIREARMS
- NATIONAL ANIMAL CRUELTY INVESTIGATIONS SCHOOL: LEVEL 1
- PROFESSIONAL ANIMAL CRUELTY INVESTIGATOR
- EMERGENCY STABILIZATION OF THE POISONED PET
- MA ANIMAL FUND ANIMAL CONTROL OFFICERS CORE COMPETENCIES CERTIFICATION

WORK HISTORY

ASSISTANT ANIMAL CONTROL OFFICER, TOWN OF MEDWAY/MILLIS, MA

09/06/2015 – Present

- Immediately responds to emergencies involving domestic and wild animals
- Removes sick, injured or rabid animals
- Enforces quarantines
- Enforces leash, license and rabies laws
- Communicates courteously and professionally with the public
- Cleans and feeds the animals in the kennels (medication administered as needed)
- Keeps clear, concise records of all calls received

PRIVATE DOG TRAINER

2012 – Present

- Consults with customers regarding type of training required for their dog
- Evaluates the dog to determine best course of action for training
- Trains the dog based on its requirements (i.e.: basic, behavioral)

- Provides the customer with knowledge and training techniques to establish the foundation they need to continue training in the home

LEAD DEPOSIT OPERATIONS SPECIALIST, NORWOOD BANK, NORWOOD, MA

2000 – Present

- Proof of daily teller cash ending balances, as well as, miscellaneous general ledger balance checks
 - Responsible for wire transfer record-keeping and compliance requirements
 - Designated as the bank's external and internal contact person on all daily wire activity
 - Processing and proof of all daily Fedline Bank and customer transactions including: incoming and outgoing wires, and ACH organizations of returns and NOC's and cash letter adjustments
 - Responsible for daily reconciliation for Norwood Bank accounts
 - Handle telephone calls promptly and emails from internal and external customers with accurate responses verbally and in writing
 - Process Levies
-

EDUCATION

APCO TELECOMMUNICATOR I (BASIC40), 2019

VETERINARY ASSISTANT PROGRAM, MASSASOIT COMMUNITY COLLEGE, 2017

DOG TRAINER CERTIFICATION, ANIMAL BEHAVIOR COLLEGE, 2013 HIGH SCHOOL

DIPLOMA, NORWOOD HIGH SCHOOL, 1997

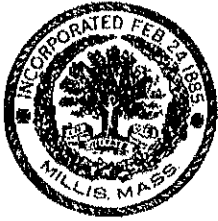
REFERENCES

HILARY COHEN 774-571-7629

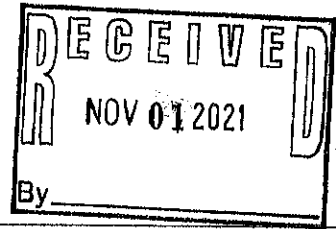
Erin Mallette

22-005

Appointment of Assistant Animal Control Officer



TOWN OF MILLIS



OFFICE OF THE TOWN ADMINISTRATOR AND SELECT BOARD

Veterans Memorial Building Room 220
900 Main Street • Millis, MA 02054
Phone: 508-376-7040 Fax: 508-376-7053

APPLICATION FOR EMPLOYMENT

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I. Contact Information

Name: Kelley Ward Date: 10/29/2021

Address # and Street: 39 Village St City and State: Medway, MA Zip Code: Kmy1227@gmail.com

Home Phone: _____ Cell Phone: 605-431-2613 Email Address: _____

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

Regional Animal Control Officer

How did you hear about the position?

James Coakley

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

no

III. Education

School	Name, Address, City, State	Years Attended	Degree
High School	<u>St. Thomas More HS Rapid City, SD</u>	<u>4</u>	
College	<u>Central Wyoming College</u>	<u>2.5</u>	<u>AAS Equine Management</u>
Graduate School			
Trade, Business, Night Courses			
Military Service, Other Training			

IV. Licenses (Please list all licenses you possess that are relative to the position you seek.) A valid license is a condition of employment, where required.

Do you have a valid driver's license (Class D Auto)? Yes No If yes, enter expiration date 12/27/2023

Do you have a valid CDL license (Class A or B)? Yes No If yes, enter expiration date _____

What other valid licenses or certifications do you possess (job related)? _____

V. Employment Eligibility

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

VI. Special Skills

Please list any other skills or abilities you feel are relevant: comfortable in dealing with animals as well as people

VII. Employment History

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

Employer <u>Themeli Family</u>	Address <u>Holliston, MA</u>
Telephone <u>774-248-4613</u>	Title <u>Equine Caretaker</u>
Supervisor <u>Derek Themeli</u>	Dates Worked <u>July 2015 to present</u>
	Reason for leaving

Description of Primary Duties: Showing up everyday, year-round to feed, clean, and ride. Regular communication with family and all vendors (farrier, vet, feed, ect.)

Employer <u>MSPCA Nevins Farm</u>	Address <u>400 Broadway, Methuen</u>
Telephone <u>978-687-7453</u>	Title <u>Adoption counselor and farm animal caretaker</u>
Supervisor <u>Melissa Ghareeb</u>	Dates Worked <u>9/1/2013 - 12/1/2014</u>
	Reason for leaving <u>Started a family</u>

Description of Primary Duties: Adoptions and surrenders of animals, home and reference checks, care of all farm animals

Employer <u>Bina Therapeutic Riding</u>	Address <u>55 Allen St, Lexington, MA</u>
Telephone <u>781-862-5020</u>	Title <u>Equine Manager</u>
Supervisor <u>Eileen Polasky</u>	Dates Worked <u>1/5/2013 - 8/25/2013</u>
	Reason for leaving <u>accepted position at MSPCA</u>

Description of Primary Duties: ~~care~~ care and maintenance of 7-8 horses, scheduling all vendors, orders + deliveries, weekly communication with instructors + sponsors

VIII. Business References {a minimum of three references is required}

Name/Title Derek Themeli	Address	Phone 248 774- 28 -4613	Relationship Current employer
Name/Title James Cookley	Address	Phone 508-958-4000	Relationship friend
Name/Title Roger Lauze	Address	Phone 508-662-6615	Relationship in-law

IX. Employment of Minors

The Town of Millis is subject to certain child labor provisions regarding the employment of persons under the age of 18. Further, an Employment Permit or Educational Certificate may be required, depending on your age.

Are you under age 18? If yes, please indicate your age: NO

X. Medical Information

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- B. The information I have provided is true and complete. I understand that misrepresentation or omission of any fact in my application, resume, or in any other materials or as provided during interviews, can be justification for refusal or employment or can be justification for termination from employment, if employed.
- C. I understand that any offer of employment that I receive from the Town of Millis is contingent upon my successful completion of the pre-employment screening process including, but not limited to, the Town of Millis receiving satisfactory references, a satisfactory criminal history and Criminal Offender Record Inquiry, if required, satisfactory verification of a driver's license or certifications where required and satisfactory completion of any required post-offer, pre-employment drug test or physical examination.
- D. In processing my application for employment, the Town of Millis may verify all of the information provided by me concerning, among other things, my prior employment or military record, education, character, general reputation and personal characteristics.
- E. I authorize the Town to take whatever steps deemed necessary to obtain information regarding my qualifications for employment including contacting my present and former employers, by contacting individuals listed as business, educational or personal references, and by contacting other individuals to provide or further clarify information about me.
- F. I hereby release my present and former employers and all individuals contacted for factual information about me from any and all liability for damages arising from furnishing the requested information.
- G. The Town will require a satisfactory CORI check, investigate my driving record or verify my license (s) or certification (s) as required for employment at any time during my employment. As a condition of employment, an employee may be required to provide additional or updated information especially if this employee has been on workers comp with another employer and may require both drug testing and an employment physical in order to allow us to have the necessary information for making a proper decision or reasonable accommodations.
- H. I understand that the Town of Millis is an at-will employer. If employed, I understand that my employment may be terminated with or without cause at any time unless there is an applicable bargaining unit contract provision.

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

Kelley Ward

Applicant Name (Please print)

Kelley Ward

Applicant Signature

10/29/2021

Date

To Whom it may concern:

I have known Kelley Ward for over 10 years both personally and professional and highly recommend her for any position that includes animal and people interaction. Kelley worked 2013 and 2014 for the Massachusetts Society for the Prevention of Cruelty to Animals at the Nevins farm in Methuen, Ma, where I have been the Manager of Equine Rescue and Training for 41 years. Kelley did not work for me directly but I was able to observe her interactions with staff, the general public and various type of farm animals. She has a good working knowledge of livestock and poultry; she is especially good with horses. Kelley has a very good understanding of horse behavior and can read their body language and act accordingly to any situation in which she finds herself.

More important than her ability with animals is how well she interacts with people. There are people who get along with animals and there are people who get along with people but Kelley is one of select few who can do both. I would highly recommend her for any position that involves working for with both people and animals.

Sincerely

Roger Lauze'

Manager of Equine Rescue and Training

MSPCA at Nevins Farm

Kelley Ward

39 Village St Medway, MA 02053
TEL 1-605-431-2613

kmy1227@gmail.com

Profile

I love animals and the outdoors. I grew up hunting and fishing in South Dakota and now have the pleasure of the Charles River in my back yard. Most of my hands on training has been with domestic and farm animals but I also have a solid awareness of the wildlife in the area.

My experience with people and animals, both in good and difficult situations, would be extremely useful in this position. I have outstanding critical thinking and problem-solving skills and I possess a great deal of common sense. I am an excellent multitasker. I work well under pressure, and I am patient, kind, and am not without a sense of humor.

Education

Central Wyoming Collage AAS-Equine Management Certificate-Equine Training Technology
Certificate-Teaching Riding Certificate-Farrier Science

Skills

Wide range of skills consisting of construction, childcare, horse training and care, basic computer and office skills. Great with time management, organization, and people. General knowledge, comfort, and respect with and for the use of firearms.

References

Derek Themeli- current employer – 774-248-4613

James Coakley- owner of Coakley Plumbing -508-958-4000

Melissa Ghareeb -former manager at MSPCA- 781-354-6396

Sarah Morton-Horse Trainer-803-522-4788

Eileen Polasky- Bina Program Director- 617-281-2535

Roger Lauze- Manager of Equine Rescue and Training 508-662-6615

Employment

Equine Caretaker 7/1/2015 to present- year-round care of 2 horses in a private backyard setting -feed, clean, and ride horses -schedule vendors (vet, farrier, feed, ect.)

Equine Manager @ Bina Farm Therapeutic Riding Program 1/5/2013-8/25/13 Care of 7-8 horses
- includes overall care and maintenance of the herd as well as exercising both minds and bodies so they

remain suitable and sane for the program - Scheduling all vendors; vet, farrier, massage, ect.
Scheduling all hay and grain orders. Keeping up regular communication with instructors and sponsors.

Sole Charge Polo Groom Charleston, SC 4/1/12-11/21/12 Care of 12-14 horses included organizing an appropriate feeding program and keeping a close eye and weight and temperament of horses in work. Organizing and carrying out an appropriate work schedule for each horse. Scheduling Vet and farrier appointments. Hauling horses to and from polo matches. Scheduling hay and grain orders. Maintaining cleanliness and upkeep of barn and paddocks.

Working Student Aiken, SC 1/6/11-6/20/11 Assisting trainer in care and training of 9 horses for eventing and foxhunting as well as participation in these events. Care of barn and horses when trainer was out of town.

Waitress and Bartender @ Victory Lane Millis, MA 2/15/10-12/1/10 Providing satisfactory service to the patrons of Victory Lane. Opening and Closing of the bar including counting in and out KENO and cash drawers.

Stable Hand @ Apple Knoll Farm Millis, MA 7/1/09-12/1/10 Care of 20-26 horses; feed, turn out, blanket, clean stalls and paddocks, providing basic vet care.

Black Hills Wild Horse Sanctuary Hot Springs SD 6/1/07-9/30/07 Looking over 3 herds of horse equaling about 500. Care of Stallions, broodmares, and foals as well as orphan foals. Handling and halter breaking yearling mustangs.

22-006

Hearing:

Stormwater/Land Disturbance – 2 Frontier Lane



January 6, 2022

Mr. Peter Jurmain, Chair of Select Board
Town of Millis
900 Main St.
Millis, MA 02054

**Re: 2 Frontier Lane (Stormwater Management & Land Disturbance Permit)
Peer Review**

Dear Mr. Jurmain:

BETA Group Inc. (BETA) has reviewed the Application for Stormwater Management and Land Disturbance for the proposed single-family dwelling at **2 Frontier Lane** in Millis, MA. This letter provides BETA's findings, comments, and recommendations.

BASIS OF REVIEW

BETA received the following items:

- Stormwater Management and Land Disturbance Permit Applications, Submitted by Legacy Engineering for 2 Frontier Lane dated December 23, 2021 including the following:
 - Narrative
 - Certified Abutters List
 - Operations and Maintenance Plan, dated December 20, 2021, prepared by Legacy Engineering, Millis, MA
 - Site Plan (2 sheets), dated December 17, 2021, prepared by Legacy Engineering, Millis, MA
 - SWPPP for Construction Activity, dated December 20, 2021, prepared by Legacy Engineering, Millis, MA
- Cover Letter prepared by Legacy Engineering for 2 Frontier Lane dated December 23, 2021 outlining the following:
 - Enclosure of Application booklet with forms
 - Copy of a letter of receipt from the Building Inspector indicating that the application is complete, dated December 23, 2021
 - Enclosure of Application and review fees
 - Legal Notice for hearing date of January 10, 2022
- Letter Ref: 2 Frontier Lane by Legacy Engineering dated January 6, 2022 responding to additional information requested by BETA

Review by BETA referenced the following documents from the Southend Farm Subdivison Project:

- ***Southend Farm Proposed Watersheds (Maximum Development Scenario) Plan*** (2 sheets), dated January 30, 2004 with revision date October 12, 2005, prepared by Merrikin Engineering LLP Consulting Engineers

- **Southend Farm Definitive Subdivision Plan Set** (51 sheets), dated January 30, 2004 with revision date January 11, 2007, prepared by Merrikin Engineering LLP Consulting Engineers

PARCEL AND PROJECT DESCRIPTION

The 1.38± acre lot of undeveloped, wooded land is located on the East side of Frontier Lane, east of the intersection of Orchard Street. The lot is wooded with a 10-20% slope toward Frontier Lane.

This project proposes constructing a new single-family home with a septic system and driveway, disturbing approximately 1+ acres of land. Construction of the home requires significant grading and installation of two 3.5± foot high retaining walls along the proposed driveway. Stormwater is proposed to run overland to the drainage system in Frontier Lane that is tributary to the Southend Farm Subdivision stormwater management system, and through the Orchard Street drainage system (previously upgraded with proprietary treatment structures as part of the subdivision project). Roof runoff is proposed to be collected and infiltrated in leaching fields on-site.

Available FEMA flood maps indicate that the property is not located within FEMA mapped zones. MassDEP Priority Resource Mapping and the base mapping provided identified there are no wetlands on or within 100' of the property. NRCS soils mapping indicates Class B Newport silt loam throughout the site which has a moderate infiltration rate. The application indicates that development of the site falls within the design of the stormwater management system for the Southend Farm Development that was previously reviewed (although not by BETA) and approved by the Town.

STORMWATER MANAGEMENT REVIEW

The plan set provided includes existing and proposed conditions with erosion controls, grading, septic design and details. A SWPPP has been provided and includes timing, schedules, sequence of development and maintenance schedule for the period of construction. A Long-Term Operations and Maintenance Plan has also been provided. The application includes discussion of stormwater management compliance through the Southend Farm Subdivision project. This is a unique application being that the lot is not one of the Southend Farm subdivision lots but is tributary to that subdivision's currently existing drainage system for stormwater management. Stormwater management calculations, including the watershed where the 2 Frontier Lane lot resides, were reviewed for conformance with the Town of Millis Stormwater Management Regulations (although not by BETA) and approved as part of the Southend Farm subdivision permit application in 2007 and therefore are not reviewed again under this permit. Below are BETA's review comments pertaining to the plans and details for this specific lot to ensure conformance with the Town of Millis Stormwater Management Regulations.

ARTICLE I LAND DISTURBANCE AND POST-CONSTRUCTION STORMWATER MANAGEMENT:

SECTION 6. PERMITS AND PROCEDURE

No comments.

SECTION 7.1 STORMWATER MANAGEMENT PLAN

Stormwater management features within the site include a roof runoff infiltration system. The layout, details and sizing calculations of proposed roof infiltration system were reviewed and found to be consistent with the Southend Farm Subdivision approved details.

- C1. BETA recommends the soils at the roof infiltration system be inspected prior to installation to confirm the soil texture and elevation of seasonal high groundwater (SHGW) are consistent with the design assumptions.

The existing and proposed conditions and plans were reviewed for consistency with Southend Farm Subdivision Proposed Watersheds (Maximum development Scenario) plans and the current conditions cumulative impervious coverage calculations table provided. The majority of 2 Frontier Lane Lot is located in Watershed P-3 with the northeast portion in Watershed P-1. Watershed P-3 is tributary to the subdivision drainage system and ultimately two stormwater basins. Both Watershed P-1 and P-3 flow to the same design point which is Bogastow Brook. With the addition of this development, the net cumulative impervious coverage tributary to these basins is less than designed for. The portion of 2 Frontier Lane within Watershed P-1 is tributary to two catch basins in Frontier Lane connected to the Town's MS4 drainage system in Orchard Street and ultimately Bogastow Brook. This system in Orchard Street was upgraded as part of the Southend Farm Subdivision development to treat stormwater with two treatment units prior to discharge to the brook. The previous drainage analysis assumed no development in Watershed 1. The proposed grading of the site and driveway directs some additional runoff to Orchard Street system compared to the no development condition.

BETA requested the Applicant provide clarification on the watershed boundaries, drainage areas and stormwater surface flow direction (§7.1.A.12) as well as the addition of Watershed P-1 to the cumulative impervious coverage calculations table. Supplemental information was provided in the letter dated 1/6/22 from Legacy Engineering. The addition of P-1 to the table to acknowledge the increase in impervious area with the 2 Frontier Lane development shows the change relative to Bogastow Brook design point, and that there remains a net reduction of impervious cover from the approved subdivision to the Bogastow Brook design point.

- C2. Add a note to the plan requiring that the driveway be constructed with a cross-slope so that runoff from most of the driveway will flow down the front yard rather than down to the driveway entrance as described in the letter dated 1/6/22.

SECTION 7.2 EROSION AND SEDIMENT CONTROL PLAN

- C3. Perimeter Erosion and Sediment Controls are called for on the plan and SWPPP downstream of all proposed construction activities. Specify what type of perimeter erosion controls (min. required) to be used by the contractor.
- C4. Indicate location of trees with a caliper of twelve (12) inches or larger, noting specimen trees and forest communities (§7.2.C.3.(b)). In similar situations a waiver has been requested and granted from this requirement.

SECTION 8. OPERATION AND MAINTENANCE PLANS

The Applicant has provided a Long-Term Operations and Maintenance Plan (O&M Plan). The operator is identified as John McDonald, who is identified as the Applicant and Owner of the property in the application. The O&M plan includes the development proposed under this project.

- C5. Future owners must be notified of their continuing legal responsibility of the O&M Plan. Prior to occupancy, proof of recording of the Operations and Maintenance Plan should be provided to the Select Board.

Mr. Peter Jurmain, Chair of Select Board
January 6, 2022
Page 4 of 4

If we can be of any further assistance regarding this matter, please contact us at our office.

Very truly yours,
BETA Group, Inc.



Melissa Recos, PE
Associate



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

January 6, 2022

Select Board
900 Main Street
Town Offices
Millis, MA 02054

Ref: 2 Frontier Lane
Stormwater Management permit
Land Disturbance Permit

Dear Members of the Board,

I am writing to provide additional information requested by BETA relative to the stormwater information included in the Land Disturbance application booklet. BETA has asked that we include P-1 in the drainage table. That information has been added to the table below. Note also that while the totals were correct, the information provided in the "Proposed Lot Impervious Coverage" column has been updated. The previous table included data from Lot 19/20 in that column. The proposed lot predominately falls within watershed P-3, which drains to the two existing stormwater basins on Frontier Lane. A small amount of the driveway entrance drains into watershed P-1.

The original drainage design for Southend Farm was based on very conservative assumptions about future impervious coverage in the subdivision. One example of that conservatism was the fact that the original design assumed that there would be two sidewalks along the new roads. The Planning Board waived the construction of the second sidewalk, but the drainage calculations were not changed. As a result of this design conservatism, the stormwater management system constructed for Southend Farm can accommodate significantly more impervious coverage than has actually been constructed. Even with the 2 Frontier lot included, the final design condition results in approximately 0.701 acres less impervious coverage in the watersheds that flow to Bogastow. It is therefore our opinion that the existing stormwater management system has ample capacity for the development of 2 Frontier Lane.

Also attached is a progress print copy of the site plan design with the original P-1 watershed boundary added. It is generally consistent with the drainage patterns of the proposed lot development. The site plan requires that the driveway be cross-sloped toward the street so that runoff from most of the driveway will flow down the front yard, into the street and into the drainage system that feeds to the stormwater basins along Frontier Lane. Only a small amount of runoff from the mouth of the driveway will discharge into watershed P-1. Given that the original design assumed a second sidewalk, there is a net reduction in impervious area in P-1 even with this small driveway area added.



Watershed Area	Subdivision Approval	Cumulative Condition		
	Assumed Impervious Coverage (acres)	Proposed Lot Impervious Coverage (acres)	Total Impervious Coverage (acres)*	Net Increase/Decrease in Impervious Coverage (acres)
P-1	0.546	0.025	0.518	-0.028
P-2a	0.050	0	0.064	+0.014
P-2b	0.697	0	0.595	-0.102
P-2c	0.061	0	0.082	+0.021
P-2d	0.636	0	0.537	-0.099
P-3	2.368	0.153	2.430	+0.062
P-4	1.148	0	1.122	-0.026
P-13	0.156	0	0.143	-0.013
P-14	1.731	0	1.361	-0.370
P-16	0.696	0	0.538	-0.158
P-17	0.871	0	0.976	+0.105
P-18	0.085	0	0.163	+0.078
P-19	1.569	0	1.320	-0.249
P-20	0.575	0	0.491	-0.084
P-21	0	0	0.147	+0.147
Flow to Bogastow Brook: Net reduction of 0.701 acres of impervious coverage				
P-6	0.327	0	0.141	-0.186
Flow to Orchard Street: Net reduction of 0.186 acres of impervious coverage				
P-7	0.369	0	0.370	+0.001
P-8	0.273	0	0.289	+0.016
P-9	0.817	0	0.721	-0.096
P-10	0.199	0	0.174	-0.025
P-11	0.294	0	0.117	-0.177
Flow to other land of Applicant (flow to East): Net reduction of 0.281 acres of impervious coverage				

* Includes offsite impervious coverage and new road impervious coverage within the watershed.



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

Do not hesitate to contact me if you have any questions or comments or if you need any additional copies of plans or other submission documents.

Yours Truly,

LEGACY ENGINEERING LLC

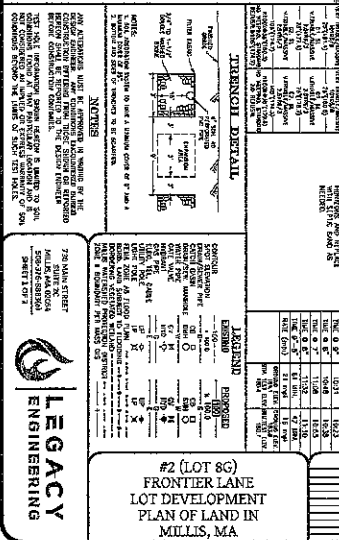
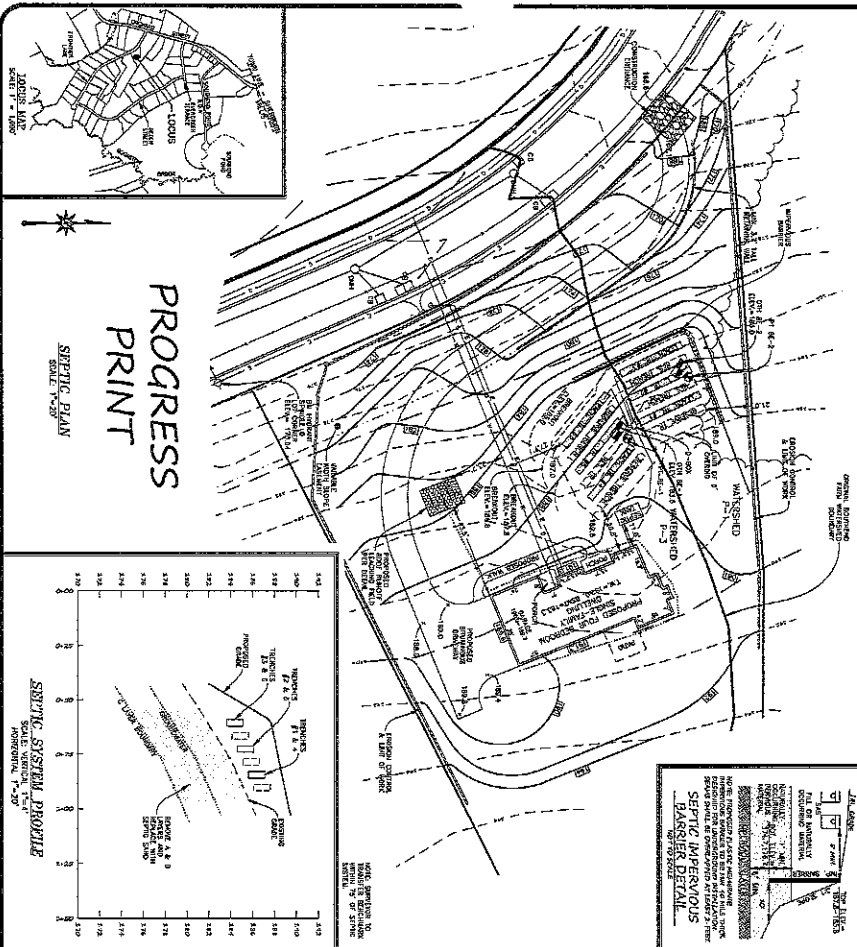
A handwritten signature in black ink that reads "Daniel Merrikin".

Digitally signed by Daniel J.
Merrikin, P.E.
Date: 2022.01.06 10:07:59 -05'00'

Daniel J. Merrikin, P.E.
President

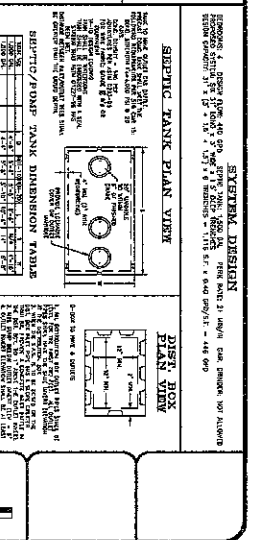
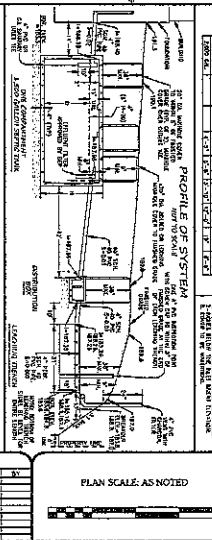
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- NOTES**
1. RECORD ALL WORK TO BE DONE TO BRING TO COMPLETION THE SEPTIC SYSTEM.
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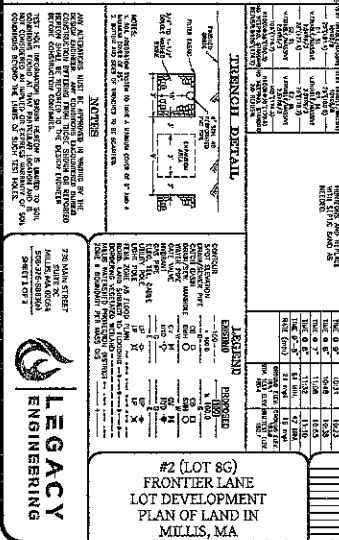
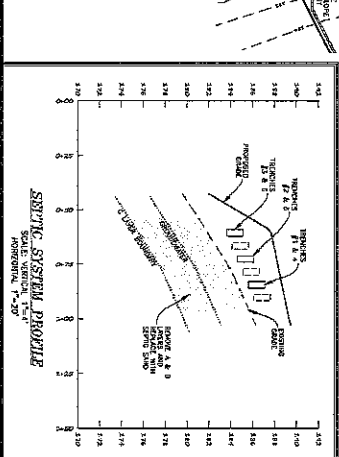


SOIL TEST RESULTS

DEPTH (FEET)	PERMEATION RESULTS
0 - 12"	1.50
12" - 24"	1.50
24" - 36"	1.50
36" - 48"	1.50
48" - 60"	1.50
60" - 72"	1.50
72" - 84"	1.50
84" - 96"	1.50
96" - 108"	1.50
108" - 120"	1.50
120" - 132"	1.50
132" - 144"	1.50
144" - 156"	1.50
156" - 168"	1.50
168" - 180"	1.50
180" - 192"	1.50
192" - 204"	1.50
204" - 216"	1.50
216" - 228"	1.50
228" - 240"	1.50
240" - 252"	1.50
252" - 264"	1.50
264" - 276"	1.50
276" - 288"	1.50
288" - 300"	1.50

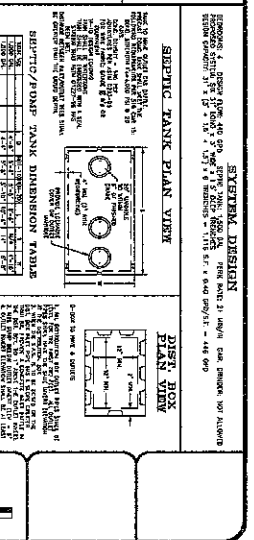
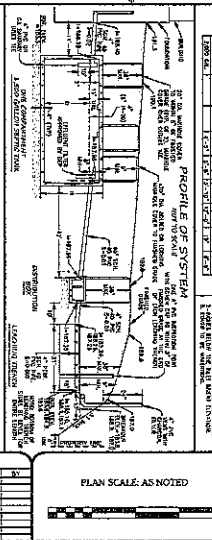


PROGRESS PRINT
SEPTIC PLAN
SCALE: 1" = 20'



SOIL TEST RESULTS

DEPTH (FEET)	PERMEATION RESULTS
0 - 12"	1.50
12" - 24"	1.50
24" - 36"	1.50
36" - 48"	1.50
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204" - 216"	1.50
216" - 228"	1.50
228" - 240"	1.50
240" - 252"	1.50
252" - 264"	1.50
264" - 276"	1.50
276" - 288"	1.50
288" - 300"	1.50



#2 (LOT 8C)
FRONTIER LANE
LOT DEVELOPMENT
PLAN OF LAND IN
MILLS, MA

PLAN DATE: DECEMBER 17, 2021

REVISION	DATE	BY



LEGACY ENGINEERING

78 MAIN STREET
SOUTH BOSTON
MA 02127
TEL: 617-552-1111
WWW.LEGACYENGINEERING.COM

STORMWATER & LAND DISTURBANCE PERMIT DECISION

For 2 Frontier Lane, Millis, MA January 7, 2022

On December 23, 2021, John McDonald submitted applications for two permits as described below regarding the proposed development of a single-family house at 2 Frontier Lane:

1. A Stormwater Management Permit pursuant to the "Town of Millis Stormwater Management Regulations, Article I, Land Disturbance and Post-Construction Stormwater Management" regulations (hereinafter referred to as "Article I") of the Town of Millis regarding the proposed stormwater management systems shown on the Subdivision Plan.
2. A Land Disturbance Permit pursuant to the "Town of Millis Stormwater Management Regulations, Article I, Land Disturbance and Post-Construction Stormwater Management" regulations of the Town of Millis regarding the proposed construction activities shown on the Subdivision Plan.

The Board has found that the applications were submitted in accordance with the requirements of Article I, section 6 and Article II. Further, evidence of notice to Abutters (as defined in Article I) and advertisement in a local paper of general circulation was provided by the Applicant. As such a public hearing was held on January 10, 2022 in accordance with Section 6.E of Article I. Due to the ongoing COVID 19 outbreak, the meetings were held remotely on the Zoom video conferencing platform. At the January 10, 2022 hearing, on a motion by _____ and seconded by _____, the board voted unanimously to close the public hearing.

Description of Application and Findings:

The applications have been submitted relative to a proposed single-family dwelling at 2 Frontier Lane. The development is described on a set of plans on file with the Select Board entitled "2 (Lot 8G) Frontier Lane Lot Development Plan of Land in Millis, MA" consisting of 2 sheets, prepared by Legacy Engineering LLC, and dated December 17, 2021, with a latest revision date of _____, herein referred to as the "Approved Site Plan."

The application proposes the construction of a single-family dwelling and appurtenances.

After review by an outside consultant retained by the Board, the Board determined the following:

1. The lot fronts on a road in the Southend Farm Subdivision and while not part of the original subdivision, it falls within the watersheds of that subdivision. The Southend Farm subdivision previously received a Land Disturbance permit and includes a complete stormwater management system design for lot development along the roads within it. The Applicant has demonstrated that the constructed Southend Farm stormwater management system can accommodate this additional house lot. The Applicant has further proposed to construct a roof runoff infiltration system, consistent with the other lots in the subdivision. The Applicant has therefore provided a Stormwater Management Plan meeting the requirements of Section 7.1 of Article I, and more specifically demonstrated that the lot is served by existing stormwater management systems that are consistent with the DEP Stormwater Management Policy and meets the requirements of Section 7.1.B of Article I ("Standards").
2. That the Applicant has provided an Erosion and Sediment Control Plan meeting the requirements of Section 7.2 of Article I.

3. That the Applicant has provided an Operations and Maintenance Plan meeting the requirements of Section 8 of Article I.
4. That the application with the conditions imposed hereunder generally complies with the requirements of Article I, except for the following waiver, which is granted:
 - a. To not require that all trees larger than 12-inches be located.

It is noted that this permit runs with the land.

Decision:

On a motion by _____, seconded by _____, the board voted unanimously to grant the following to John McDonald for the proposed development:

1. Pursuant to Section 6.F.2 of Article I, subject to the conditions enumerated below, the Board hereby grants a Stormwater Management Permit,
2. Pursuant to Section 6.F.2 of Article I, subject to the conditions enumerated below, the Board hereby grants a Land Disturbance Permit.
3. As noted above, the Board grants the one requested waiver.

All permits and approvals granted above are subject to the following conditions:

1. The Applicant shall construct the project in accordance with the Approved Site Plan.
2. All construction activities shall proceed in accordance with the SWPPP.
 - a. Prior to construction, the Applicant shall update the SWPPP document with the final names of the developer and the site contractor and shall submit a copy of the document to the Board.
 - b. The Owner shall identify the name, address and phone number of the contact person for construction management of the project. Said contact person shall be available 24 hours per day, seven days per week throughout construction. Such information shall be provided to the Planning Board, Select Board, DPW and Police Department.
3. This decision shall be recorded by the Applicant along with the Operations and Maintenance Plan (Attachment A) with proof of recording provided to the Select Board.
4. No de-icing chemicals shall be used on any paved surface.
5. Wherever plans and conditions differ, conditions of the permit shall govern.
6. All bills for town consultants used during the permit review process must be paid by the Applicant before the permit is issued.
7. Construction shall commence within two years of obtaining all necessary permits or from the resolution of appeals action, whichever occurs later.
8. The roof runoff infiltration system installation shall be inspected by the design engineer and the asbuilt location shall be depicted on an asbuilt plan to be provided to the Building Department.

For the Select Board:

Date: January 10, 2022

Peter Jurmain (Chair)

Erin Underhill (Vice Chair)

Craig Schultze (Clerk)

ATTACHMENT A
OPERATIONS AND MAINTENANCE PLAN

ATTACHMENT B

SITE PLAN EXHIBIT

Draft Motions

1. Motion to close the public hearing for 2 Frontier Lane.
2. Motion to grant a Stormwater Management Permit and a Land Disturbance Permit for 2 Frontier Lane based on the findings identified in the draft decisions dated January 7, 2022 and subject to the conditions enumerated therein and including the grant of a waiver to not require the location of trees larger than 12 inches.

22-007

Appointment of Police Academy Recruit Officer



TOWN OF MILLIS

OFFICE OF THE BOARD OF SELECTMEN

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

APPLICATION FOR EMPLOYMENT

Position(s) Applied For Police Officer				Date of Application 12/19/2021	
Last Name Zitoll		First Name Colby		Middle Name Cramer	
Address: Number 214	Street Exchange St	City Millis	State MA	Zip 02054	
Telephone Numbers: Home 5084153800			Cell	Email Address czitoll@millisma.gov	

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

EDUCATION

	Name and Address	Course of Study	# Years	Degree
High School	Millis High School		4	Yes
Undergraduate College	Mitchell College	Criminal History	2	No
Graduate School	Bridgewater state	Criminal History	1	No
Other (Specify)				

EMPLOYMENT EXPERIENCE

Please start with your present or last job.

1. Employer Millis Police Department	Work Performed		
Address 1003 Main st, Millis, MA	911 call taker for police and fire		
Phone Number 5083765112			
Job Title Dispatcher	Dates Employed	<i>From</i>	<i>To</i>
	4/18		Present
Reason for Leaving	Hourly Rate/Salary	<i>Start</i>	<i>Finish</i>
		22/Hr	
2. Employer Tastefully Done	Work Performed		
Address 1 University Ave, Westwood MA			
Phone Number 5086416271			
Job Title Server	Dates Employed	<i>From</i>	<i>To</i>
		2014	2018
Reason for Leaving New Job	Hourly Rate/Salary	<i>Start</i>	<i>Finish</i>
		20/Hr	
3. Employer	Work Performed		
Address			
Phone Number			
Job Title	Dates Employed	<i>From</i>	<i>To</i>
Reason for Leaving	Hourly Rate/Salary	<i>Start</i>	<i>Finish</i>
4. Employer	Work Performed		
Address			
Phone Number			
Job Title	Dates Employed	<i>From</i>	<i>To</i>
Reason for Leaving	Hourly Rate/Salary	<i>Start</i>	<i>Finish</i>

SPECIALIZED SKILLS

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

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

I have dispatching skills as well as graduating from the part time academy

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

APPLICANT STATEMENT

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



Signature of Applicant

12/19/21

Date



Millis Police Department
1003 Main Street
Millis, Massachusetts 02054
Phone: 508-376-5112 Fax: 508-376-6220

**Police Candidate Initial Hiring
Documentation**

Candidate Name: Colby Zitoli

Employment Requirements	Date	Completed/Passed
Employment Application	11/27/2021	Completed
Medical Exam	12/1/2021	Passed
PAT (Physical Ability Test)	12/28/21	Passed
Drug Screen Results	12/1/2021	Passed
Background Investigation/CORI	1/5/2021	Completed
Psychological Exam	1/4/2021	Passed



Millis Police Department

1003 Main Street

Millis, Massachusetts 02054

Phone: 508-376-5112 Fax: 508-376-6220

January 5, 2022

Mr. Guzinski,

I ask that you consider the appointment of 1 Full-Time Police Academy Recruit Officer. Upon appointment the recruit may begin the 6-month police academy training. This appointment is not an additional position to our department. This position will replace one of our current positions due to a upcoming retirement. The appointed officer will attend the Randolph Police Academy that is scheduled to begin on January 17, 2022.

Full Time Officer

1. Colby Zitoli

Colby Zitoli has been employed with the Millis Police Department since 2018. Since that time, Ms. Zitoli has done a great job within our communications department. In addition, she has served as one of the department trainers for dispatch. Ms. Zitoli has been reliable, dependable, and dedicated to our organization. She has consistently supported and participated in the various community service activities our department sponsors. Ms. Zitoli would be a great addition to our department as a police officer. Ms. Zitoli has completed all pre-screening requirements for the Town of Millis. I would ask that the board consider Colby Zitoli as a Full-Time Police Academy Recruit for the Town of Millis. Upon completion of the academy, she will complete her field training program scheduled to begin at the end of June.

Respectfully Submitted,

Christopher Soffayer
Chief of Police

22-008

Appointment of Full Time Public Safety Dispatcher



TOWN OF MILLIS

OFFICE OF THE BOARD OF SELECTMEN

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

APPLICATION FOR EMPLOYMENT

Position(s) Applied For Full Time Dispatcher		Date of Application 12/30/2021	
Last Name Moran, Max, Larsen		First Name	Middle Name
Address: Number	Street	City	State Zip
8 Independence Lane Millis, MA 02054			
Telephone Numbers: Home	Cell	Email Address	
508-498-1906		moran1647@outlook.com	

- Are you under age 18? Yes No
- Have you ever been employed by the Town of Millis before? Yes No
- Are you legally authorized to work in the United States? Yes No
- Are you available to work: Full-Time Part-Time Permanent Temporary
- On what date would you be available for work? 01/10/2022
- Have you been convicted of a felony? Yes No
- Have you been convicted of a misdemeanor within the past five years (other than a first conviction for any of the following misdemeanors: drunkenness, simple assault, speeding, minor traffic violations, affray or disturbance of the peace)? Yes No

EDUCATION

	Name and Address	Course of Study	# Years	Degree
High School	Mills High School 245 Plain Street Millis, MA 02054		4	Diploma
Undergraduate College	Norwich University 168 Harmon Drive Norwich, VT 05603	Major: History, Minors: English, German	4	Bachelors
Graduate School				
Other (Specify)				

EMPLOYMENT EXPERIENCE

Please start with your present or last job.

1. Employer Millis Police Department	Work Performed Part Time Dispatcher		
Address 1003 Main Street Millis, MA 02054			
Phone Number 508-376-5112			
Job Title Part Time Dispatcher	Dates Employed 08/2021-Present	<i>From</i>	<i>To</i>
Reason for Leaving	Hourly Rate/Salary	<i>Start</i>	<i>Finish</i>
2. Employer Fieldstone Landscape	Work Performed Irrigation, Landscape		
Address 11 Independence Lane Millis, MA 02054			
Phone Number 508-328-7019			
Job Title Laborer	Dates Employed 2015-2021	<i>From</i>	<i>To</i>
Reason for Leaving Spring through Fall Job	Hourly Rate/Salary	<i>Start</i>	<i>Finish</i>
3. Employer Norwich University	Work Performed Work Study for International Center, Fitness Center		
Address 158 Harmon Drive Northfield, VT 05663			
Phone Number 802-485-2934			
Job Title Work Study	Dates Employed 2017-2020	<i>From</i>	<i>To</i>
Reason for Leaving Graduated	Hourly Rate/Salary	<i>Start</i>	<i>Finish</i>
4. Employer Roche Brothers Supermarket	Work Performed Customer service, assisted customers		
Address 6 Milliston Road Millis, MA 02054			
Phone Number 508-376-2091			
Job Title Front End Service Clerk	Dates Employed 2013-2016	<i>From</i>	<i>To</i>
Reason for Leaving High School Job, Left for College	Hourly Rate/Salary	<i>Start</i>	<i>Finish</i>

SPECIALIZED SKILLS

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

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

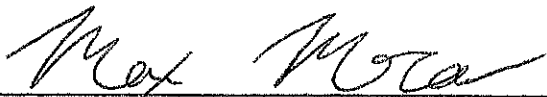
CJIS/NCIC Certified, EMD Certified, CPR Certified

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

Massachusetts Army National Guard Soldier

APPLICANT STATEMENT

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



Signature of Applicant

12/30/2021

Date



Millis Police Department

1003 Main Street

Millis, Massachusetts 02054

Phone: 508-376-5112 Fax: 508-376-6220

January 5, 2022

Mr. Guzinski,

I respectfully ask that the board consider the appointment of the following candidate for the position of Full-Time Dispatcher. This appointment is to replace one dispatcher that will be attending the police academy. This is not an additional position.

Max Moran- (Full-Time)

Mr. Moran has been a part-time dispatcher for the Town of Millis since August 2021. Mr. Moran has done a great job since he has been with our department. He has not only been dedicated to his duties within the department, but dedicated time to the department sponsored community activities. Mr. Moran is a member of the Massachusetts Army National Guard. Mr. Moran will be a great addition to our department and team.

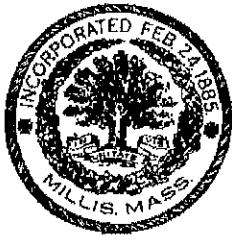
Respectfully Submitted,

Christopher J Soffayer
Chief of Police

22-009

Appointment of Library Assistant

Teen Services Focus



TOWN OF MILLIS

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

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

Kimberly Tolson, Director
ktolson@milllib.net

December 20, 2021

Subject: Appointment of Library Assistant

Dear Mr. Chairperson,

The Town of Millis posted an opening for an Evening Library Assistant with a Teen Services Focus at the Millis Public Library on November 24, 2021. We received an application from Fatima Neville, whose experience and qualifications met the requirements for the position. The Adult Services Coordinator and the Youth and Family Services Librarian interviewed Fatima Neville on December 17th.

Ms. Neville has been working as an On-Call Library Assistant at the Library since July 2021 and during this time has proven to be reliable, customer-service focused, and a fast learner. With her past experience working with teens as a Library Aide at the Millis Middle and High School Library, we believe she will be very successful in this position.

I believe Ms. Neville will be an excellent resource to the Library in this new role and recommend to the Town Administrator her appointment to the position of Library Assistant.

Best,

Kim Tolson
Library Director

22-010

Enterprise Funds Advisory Committee

Sewer Bylaw Recommendations

TOWN OF MILLIS
ENTERPRISE FUNDS ADVISORY COMMITTEE

01/10/22

TO: Peter Jurmain, Chair
Select Board

FROM: Cathy MacInnes, Chair

RE: Sewer Bylaw Proposed for Spring Town Meeting

Attached please find a sewer bylaw proposed by the Enterprise Funds Advisory Committee (EFAC). The original of this bylaw was provided to the EFAC by the Select Board. Two significant changes were voted on by the EFAC (MacInnes, LeBlanc, and Chisholm voting in the affirmative; Underhill abstaining):

1. Section 1b. Originally, the bylaw allowed one year for discounted hookup. The members thought more time should be given because there will be a great number of homeowners requiring hookup - in the hundreds. (The DPW consultant will have the addresses of those homeowners who will have to tie-in in the next few weeks.) It will be difficult for everyone to get one of the approved contractors from the DPW list to connect the residence to the stub.
2. Section 1b. The current tie-in fee is \$4,095.00. The members believe a considerable incentive is needed to encourage homeowners to tie-in. DPW Director McKay remarked that the town does not incur any expenses that result in the fee, except, of course, to contribute to the sewer enterprise expenses. In addition, members concluded it would be more beneficial to get these residences paying for the quarterly use of the sewer system as soon as possible.

Miscellany

There is still the most important issue of developers being granted permission to use the sewer system but not paying until tie-ins are done and "turned on." Chair Jurmain added a Section 5 to the attached bylaw. The Members did not discuss this Section because no one could understand what he meant. The members do emphasize the importance of developers paying some sort of fee to retain their permitted capacity. Members were especially interested in charging developers a quarterly amount for each sewer connection they have been allotted. Please note that the EFAC is most interested in revisiting this matter if requested.

Board of Health Director John McVeigh wanted to share the attached document entitled, "A Guide for Using Non-Criminal Disposition for By-Law Enforcement" with the Select Board. This document is helpful regarding the Enforcement Section (2.a).

Lastly, the EFAC continues to urge the Select Board to pass a sewer hook-up moratorium, previously voted on by the EFAC and submitted to the Select Board last year, while this bylaw is being crafted. Members believe a moratorium will, most importantly, show the Charles River Pollution Control District that the Select Board is making a sincere effort to comply with its requirements, as well as notify developers that no sewer hook-ups will be available.

Thank you.

Cathy MacInnes, Chair

Enterprise Funds Advisory Committee:

Erin Underhill, Member
Jaikaur LeBlanc, Member
Ed Chisholm, Member
Brutus Cantoreggi, Member
Mike Guzinski, Liaison
John McVeigh, Liaison
Jim McKay, Liaison

(VERSION RESULTING FROM 1-4-22 ENTERPRISE FUNDS COMM. MEETING)
FOR DISCUSSION AT 1-10-22 SELECT BOARD MEETING

DRAFT TOWN MEETING ARTICLE __: To see if the Town will vote to
Amend its General Bylaws by adding a new Section ___ as follows:

Sewer Connection Bylaw

1. Connections:

- a. Property owners who are eligible for a sewer connection are required to connect to the Town's sewer system any buildings on their property that are presently served by a private septic system. Such connection must be made within one year from either the effective date of this bylaw or the date that the Town's sewer service is fully constructed and becomes available to said property, whichever is later. Such connection shall be in full accordance with all regulations and policies of the Town's Sewer Commissioners. If the property is sold during this period, connection must be completed as a condition of the sale.
- b. For **eighteen (18) months (remove one year)** following passage of this bylaw by the Town Meeting, the sewer connection fee will be **waived (remove reduced to \$xxxx)** to encourage all eligible potential users (those who have already paid the betterment fee but have failed to connect) to connect to the Town's sewer system.

2. Enforcement:

- a. Failure to comply with the requirements of this bylaw shall be punishable by a fine of ten (\$10.00) dollars per day, for each day of non-compliance. Such fines may be imposed by the Sewer Commissioners or an agent thereof, by way of the non-criminal disposition pursuant to G. L. c. 40, § 21D. Enforcement may also be obtained by way of injunctive relief in a court of competent jurisdiction.

3. Exemptions:

- a. In the event that a property owner has installed a new complying septic system within five (5) years prior to

the effective date of this bylaw (but not within six months of the date that the SB started discussing this bylaw), such property owner shall not be required to connect to the sewer system for a period of ten (10) years from the septic system's installation date. On the expiration of such ten-year period, or in the event that the property is sold or otherwise transferred prior thereto, or on the failure of said system under Title V, whichever comes first, the owner or occupant will be required to connect to the town sewer system.

- b. In the event that genuine financial hardship precludes a property owner from connecting to the sewer system, said property owner may apply to the Sewer Commissioners for an extension of time to connect to the sewer system, to be for not more than three (3) years. It shall be the property owner's burden to demonstrate such hardship and the granting of an exemption shall be at the sole discretion of the Sewer Commissioners. Said extension shall be allowed only one time.

4. Regulations:

- a. The Sewer Commissioners may adopt regulations for the implementation of this Bylaw.

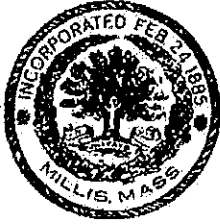
ADDED BY CHAIR JURMAIN 9/21 BEING REVIEWED BY COUNSEL

5. Developers and Builders:

- a. When a developer is given permission by the Sewer Commissioners to connect to the sewer system, s/he will be charged a fee proportional to the number of sewer connections that have been allotted to their project. The calculation of that fee will be based on the number of bedrooms per unit in their construction project multiplied by the standard rate as set by the CRPCD, presently 110 gallons/bedroom/day. Their fee will be 15% of the rate that standard rate payers pay as part of their annual fee to the Sewer Enterprise Fund. The fee will be assessed along with those of regular rate payers on a quarterly basis.

22-011

Appointment of Energy Committee Member



TOWN OF MILLIS

OFFICE OF THE BOARD OF SELECTMEN

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

VOLUNTEER/TALENT FORM

Millis is a small town with a long tradition of friendly volunteers. This variety of more than 30 committees and commissions and boards invites you to shape the day-to-day quality of life here preserving our hometown's character while being influential in areas of personal interest or professional background. We invite our fellow neighbors to join in the fun as volunteers to make a difference in our town while meeting new and interesting people through a shared effort. Time requirements for participation and assignments differ by group; some meet year-round, others seasonally, and some have special projects that are short-term. To sample a committee of interest, public meeting agendas with dates and locations are posted on the bulletin board at the Veterans Memorial Building and online. Attending a committee meeting is the best way to become familiar with the focus. Please introduce yourself by completing this form and either bringing it to Karen Bouret at the Town Administrator's office, or sending it to her at kbouret@millisma.gov. Check all committees or preference.

- | | |
|---|---|
| <input type="checkbox"/> Agricultural Commission | <input type="checkbox"/> Board of Assessors |
| <input type="checkbox"/> Cable TV Advisory Committee | <input type="checkbox"/> Capital Planning Advisory Committee |
| <input type="checkbox"/> Cemetery Committee | <input type="checkbox"/> Charter Review Committee |
| <input type="checkbox"/> Community Preservation Committee | <input type="checkbox"/> Conservation Commission |
| <input type="checkbox"/> Council on Aging | <input type="checkbox"/> Cultural Council |
| <input type="checkbox"/> Drinking Water Committee | <input type="checkbox"/> Economic Development Committee |
| <input type="checkbox"/> Emergency Management Agency | <input type="checkbox"/> Finance Committee |
| <input checked="" type="checkbox"/> Energy Committee | <input type="checkbox"/> Insurance Advisory Committee |
| <input type="checkbox"/> Historical Commission | <input type="checkbox"/> Master Plan Implementation Comm. |
| <input type="checkbox"/> Local Emergency Planning Committee | <input type="checkbox"/> Commission on Disability |
| <input type="checkbox"/> Oak Grove Farm Commission | <input type="checkbox"/> Poll Worker/Election Volunteer |
| <input type="checkbox"/> Permanent Building Committee | <input type="checkbox"/> Planning Board Associate |
| <input type="checkbox"/> Recreation Committee | <input type="checkbox"/> Open - No Preference |
| <input type="checkbox"/> Public Weighers | <input type="checkbox"/> Regional Transportation Advisory Council |
| <input type="checkbox"/> Registrar of Voters | <input type="checkbox"/> Sewer Study Committee |
| <input type="checkbox"/> Town Meeting Study Committee | |
| <input type="checkbox"/> Zoning Board of Appeals | |
| <input type="checkbox"/> Website & Communications Committee | |

NAME: Cullen A. Ward ARE YOU A REGISTERED VOTER: Yes

HOME ADDRESS: 20 TICONDEROGA LN.

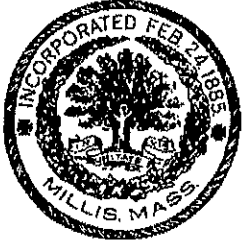
PREFERRED PHONE: 207-992-3150 EMAIL: cullenward87@gmail.com

SPECIAL INTERESTS/OCCUPATION: I HAVE 14 YEARS EXPERIENCE W/OIL & GAS, HVAC, MECHANICAL - ELECTRICAL COMMISSIONING, AND SYSTEM DESIGN. I CURRENTLY WORK FOR EVERSOURCE ENERGY & HAVE RESUME IF YOU WISH TO SEE MY PRIOR HISTORY.

REASON FOR WANTING TO SERVE: HAVING PRIOR EXPERIENCE & WIDE KNOWLEDGE OF MOST ENERGY SYSTEM W/FIELD EXPERIENCE, I FEEL I COULD AID THE COMMITTEE

OTHER VOLUNTEER EXPERIENCE: SMALL PROJECTS W/WORK & WANTING TO GET INVOLVED MORE.

NOTE: PLEASE CALL OR EMAIL ANY QUESTIONS, HAPPY TO ANSWER.



TOWN OF MILLIS

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

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

TO: Millis Select Board
FROM: Robert Weiss, Economic Development & Planning Director
DATE: January 10, 2022
RE: Appointment of Cullen Ward to Millis Energy Committee

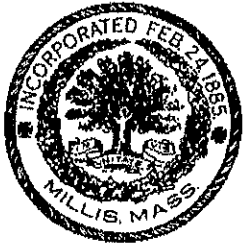
This evening, on behalf of the members of the Millis Energy Committee and its Chair, Craig Gibbons, I am asking the members of the Select Board to appoint Cullen Ward of Millis to the Energy Committee.

Earlier this month after meeting and interviewing Mr. Ward, the Energy Committee voted unanimously to nominate him for membership.

Mr. Ward has 14 years' experience with oil, gas, HVAC, and system design. He currently works for Eversource Energy. The Committee members feel that his vast experience in energy will make him a valuable contributor to the committee's work.

22-012

Presentation of New MBTA Community's Zoning Requirement



TOWN OF MILLIS

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

Economic Development & Planning Director
Veterans Memorial Building
900 Main Street • Millis, MA 02054

Phone: 508-376-7040
rweiss@millisma.gov

TO: MEMBERS OF THE MILLIS SELECT BOARD
FROM: ROBERT WEISS, ECONOMIC DEVELOPMENT & PLANNING DIRECTOR
RE: Introduction to MBTA Communities Multi-Family Zoning Changes

DATE: January 10, 2022

This evening I am presenting to the Board an overview of the Draft Guidelines of the state's legislation under MGL Chapter 40A, Section 3A, a zoning act applicable to MBTA Communities. No action is required of the Board for now. This presentation serves to fulfill one of the requirements of the legislation, "to include a presentation of the draft guidelines in a meeting of the Select Board." As always, drafting new by-laws for the Town will take some time, involve different committees' participation, and will involve input from residents and others.

With this legislation the state is encouraging the development of housing for families of all sizes. To accomplish this, MBTA communities (Millis is considered an Adjacent MBTA Community) are required to adopt a zoning district of reasonable size to allow the development of multi-family housing by right.

Tonight's presentation is an overview of the draft guidelines to help us achieve the legislation's goals. While there is still time for the state to amend details of its guidelines, we will look at the basic principles, definitions, requirements, and milestones we will need in order to accomplish the rezoning. Communities are obliged to comply with the requirements by the end of 2024. The best part of this is Millis's zoning is already most of the way there.

I have included two documents in your packet. One consists of the draft Compliance Guidelines for 40A/3A. The other is a one-page information sheet on How to Comply in 2022.

MBTA COMMUNITIES MULTI-FAMILY ZONING CHANGES
MGL Chap.40A/Sect.3A

Compliance in (May 2nd) 2022

1. Submit MBTA Community Information Form (Submitted, confirmed)
2. Submit GIS parcel maps (Submitted, confirmed)
3. Present Draft Guidelines to Select Board

Compliance in (July 1st) 2023

1. Create an *action plan & timeline* for activities to adopt a multi-family zoning district.

Compliance in (December 31st) 2024

1. Adoption of a multi-family zoning district.



Commonwealth of Massachusetts
**DEPARTMENT OF HOUSING &
COMMUNITY DEVELOPMENT**

Charles D. Baker, Governor ♦ Karyn E. Polito, Lt. Governor ♦ Jennifer D. Maddox, Undersecretary

**DRAFT Compliance Guidelines for Multi-family Districts
Under Section 3A of the Zoning Act**

1. Overview of Section 3A of the Zoning Act

Section 18 of chapter 358 of the Acts of 2020 added a new section 3A to chapter 40A of the General Laws (the Zoning Act) applicable to MBTA communities (referred to herein as “Section 3A”). Subsection (a) of Section 3A provides:

An MBTA community shall have a zoning ordinance or by-law that provides for at least 1 district of reasonable size in which multi-family housing is permitted as of right; provided, however, that such multi-family housing shall be without age restrictions and shall be suitable for families with children. For the purposes of this section, a district of reasonable size shall: (i) have a minimum gross density of 15 units per acre, subject to any further limitations imposed by section 40 of chapter 131 and title 5 of the state environmental code established pursuant to section 13 of chapter 21A; and (ii) be located not more than 0.5 miles from a commuter rail station, subway station, ferry terminal or bus station, if applicable.

The purpose of Section 3A is to encourage MBTA communities to adopt zoning districts where multi-family zoning is permitted as of right, and that meet other requirements set forth in the statute.

The Department of Housing and Community Development, in consultation with the Massachusetts Bay Transportation Authority and the Massachusetts Department of Transportation, is required to promulgate guidelines to determine if an MBTA community is in compliance with Section 3A. DHCD promulgated preliminary guidance on January 29, 2021. DHCD updated that preliminary guidance on December 15, 2021. These guidelines provide further information on how MBTA communities may achieve compliance with Section 3A.

2. Definitions

“Adjacent community” means an MBTA community with no transit station within its border or within 0.5 mile of its border.

“Age-restricted housing” means any housing unit encumbered by a title restriction requiring occupancy by at least one person age 55 or older.

“Bus service community” means an MBTA community with a bus station within its borders or within 0.5 miles of its border, or an MBTA bus stop within its borders, and no subway station or commuter rail station within its border, or within 0.5 mile of its border.

“Bus station” means a building located at the intersection of two or more public bus lines, within which services are available to bus passengers; provided that a bus station does not include a shelter or other structure without walls and a foundation.

“Chief executive officer” means the mayor in a city, and the board of selectmen in a town, unless some other municipal office is designated to be the chief executive officer under the provisions of a local charter.

“Commonwealth’s sustainable development principles” means the principles set forth at <https://www.mass.gov/files/documents/2017/11/01/sustainable%20development%20principles.pdf> as such principles may be modified and updated from time to time.

“Commuter rail community” means an MBTA community with a commuter rail station within its borders, or within 0.5 mile of its border, and no subway station within its borders, or within 0.5 mile of its border.

“Developable land” means land on which multi-family housing units have been or can be permitted and constructed. Developable land shall not include land under water, wetland resource areas, areas lacking adequate water or wastewater infrastructure or capacity, publicly owned land that is dedicated to existing public uses, or privately owned land encumbered by any kind of use restriction that prohibits residential use.

“Gross density” means a units-per-acre density measurement that includes land occupied by public rights-of-way and any recreational, civic, commercial, and other nonresidential uses.

“Housing suitable for families” means housing comprised of residential dwelling units that are not age-restricted housing, and for which there are no legal restriction on the number of bedrooms, the size of bedrooms, or the number of occupants.

“MBTA community” means a city or town that is: (i) one of the 51 cities and towns as defined in section 1 of chapter 161A; (ii) one of the 14 cities and towns as defined in said section 1 of said chapter 161A; (iii) other served communities as defined in said section 1 of said chapter 161A; or (iv) a municipality that has been added to the Massachusetts Bay Transportation Authority under section 6 of chapter 161A or in accordance with any special law relative to the area constituting the authority.” A list of MBTA communities is attached, including the designation of each MBTA community as a rapid transit community, a bus service community, a commuter rail community or an adjacent community for purposes of these compliance guidelines.

“Multi-family housing” means a building with 3 or more residential dwelling units or 2 or more buildings on the same lot with more than 1 residential dwelling unit in each building.

“Multi-family district” means a zoning district, including an overlay district, in which multi-family uses are allowed by right.

“Rapid transit community” means an MBTA community with a subway station within its borders, or within 0.5 mile of its border. An MBTA community with a subway station within its borders, or within 0.5 mile of its border, shall be deemed to be a rapid transit community even if there is one or more commuter rail stations or MBTA bus lines located in that community.

“Reasonable size” means not less than 50 contiguous acres of land with a unit capacity equal to or greater than the unit capacity specified in section 5 below.

“Residential dwelling unit” means a dwelling unit equipped with a full kitchen and bathroom.

“Unit capacity” means an estimate of the total number of multi-family housing units that can be developed as of right within the multi-family district, made in accordance with the requirements of section 5.b below.

3. General Principles of Compliance

a. These compliance guidelines describe how an MBTA community can comply with the requirements of Section 3A. The guidelines specifically address:

- What it means to permit multi-family housing “as of right”;
- The metrics that determine if a multi-family district is “of reasonable size”;
- How to determine if a multi-family district has a minimum gross density of 15 units per acre, subject to any further limitations imposed by section 40 of chapter 131 and title 5 of the state environmental code;
- The meaning of Section 3A’s mandate that “such multi-family housing shall be without age restrictions and shall be suitable for families with children”; and
- The extent to which MBTA communities have flexibility to choose the location of a multi-family district.

b. The following general principles have informed the more specific compliance criteria that follow:

- All MBTA communities should contribute to the production of new housing stock.
- MBTA communities with subway stations, commuter rail stations and other transit stations benefit from having these assets located within their boundaries and should provide opportunity for multi-family housing development around these assets. MBTA communities with no transit stations within their boundaries nonetheless benefit from being close to transit stations in nearby communities.
- MBTA communities should adopt multi-family districts that will lead to development of multi-family housing projects of a scale, density and character that are consistent with a community’s long-term planning goals.

- “Reasonable size” is a relative rather than an absolute determination. Because of the diversity of MBTA communities, a multi-family district that is “reasonable” in one city or town may not be reasonable in another city or town. Objective differences in community characteristics must be considered in determining what is “reasonable” for each community.
- To the maximum extent possible, multi-family districts should be in areas that have safe and convenient access to transit stations for pedestrians and bicyclists.

4. **Allowing Multi-Family Housing “As of Right”**

To comply with Section 3A, a multi-family district must allow multi-family housing “as of right,” meaning that the construction and occupancy of multi-family housing is allowed in that district without the need to obtain any discretionary permit or approval. Site plan review and approval may be required for multi-family uses allowed as of right. Site plan review is a process by which a local board reviews a project’s site layout to ensure public safety and convenience. Site plan approval may regulate matters such as vehicular access and circulation on a site, architectural design of a building, and screening of adjacent properties. Site plan review may not be used to deny a project that is allowed as of right, nor may it impose conditions that make it infeasible or impractical to proceed with a multi-family use that is allowed as of right.

5. **Determining “Reasonable Size”**

In making determinations of “reasonable size,” DHCD will take into consideration both the area of the district and the district’s multi-family unit capacity (that is, the number of units of multi-family housing that can be developed as of right within the district).

a. *Minimum land area*

Section 3A’s requirement that a multi-family district be a “reasonable size” indicates that the purpose of the statute is to encourage zoning that allows for the development of a reasonable amount of multi-family housing in each MBTA community. A zoning district is a specifically delineated land area with uniform regulations and requirements governing the use of land and the placement, spacing, and size of buildings. A district should not be a single development site on which the municipality is willing to permit a particular multi-family project. To comply with Section 3A’s “reasonable size” requirement, multi-family districts must comprise at least 50 acres of land—or approximately one-tenth of the land area within 0.5 mile of a transit station.

An overlay district is an acceptable way to achieve compliance with Section 3A, provided that such an overlay district should not consist of a collection of small, non-contiguous parcels. At least one portion of the overlay district land areas must include at least 25 contiguous acres of land. No portion of the district that is less than 5 contiguous acres land will count toward the minimum size requirement.

b. *Minimum multi-family unit capacity*

A reasonably sized multi-family district must also be able to accommodate a reasonable number of multi-family housing units as of right. MBTA communities seeking a determination of compliance with Section 3A must provide to DHCD an accurate assessment of the number of multi-family housing units that can be developed as of right within the multi-family district, referred to as the district’s unit capacity.

A compliant district's multi-family unit capacity must be equal to or greater than a specified percentage of the total number of housing units within the community. The required percentage will depend on the type of transit service in the community, as follows:

Category	Minimum multi-family units as a percentage of total housing stock
Rapid transit community	25%
Bus service community	20%
Commuter rail community	15%
Adjacent community	10%

The minimum unit capacity applicable to each MBTA community is determined by multiplying the number of housing units in that community by 0.25, 0.20, 0.15 or 0.10, depending on the type of service in that community. For example, a rapid transit community with 7,500 housing units is required to have a multi-family district with a multi-family unit capacity of $7,500 \times 0.25 = 1,875$ multi-family units. When calculating the minimum unit capacity, each MBTA community should use 2020 census data to determine the number of total housing units, unless another data source has been approved by DHCD.

When determining the unit capacity for a specific multi-family district, each MBTA community must estimate how many units of multi-family housing could be constructed on each parcel of developable land within the district. The estimate should take into account the amount of developable land in the district, as well as the height limitations, lot coverage limitations, maximum floor area ratio, set back requirements and parking space requirements applicable in that district under the zoning ordinance or bylaw. The estimate must also take into account the restrictions and limitations set forth in any other municipal bylaws or ordinances; limitations on development resulting from inadequate water or wastewater infrastructure, and, in areas not served by public sewer, any applicable limitations under Title 5 of the state environmental code or local septic regulations; known title restrictions on use of the land within the district; and known limitations, if any, on the development of new multi-family housing within the district based on physical conditions such the presence of waterbodies, and wetlands.

If the estimate of the number of multi-family units that can be constructed in the multi-family district is less than the minimum unit capacity, then the MBTA community must change the boundaries of the multi-family district or make changes to dimensional regulations applicable to that district (or to other local ordinances or bylaws) to allow for the development of a greater number of multi-family units as of right.

It is important to understand that a multi-family district's unit capacity is not a mandate to construct a specified number of housing units, nor is it a housing production target. Section 3A requires only that each MBTA community has a multi-family zoning district of reasonable size. The law does not require the production of new multi-family housing units within that district. There is no requirement nor expectation that a multi-family district will be built out to its full unit capacity.

In some communities, there may be a significant number of multi-family units already existing in the multi-family district; those communities should generally expect fewer new units to be produced in the district, because it is more fully built out. Conversely, there may be some communities with relatively little multi-family housing in its multi-family district; there generally will be more opportunity for new

housing production in those districts in which there is a large gap between unit capacity and the number of existing multi-family units.

6. Minimum Gross Density

Section 3A states that a compliant multi-family district must have a minimum gross density of 15 units per acre, subject to any further limitations imposed by section 40 of chapter 131 and title 5 of the state environmental code established pursuant to section 13 of chapter 21A. DHCD will deem a zoning district to be compliant with Section 3A’s minimum gross density requirement if the following criteria are met.

a. *District-wide gross density*

Section 3A expressly requires that a multi-family district—not just the individual parcels of land within the district—must have a minimum gross density of 15 units per acre, subject to any further limitations imposed by section 40 of chapter 131 and title 5 of the state environmental code established pursuant to section 13 of chapter 21A. To comply with this requirement, the zoning must legally and practically allow for a district-wide gross density of 15 units per acre. The Zoning Act defines “gross density” as “a units-per-acre density measurement that includes land occupied by public rights-of-way and any recreational, civic, commercial and other nonresidential uses.”

To meet the district-wide gross density the municipality must demonstrate that the zoning for the district permits a gross density of 15 units per acre of land within the district, “include[ing] land occupied by public rights-of-way and any recreational, civic, commercial and other nonresidential uses.” By way of example, to meet that requirement for a 50-acre multi-family district, the municipality must show at least 15 existing or potential new multi-family units per acre, or a total of at least 750 existing or potential new multi-family units.

b. *Achieving district-wide gross density by sub-districts*

Zoning ordinances and bylaws typically limit the unit density on individual parcels of land. To comply with the statute’s density requirement, an MBTA community may establish sub-districts within a multi-family district, with different density requirements and limitations for each sub-district, provided that the gross density for the district as a whole meets the statutory requirement of not less than 15 multi-family units per acre.

7. Determining Suitability for Families with Children

Section 3A states that a compliant multi-family district must be without age restrictions and must be suitable for families with children. DHCD will deem a multi-family district to comply with these requirements as long as the zoning does not require multi-family uses to include units with age restrictions and does not place any limits or restrictions on the size of the units, the number of bedrooms, the size of bedrooms, or the number of occupants.

8. Location of Districts

Section 3A states that a compliant multi-family district shall “be located not more than 0.5 miles from a commuter rail station, subway station, ferry terminal or bus station, if applicable.” DHCD will interpret that requirement consistent with the following guidelines.

a. General rule for measuring distance from a transit station.

To maximize flexibility for all MBTA communities, the distance from a transit station may be measured from the boundary of any parcel of land owned by a public entity and used for purposes related to the transit station, such as an access roadway or parking lot.

b. MBTA communities with some land area within 0.5 miles of a transit station

An MBTA community that has a transit station within its boundaries, or some land area within 0.5 mile of a transit station located in another MBTA community, shall comply with the statutory location requirement if a substantial portion of the multi-family district is located within the prescribed distance. Absent compelling circumstances, at least [one half] of the land area of the multi-family district should be located within 0.5 mile of the transit station. The multi-family district may include land areas that are further than 0.5 mile from the transit station, provided that such areas are easily accessible to the transit station based on existing street patterns and pedestrian connections.

In unusual cases, the most appropriate location for a multi-family district may be in a land area that is further than 0.5 miles of a transit station. Where none of the land area within 0.5 mile of transit station is appropriate for development of multi-family housing—for example, because it comprises wetlands or land publicly owned for recreation or conservation purposes—the MBTA community may propose a multi-family use district that has less than one-half of its land area within 0.5 miles of a transit station. To the maximum extent feasible, the land areas within such a district should be easily accessible to the transit station based on existing street patterns, pedestrian connections, and bicycle lanes.

c. MBTA communities with no land area within 0.5 miles of a transit station

When an MBTA community has no land area within 0.5 mile of a transit station, the multi-family district should, if feasible, be located in an area with reasonable access to a transit station based on existing street patterns, pedestrian connections, and bicycle lanes, or in an area that otherwise is consistent with the Commonwealth’s sustainable development principles—for example, near an existing downtown or village center, near an RTA bus stop or line, or in a location with existing under-utilized facilities that can be redeveloped into new multi-family housing.

9. Determinations of Compliance

DHCD will make determinations of compliance with Section 3A upon request from an MBTA community, in accordance with the following criteria and schedule. An MBTA community may receive a determination of full compliance when it has a multi-family district that meets all of the requirements of Section 3A. An MBTA community may receive a determination of interim compliance for a limited duration to allow time to enact a new multi-family district or amend an existing zoning district in order to achieve full compliance with Section 3A.

a. Requests for determination of compliance

When an MBTA community believes it has a multi-family district that complies with the requirements for Section 3A, as set forth in these guidelines, it may request a determination of compliance from DHCD. Such a request may be made for a multi-family district that was in existence on the date that Section 3A became law, or for a multi-family district that was created or amended after the enactment of Section 3A. In either case, such request shall be made on a form required by DHCD and shall include, at a minimum, the following information, which shall be provided in a format or on a template prescribed by DHCD:

General district information

- i. A map showing the municipal boundaries and the boundaries of the multi-family district;
- ii. A copy of those provisions in the municipal zoning code necessary to determine the uses permitted as of right in the multi-family district and the dimensional limitation and requirements applicable in the multi-family district;
- iii. A plan showing the boundaries of each parcel of land located within the district, and the area and ownership of each parcel as indicated on current assessor records;

Location of districts

- iv. A map showing the location of the nearest transit station and how much of the multi-family district is within 0.5 miles of that transit station;
- v. In cases where no portion of the multi-family district is located within 0.5 miles of a transit station, a statement describing how the development of new multi-family housing within the district would be consistent with the Commonwealth's sustainable development principles;

Reasonable size metrics

- vi. A calculation of the total land area within the multi-family district;
- vii. A calculation of the multi-family district's unit capacity, along with a statement describing the methodology by which unit capacity was determined, together with:
 - a. A description of the water and wastewater infrastructure serving the district, and whether that infrastructure is sufficient to serve any new multi-family units included in the unit capacity;
 - b. A description of any known physical conditions, legal restrictions or regulatory requirements that would restrict or limit the development of multi-family housing within the district;
 - c. The number and age of multi-family housing units already existing within the multi-family district, if any.

District gross density

- viii. The gross density for the multi-family district, calculated in accordance with section 6 of these guidelines.

Housing suitable for families

- ix. An attestation that the zoning bylaw or ordinance does not place any limits or restrictions on the size of the units, the number of bedrooms, the size of bedrooms, or the number of occupants in multi-family housing units within the multi-family district.

Attestation

- x. An attestation that the application is accurate and complete, signed by the MBTA community's chief executive officer.

As soon as practical after receipt of a request for determination of compliance, DHCD will either send the requesting MBTA community a notice that it has provided all of the required information, or identify the additional information that is required to process the request. Upon reviewing a complete application, DHCD will provide the MBTA community a written determination either stating that the existing multi-family use district complies with Section 3A, or identifying the reasons why the multi-family use district fails to comply with Section 3A and the steps that must be taken to achieve compliance.

An MBTA community shall be deemed to be in compliance with Section 3A for the period of time during which a request for determination of compliance, with all required information, is pending at DHCD.

b. Action plans and interim compliance—New or amended district

Many MBTA communities do not currently have a multi-family district of reasonable size that complies with all of the requirements set out in Section 3A and these guidelines. These MBTA communities must take affirmative steps towards the creation of a compliant multi-family district within a reasonable time. To achieve interim compliance, the MBTA community must, by no later than the dates specified in section 9.c, send to DHCD written notice that a new multi-family district, or amendment of an existing multi-family district, must be adopted to come into compliance with Section 3A. The MBTA community must then take the following actions to maintain interim compliance:

- i. *Creation of an action plan.* Each MBTA community must provide DHCD with a proposed action plan and timeline for any planning studies or community outreach activities it intends to undertake in order to adopt a multi-family district that complies with Section 3A. DHCD may approve or require changes to the proposed action plan and timeline by sending the MBTA community written notice of such approval or changes. Rapid transit communities and bus service communities must obtain DHCD approval of an action plan by no later than March 31, 2023. Commuter rail communities and adjacent communities must obtain DHCD approval of a timeline and action plan by no later than July 1, 2023.
- ii. *Implementation of the action plan.* The MBTA community must timely achieve each of the milestones set forth in the DHCD-approved action plan, including but not limited to the drafting of the proposed zoning amendment and the commencement of public hearings on the proposed zoning amendment.

- iii. *Adoption of zoning amendment.* An MBTA community must adopt the zoning amendment by the date specified in the action plan and timeline approved by DHCD. For rapid transit communities and bus service communities, DHCD will not approve an action plan with an adoption date later than December 31, 2023. For commuter rail communities and adjacent communities, DHCD will not approve an action plan with an adoption date later than December 31, 2024.
- iv. *Determination of full compliance.* Within [90] days after adoption of the zoning amendment, the MBTA community must submit to DHCD a complete application requesting a determination of full compliance. The application must include data and analysis demonstrating that a district complies with all of the compliance criteria set forth in these guidelines, including without limitation the district's land area, unit capacity, gross density and location.

During the period that an MBTA community is creating and implementing its action plan, DHCD will endeavor to respond to inquiries about whether a proposed zoning amendment will create a multi-family district that complies with Section 3A. However, DHCD will issue a determination of full compliance only after final adoption of the proposed zoning amendment and receipt of a complete application demonstrating the unit capacity.

c. Timeframes for submissions by MBTA communities

To remain in interim compliance with Section 3A, an MBTA community must take one of the following actions by no later than December 31, 2022:

- i. Submit a complete request for a determination of compliance as set forth in section 9.a above; or
- ii. Notify DHCD that there is no existing multi-family district that fully complies with these guidelines, and submit a proposed action plan as described in section 9.b above.

10. Renewals and Rescission of a Determination of Compliance

a. Term and renewal of a determination of compliance

A determination of compliance shall have a term of 10 years. Each MBTA community shall apply to renew its certificate of compliance at least 6 months prior to its expiration. DHCD may require, as a condition of renewal, that the MBTA community report on the production of new housing within MBTA community, and in the multi-family district that was the basis for compliance. Applications for renewal shall be made on a form proscribed by DHCD.

b. Rescission of a determination of compliance

DHCD reserves the right to rescind a determination of compliance if DHCD determines that (i) the MBTA community submitted inaccurate information in its application for a determination of compliance, (ii) the MBTA community amended its zoning or enacted a general bylaw or other rule or regulation that materially alters the Unit capacity in the applicable multi-family use district.

11. Effect of Noncompliance

If at any point DHCD determines that an MBTA community is not in compliance with Section 3A, that MBTA community will not be eligible for funds from the following grant programs: (i) the Housing Choice Initiative as described by the governor in a message to the general court dated December 11, 2017; (ii) the Local Capital Projects Fund established in section 2E of chapter 29; or (iii) the MassWorks infrastructure program established in section 63 of chapter 23A. DHCD may, in its discretion, take non-compliance into consideration when making other discretionary grant awards.



Commonwealth of Massachusetts
**DEPARTMENT OF HOUSING &
COMMUNITY DEVELOPMENT**

Charles D. Baker, Governor ♦ Karyn E. Polito, Lt. Governor ♦ Jennifer D. Maddox, Undersecretary

December 15, 2021

MBTA COMMUNITIES: HOW TO COMPLY IN 2022

New section 3A to the Zoning Act (Chapter 40A of the General Laws) requires each of the 175 MBTA communities to have a zoning district in which multifamily zoning is permitted as of right, and that meets other requirements set forth in the statute. An MBTA community that does not comply with Section 3A is not eligible for funding from the Housing Choice Initiative, the Local Capital Projects Fund, or the MassWorks Infrastructure Program.

This document describes the actions MBTA communities must take to remain eligible for these funding sources for the next One Stop application cycle, which formally opens on May 2, 2022 and closes on June 3, 2022. These requirements supersede and replace the Preliminary Guidance for MBTA Communities Regarding Compliance with Section 3A of Chapter 40A (By Right Multifamily Zoning) issued on January 29, 2021.

How to Comply in 2022

Simultaneously with the release of these 2022 compliance requirements, the Department has issued Draft Guidelines for public comment, which can be found here: www.mass.gov/mbtacomunities. To remain in compliance with Section 3A while DHCD is collecting public comment on the Draft Guidelines, an MBTA community must take the following actions by no later than 5:00 p.m. on May 2, 2022:

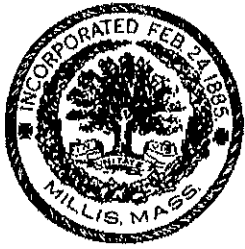
1. Include a presentation of the Draft Guidelines in a meeting of the Select Board, City Council or Town Council, as applicable;
2. Complete and submit the MBTA Community Information Form, found here: www.mass.gov/forms/mbta-community-information-form; and
3. Submit updated GIS parcel maps to MassGIS if the most recent updated parcel maps were submitted prior to January 1, 2020. DHCD will contact each of the 14 MBTA communities that need to submit updated GIS parcel maps.

Up-to-date standardized parcel maps are important to assist your community in determining whether an existing or proposed new multi-family zoning district meets the criteria established in the Draft Guidelines. To submit updated parcel update, or if you have questions about it, please contact MassGIS staff Craig Austin craig.austin@mass.gov.

These requirements are effective as of December 15, 2021 and will remain in effect until the issuance of final compliance guidelines, or until modified or revoked by DHCD.

22-013

Review/Approval of Lease Documents for
Clyde F. Brown Solar Array – Solect Energy



TOWN OF MILLIS

James J. McCaffrey, *Chairman*
Pete Jurmain, *Vice Chairman*
Erin T. Underhill, *Clerk*
Michael J. Guzinski, *Town Administrator*

Energy Manager
Veterans Memorial Building
900 Main Street • Millis, MA 02054

Phone: (508)-906-3742
rweiss@millisma.gov

TO: MILLIS SELECT BOARD
FROM: ROBERT WEISS, ENERGY MANAGER
RE: Co-Signing Leasing Documents for Solar Panels on Clyde Brown Elementary School
DATE: JANUARY 10, 2022

This is a request for the Select Board to authorize the Town Administrator to co-sign, on behalf of the Town, two leasing documents for the Clyde Brown Elementary School. The documents, already co-signed by the Millis School Committee, will allow Solect Energy to lease the Clyde Brown's roof for the installation of solar panels to produce electric energy that will be used by the school.

According to the development documents the proposed solar energy system will produce approximately 256,000 kWh of electricity each for an annual savings of around \$14,000 each year. The savings figure will increase as the cost of electrical energy increases.

This co-signed leasing agreement is being carried out with the knowledge and approval of the Millis School Committee.

Proposed motion:

"That the Select Board agree to authorize the Town Administrator to sign two leasing documents (the Lease Agreement and the Notice of Lease), as co-signers of the documents, along with the Millis Public School Board, for the leasing of roof top space to Solect Energy Development LLC in order to erect a solar energy generation system at the Clyde Brown Elementary School."

Record and return to:
Solect Energy Development LLC
89 Hayden Rowe Street
Hopkinton, MA 01748
Attn: Legal Notices

NOTICE OF LEASE

In accordance with the provisions of Massachusetts General Laws, Chapter 183, section 4, as amended, notice is hereby given of the following described lease and easements:

Parties to the Lease (the "Lease"):

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

Provider/Tenant: Solect Energy Development LLC
89 Hayden Rowe Street
Hopkinton, MA 01748
(and its successors and/or assigns)

Property Description: The real property located at 7 Park Rd., Millis, Massachusetts 02054 described on the attached Exhibit A (the "Property"). For Landlord's title see Deed recorded with the Norfolk County Registry of Deeds in Book 1513, Page 1313.

Description of Leased Premises: A portion of the Property as described on the attached Exhibit B where solar equipment will be installed and accessed for the term of the agreement, including the roofs, exterior and interior walls, through to the main electric room, and exterior areas of the Property. (the "Lease Area")

Date of Execution of the Lease: _____ (the "Effective Date").

7 Park Rd., Millis, Massachusetts 02054

Signature Page
Notice of Lease
Clyde Brown Solar

3. Any capitalized term not defined herein shall have the definition ascribe

EXECUTED as a sealed instrument on as of _____, 202_.

LANDLORD:
Town of Millis

By: _____
Name and Title: Michael Guzinski, Town
Administrator

COMMONWEALTH OF MASSACHUSETTS

_____ County

On this ____ day of _____, 202_, before me, the undersigned Notary Public, personally appeared the above-named Michael Guzinski, the Town Administrator of the Town of Millis proved to me by satisfactory evidence of identification, being (check whichever applies):
 driver's license or other state or federal governmental document bearing a photographic image,
 oath or affirmation of a credible witness known to me who knows the above signatory, or my own personal knowledge of the identity of the signatory, to be the person whose name is signed above, and acknowledged the foregoing to be signed by her/him voluntarily for its stated purpose on behalf of the Town of Millis.

Notary Public
My Commission Expires:

LEASE AGREEMENT

This Lease Agreement (this “**Lease**”) is entered into as of _____, 2021, (the “**Effective Date**”) by and between the Town of Millis (“**Host**”), and Solect Energy Development LLC (“**Provider**”) a limited liability company located in Hopkinton, Massachusetts (together, the “**Parties**”).

WHEREAS, Host is a member of PowerOptions, Inc. (“**PowerOptions**”), a nonprofit corporation organized under the laws of the Commonwealth of Massachusetts and the Internal Revenue Code that assists its members with procuring energy products and energy-related services for facilities they own and/or operate;

WHEREAS, Provider and PowerOptions have entered into an agreement governing the terms and conditions of Provider’s participation in the PowerOptions Solar Programs;

WHEREAS, Host is the owner of the properties located and described in Exhibit A (the “**Site**” or the “**Property**”) and desires to make a portion of the Site (said portion of the Site as more fully described in Exhibit B, the “**Premises**”) available to Provider for the construction, operation and maintenance of a solar powered electric generating project (the “**Project**”); and

WHEREAS, Millis Public Schools, a Massachusetts Public School and Department of the Town of Millis (“**Offtaker**”) and Provider have entered into a Power Purchase Agreement dated on or about the date hereof (as amended, modified and supplemented from time to time, the “**PPA**”) describing the power sales arrangement between Offtaker and Provider.

NOW, THEREFORE, in consideration of the promises, the covenants set forth herein, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties agree as follows.

1. **DEFINITIONS.** Certain capitalized terms used in this Lease not defined herein shall have the meanings set forth in the GLOSSARY OF TERMS attached to the PPA.

2. **TERM.**

The Term of the Lease shall begin as of the Effective Date and shall continue until 11:59 p.m. on the last day of the month in which the twentieth (20th) anniversary of the Commercial Operation Date occurs. Notwithstanding, in the event that the PPA is terminated prior to the otherwise applicable end of term, this Lease shall also terminate; provided, however, that in the event that the PPA terminates early pursuant to Section 20(c) of the PPA (due to Host Event of Default), and Host does not pay the Early Termination Amount to the Provider, and Provider desires to continue use of the Premises under this Lease, then the Term of this Lease shall continue until the end of the term as set forth above. This Lease may be extended in accordance with the provisions for an extension of the PPA (as more specifically set forth in Section 2 of the PPA). For greater clarity, the parties hereby confirm that Provider shall also have access rights as described in Section 3 hereof, for removal of the Project pursuant to Section 9 (Removal at End of Term) hereof.

IN WITNESS WHEREOF, intending to be legally bound hereby, Provider and Host have executed this Lease as of the date first set forth above.

HOST, Town of Millis

By: _____

Name (printed): _____

Title: Town Administrator

Host Signature Page to Lease entered into as of September 28, 2021

22-014

Municipal Response to Notice of Marijuana Establishment

Advesa Wellness



TOWN OF MILLIS

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

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

TO: Members of the Millis Select Board

FROM: Robert Weiss, Economic Development and Planning Director

RE: Municipal Notification Response to Cannabis Control Commission

DATE: January 10, 2022

This evening I am asking the Board to accept, and authorize the Town Administrator to sign, the Municipal Response to the Cannabis Control Commission's inquiry regarding the application of Advesa Wellness, Inc. to establish a cannabis manufacturing operations in Millis. The document asks us if the applicant is in compliance with municipal bylaws and ordinances. Staff and Town Counsel have reviewed the document.

We have found that Advesa is not yet in compliance with all the Town's bylaws, as they have yet to apply for their environmental review (EHIR) or their noise and odor permitting. We find that they are in compliance as far as zoning is concerned.

Millis's Board of Health has been in contact with the business's owners in an attempt to keep the process moving along.



December 17, 2021

Town/City of Millis
Chief Executive Officer
mguzinski@millis.net

RE: Advesa Wellness, Inc.'s application for a Marijuana Product Manufacturer license (MPN281947)

NOTICE: MUNICIPAL NOTIFICATION OF A MARIJUANA ESTABLISHMENT

WHY ARE YOU RECEIVING THIS NOTICE?

Pursuant to 935 CMR 500.102(1)(d), the Commission is sending this notice to inform you of the completed adult-use marijuana establishment application for the entity above. The applicant has indicated its intent to operate in your municipality. A copy of the excerpted application is attached to this notice.

For more information, please see the Commission's "Guidance for Municipalities" located on our website at: http://mass-cannabis-control.com/wp-content/uploads/2019/03/Final-Draft-Municipal-Guidance-Update-02.25.19_1.pdf.

WHAT ARE YOUR NEXT STEPS?

The Commission requests that within 60 days of the date of this notification, the municipality confirms that the applicant's proposed Marijuana Establishment is in compliance with municipal bylaws or ordinances. To submit a response on behalf of your municipality, please complete the attached form provided. Please send this form back to the Commission, via email, to licensing@cccmass.com.

PLEASE NOTE: If the Commission does not receive a response from the municipality within 60 days of this notice, it will consider this notice requirement to be satisfied without any further action by the municipality or applicant.

Sincerely,

A handwritten signature in black ink, appearing to read "Kyle Potvin".

Kyle Potvin, Esq.
Director of Licensing
Cannabis Control Commission



Town/City of Millis
Chief Executive Officer
mguzinski@millis.net

RE: Advesa Wellness, Inc.'s application for a Marijuana Product Manufacturer license (MPN281947)

MUNICIPAL RESPONSE

Pursuant to 935 CMR 500.102(1)(d), the municipality affirms that entity listed above is:

- is in compliance with municipal bylaws or ordinances; or
- is **NOT** in compliance with municipal bylaws or ordinances

If the entity is **NOT** in compliance, please explain below or attach an addendum:

This business is allowed in the zone by Special Permit, which has not yet been granted. The business has not yet applied for an Environmental Health Impact Review, nor has it applied for its odor or noise permits.

By signing this form, you represent that you are authorized to submit this response on behalf of the municipality.

Name:

Position:

Signature:

Date:

Please send this form back to the Commission, via email, to licensing@cccmass.com.

PLEASE NOTE: If the Commission does not receive a response from the municipality within 60 days of this notice, it will consider this notice requirement to be satisfied without any further action by the municipality or applicant.





Massachusetts Cannabis Control Commission

Municipal Notice

Marijuana Product Manufacturer

General Information:

License Number: MP281947

Original Issued Date: N/A

Issued Date: N/A

Expiration Date: N/A

Payment Received: \$0 Payment Required: \$5000

ABOUT THE MARIJUANA ESTABLISHMENT

Business Legal Name: Advesa Wellness, Inc.

Federal Tax Identification Number EIN/TIN: 85-3291324

Phone Number: 888-479-3339

Email Address: advesaca@gmail.com

Business Address 1: 1375 Main Street

Business Address 2: Suite B

Business City: Millis

Business State: MA

Business Zip Code: 02054

Mailing Address 1: 2122 COMMONWEALTH AVE PO BOX 66203

Mailing Address 2:

Mailing City: Auburndale

Mailing State: MA

Mailing Zip Code: 02466

CERTIFIED DISADVANTAGED BUSINESS ENTERPRISES (DBES)

Certified Disadvantaged Business Enterprises (DBEs): Not a DBE

PRIORITY APPLICANT

Priority Applicant: yes

Priority Applicant Type: Economic Empowerment Priority

Economic Empowerment Applicant Certification Number: EEA202234

RMD Priority Certification Number:

RMD INFORMATION

Name of RMD:

Department of Public Health RMD Registration Number:

Operational and Registration Status:

To your knowledge, is the existing RMD certificate of registration in good standing?:

If no, describe the circumstances below:

PERSONS WITH DIRECT OR INDIRECT AUTHORITY

Person with Direct or Indirect Authority 1

Percentage Of Ownership: 80 Percentage Of Control: 80

Role: Owner / Partner Other Role: President

First Name: Tony Middle Name: Michael Last Name: Verzura Suffix:

Gender: Male User Defined Gender:

What is this person's race or ethnicity?: White (German, Irish, English, Italian, Polish, French)

Specify Race or Ethnicity:

Person with Direct or Indirect Authority 2

Percentage Of Ownership: 10 Percentage Of Control: 10

Role: Owner / Partner Other Role: Vice President

First Name: Jessica Middle Name: Last Name: Pelletier Suffix:

Gender: Female User Defined Gender:

What is this person's race or ethnicity?: White (German, Irish, English, Italian, Polish, French)

Specify Race or Ethnicity:

Person with Direct or Indirect Authority 3

Percentage Of Ownership: 6 Percentage Of Control: 6

Role: Owner / Partner Other Role: Director

First Name: Michael Middle Name: James Last Name: Latulippe Suffix:

Gender: Male User Defined Gender:

What is this person's race or ethnicity?: Hispanic, Latino, or Spanish (Mexican or Mexican American, Puerto Rican, Cuban, Salvadoran, Dominican, Colombian), White (German, Irish, English, Italian, Polish, French)

Specify Race or Ethnicity:

Person with Direct or Indirect Authority 4

Percentage Of Ownership: 2 Percentage Of Control: 2

Role: Owner / Partner Other Role: Chief Marketing Officer

First Name: Tatiyana Middle Name: Last Name: Benjamin Suffix:

Gender: Female User Defined Gender:

What is this person's race or ethnicity?: Black or African American (of African Descent, African American, Nigerian, Jamaican, Ethiopian, Haitian, Somali)

Specify Race or Ethnicity:

Person with Direct or Indirect Authority 5

Percentage Of Ownership: 2 Percentage Of Control: 2

Role: Owner / Partner Other Role: Chief Financial Officer

First Name: Isiah Middle Name: Last Name: Benjamin Suffix:

Gender: Male User Defined Gender:

What is this person's race or ethnicity?: Black or African American (of African Descent, African American, Nigerian, Jamaican, Ethiopian, Haitian, Somali)

Specify Race or Ethnicity:

ENTITIES WITH DIRECT OR INDIRECT AUTHORITY

Entity with Direct or Indirect Authority 1

Percentage of Control: 100 Percentage of Ownership: 100

Entity Legal Name: Advesa Wellness, Inc.

Entity DBA:

DBA

City:

Entity Description: Applicant company owned and operated by Economic Empowerment Priority Applicants.

Foreign Subsidiary Narrative:

Entity Phone: 888-479-3339

Entity Email: advesaca@gmail.com

Entity Website:

Entity Address 1: 1375 Main St.

Entity Address 2: Suite B

Entity City: Millis

Entity State: MA

Entity Zip Code: 02054

Entity Mailing Address 1: 2122 COMMONWEALTH AVE

Entity Mailing Address 2: PO BOX 66203

Entity Mailing City: Auburndale

Entity Mailing State: MA

Entity Mailing Zip Code:

02466

Relationship Description: Advesa Wellness, Inc. will have exclusive authority over the Marijuana Establishment. Authority and ownership is exercised through Advesa Wellness's shareholder agreement.

CLOSE ASSOCIATES AND MEMBERS

No records found

CAPITAL RESOURCES - INDIVIDUALS

No records found

CAPITAL RESOURCES - ENTITIES

No records found

BUSINESS INTERESTS IN OTHER STATES OR COUNTRIES

Business Interest in Other State 1

Business Interest of an Owner or the Marijuana Establishment: Business Interest of an Owner

Owner First Name: Tony

Owner Middle Name: Michael

Owner Last Name: Verzura

Owner Suffix:

Entity State Business Identification Number: L18000089929

Entity Federal Tax Identification Number (EIN/TIN) or Foreign Business ID: 82-5192795

Entity Legal Name: Blue River of Florida, LLC.

Entity DBA: Blue River

Entity Description: Solventless technology company that works with strategic licensed operators to help them create our branded products.

Entity Phone: 800-454-5160

Entity Email: support@blueriverterps.com

Entity Website: https://www.blueriverterps.com

Entity Address 1: 17071 West Dixie Highway

Entity Address 2:

Entity City: North Miami Beach

Entity State: FL

Entity Zip Code: 33160

Entity Country: USA

Entity Mailing Address 1: 17071 West Dixie Highway

Entity Mailing Address 2:

Entity Mailing City: North Miami Beach

Entity Mailing State: FL

Entity Mailing Zip Code: 33160

Entity Mailing Country: USA

Business Interest in Other State 2

Business Interest of an Owner or the Marijuana Establishment: Business Interest of an Owner

Owner First Name: Tony

Owner Middle Name: Michael

Owner Last Name: Verzura

Owner Suffix:

Entity State Business Identification Number: C4023447

Entity Federal Tax Identification Number (EIN/TIN) or Foreign Business ID: 82-1639795

Entity Legal Name: Advesa Wellness, Inc.

Entity DBA:

Entity Description: Cannabis product manufacturer License CDPH-10002139.

Entity Phone:

Entity Email:

Entity Website: https://www.advesawellness.com

888-479-3339 support@advesawellness.com

Entity Address 1: 1300 Clay St.

Entity Address 2:

Entity City: Oakland Entity State: CA

Entity Zip Code: 94612 Entity Country: USA

Entity Mailing Address 1: 1300 Clay St.

Entity Mailing Address 2:

Entity Mailing City: Oakland Entity Mailing State: CA

Entity Mailing Zip Code: 94612 Entity Mailing Country: USA

Business Interest in Other State 3

Business Interest of an Owner or the Marijuana Establishment: Business Interest of an Owner

Owner First Name: Tony Owner Middle Name: Michael Owner Last Name: Verzura Owner Suffix:

Entity State Business Identification Number: 20091659828 Entity Federal Tax Identification Number (EIN/TIN) or Foreign Business ID: 01-0957806

Entity Legal Name: RiverRock, LLC. Entity DBA:

Entity Description: Vertically integrated medical and adult use license holder in the state of Colorado.

Entity Phone: 303-474-4136 Entity Email: info@riverrockcolorado.com Entity Website: https://www.riverrockcolorado.com

Entity Address 1: 4935 York St. Entity Address 2:

Entity City: Denver Entity State: CO Entity Zip Code: 80216 Entity Country: USA

Entity Mailing Address 1: 4935 York St. Entity Mailing Address 2:

Entity Mailing City: Denver Entity Mailing State: CO Entity Mailing Zip Code: 80216 Entity Mailing Country: USA

Business Interest in Other State 4

Business Interest of an Owner or the Marijuana Establishment: Business Interest of an Owner

Owner First Name: Tony Owner Middle Name: Michael Owner Last Name: Verzura Owner Suffix:

Entity State Business Identification Number: C4015121 Entity Federal Tax Identification Number (EIN/TIN) or Foreign Business ID: 30-1029138

Entity Legal Name: NXTLVL, Inc. Entity DBA:

Entity Description: Marijuana delivery license

Entity Phone: 510-712-1136 Entity Email: support@nxtlvldelivery.com Entity Website: https://www.nxtlvldelivery.com

Entity Address 1: 1300 Clay St. Entity Address 2:

Entity City: Oakland Entity State: CA Entity Zip Code: 94612 Entity Country: USA

Entity Mailing Address 1: 1300 Clay St. Entity Mailing Address 2:

Entity Mailing City: Oakland Entity Mailing State: CA Entity Mailing Zip Code: 94612 Entity Mailing Country: USA

DISCLOSURE OF INDIVIDUAL INTERESTS

Individual 1

First Name: Tony Middle Name: Michael Last Name: Verzura Suffix:

Marijuana Establishment Name: Advesa MA, Inc. Business Type: Marijuana Retailer

Marijuana Establishment City: Somerville Marijuana Establishment State: MA

Individual 2

First Name: Tony Middle Name: Michael Last Name: Verzura Suffix:

Marijuana Establishment Name: Advesa MA, Inc. Business Type: Marijuana Retailer

Date generated: 12/13/2021

Marijuana Establishment City: Cambridge Marijuana Establishment State:
MA

Individual 3

First Name: Jessica Middle Name: Last Name: Pelletier Suffix:

Marijuana Establishment Name: Advesa MA, Inc. Business Type: Marijuana Retailer

Marijuana Establishment City: Somerville Marijuana Establishment State: MA

Individual 4

First Name: Jessica Middle Name: Last Name: Pelletier Suffix:

Marijuana Establishment Name: Advesa MA, Inc. Business Type: Marijuana Retailer

Marijuana Establishment City: Cambridge Marijuana Establishment State: MA

Individual 5

First Name: Michael Middle Name: James Last Name: Latulippe Suffix:

Marijuana Establishment Name: Advesa MA, Inc. Business Type: Marijuana Retailer

Marijuana Establishment City: Somerville Marijuana Establishment State: MA

Individual 6

First Name: Michael Middle Name: James Last Name: Latulippe Suffix:

Marijuana Establishment Name: Advesa MA, Inc. Business Type: Marijuana Retailer

Marijuana Establishment City: Cambridge Marijuana Establishment State: MA

Individual 7

First Name: Isaiah Middle Name: Last Name: Benjamin Suffix:

Marijuana Establishment Name: Advesa MA, Inc. Business Type: Marijuana Retailer

Marijuana Establishment City: Somerville Marijuana Establishment State: MA

Individual 8

First Name: Isaiah Middle Name: Last Name: Benjamin Suffix:

Marijuana Establishment Name: Advesa MA, Inc. Business Type: Marijuana Retailer

Marijuana Establishment City: Cambridge Marijuana Establishment State: MA

Individual 9

First Name: Tatiyana Middle Name: Last Name: Benjamin Suffix:

Marijuana Establishment Name: Advesa MA, Inc. Business Type: Marijuana Retailer

Marijuana Establishment City: Somerville Marijuana Establishment State: MA

Individual 10

First Name: Tatiyana Middle Name: Last Name: Benjamin Suffix:

Marijuana Establishment Name: Advesa MA, Inc. Business Type: Marijuana Retailer

Marijuana Establishment City: Cambridge Marijuana Establishment State: MA

MARIJUANA ESTABLISHMENT PROPERTY DETAILS

Establishment Address 1: 1375 Main Street

Establishment Address 2: Suite B

Establishment City: Millis Establishment Zip Code: 02054

Approximate square footage of the Establishment: 2050

How many abutters does this property have?: 11

Have all property abutters have been notified of the intent to open a Marijuana Establishment at this address?: Yes

HOST COMMUNITY INFORMATION

Host Community Documentation:

Document Category	Document Name	Type	ID	Upload Date
Plan to Remain Compliant with Local Zoning	Plan to Remain Compliant with Zoning in Millis.pdf	pdf	61418c42a82c5807742ab8d7	09/15/2021
Certification of Host Community Agreement	HCA_Cert Form, Advesa.pdf	pdf	6143af53c12c6607a11ad8d2	09/16/2021
Community Outreach Meeting Documentation	Complete_AWL_Com-Attestation_Final-min.pdf	pdf	61533800ec8df668510599ae	09/28/2021

Total amount of financial benefits accruing to the municipality as a result of the host community agreement. If the total amount is zero, please enter zero and provide documentation explaining this number.: \$

PLAN FOR POSITIVE IMPACT

Plan to Positively Impact Areas of Disproportionate Impact:

Document Category	Document Name	Type	ID	Upload Date
Plan for Positive Impact	Final_Advesa Wellness, Inc. (Millis) - Plan for Positive Impact (RFI-1).pdf	pdf	6173199f703abe37a3aae81c	10/22/2021
Other	GreenFlower.Advesa-2021.pdf	pdf	617319b47f037d37d69b5b53	10/22/2021

ADDITIONAL INFORMATION NOTIFICATION

Notification:

INDIVIDUAL BACKGROUND INFORMATION

Individual Background Information 1

Role: Owner / Partner

Other Role: President

First Name: Tony

Middle Name: Michael Last Name: Verzura Suffix:

RMD Association: Not associated with an RMD

Background Question: no

Individual Background Information 2

Role: Owner / Partner

Other Role:

First Name: Jessica

Middle Name: Nicole Last Name: Pelletier Suffix:

RMD Association: Not associated with an RMD

Background Question: no

Individual Background Information 3

Role: Owner / Partner

Other Role:

First Name: Michael

Middle Name: James Last Name: Latulippe Suffix:

RMD Association: Not associated with an RMD

Background Question: no

Individual Background Information 4

Role: Owner / Partner

Other Role:

First Name: Isiah

Middle Name: Laurence Last Name: Benjamin Suffix:

RMD Association: Not associated with an RMD

Background Question: no

Individual Background Information 5

Role: Owner / Partner

Other Role:

First Name: Tatlyana

Middle Name: Renee Last Name: Benjamin Suffix:

RMD Association: Not associated with an RMD

Background Question: no

ENTITY BACKGROUND CHECK INFORMATION

Entity Background Check Information 1

Role: Parent Company

Other Role:

Entity Legal Name: Advesa Wellness, Inc.

Entity DBA:

Federal Tax Identification Number EIN/
TIN: 85-3291324

Entity Description: Applicant company owned and operated by Economic

Empowerment Priority Applicants

Phone: 888-479-3339

Email: advesaca@gmail.com

Primary Business Address 1: 1375 Main Street

Primary Business Address 2: Suite B

Primary Business City: Millis

Primary Business State: MA

Principal Business Zip
Code: 02054

Additional Information:

MASSACHUSETTS BUSINESS REGISTRATION

Required Business Documentation:

Document Category	Document Name	Type	ID	Upload Date
Articles of Organization	Articles_Advesa-Wellness-Inc.pdf	pdf	5f75f606d4713f079b925564	10/01/2020
Department of Revenue - Certificate of Good standing	cert good standing tax MA.pdf	pdf	60b10225bc5a361790f258	05/28/2021
Secretary of Commonwealth - Certificate of Good Standing	UI MA Letter Good Standing.pdf	pdf	60b1023ad96e5535e0394466	05/28/2021
Bylaws	Advesa_Wellness_Inc_Bylaws.pdf	pdf	6143b0a38b811c07bff6de59	09/16/2021
Secretary of Commonwealth - Certificate of Good Standing	SOS_Cert.pdf	pdf	61533c3caf787c692aac5b03	09/28/2021
Articles of Organization	Blue River Products (RFI-1).pdf	pdf	61731b39e3155f31cafc8399	10/22/2021

No documents uploaded

Massachusetts Business Identification Number: 001451407

Doing-Business-As Name:

DBA Registration City:

BUSINESS PLAN

Business Plan Documentation:

Document Category	Document Name	Type	ID	Upload Date
Plan for Liability Insurance	Plan to Obtain and Maintain Liability Insurance.pdf	pdf	6141718f8aea4607aa2b1124	09/15/2021
Proposed Timeline	Proposed Timeline to Operation.pdf	pdf	6141757a42744807726e97d4	09/15/2021
Business Plan	Advesa Wellness Business Plan Pitch.pdf	pdf	614263b642744807726e9f83	09/15/2021

OPERATING POLICIES AND PROCEDURES

Policies and Procedures Documentation:

Document Category	Document Name	Type	ID	Upload Date
Separating recreational from medical operations, if applicable	4 - Separating Recreational from Medical Operations (Millis).pdf	pdf	6153452caf787c692aac5ba3	09/28/2021
Restricting Access to age 21 and older	5 - Plan for Restricting Access to Age 21 and Older and Prevent Diversion (Millis).pdf	pdf	615347f2c73bae68fe110d1d	09/28/2021
Security plan	6 - Security Plan (Millis).pdf	pdf	615348df4c206f685c097efb	09/28/2021
Prevention of diversion	7 - Prevention of Diversion Plan (Millis).pdf	pdf	61534af84c206f685c097f2c	09/28/2021
Storage of marijuana	8 - Storage of Marijuana (Millis).pdf	pdf	61534cb82831f56830cd4254	09/28/2021
Transportation of marijuana	9 - Transportation of Marijuana (Millis).pdf	pdf	61534d6b7afdc8683b2655a3	09/28/2021
Inventory procedures	10 - Inventory Procedures (Millis).pdf	pdf	615350961a0911693590c1fd	09/28/2021
Quality control and testing	11 - Quality Control and Testing (Millis).pdf	pdf	6153542c734f4a69091cd15f	09/28/2021
Dispensing procedures	12 - Dispensing Procedures (Millis).pdf	pdf	61535e0653eb05681e9cc339	09/28/2021
Personnel policies including background checks	13 - Personnel Policies Including Background Checks (Millis).pdf	pdf	615361e0ec8df66851059c86	09/28/2021
Record Keeping procedures	14 - Record Keeping Procedures (Millis).pdf	pdf	615363f2ff5a8a691f854eef	09/28/2021
Maintaining of financial records	15 - Plan for Maintaining Financial Records (Millis).pdf	pdf	615364d1ff5a8a691f854efe	09/28/2021
Diversity plan	16 - Diversity Plan (Millis).pdf	pdf	6153652ec28c0968f384336e	09/28/2021
Qualifications and training	17 - Qualifications and Training (Millis).pdf	pdf	615365c792505868ec66642d	09/28/2021
Energy Compliance Plan	18 - Energy Compliance Plan (Millis).pdf	pdf	615366271a0911693590c3f6	09/28/2021
Safety Plan for Manufacturing	19 - Safety Plan for Manufacturing (Millis).pdf	pdf	615375dbd7af77684608ff0c	09/28/2021
Plan to Obtain Marijuana	20 - Plan or Obtaining Marijuana or Marijuana Products (Millis).pdf	pdf	615375e592505868ec6665ae	09/28/2021
Sample of unique identifying marks used for branding	3 - Samples of Unique Identifying Marks used for Branding (Millis).pdf	pdf	61537b16269fa76914228b85	09/28/2021
Method used to produce products	2 - (RFI-1) Methods Used to Produce Products (Millis).pdf	pdf	6169b1342831f56830cdaa8a	10/15/2021
Types of products Manufactured.	1 - (RFI-2) Types of Products Manufactured (Millis).pdf	pdf	61a8f26b41b5d33bb46c4e5f	12/02/2021

Date generated: 12/13/2021

ATTESTATIONS

I certify that no additional entities or individuals meeting the requirement set forth in 935 CMR 500.101(1)(b)(1) or 935 CMR 500.101(2)(c)(1) have been omitted by the applicant from any marijuana establishment application(s) for licensure submitted to the Cannabis Control Commission.: I Agree

I understand that the regulations stated above require an applicant for licensure to list all executives, managers, persons or entities having direct or indirect authority over the management, policies, security operations or cultivation operations of the Marijuana Establishment; close associates and members of the applicant, if any; and a list of all persons or entities contributing 10% or more of the initial capital to operate the Marijuana Establishment including capital that is in the form of land or buildings.: I Agree

I certify that any entities who are required to be listed by the regulations above do not include any omitted individuals, who by themselves, would be required to be listed individually in any marijuana establishment application(s) for licensure submitted to the Cannabis Control Commission.: I Agree

Notification:

I certify that any changes in ownership or control, location, or name will be made pursuant to a separate process, as required under 935 CMR 500.104(1), and none of those changes have occurred in this application.:

I certify that to the best knowledge of any of the individuals listed within this application, there are no background events that have arisen since the issuance of the establishment's final license that would raise suitability issues in accordance with 935 CMR 500.801.:

I certify that all information contained within this renewal application is complete and true.:

ADDITIONAL INFORMATION NOTIFICATION**Notification:****COMPLIANCE WITH POSITIVE IMPACT PLAN**

No records found

COMPLIANCE WITH DIVERSITY PLAN

No records found

PRODUCT MANUFACTURER SPECIFIC REQUIREMENTS

No records found

HOURS OF OPERATION

Monday From: 6:00 AM	Monday To: 8:00 PM
Tuesday From: 6:00 AM	Tuesday To: 8:00 PM
Wednesday From: 6:00 AM	Wednesday To: 8:00 PM
Thursday From: 6:00 AM	Thursday To: 8:00 PM
Friday From: 6:00 AM	Friday To: 8:00 PM
Saturday From: 6:00 AM	Saturday To: 8:00 PM
Sunday From: 6:00 AM	Sunday To: 8:00 PM

22-015

License Renewals – Tangerini's Farm

TOWN OF MILLIS

License No: 466



SELECT BOARD

508-376-7041

License Type: **COMMON VICTUALLER**

Expiration Date: **12/31/2022**

Business Name: TANGERINI'S SPRING STREET FARM, INC

DBA: TANGERINI'S SPRING STREET FARM

Address: 139 SPRING STREET
MILLIS, MA 02054 USA

City/State/Zip:

This license is granted in conformity with the Statutes and ordinances relating thereto unless sooner suspended or revoked.

Approving Authority

Date

PLEASE POST IN A CONSPICUOUS PLACE

TOWN OF MILLIS

License No: 466



SELECT BOARD

508-376-7041

License Type: **COMMON VICTUALLER**

Expiration Date: **12/31/2022**

Business Name: TANGERINI'S SPRING STREET FARM, INC

DBA: TANGERINI'S SPRING STREET FARM

Address: 139 SPRING STREET
MILLIS, MA 02054 USA

City/State/Zip:

This license is granted in conformity with the Statutes and ordinances relating thereto unless sooner suspended or revoked.

Approving Authority

Date

DUPLICATE FOR TOWN COPY

TOWN OF MILLIS

ABCC License No: 05970-RS-0716

Board of Selectmen
(508) 376-7040



ALCOHOL LICENSE

License Type: RESTAURANT ALL ALCOHOL
Expiration Date: 12/31/2022

Business Name: TANGERINI'S SPRING STREET FARM, INC
DBA: TANGERINI'S SPRING STREET FARM
Manager: Linda Chiarizio
Address: 139 SPRING STREET
MILLIS, MA 02054 USA
City/State/Zip:

This license is granted in conformity with the Statutes and ordinances relating thereto unless sooner suspended or revoked.

Approving Authority

Date

PLEASE POST IN A CONSPICUOUS PLACE

TOWN OF MILLIS

ABCC License No: 05970-RS-0716

Board of Selectmen
(508) 376-7040



ALCOHOL LICENSE

License Type: RESTAURANT ALL ALCOHOL
Expiration Date: 12/31/2022

Business Name: TANGERINI'S SPRING STREET FARM, INC
DBA: TANGERINI'S SPRING STREET FARM
Manager: Linda Chiarizio
Address: 139 SPRING STREET
MILLIS, MA 02054 USA
City/State/Zip:

This license is granted in conformity with the Statutes and ordinances relating thereto unless sooner suspended or revoked.

Approving Authority

Date

DUPLICATE FOR TOWN COPY

TOWN OF MILLIS

License No: 473



SELECT BOARD

508-376-7041

License Type: ENTERTAINMENT

Expiration Date: 12/31/2022

Business Name: TANGERINI'S SPRING STREET FARM, INC

DBA: TANGERINI'S SPRING STREET FARM

Address: 139 SPRING STREET
MILLIS, MA 02054 USA

City/State/Zip:

This license is granted in conformity with the Statutes and ordinances relating thereto unless sooner suspended or revoked.

Approving Authority

Date

PLEASE POST IN A CONSPICUOUS PLACE

TOWN OF MILLIS

License No: 473



SELECT BOARD

508-376-7041

License Type: ENTERTAINMENT

Expiration Date: 12/31/2022

Business Name: TANGERINI'S SPRING STREET FARM, INC

DBA: TANGERINI'S SPRING STREET FARM

Address: 139 SPRING STREET
MILLIS, MA 02054 USA

City/State/Zip:

This license is granted in conformity with the Statutes and ordinances relating thereto unless sooner suspended or revoked.

Approving Authority

Date

DUPLICATE FOR TOWN COPY

22-016

Approval of Water/Sewer Department Commitment



**THE COMMONWEALTH OF MASSACHUSETTS
TOWN OF MILLIS**

WATER / SEWER DEPARTMENT COMMITMENT TO COLLECTOR

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

ACCT #	COMMIT #	WATER	FINAL	SEWER	CROSS CONNECT	ON OFF	PAINE	TOTAL
200613010	F3400	38.32	47.25	81.88				167.45
321553800	F3403	23.52	47.25	51.24				122.01
301882100	F3407	34.62	47.25					81.87
219985000	F3412	27.22	47.25					74.47
300385900	F3415	49.42	47.25					96.67
301129000	F3416	42.02	47.25					89.27
223115013	F3417	27.22	47.25					74.47
351000015	F3418	23.52	47.25	51.24		40.43		162.44
22190880	F3419	60.52	47.25	127.84				235.61
Total Commitment for December 2021								1104.26

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:

