



# TOWN OF MILLIS

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

## OFFICE OF THE SELECT BOARD

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

Michael J. Guzinski  
Town Administrator  
[mguzinski@millisma.gov](mailto:mguzinski@millisma.gov)

Karen Bouret DeMarzo  
Operations Support Manager  
[kbouret@millisma.gov](mailto:kbouret@millisma.gov)

### SELECT BOARD MEETING AGENDA

MONDAY, MARCH 28, 2022; 6:30 PM

ROOM 229 VETERANS MEMORIAL BUILDING & ZOOM (HYBRID MEETING)

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

	Topic	Time	Speaker
I.	<b>Call to Order</b>	6:30 PM	<b>Chair</b>
II.	<b>Enter Executive Session</b> To conduct strategy sessions in preparation for negotiations with union and non-personnel. (Massachusetts Coalition of Police Local 171, Millis Police Association Dispatchers, SEIU 888, Police Chief)	6:30 PM	
III.	<b>Open Session: Announcements</b>	7:00 PM	
IV.	<b>Scheduled Appointments</b>		
22-063	Appointment of Reserve Police Officer	7:05 PM	Chief Soffayer M. Guzinski
22-064	Acceptance of Gift and Approval of Request for Special Revenue Account for K-9 Unit	7:10 PM	Chief Soffayer
22-065	Review/Approve Oak Grove Farm Playground Renovation Contract	7:15 PM	J. McAvoy
22-066	Proposed Sewer Bylaw Discussion	7:30 PM	Chair Jurmain
V.	<b>Open Session Agenda Items</b>		
22-067	Discuss 5/2/22 Annual Town Meeting Articles		Chair Jurmain
22-068	Open 5/2/22 Annual Town Meeting Warrant		Chair Jurmain
22-069	Close 5/2/22 Annual Town Meeting Warrant		Chair Jurmain
22-070	Review/Approval of Refinance for 48 Heritage Path		K. Bouret
22-071	Review/Approval of One Day Alcohol License – Pig Roast at Boggestowe Club		K. Bouret

<b>22-072</b>	Ratify Employment Contracts	M. Guzinski
	<ul style="list-style-type: none"> <li>• Police</li> <li>• Dispatch</li> <li>• Chief Soffayer</li> </ul>	
<b>VI.</b>	<b>Adjournment</b>	

**Proposed Upcoming Meeting Schedule**

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

22-063

Appointment of Reserve Police Officer



*Christopher J. Soffayer  
Chief of Police*

## **Millis Police Department**

***Town of Millis  
Commonwealth of Massachusetts***



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

March 24, 2022

Mr. Guzinski,

I respectfully ask that the Town of Millis appoint Retired Officer Paul Adams as a reserve officer. Officer Adams has continued his inservice training to maintain his certification, he is currently in good standing. Officer Adams served the residents of Millis for 32 years as a Public Safety Dispatcher, Patrol Officer, Firearms Licensing Officer, and Court Prosecutor. I appreciate your consideration in this matter.

Respectfully,

Christopher Soffayer  
Chief of Police

22-064

Acceptance of Gift and Approval of Request for  
Special Revenue Account for K-9 Unit



Christopher J. Soffayer  
Chief of Police

# Millis Police Department

*Town of Millis  
Commonwealth of Massachusetts*



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

3-15-2022

Mr. Guzinski,

I am reaching out to see if the town would consider supporting and implementing a Special Revenue Account for the Millis Police K9 Fund. This account would be used for K9 related expenses only. Since we have implemented the K9 program, we have been overwhelmed with donations. We have received several checks as donations to the Millis Police K-9 program. (See below) I expect additional donations to be made to the program in the coming weeks, months, and years.

London Nominee Trust	1,000.00
Mrs. Sullivan	400.00
Mr. & Mrs. Stewart	250.00
Mr. & Mrs. Russell	100.00
Total	1,750.00

I understand I need to formally make the request through the Select Board to accept the donations. If possible, could I please attend the March 28<sup>th</sup> meeting?

Respectfully,

Christopher Soffayer  
Chief of Police

22-065

Review/Approve Oak Grove Farm Playground Renovation Contract

## Jim McKay

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**From:** Jmacsr63 <jmacsr63@aol.com>  
**Sent:** Friday, March 11, 2022 12:54 PM  
**To:** Mike Guzinski; Jim McKay; Jmacsr63; smc082354@aol.com  
**Subject:** OGF low bidder approval

Hi Mike,

Just sending a follow up to you from our (OGFC) meeting at the playground yesterday 3/10/22 with a representative from JAM corporation. We met as a "meet and greet" and some general questions. After the rep left, the OGFC had a brief discussion. We would like to officially let you know that in a unanimous vote we voted to move forward with JAM corporation pending approval with the Selectman etc.

John





**BID PRICING SHEETS AND BID CERTIFICATION DOCUMENTS**

From: JAM CORPORATION  
(Name of Bidder)

To: Town of Millis (the "Town")

**The Undersigned proposes to furnish all labor and materials required for the Oak Grove Farm Playground Renovation Project in Millis, Massachusetts, in accordance with the plan and specifications for the contract lump sum prices specified below.**

**BID**

Item	Estimated Quantity	Brief description: Lump sum bid price in both words and figures	Figure
A	1 Lump Sum	Remove and dispose of existing wooden edge timbers. (3 timbers high 440' around playground 1300' approx. total), as specified and shown on the construction plans, per Lump Sum <u>Seven Thousand</u> dollars and _____ cents (\$ <u>7,000</u> )	\$ <u>7,000.00</u>
B	1 Lump Sum	Remove and replace 5-6 brick rows near pergola for installation of new timber edging, , as specified and shown on the construction plans, per Lump Sum <u>One thousand two Hundred</u> dollars and _____ cents (\$ <u>1,200</u> )	\$ <u>1,200.00</u>
C	1 Lump Sum	Excavate the existing playground area and around structures, to a 16" depth below finish grade and dispose of all material off site, , as specified and shown on the construction plans, per Lump Sum <u>Eleven thousand</u> dollars and _____ cents (\$ <u>11,000</u> )	\$ <u>11,000</u>
D	1 Lump Sum	Supply and install handicap ADA 4'x35' stone dust walkway, from existing walkway to new timber edging. See plans for location. Walkway shall have a concrete turning pad (ADA regs) outside of new timber wall, with opening of 4' in edging for access, , as specified and shown on the construction plans, per Lump Sum <u>Three thousand Eight Hundred</u> dollars and _____ cents (\$ <u>3,800</u> )	\$ <u>3,800</u>

JAM Corporation, Nicholas DiLiddo - President  
Feb 16, 2022 12:03:53

**BID PRICING SHEETS AND BID CERTIFICATION DOCUMENTS**

Item	Estimated Quantity	Brief description: Lump sum bid price in both words and figures	Figure
E	1 Lump Sum	Supply and install 4" thick layer of ¾" crushed stone and 2 layers of filter fabric in the playground area, as specified and shown on the construction plans, per Lump Sum <i>Six thousand Five Hundred</i> dollars and _____ cents (\$ <u>6,500</u> )	\$ <u>6,500.00</u>
F	1 Lump Sum	Supply and Install 6"x6" southern yellow pine smooth finish timbers (3 timbers high 440' around playground 1300' approx. total) Secured with timber screws, top row to be chamfered and screws to be recessed and plugged, as specified and shown on the construction plans, per Lump Sum <i>Nineteen thousand Eight Hundred</i> dollars and _____ cents (\$ <u>19,800</u> )	\$ <u>19,800.00</u>
G	1 Lump Sum	Supply and install 600 cubic yards of "Fibar Engineered Wood Fiber" or equal certified engineered playground safety surfacing in playground area to finish grade/stockpiled, as specified and shown on the construction plans, per Lump Sum <i>twenty five thousand Eight Hundred</i> dollars and _____ cents (\$ <u>25,800</u> )	\$ <u>25,800</u>
H	1 Lump Sum	Supply and install playground safety mats under the four (4) large swings and the tire swing. ( 8 each - 3' x 5' x 2" thick) and (1 each - 6' x 5' x 2" thick), as specified and shown on the construction plans, per Lump Sum <i>three thousand Eight Hundred</i> dollars and _____ cents (\$ <u>3,800</u> )	\$ <u>3,800.00</u>
I	1 Lump Sum	Supply and install minimum 4" depth loam and seed on the outside and around of new timber edging and walkway, restore all areas disturbed during construction, as specified and shown on the construction plans, per Lump Sum <i>Ten thousand Eight Hundred</i> dollars and _____ cents (\$ <u>10,800</u> )	\$ <u>10,800</u>

JAM Corporation, Nicholas DiLiddo - President  
Feb 16, 2022 12:03:53

BID PRICING SHEETS AND BID CERTIFICATION DOCUMENTS

The proposed total **Lump Sum** Contract Price is

TOTAL BID PRICE FOR ITEMS A THROUGH I  
(Pages 00400-4 through 00400-5)

\$ 89,700.00

Eighty NINE THOUSAND SEVEN HUNDRED DOLLARS

(Amount in Words)



JAM Corporation, Nicholas DiLiddo - President  
Feb 16, 2022 12:03:53

22-066

Proposed Sewer Bylaw Discussion

PROPOSED SEWER BYLAW ARTICLE

ARTICLE 20. 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 eighteen (18) months from either the effective date of this bylaw or the date that the Town's sewer service is fully constructed and becomes available to said property, whichever is later. Such connection shall be in full accordance with all regulations and policies of the Town's Sewer Commissioners. If the property is sold during this period, connection must be completed as a condition of the sale.

2. Enforcement:

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 a pre-existing complying septic system which was installed within fifteen (15) years prior to the effective date of this bylaw, such property owner shall not be required to connect to the sewer system for a period of fifteen (15) years from the septic system's installation date (subject further to the provisions of Section 1(a) hereof). On the expiration of such fifteen-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.

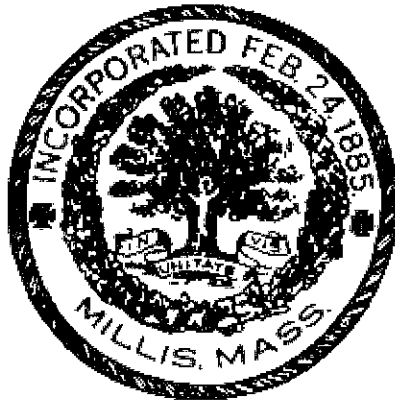
b. In the event that genuine financial hardship precludes a property owner from connecting to the sewer system, said property owner may apply to the Sewer Commissioners for an extension of time to connect to the sewer system, such extension to be for not more than three (3) years. It shall be the property 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.

22-067

DISCUSS 5/2/22 ANNUAL TOWN MEETING ARTICLES



**May 2, 2022**

**ANNUAL  
TOWN MEETING WARRANT**

**TOWN OF MILLIS  
COMMONWEALTH OF MASSACHUSETTS**

**NORFOLK, SS.**

**GREETING:**

To either of the Constables of the Town of Millis in said county, in the name of the Commonwealth of Massachusetts, you are hereby directed to notify and warn the inhabitants of the Town of Millis qualified to vote in elections and in town affairs, to meet on Monday, the second day of May, AD 2022 at 7:30 p.m. in the Middle-Senior High School Auditorium in said Millis:

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



## SPRING 2022 TOWN MEETING ARTICLE LIST

1. Unpaid Bills
2. FY22 Additional Wages and Expenses
3. FY23 Operating Budget
4. SEIU #888, Firefighters Local #4704, AFSCME Council 93 Local #1301 Contract Ratifications
5. Sewer Enterprise Fund
6. Water Enterprise Fund
7. Stormwater Enterprise Fund
8. Consent Agenda:
  - Amendments to Personnel Plan
  - Board of Health Appointing Authority
  - Revolving Funds
  - Community Preservation Fund
9. Community Preservation Open Space/Recreation Reserve Fund – Soundproofing for Pickleball/Tennis Courts
10. Community Preservation Open Space/Recreation Reserve Fund – Town-Owned Properties Inventory and Management Plan
11. FY23 Recertification Process (BOA) - for remaining \$17,800
12. Capital Items
13. PFAS Water Treatment Bonding Amendment
14. New Computer Lease – Year One
15. General Bylaw – Powers and Duties of the Town Administrator
16. Charter Amendment – Change Select Board Composition from 3 to 5
17. Charter Amendment – Select Board – Powers of Appointment
18. Charter Amendment – Change Town Clerk from Elected to Appointed
19. Charter Amendment – Change Name of Finance Committee
20. Sewer Bylaw
21. Zoning Bylaws Amendment – Amendment to Associate Planning Board Member
22. Zoning Bylaws Amendment – Add I-P-2 District to Tables 2 & 3

- 23. Unemployment Insurance
- 24. OPEB Fund
- 25. Stabilization Fund
- 26. Petition Article
- 27. Petition Article

**TOWN OF MILLIS**

**May 2, 2022 SPRING ANNUAL TOWN MEETING WARRANT**

**ARTICLE 1.** To see if the Town will vote to transfer from available funds a sum of **?????** to pay the following **unpaid bills** incurred by Town departments from previous fiscal year(s), or take any other action in relation thereto.

<b>(Department)</b>	<b>\$???.??</b>	<b>(Vendor)</b>
<b>Total</b>		<b>\$???.??</b>

(Submitted by The Select Board)

*4/5ths majority*

**ARTICLE 2.** To see if the Town will vote to transfer from available funds a sum of money for **additional wages or expenses** not sufficiently funded under Article 3, Operating Budget, of the May 1, 2021 Annual Town Meeting, or take any other action in relation thereto.

(Submitted by The Select Board)

*Simple majority*

**ARTICLE 3.** To see if the Town will vote to fix the compensation of elected officers, provide for a reserve fund, and determine what sums of money the Town will raise and appropriate, including appropriations from taxation, by transfer from available funds, and/or the Stabilization Fund to **defray charges and expenses to the Town, including debt and interest, and a reserve fund**, for the fiscal year beginning July 1, 2022, or take any other action in relation thereto.

(Submitted by The Select Board)

*2/3 majority if stabilization funds used*

**ARTICLE 4.** To see if the Town will vote to raise and appropriate or transfer from available funds the sum of **\$100,000** to fund the estimated first-year cost items contained in the contracts between the **Town of Millis and SEIU Local 888, Professional Firefighters of Millis Local #4704, and AFSCME Council 93 Local 3901**, all to be effective July 1, 2022, or take any other action in relation thereto.

(Submitted by The Select Board)

*Simple majority*

**ARTICLE 5.** To see if the Town will vote to raise and appropriate or transfer from available funds a sum of money to **operate the sewer enterprise fund beginning July 1, 2022**, including a reserve fund, or take any other action in relation thereto.

(Submitted by The Select Board)

*Simple majority*

**ARTICLE 6.** To see if the Town will vote to raise and appropriate or transfer from available funds a sum of money to **operate the water enterprise fund beginning July 1, 2022**, including a reserve fund, or take any other action in relation thereto.

(Submitted by The Select Board)

*Simple majority*

**ARTICLE 7.** To see if the Town will vote to raise and appropriate or transfer from available funds a sum of money to **operate the stormwater enterprise fund beginning July 1, 2022**, including a reserve fund, or take any other action in relation thereto.

(Submitted by The Select Board)

*Simple majority*

**CONSENT ARTICLE 8.** To see if the Town will vote the following consent articles:

1. To see if the Town will vote to adopt **amendments to Schedule A-Salary Plan of the Town of Millis Personnel Plan** effective July 1, 2022, as shown in the FY23 Finance Committee Report, or take any other action in relation thereto.

(Submitted by The Select Board)

*Simple majority*

2. To see if the Town will vote in accordance with M.G.L., Chapter 41, section 4A, and Chapter 268A, to authorize the **Board of Health to appoint any of its members to another town office or position for which it has appointing authority**, for the term provided by law, if any, otherwise for a term not exceeding one year, and fix the salary of such appointee, notwithstanding the provision of M.G.L. Chapter 41, Section 108, or act in any manner in relation thereto.

(Submitted by the Board of Health)

*Simple majority*

3. To see if the Town will vote pursuant to the provisions of M.G.L. Chapter 44, Section 53E½, to establish the following fiscal year spending limit for the Town's established revolving funds for Fiscal year 2023:

<b>AUTHORIZED REVOLVING FUNDS</b>	<b>FISCAL YEAR EXP. LIMIT</b>
Oak Grove Farm Maintenance Fund	\$ 35,000.00
Animal Control Shelter Fund	\$ 3,000.00
Fire Alarm Fund	\$ 10,000.00
Historical Commission Fund	\$ 12,000.00
Ambulance Department Fund	\$ 20,000.00
Council on Aging Transportation Fund	\$ 5,000.00
VMB Custodial/Maintenance Fund	\$ 6,000.00
School Food Service Fund	\$ 360,000.00
School Transportation Fund	\$ 500,000.00
Stormwater Management Fund	\$ 10,000.00
BOH Medical Servs./Vaccination Fund	\$ 20,000.00
BOH Rabies Clinic/Program Fund	\$ 2,500.00
School Athletic Fields Fund	\$ 35,000.00
School Extracurricular Fund	\$ 8,000.00
Library Special Use Fund	\$ 10,000.00
Recreation Fund	\$ 200,000.00
Tobacco Control Program	\$ 1,000.00

(Submitted by The Select Board)

*Simple majority*

4. To see if the Town will vote to raise and appropriate a sum of money or reserve a sum of money from the **Community Preservation Fund**, for the Historic Resources Reserve, the Community Housing Reserve, the Open Space Reserve, or the Budgeted Reserve from annual revenues in the amounts recommended by the Community Preservation Committee for administrative expenses, community preservation projects and/or other expenses in fiscal year 2022, with each item to be considered a separate appropriation or act in any manner in relation thereto.

Appropriations:

From 2023 estimated revenues for Committee Administrative Expenses	\$13,734.00
(To be divided equally: \$6,867.00 CPC Salary Account: \$6,867.00 CPC Expenses)	
From Undesignated Fund Balance for Long Term Debt- Principal	\$20,000.00
From Undesignated Fund Balance for Long Term Debt- Interest	\$ 8,950.00

Reserves:

From FY2023 estimated revenues for Historic Resources Reserve	\$27,468.00
From FY2023 estimated revenues for Community Housing Reserve	\$27,468.00
From FY2023 estimated revenues for Open Space Reserve	\$27,468.00
From FY2023 estimated revenues for Budgeted Reserve	\$80,000.00

(Submitted by the Community Preservation Committee)

*Simple majority*

**ARTICLE 9.** To see if the Town will vote to appropriate a sum of money from the Community Preservation Open Space/Recreation Reserve Fund for **Soundproofing for the Pickleball/Tennis Courts**, or take any other action in relation thereto.

(Submitted by the Community Preservation Committee)

*Simple majority*

**ARTICLE 10.** To see if the Town will vote to appropriate a sum of money from the Community Preservation Open Space/Recreation Resource Reserve Fund for the **Millis Town Owned Properties Inventory and Management Plan**, or take any other action in relation thereto.

(Submitted by the Community Preservation Committee)

*Simple majority*

**ARTICLE 11.** To see if the Town will vote to raise and appropriate, or transfer from available funds, the sum of **\$17,800 to conduct the FY23 Recertification Process**, or take any other action in relation thereto.

(Submitted by Board of Assessors)

*Simple majority*

**ARTICLE 12.** To see if the Town will vote to raise and appropriate or transfer from available funds the sum of **\$???,???** to fund the following capital items:

<u>Department</u>	<u>Capital Item</u>	<u>Amount</u>
???????????	????????????????????	<u>\$???,???</u>
	<b>Total</b>	<b>\$???,???</b>

Or take any other action in relation thereto.

(Submitted by The Select Board)

*Simple majority*

**ARTICLE 13.** To see if the Town will vote to appropriate **\$500,000** or any other amount, to pay additional costs of making water treatment plant improvements at the D'Angelis Water Treatment Plant to address excessive levels of PFAS identified in Wells 1 and 2, including the payment of all costs incidental and related thereto, which amount shall be expended in addition to the \$5,600,000 previously appropriated for this project under Article 4 of the Warrant at the Fall Annual Town Meeting; to determine whether this amount shall be raised by borrowing or otherwise, or to take any other action relative thereto.

(Submitted by Select Board)

*2/3 majority if stabilization funds or borrowing used*

**ARTICLE 14.** To see if the Town will vote to raise and appropriate or transfer from available funds, or borrow under the provisions of M.G.L. Chapter 44 or any other enabling authority, a sum of **\$??,???** for a **new lease/purchase(s) for computers for the Millis Schools**, or take any other action in relation thereto.

(Submitted by the School Committee)

*2/3 majority*

**ARTICLE 15.** To see if the Town will vote to establish the following General Bylaw:

**“ARTICLE V. TOWN OFFICERS Section 31. Town Administrator”**

In addition to the powers and duties enumerated in Section III-4 of the Millis Town Charter “Position of Town Administrator”, the Town Administrator shall have the following powers and duties:

**Subsection 1: POWERS AND DUTIES**

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

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

(b) To appoint, and in appropriate circumstances, to remove, subject to ratification by the Select Board, all department heads, officers, and employees for whom no other method of selection is provided by the Charter and this Bylaw. Except as otherwise provided herein, all offices under the supervision of the town administrator as set forth in this section shall have the powers and duties set forth in the General Laws, the town bylaws and the Charter.

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

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

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

(f) To prepare and present to the select board an annual operating budget for the town; and to work in conjunction with the capital planning committee and the finance director



to prepare a proposed capital improvement plan for the five (5) fiscal years next ensuing.

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

(h) To coordinate the activities of all town agencies serving under the office of the town administrator and the office of the select board with those under the control of other officers and multiple member bodies elected directly by the voters.

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

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

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

(l) To prosecute, defend and compromise, subject to the approval of the select board, all litigation to which the town is a party, and to direct Town or Special Counsel with respect to such litigation.

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

(n) To coordinate the activities of all town agencies serving under the office of the town administrator and the office of the select board with those under the control of other officers and multiple member bodies elected directly by the voters.

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

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

## **Subsection 2: ACTING TOWN ADMINISTRATOR**

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

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

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

Or take any other action in relation thereto.

(Submitted by the Select Board)

*Simple Majority*

**ARTICLE 16.** To see if the Town will vote to petition the Massachusetts General Court to file for Special Legislation to amend the Town of Millis Charter, as follows:

### **Article III. Executive Branch**

#### **Article III- 1 Select Board: Composition**

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

Or take any other action in relation thereto.

(Submitted by Select Board)

*2/3rds Majority*

**ARTICLE 17.** To see if the Town will vote to make the following changes to the Town Charter (with ratification by Annual election):

**Article III- 3 Powers of Appointment**

By amending both paragraphs to read as follows:

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

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

Or take any other action in relation thereto.

(Submitted by Select Board)

*2/3rds Majority*

**ARTICLE 18.** To see if the Town will vote to make the following changes to the Town Charter (with ratification by Annual Election):

**Section IV-2: Other Elected Officers**

By amending the language as follows:

- a. The Town Clerk shall be appointed, with said appointment to be made following the end of the term of Town Clerk who was elected as of the date of this amendment.

Or take any other action related thereto.

(Submitted by Select Board)

*2/3rds Majority*

**ARTICLE 19.** To see if the Town will vote to make the following change to the Town Charter (with ratification by Annual Election):

**Article II. Legislative Branch**

## **Section II-8 Finance Committee**

By changing the title of "Finance Committee" to "Warrant and Finance Committee".

Or take any other action related thereto.

(Submitted by Select Board)

*2/3rds Majority*

**ARTICLE 20.** 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 eighteen (18) months from either the effective date of this bylaw or the date that the Town's sewer service is fully constructed and becomes available to said property, whichever is later. Such connection shall be in full accordance with all regulations and policies of the Town's Sewer Commissioners. If the property is sold during this period, connection must be completed as a condition of the sale.

2. Enforcement:

- 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 a pre-existing complying septic system which was installed within fifteen (15) years prior to the effective date of this bylaw, such property owner shall not be required to connect to the sewer system for a period of fifteen (15) years from the septic system's installation date (subject further to the provisions of Section 1(a) hereof). On the expiration of such fifteen-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, such extension 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.

(Submitted by the Select Board)

*Simple Majority*

**ARTICLE 21.** *Zoning Bylaw-Amendment to Associate Planning Board Member*

**ARTICLE 22.** *Zoning Bylaw Amendment-Add I-P\_2 District to Tables 2 & 3*

**ARTICLE 23.** To see if the Town will vote to raise and appropriate or transfer from available funds, the sum of \$???? for the **Unemployment Insurance Fund**, or take any other action in relation thereto.

(Submitted by the Select Board)

*Simple Majority*

**ARTICLE 24.** To see if the Town will vote to raise and appropriate or transfer from available funds, a sum of money for the **Other Post-Employment Benefits (OPEB) fund**, or take any other action in relation thereto.

(Submitted by the Select Board)

*Simple Majority*

**ARTICLE 25.** To see if the Town will vote to raise and appropriate or transfer from available funds, a sum of money for the **Stabilization Fund**, or take any other action in relation thereto.

(Submitted by the Select Board)

*Simple Majority*

**ARTICLE 26.** To see if the Town will vote to amend the Town of Millis Home Rule Charter, as most recently amended, as follows:

**Article IV. Elections and Other Elected Offices**

**Section IV-2: Other Elected Offices.**

By adding a new subsection h. as follows:

h. There shall be a board of water and sewer commissioners composed of three members, each elected for a term of three years, so arranged that the term of one member expires each year.

The approval of this Charter amendment is contingent upon acceptance by majority vote of the whole town at regular or special election of the town officers in accordance with the General Laws, or act in any manner related thereto.

(Submitted by Petition)

*2/3rds Majority*

**ARTICLE 27.** To see if the Town will vote to amend the General Bylaws, as most recently amended, as follows:

By adding a new Article as follows:

**ARTICLE XXV – BOARD OF WATER AND SEWER COMMISSIONERS**

Section 1. Composition: Term of office. There shall be a Board of Water and Sewer Commissioners consisting of three (3) members, each elected by vote of the registered voters of the Town for a three (3) year term. At the next regular election after approval of the Home Rule Charter amendment, one member shall be elected for a one-year term, one member shall be elected for a two-year term, and one member shall be elected for a three-year term.

Section 2. Powers and Duties.

1. The Board of Water and Sewer Commissioners shall have exclusive charge and control of the Water Department and water systems and pursuant thereto, may establish fountains and hydrants, may take by eminent domain or acquire by purchase or otherwise the waters or any portion thereof of any pond, brook, spring, stream, or ground water sources within the limits of the Town for the purpose of establishing and/or maintaining a water supply system or a water distribution system; may hold all lands, rights of way, and other easements necessary for collecting, storing, holding, purifying thereof, and for conveying the same to any part of the Town, provided that no source of water supply and no lands necessary for protecting and preserving the purity of the water shall be used without first obtaining the advice and approval of the Department of Environmental Protection; may regulate the use of the water and fix and collect just and equitable prices and rates; may cooperate or act jointly with any other city or town in the Commonwealth of Massachusetts in carrying out the powers and duties as herein set forth; and may make reasonable rules and regulations in connection with any of the duties and responsibilities hereinabove set forth.

2. The Board of Water and Sewer Commissioners shall have exclusive charge and control of the installation and maintenance of the sewers, sewage treatment plants and appurtenances located in the Town, and in connection with said responsibilities , shall have all the powers reasonably necessary to effectuate same, and may from time to time adopt reasonable rules and regulations.

The Board of Water and Sewer Commissioners shall have all the powers and duties given to sewer and water commissioners under the Constitution and General Laws of the Commonwealth and such additional powers and duties as may be authorized by the Home Rule Charter, by by-law, or by other vote of the Town Meeting. The Board of Water and Sewer Commissioners shall assign all work and maintenance projects to the Town Administrator or the Town Administrator's designee for performance as its Agent.

And further, amending Article V, number 27, to delete the words, "and shall be authorized to act as Water and Sewer Commissioners" and "water and sewer maintenance."

And further, amending Article V, to delete number 28. Water and Sewer Advisory Committee

(Submitted by Petition)

*Simple Majority*

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

Given under our hands this 11th day of April in the year two thousand and twenty-two.

**TOWN OF MILLIS  
SELECT BOARD**

\_\_\_\_\_  
Peter C. Jurmain, Chair

\_\_\_\_\_  
Erin T. Underhill, Vice-Chair

\_\_\_\_\_  
Craig W. Schultze, Clerk

**A True Copy, Attest**

\_\_\_\_\_  
**Lisa J. Hardin, Town Clerk**

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



22-068

Open 5/2/22 Annual Town Meeting Warrant

22-069

Close 5/2/22 Annual Town Meeting Warrant

22-070

Review/Approval of Refinance for 48 Heritage Path



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

Deval L. Patrick, Governor ♦ Timothy P. Murray, Lt. Governor ♦ Tina Brooks, Undersecretary

**LOCAL INITIATIVE PROGRAM  
REFINANCING YOUR FIRST MORTGAGE OR OBTAINING A SECOND MORTGAGE**

Dear Local Initiative Program (LIP) Homeowner:

The following is a summary on how to refinance your first mortgage or to obtain a second mortgage under the LIP program. *We wish to emphasize that before you may close on a new first or second mortgage, your town/city and the Department of Housing and Community Development (DHCD) must review your written request to refinance, and issue a written approval.*

To begin the review process, please mail the following information to your town/city and DHCD:

A letter from you, the Homeowner, requesting approval to refinance or obtain a second mortgage.

Your letter should include:

- The amount of the refinance or second mortgage requested
- The reason for the request (i.e., better interest rate, cash out, etc.)
- A phone number where you may be reached during the day
- The name and contact number of the closing attorney
- The full name of the lending institution

The following information is required from your lender

1. **Commitment Letter** or any written documentation of the new loan terms which must include:

- Interest Rate
- Loan Type (i.e., Conventional, Fixed)
- Rate Lock Expiration Date
- Points
- Length of Loan (i.e., 15yr, 30yr)
- APR (Annual Percentage Rate)

2. Complete copy of an **Appraisal Report** for the property, completed by a certified residential appraiser. The home should be appraised as a market rate property and the appraisal report should be **no older than 120 days** past its completion date.

3. **Payoff Statement** showing all current debt on the property

**The above documents should be mailed to the following address:**

The Department of Housing and Community Development  
100 Cambridge Street, Suite 300  
Boston, MA 02114  
Attn: Division of Housing Development - LIP Program

Please contact your town or city hall for information on **who will review your refinance or second mortgage request.** You may inquire at the Board of Selectmen's office, the Housing Authority or the Planning Department.

To Town of Millis,

Eric and Janet Matthies who reside at 48 Heritage Path, Millis MA would like to refinance their current residence for the amount of \$265,000.

This address is part of then Millis LIP program (Local Initiative Program) and must get approval from both town and state.

The reason for this request is, to obtain a better interest rate, with additional cash out to pay off school loans.

We may be reached at 508 944-5438 (Eric's cell)

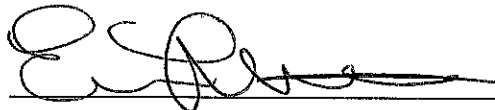
The name and contact number for the closing attorney is

Kenny & Kenney  
181 Village Street, Medway MA  
Tel: 508-533-671111

The lending institution we are having help us is:

Charles River Bank  
Its Successors and/or its Assigns as their interest may appear  
70 Main Street - P.O. Box 740  
Medway, MA 02053

Sincerely,

Eric C Matthies  Date 3/10/2022

Janet C Matthies  Date 3/10/2022



# Charles River Bank

February 28, 2022

## Revised Commitment Letter

Eric Christian Matthies  
Janet Cavanaugh Matthies  
48 Heritage Path  
Millis, MA 02054

RE: 48 Heritage Path, Millis, MA 02054

Dear Mr. & Mrs. Matthies,

I am pleased to inform you that Charles River Bank has approved your mortgage request on the above property, subject to the following:

Prior to closing:

- Verbal verification of employment on the borrower (Bank to obtain).
- Written loan approval from the Department of Housing & Community Development.
- Written loan approval from the Town of Millis.

At the closing:

- A 3 day Right of Rescission is required.
- Payoff and discharge of the existing 1<sup>st</sup> mortgage from Charles River Bank.
- The borrower(s) will sign a document, attesting that:
  - They are not in forbearance with their current mortgage lenders if applicable;
  - They are still fully employed as listed on the mortgage application, with no changes to hours, compensation or other factors impacting stated income;
  - There is no knowledge of expected change to employment status

This commitment is subject to the following terms and conditions:

The expiration date of this Commitment Letter is April 28, 2022. Your loan must close on or before Commitment Letter expiration date. Charles River Bank is under no obligation to extend the expiration date of the Commitment Letter. **PLEASE RETURN SIGNED COMMITMENT LETTER SO THAT WE MAY CONTINUE PROCESSING YOUR LOAN.**

Collateral securing this obligation will be a first real estate mortgage on property located at the above address, title to said property to be acceptable to Bank Counsel.

Amount:	\$265,000.00
Mortgage Type:	Fixed Rate/Conventional/Refinance
Term:	30 Years
Rate:	3.375% (Rate good through 4/28/2022) + 0 points
Annual Percentage Rate (APR)	3.419%
Monthly Payments:	\$1,171.55
Escrow:	Real Estate Taxes

A hazard insurance policy is required on the real estate being financed, equal to our loan commitment or 100% replacement cost of the building, whichever is less. Proof of the annualized cost, and agent, is required prior to loan closing. The Bank must be listed as a mortgagee and the mortgage clause on the policy must read, unless notified otherwise:

Charles River Bank  
Its Successors and/or its Assigns as their interest may appear  
70 Main Street - P.O. Box 740  
Medway, MA 02053

Whether or not the transaction herein contemplated is completed, the Borrower will pay all costs incidental to the transaction, including specifically, all costs of title, insurance, recording fees, survey costs, appraisals, and fees of our counsel.

Escrow payments may be required with your monthly payments equal to one twelfth of the annual taxes and betterments as assessed by the Town of Millis.

You may, at your own expense, engage an attorney of your own selection to represent your interest in this transaction. The attorney who will represent Charles River Bank in the transaction is:

Attorney Paul V. Kenney  
Kenney & Kenney  
181 Village Street  
Medway, MA 02053  
Telephone: 508-533-6711

**When the above stated attorney has completed the title search on your property, and all requested documentation has been received by the bank, the attorney will contact you to schedule a loan closing at a date and time that is convenient for you. If you have any questions, please contact your Loan Officer.**

If the aforementioned terms are acceptable, kindly return the original of this letter, properly signed by all individuals named.

Due to the USA Patriot Act signed into law in 2001, the Bank must confirm your identity at the time of closing. Please bring your license or other acceptable form of photo ID to the loan closing.

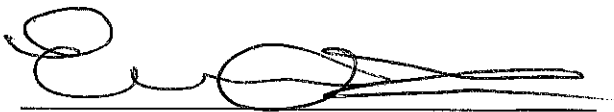
A copy of the appraisal reports utilized by the Bank is being provided to you with this letter.

Sincerely yours,



Cheryl A. Beauvais  
Senior V.P. Loans/Retail Lending  
NMLS #460962

I/we accept the terms and conditions as stated above.



Eric Christian Matthies



Janet Cavanaugh Matthies



22-071

Review/Approval of One Day Alcohol License

Pig Roast at Boggestowe Club



# TOWN OF MILLIS

## OFFICE OF THE SELECT BOARD AND TOWN ADMINISTRATOR

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

Michael J. Guzinski  
Town Administrator  
[mguzinski@millisma.gov](mailto:mguzinski@millisma.gov)

Karen Bouret DeMarzo  
Operations Support Manager  
[kbouret@millisma.gov](mailto:kbouret@millisma.gov)

### ONE-DAY SPECIAL ALCOHOL LICENSE

The Board of Selectmen of the Town of Millis has approved, pursuant to the provisions of Chapter 138 Section 14, issuance of a special license as described herein.

Date of Local Authority Approval: \_\_\_\_\_

Name of Applicant: Nathan Maltinsky

Name of Establishment: Boggestowe Fish & Game Club

Address: 247 Ridge Street

Description of Establishment: Fish & Game Club

Date(s) of Function(s): Sunday May 22, 2022

Description of Function(s): Pig Roast

Hours of Sales: 1-7 PM

License is for sale of:            All alcoholic beverages            X   
   Wine & Malt   

The establishment is:            For profit      
   Non-profit    X

Restrictions imposed by the Select Board: \_\_\_\_\_

#### ***Town of Millis Select Board:***

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Vice Chair

\_\_\_\_\_  
Clerk

22-072

Ratify Employment Contracts

Police/Dispatch/Chief Soffayer