



John W. Campbell  
Jan 15





# **TOWN OF MILLIS**

## **Community Preservation Committee**

### **Project Evaluation Criteria**

**and**

### **Application Guidance**

**March 4, 2009**

(Revised 1-6-2014)

## **I. Introduction**

The Massachusetts Community Preservation Act ("CPA"), G.L.c.44B, was adopted by the Town of Millis in 2006. After a \$100,000 deduction from the assessed value of a property, a one percent surcharge on the assessed balance has been adopted to be used in accordance with the CPA to promote the creation of recreation opportunities, community housing, preservation of historic buildings and landscapes, and open space preservation.

As required by the CPA, Town Meeting adopted a bylaw creating the Committee, known as the Community Preservation Committee (CPC). The members of the CPC, as provided in the Bylaw, include representatives of the Board of Selectmen, Conservation Commission, Historical Commission, Planning Board, Recreation Committee, Housing Authority, and citizens appointed by the Board of Selectmen. The CPC is required to carry out its duties and responsibilities under the CPA and the Bylaw including:

- Reviewing all project proposals;
- Voting to approve or reject projects for submittal to Town Meeting;
- Reviewing the needs, possibilities and resources of the Town regarding community preservation, and making recommendations to Town Meeting for the use of CPA funds.

The CPC is now soliciting project proposals, which may be submitted by any resident or group of citizens for projects in the Town of Millis. The purpose of this document is to provide guidance on the process to submit project proposals to the CPC. All project applicants shall meet with the CPC prior to submitting a formal proposal for CPA project funding.

## **II. Project Eligibility**

All project proposals must fall within at least one of the following categories:

- The acquisition, creation, preservation, restoration and rehabilitation of land for recreational use;
- The acquisition, creation, preservation and support of community housing; and to rehabilitate and/or restore community housing if purchased with CPA funds;

- The acquisition, preservation, rehabilitation and restoration of historic resources;
- The acquisition, creation and preservation of open space; and to rehabilitate and/or restore open space if purchased with CPA funds;

The CPC requires that all project proposals be submitted in writing and such proposals shall meet the requirements contained in this guidance and the CPA. The CPC will evaluate all project proposals on a case by case basis.

### **III. Funding of CPA Projects**

At least 10% of the Community Preservation Fund estimated annual revenues received in each fiscal year must be spent or reserved by Town Meeting for each of the following three purposes: open space, historic resources, and community housing. The remaining 70% of each year's funds may be allocated by Town Meeting to any one or a combination of the three main uses, or land for recreational use, or left unallocated.

In addition, subject to appropriation, up to 5% of the annual Community Preservation revenues may be spent on CPC administrative and operating expenses. Other than the required 10% that must be spent or set aside for each of the three purposes of the CPA (a total of 30% of the Community Preservation Fund estimated annual revenues), there is no minimum or maximum that must be spent each year, and all unused funds remain in the Community Preservation Budgeted Reserve at the close of the fiscal year.

CPA funds cannot be spent on maintenance or be used to supplement funding already appropriated for projects consistent with Community Preservation Act purposes. Further limitations exist on the use and availability of CPA funds. All projects must be approved by Town Meeting prior to the expenditure of any CPA funds. In addition, the CPC reserves the right to recommend approval or dismissal of any application in whole or in part based on the criteria in this document and for other reasons not specified in this document.

## **IV. Project Applications**

### *General Requirements*

All proposals must comply with the Community Preservation Act;

All proposals must be consistent with Town of Millis regulations, the Town master plan, zoning bylaws, the open space plan, and other applicable documents as identified by the CPC;

All proposals shall be submitted to the CPC using the project submission form in Appendix 1. An original and 12 copies of the application shall be submitted;

All proposals shall include quotes for project costs whenever possible. If quotes are unavailable, estimates may be used if the basis of the estimate is fully explained;

Applicants with multiple proposals shall submit one project submission form for each proposal requested. Applicants shall prioritize multiple proposals;

Where determined applicable by the CPC, proposals must be submitted for review to Town boards and committees with jurisdiction over the subject matter of the proposal;

Once proposal submissions are complete, reviewed, and acted on by the CPC, a recommendation will be made by the CPC to the Board of Selectmen;

Applicants shall be present at the CPC meeting at which their proposals are considered to answer questions.

### *Substantive Criteria Applicable to All CPA Proposals*

The CPC has determined that proposals submitted under this guidance shall meet at least one of the following criteria to be eligible for funding, and further, that such criteria are essential to community preservation;

- Preserves the essential character of the Town as described in the currently adopted Master Plan;
- Serves more than one CPA purpose (especially in linking open space, recreation and community housing);

- Demonstrates practicality and feasibility, and can be implemented expeditiously and within budget;
- Produces an advantageous cost/benefit value;
- Leverages additional public and/or private funds;
- Preserves or utilizes currently owned town assets;
- Receives endorsement by other municipal boards or departments.

## **V. Category Specific Criteria**

**A. Open space and recreation:** The CPC encourages submission of proposals that address as many of the following specific criteria as possible, which criteria the CPC has determined are essential to community preservation:

Protects wildlife habitat and Town biodiversity;

Preserves the character of the Town;

Provides opportunities for recreation and environmental education;

Protects or enhances wildlife corridors, promote connectivity of habitat or prevent fragmentation of habitats;

Provides connections with existing trails or potential trail linkages;

Protects current and future drinking water quantity and quality;

Preserves important surface water bodies, including wetlands, streams, vernal pools or riparian zones;

Preserves a priority parcel in the open space and/or master plan;

Supports multiple recreation uses and expands the range of recreational opportunities available to Millis residents of all ages;

Serves a significant number of residents;

Promotes the creative, safe, environmentally friendly, and healthful use of railways and other corridors for non motorized transportation use.

**B. Historical proposals:** The CPC encourages submission of proposals that address as many of the following criteria as possible, which criteria the CPC has determined are essential to community preservation:

Listed on the State register of historic places; or a finding by the Millis Historical Commission that the subject building, structure, vessel, real property, document or artifact is significant in the history, archeology, architecture or culture of the Town;

Protect, preserve, enhance, restore and/or rehabilitate:

- Historic, cultural, architectural or archaeological resources of significance, especially those that are threatened, which preserves the historical heritage and culture of Millis;
- Town-owned properties, features or resources of historical significance;
- The historical function of a property or site;

Project is within a historic district, on the State or National Historic Register, or is eligible for placement on such Registers, or on the Millis Historic Properties list;

Project demonstrates the ability to provide permanent protection for maintaining the historic resource.

**C. Community Housing:** The CPC encourages submission of proposals that address as many of the following criteria as possible, which criteria the CPC has determined are essential to community preservation:

Contribute to the goal of 10% affordable housing as recommended by the State;

Promote a socioeconomic environment that encourages a diversity of income, ethnicity, religion, and/or age;

Provide housing that is harmonious in design and scale with the surrounding community;



Intermingle affordable and market rate housing at levels that exceed state requirements for percentage of affordable units<sup>1</sup>;

Ensure long-term affordability<sup>1</sup>;

Promote use of existing buildings or construction on previously-developed or Town-owned sites;

Convert market rate to affordable units;

Give priority to Millis residents and Town employees<sup>2</sup>.

### *Criteria For Privately-Owned Projects*

All CPA funding for private projects shall be provided pursuant to a grant agreement between the applicant, or his or her designee, and the Town. To ensure that CPA funds are expended for a public purpose, applicants seeking CPA funding for private projects shall agree to provide the Town with an appropriate permanent deed restriction in the property that is the subject of the proposal that meets the requirements of G.L. c.184.

### *Criteria for Approval or Rejection*

The provisions applicable to proposal submissions contained in this document and the requirements of the CPA constitute the minimum criteria necessary to make a proposal eligible for approval by the CPC. The CPC reserves the right, however, to recommend approval or dismissal of any proposal, in whole or in part, based upon the criteria in this document, the requirements of the CPA, or for any other reason.

In the case of a rejected application, applicants shall be notified of the CPC's decision, and shall be given an opportunity to reappear before the CPC and provide additional information, should the CPC deem the same to be appropriate.

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<sup>1</sup> Note that CPA funds may only be expended for the purpose of "community housing" as that term is defined in the statute, "low and moderate income housing for individuals and families, including low or moderate income senior housing." In term, "low income housing" is defined as, "housing for those persons and families whose annual income is less than 80 per cent of the areawide median income. The areawide median income shall be the areawide median income as determined by the United States Department of Housing and Urban Development." Further, "low or moderate income senior housing" is defined as, "housing for those persons having reached the age of 60 or over who would qualify for low or moderate income housing." Note that any real property acquired by the Town, including an interest in real estate such as a restriction, must be bound by a permanent deed restriction meeting the requirements of G.L. c.184.

<sup>2</sup> If a proposed project is using state funding, or the Town wishes to add the units to the Town's inventory of affordable housing, then, the project may only provide priority for local residents up to 70%.

## Appendix 1 – Millis Community Preservation Funding Request

**Date:** July 22, 2015

**Project Title:** War Memorial

**Full Name of Entity Submitting Application:** Millis Department of Public Works

**Contact Person:** James F. McKay

**Address:** 900 Main Street Millis, MA 02054

**Telephone:** 508-376-5424

**Email:** jmckay@millis.net

**Purpose:** Please check all that apply:

\_\_\_\_\_ Open Space

\_\_\_\_\_ Community Housing

  X   Historic Preservation

\_\_\_\_\_ Open Space / Recreation

**Amount of CPA Funding Requested:** \$ \$57,075.00 ( Provide summary below)

**Estimated Costs:** \$67,075.00 minus \$10,000.00 state grant total \$57,075.00

<b>Fiscal Year*</b>	<b>Total Project Cost</b>	<b>CPA Funds requested</b>	<b>Other Funding Sources and Amounts</b>
<b>2015</b>	See attached spreadsheet		
<b>2016</b>			
<b>2017</b>			
<b>2018</b>			
<b>2019</b>			

\* Fiscal year begins on July 1 of the previous calendar year

1 – A. Monti Granite Co., Inc.	\$23,995.00 – Barr Granite War Memorial
2 – Shaughnessy and Ahern Co.	\$ 3,080.00 – Rigging Costs
3 – Carlo Molinari Inc.	<u>\$40,000.00</u> – Walkway
Total =	\$67,075.00
Minus =	<u>\$10,000.00</u> – Veterans’ Services Grant
Amount of CPA Funding Request =	\$57,075.00

Please provide a full description of the project on a separate sheet stapled to this application. This could include available information such as:

- Property address including assessor's map;
- Lot and block number;
- Name of current owner;
- Copy of recorded deed of current owner;
- A statement of need, to be documented with appropriate support information;
- A brief narrative indicating
  - how this proposal meets the goals of the Community Preservation Act,
  - how it benefits the Town of Millis, and
  - any other information you feel the CPC should consider when reviewing your application.
- Additional or alternative sources of funding for this project;
- Description of natural features of the property, if applicable;
- Maps, visual aids and other supplemental information;
- Surveys;
- Appraisals and agreements.

For CPC Use:

Application received on and by:

(Name)

(Date)

Project presented to CPC on:

(Date)

Initial review by:

Recommendation: (please write addition comments on the back or on another sheet)

APPROVE:

☐

DISMISS:

☐

DATE:



## COMMONWEALTH OF MASSACHUSETTS ~ STANDARD CONTRACT FORM



This form is jointly issued and published by the Executive Office for Administration and Finance (ANF), the Office of the Comptroller (CTR) and the Operational Services Division (OSD) as the default contract for all Commonwealth Departments when another form is not prescribed by regulation or policy. Any changes to the official printed language of this form shall be void. Additional non-conflicting terms may be added by Attachment. Contractors may not require any additional agreements, engagement letters, contract forms or other additional terms as part of this Contract without prior Department approval. Click on hyperlinks for definitions, instructions and legal requirements that are incorporated by reference into this Contract. An electronic copy of this form is available at [www.mass.gov/osc](http://www.mass.gov/osc) under Guidance For Vendors - Forms or [www.mass.gov/osd](http://www.mass.gov/osd) under OSD Forms.

<b>CONTRACTOR LEGAL NAME:</b> Town of Millis (and d/b/a):		<b>COMMONWEALTH DEPARTMENT NAME:</b> Veterans' Services <b>MMARS Department Code:</b> VET	
<b>Legal Address:</b> (W-9, W-4,T&C): 900 Main Street, Millis, MA 02054		<b>Business Mailing Address:</b> 600 Washington Street 7 <sup>th</sup> Floor, Boston, MA 02111	
<b>Contract Manager:</b> Charles Aspinwall		<b>Billing Address (if different):</b>	
<b>E-Mail:</b> <a href="mailto:caspinwall@millis.net">caspinwall@millis.net</a>		<b>Contract Manager:</b> Sarah Soan	
<b>Phone:</b> 508-376-7040	<b>Fax:</b>	<b>E-Mail:</b> <a href="mailto:Sarah.Soan@MassMail.State.MA.US">Sarah.Soan@MassMail.State.MA.US</a>	
<b>Contractor Vendor Code:</b> VC6000191887		<b>Phone:</b> 617-210-5784	<b>Fax:</b> 617-210-5755
<b>Vendor Code Address ID</b> (e.g. "AD001"): AD ____ (Note: The Address ID must be set up for EFT payments.)		<b>MMARS Doc ID(s):</b>	
		<b>RFR/Procurement or Other ID Number:</b> Earmark 1410-0010	
<b>NEW CONTRACT</b>		<b>CONTRACT AMENDMENT</b>	
<b>PROCUREMENT OR EXCEPTION TYPE:</b> (Check one option only) <input type="checkbox"/> <u>Statewide Contract</u> (OSD or an OSD-designated Department) <input type="checkbox"/> <u>Collective Purchase</u> (Attach OSD approval, scope, budget) <input type="checkbox"/> <u>Department Procurement</u> (includes State or Federal grants 815 CMR 2.00) (Attach RFR and Response or other procurement supporting documentation) <input type="checkbox"/> <u>Emergency Contract</u> (Attach justification for emergency, scope, budget) <input type="checkbox"/> <u>Contract Employee</u> (Attach <u>Employment Status Form</u> , scope, budget) <input checked="" type="checkbox"/> <u>Legislative/Legal or Other:</u> (Attach authorizing language/justification, scope and budget)		Enter Current Contract End Date <u>Prior</u> to Amendment: ____, 20 ____ Enter Amendment Amount: \$ _____. (or "no change") <b>AMENDMENT TYPE:</b> (Check one option only. Attach details of Amendment changes.) <input type="checkbox"/> <u>Amendment to Scope or Budget</u> (Attach updated scope and budget) <input type="checkbox"/> <u>Interim Contract</u> (Attach justification for Interim Contract and updated scope/budget) <input type="checkbox"/> <u>Contract Employee</u> (Attach any updates to scope or budget) <input type="checkbox"/> <u>Legislative/Legal or Other:</u> (Attach authorizing language/justification and updated scope and budget)	
The following <b>COMMONWEALTH TERMS AND CONDITIONS</b> (T&C) has been executed, filed with CTR and is incorporated by reference into this Contract. <input checked="" type="checkbox"/> Commonwealth Terms and Conditions <input type="checkbox"/> Commonwealth Terms and Conditions For Human and Social Services			
<b>COMPENSATION:</b> (Check ONE option): The Department certifies that payments for authorized performance accepted in accordance with the terms of this Contract will be supported in the state accounting system by sufficient appropriations or other non-appropriated funds, subject to intercept for Commonwealth owed debts under 815 CMR 9.00. <input type="checkbox"/> <u>Rate Contract</u> (No Maximum Obligation. Attach details of all rates, units, calculations, conditions or terms and any changes if rates or terms are being amended.) <input checked="" type="checkbox"/> <u>Maximum Obligation Contract</u> Enter Total Maximum Obligation for total duration of this Contract (or new Total if Contract is being amended). \$ <u>10,000</u>			
<b>PROMPT PAYMENT DISCOUNTS (PPD):</b> Commonwealth payments are issued through EFT 45 days from invoice receipt. Contractors requesting accelerated payments must identify a PPD as follows: Payment issued within 10 days __% PPD; Payment issued within 15 days __% PPD; Payment issued within 20 days __% PPD; Payment issued within 30 days __% PPD. If PPD percentages are left blank, identify reason: __agree to standard 45 day cycle __ statutory/legal or Ready Payments (G.L. c. 29, § 23A); __ only initial payment (subsequent payments scheduled to support standard EFT 45 day payment cycle. See Prompt Pay Discounts Policy.)			
<b>BRIEF DESCRIPTION OF CONTRACT PERFORMANCE or REASON FOR AMENDMENT:</b> (Enter the Contract title, purpose, fiscal year(s) and a detailed description of the scope of performance or what is being amended for a Contract Amendment. Attach all supporting documentation and justifications.) Veterans' memorial renovation, rehabilitation and enhancement project – FY14 War Memorial Grants			
<b>ANTICIPATED START DATE:</b> (Complete ONE option only) The Department and Contractor certify for this Contract, or Contract Amendment, that Contract obligations: <input checked="" type="checkbox"/> 1. may be incurred as of the <u>Effective Date</u> (latest signature date below) and no obligations have been incurred <u>prior</u> to the <u>Effective Date</u> . <input type="checkbox"/> 2. may be incurred as of ____, 20 ____, a date <u>LATER</u> than the <u>Effective Date</u> below and no obligations have been incurred <u>prior</u> to the <u>Effective Date</u> . <input type="checkbox"/> 3. were incurred as of ____, 20 ____, a date <u>PRIOR</u> to the <u>Effective Date</u> below, and the parties agree that payments for any obligations incurred prior to the <u>Effective Date</u> are authorized to be made either as settlement payments or as authorized reimbursement payments, and that the details and circumstances of all obligations under this Contract are attached and incorporated into this Contract. Acceptance of payments forever releases the Commonwealth from further claims related to these obligations.			
<b>CONTRACT END DATE:</b> Contract performance shall terminate as of <u>06/30</u> , 20 <u>14</u> , with no new obligations being incurred after this date unless the Contract is properly amended, provided that the terms of this Contract and performance expectations and obligations shall survive its termination for the purpose of resolving any claim or dispute, for completing any negotiated terms and warranties, to allow any close out or transition performance, reporting, invoicing or final payments, or during any lapse between amendments.			
<b>CERTIFICATIONS:</b> Notwithstanding verbal or other representations by the parties, the "Effective Date" of this Contract or Amendment shall be the latest date that this Contract or Amendment has been executed by an authorized signatory of the Contractor, the Department, or a later Contract or Amendment Start Date specified above, subject to any required approvals. The Contractor makes all certifications required under the attached <u>Contractor Certifications</u> (incorporated by reference if not attached hereto) under the pains and penalties of perjury, agrees to provide any required documentation upon request to support compliance, and agrees that all terms governing performance of this Contract and doing business in Massachusetts are attached or incorporated by reference herein according to the following hierarchy of document precedence, the applicable <u>Commonwealth Terms and Conditions</u> , this Standard Contract Form including the <u>Instructions and Contractor Certifications</u> , the Request for Response (RFR) or other solicitation, the Contractor's Response, and additional negotiated terms, provided that additional negotiated terms will take precedence over the relevant terms in the RFR and the Contractor's Response only if made using the process outlined in 801 CMR 21.07, incorporated herein, provided that any amended RFR or Response terms result in best value, lower costs, or a more cost effective Contract.			
<b>AUTHORIZING SIGNATURE FOR THE CONTRACTOR:</b>		<b>AUTHORIZING SIGNATURE FOR THE COMMONWEALTH:</b>	
X: <u>Charles S. Aspinwall</u> Date: <u>6.27.14</u> (Signature and Date Must Be Handwritten At Time of Signature)		X: <u>Anita Patel</u> Date: <u>6/10/14</u> (Signature and Date Must Be Handwritten At Time of Signature)	
Print Name: <u>Charles S. Aspinwall</u>		Print Name: <u>Anita Patel</u>	
Print Title: <u>Town Administrator</u>		Print Title: <u>CFO</u>	

**A. MONTI GRANITE CO., INC.**

266 Centre Street  
QUINCY, MASS. 02169

Phone (617) 773-6940  
Fax (617) 773-3927

**QUOTATION**

DATE July 14, 2015

TO Town of Millis  
7 Water Street  
Millis, Mass. 02054

ATTENTION: James McKay

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Barre Granite War Memorial

Die 8'-0" x 1'-0" x 3'-6" All steeled finish  
Eagle carved across the front  
Dedication on front  
Approximately (150) names

Base 9'-6" x 1'-6" x 0'-10" Top steeled finish  
Sides rock pitched

\$ 23995.00

Trucking and crane to set extra

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SIGNED

## PROPOSAL

### SHAUGHNESSY AND AHERN CO.

No. 7154

346 D STREET S. BOSTON, MA 02127

Tel: 617-269-6600 - 800-220-2884 - Fax: 617-269-6826

Submitted To: The Town Of Millis MA	Phone: 508-376-5424	Date: 07/15/2015
Address: 7 Water St.	Job Name: Veterans Stone Monument	
City: Millis	Job Location: Quincy & Main St. Millis	
State: MA	Zip: 02054	Estimated Starting Date
Attention: Jim McKay	Job Fax:	

#### We are pleased to submit our estimate for:

Furnish labor & equipment to:

Transport one stone monument from Monty's Granite in Quincy to 900 Main St. in Millis.

Furnish a crane & operator to hoist the monument into place as directed.

Work is to be done on a weekday.

The monument is to be loaded in Quincy by the staff at Monty's.

The rigging of the monument will be done by people from Monty's.

Time starts & ends at Shaughnessy & Ahern.

Truck & driver @ 8 hrs. - \$960.00

Each additional hr. - \$170.00

Crane & operator @ 8 hrs. - \$2,120.00

Each additional hr. - \$365.00

We PROPOSE hereby to furnish labor, material and equipment in accordance with the above, for the sum of:

#### Payment to be made as follows: Quotation Basis

☐ Lump Sum Quotation

☒ Time Materials

☐ Other

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above proposal will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Our workers are fully covered by Workmen's Compensation Insurance.

Authorized  
Signature:



NOTES: This proposal may be  
Withdrawn if not accepted within \_\_\_\_\_ Days

#### Acceptance of Proposal -

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Authorized  
Signature: \_\_\_\_\_

Date of Acceptance: \_\_\_\_\_

Title: \_\_\_\_\_ Signed Date: \_\_\_\_\_



## GCG ASSOCIATES, INC.

PROFESSIONAL CIVIL & ENVIRONMENTAL ENGINEERS  
84 Main Street  
Wilmington, Massachusetts 01887

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Phone: (978) 657-9714  
Fax: (978) 657-7915

August 6, 2015

Mr. Charles Aspinwall  
Town Administrator  
Memorial Building  
900 Main Street  
Millis, MA 02054

RE: Millis, Massachusetts  
Proposal for Engineering Services  
Oak Grove Farm and Cassidy Fields

Dear Mr. Aspinwall,

We are pleased to present our proposal for surveying and engineering services for preparation of an existing conditions plan and grading plan for field layouts at Oak Grove Farm and Cassidy Fields as shown on the attached plan.

### **SCOPE OF SERVICES**

The following Scope of Services includes the preparation of an existing conditions and grading plan for the development of the fields. The fields would consist of 2 soccer fields on Oak Grove Farm and the four baseball field complex on the Cassidy Fields. A layout for the parking area on Island Road would be provided to increase parking. These services also include coordination of these activities with the Millis Town Administrator.

- **Data Collection, Survey**

1. Survey Criteria: Confer with the Town Administrator and Town Officials, for the purpose of establishing the survey criteria for the project.
2. Data Collection: A topographical survey shall be performed for the above described locations. GCG would locate the following items to provide existing grades to allow for the construction of the fields.
  - Tree lines
  - Existing topography
3. Existing Conditions Plan: An existing conditions plan would be prepared showing the data collected with elevations to allow the contractor to construct field.
4. Wetlands Delineation: GCG would delineate the wetlands on Cassidy Field.
5. Soil Testing: GCG would witness test holes on Cassidy Farm field to determine water the water table and soil types. Test holes would be excavated by the Town.

- **Field Design**

1. **Grading Plan:** GCG would provide a grading plan showing the proposed contours to allow for development of the graded areas into future fields. Cassidy field would be graded to maximize the use of the field. Alternative layouts for fields would be provided and reviewed with the client
2. **Drainage:** GCG would design a drainage system based upon information obtained from test holes to address potential groundwater issues.
3. **Notice of Intent:** GCG would prepare a notice of intent and file with the Conservation Commission for work on Cassidy Field.

**Time Schedule**

The design of the project would be completed within 30 days of notice to proceed.

**Fee schedule**

The not to exceed fee for providing the above scope of services would be \$9,720. See attached breakdown of man-hours for estimated cost.

The total fees for the above listed Scope of Services will not be exceeded without formal agreement between the parties of this agreement. A change in the Scope of Services will be considered cause to modify this agreement. Changes, other than minor revisions, requested by the Owners, or any review boards; will be considered as a change in the Scope of Services.

If you have any questions or require additional information, please call.

Sincerely,  
GCG ASSOCIATES, INC.

*Michael J. Carter*

Michael J. Carter, P.E.  
President

GCG Associates, Inc.  
 84 Main Street  
 Wilmington, MA 01887  
 (978) 657-9714

Estimated Fee

8/6/2015

Town: Millis, MA

Project: Oak Grove Farm Fields

Phase	Hours						Total
	Principal \$120.00	Senior Project Engineer \$95.00	Project Engineer \$80.00	Resident \$88.00	Survey \$115.00	Reim- bursibles	
<b>DATA COLLECTION AND SURVEY</b>							
Task 1 Field Survey-Roadway	1	8	0	20	12	1000	\$5,020.00
Task 2 Base/Grading Plan Preparation	3	12	40	0	0		\$4,700.00
				Total Fee			<b>\$9,720.00</b>

## GCG ASSOCIATES, INC.

PROFESSIONAL CIVIL & ENVIRONMENTAL ENGINEERS  
84 Main Street  
Wilmington, Massachusetts 01887

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Phone: (978) 657-9714  
Fax: (978) 657-7915

September 14, 2015

Mr. Charles Aspinwall  
Town Administrator  
Memorial Building  
900 Main Street  
Millis, MA 02054

RE: Millis, Massachusetts  
Proposal for Engineering Services  
Oak Grove Farm and Cassidy Fields

Dear Mr. Aspinwall,

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4. Wetlands Delineation: GCG would delineate the wetlands on Cassidy Field.
5. Soil Testing: GCG would witness test holes on Cassidy Farm field to determine water the water table and soil types. Test holes would be excavated by the Town.

- **Field Design**

1. **Grading Plan:** GCG would provide a grading plan showing the proposed contours to allow for development of the graded areas into future fields. Cassidy field would be graded to maximize the use of the field. Alternative layouts for fields would be provided and reviewed with the client
2. **Drainage:** GCG would design a drainage system based upon information obtained from test holes to address potential groundwater issues.
3. **Notice of Intent:** GCG would prepare a notice of intent and file with the Conservation Commission for work on Cassidy Field.

- **Soil Testing**

1. **Soil Testing:** GCG would observe and classify soils. Test holes to be excavated by Town.

**Time Schedule**

The design of the project would be completed within 30 days of notice to proceed.

**Fee schedule**

The not to exceed fee for providing the above scope of services would be \$10,680. See attached breakdown of man-hours for estimated cost.

The total fees for the above listed Scope of Services will not be exceeded without formal agreement between the parties of this agreement. A change in the Scope of Services will be considered cause to modify this agreement. Changes, other than minor revisions, requested by the Owners, or any review boards; will be considered as a change in the Scope of Services.

If you have any questions or require additional information, please call.

Sincerely,

GCG ASSOCIATES, INC.

*Michael J. Carter*

Michael J. Carter, P.E.

President

GCG Associates, Inc.  
 84 Main Street  
 Wilmington, MA 01887  
 (978) 657-9714

Estimated Fee

9/14/2015

Town: Millis, MA

Project: Oak Grove Farm and Cassidy Fields

Phase	Hours					Survey \$115.00	Reim- bursibles	Total
	Principal \$120.00	Senior Project Engineer \$95.00	Project Engineer \$80.00	Resident \$88.00	Total Fee			
<b>DATA COLLECTION AND SURVEY</b>								
Task 1 Field Survey-Roadway	1	8	0	20		12	1000	\$5,020.00
Task 2 Base/Grading Plan Preparation	3	12	40	0		0		\$4,700.00
Task 3 Soil Testing	8	0	0	0		0		\$960.00
					Total Fee			<b>\$10,680.00</b>

Library ~~the~~ Lot



September 14, 2015

Mr. Charles Aspinwall  
Town Administrator,  
Director of Public Works  
Town of Millis  
900 Main Street  
Millis, MA 02054

**Re: Proposal for Phase II Investigation and Report, Millis Library  
961 Main Street, Millis, Massachusetts  
RTN 2-18504**

Dear Mr. Aspinwall:

Amec Foster Wheeler Massachusetts, Inc. (Amec Foster Wheeler) is pleased to submit this proposal to perform additional investigations under the Massachusetts Contingency Plan (MCP) for the town property located at 961 Main Street (Release Tracking Number [RTN] 2-18504 and RTN 2-19253) (the Site).

## **BACKGROUND**

On June 16, 2014, the Massachusetts Department of Environmental Protection (MassDEP) issued a Notice of Responsibility (NOR) to the Town of Millis associated with RTN 2-19253. In response, Amec Foster Wheeler, on behalf of the Town, submitted a Phase I Initial Site Assessment and Tier Classification to the MassDEP on August 28, 2014 linking the Site's two RTNs to maintain compliance under the Massachusetts Contingency Plan (MCP). The Phase I report also included a Phase II Scope of Work for additional investigation to define the limit of petroleum compounds in soil and groundwater at abutting private properties.

A Phase II Investigation is necessary to move the Site towards closure under the MCP and this Scope of Work is intended to complete the Phase II Investigation and define the remaining closure requirements under the MCP. The Phase II Investigation needs to be completed within 4 years of release notification, which is February 24, 2016. The goal of the Phase II Investigation is to develop a budget for site remediation and closure for review at the May 2016 Town Meeting.

## **SCOPE OF WORK**

### Task 1 – Proposed Phase II Investigation

An additional investigation will be conducted at the Site under Phase II of the MCP to delineate the extent of impacted soil and groundwater off-property. The following is a summary of the proposed Phase II activities:

Amec Foster Wheeler  
Environment & Infrastructure, Inc.  
271 Mill Road, 3rd Floor  
Chelmsford, MA 01824  
+1 978-692-9090  
amecfw.com

- ▶ Off-property drilling scheduling/ coordination with the installation of up to eight (8) soil boring with four (4) completed as monitoring wells; DigSafe notification; and, field utility locating by a utility clearance subcontractor.
- ▶ Collection of up to eight (8) soil samples to be submitted for laboratory analysis of volatile petroleum hydrocarbons (VPH) by MassDEP methods and volatile organic compounds (VOCs) by EPA method 8260.
- ▶ Sampling of the 4 newly installed monitoring wells for laboratory analysis of VOCs and VPH; and nine (9) existing monitoring wells for VOC analysis.

Assumptions: 1) Amec Foster Wheeler will coordinate drilling activities with the Town of Millis; however, Amec Foster Wheeler assumes that the Town and the Engineer of Record has surveyed the property boundary and obtained agreements for any off-property(ies) access. Additionally, Amec Foster Wheeler has assumed that the Town's Engineer will complete a location and elevation survey of all existing and new wells and provide the information to Amec Foster Wheeler in electronic AutoCAD format. Amec Foster Wheeler is not providing survey services as part of this effort.

2) Monitoring wells will be completed using 2-inch diameter wells and road boxes, as needed, in non-traffic areas. The monitoring well completion depth is not anticipated to exceed 10 feet below ground surface. The Town will be responsible for maintaining all wells on-site and off-site, as well as maintaining access agreements for future monitoring purposes.

3) Amec Foster Wheeler will mark the Site for DigSafe once the property boundaries are marked in the field by the Town of Millis and the Engineer of Record and authorization is provided for Amec Foster Wheeler to access off-site property(ies).

## Task 2 – Phase II Report

Amec Foster Wheeler will review the data collected under Task 1 to assess the extent of impacts in soil and groundwater and prepare a Phase II Report to document the Comprehensive Site Assessment in accordance with the MCP at 310 CMR 40.0835. The report will be prepared and submitted by the Phase II deadline on February 24, 2016.

Assumptions: 1) This task does not include any notifications or submittals required under the MCP related to any new data obtained under Task 1.

2) This effort does not include a Method 2 or Method 3 Risk Assessment for soil and groundwater. Amec Foster Wheeler anticipates that a Method 1 Risk Assessment will be appropriate for the Phase II Report.

3) The Phase II Investigation under Task 1 needs to be completed no later than January 15, 2016 to allow for preparation of the Phase II Report. Otherwise, a portion of the budget under Task 2 will be used to prepare a Notification of Delay in Submitting a Phase II Report (MassDEP form BWSC121), pursuant to 310 CMR 40.0560. Amec Foster Wheeler will notify the Town if this is required and outline the level of effort for completing the notification.





## PROJECT SCHEDULE AND COST

Amec Foster Wheeler is prepared to begin work immediately upon receipt of written authorization to proceed from the Town and confirmation of access for off-site drilling. The Phase II Report will be prepared and submitted by February 24, 2016. Amec Foster Wheeler proposes to perform this work on a time and materials basis with an upper limit of \$36,000. All work will be performed based on mutually agreeable terms and conditions and in accordance with the attached rate schedule. Project costs are summarized below:

Task 1 – Phase II Investigation	\$18,000
Task 2 – Phase II Report	<u>\$18,000</u>
Total	\$36,000

Amec Foster Wheeler has budgeted up to \$36,000 for this effort and will not exceed this budgeted amount without prior written authorization. We appreciate the opportunity to offer our services to the Town of Millis.

Should you have any questions or require any additional information, please do not hesitate to contact Rich Niles at 978-392-5355 or at [rich.niles@amecfw.com](mailto:rich.niles@amecfw.com).

Sincerely,

Amec Foster Wheeler Environment & Infrastructure, Inc.

A handwritten signature in blue ink, appearing to read "Sam Farnsworth", written over a light blue horizontal line.

Sam Farnsworth, LSP  
President

Attachment – Rate Schedule



**AMEC Massachusetts, Inc.**  
**Town of Mills - Phase II Investigation and Report (961 Main Street, RTN 2-18504)**  
**RATE SCHEDULE**

The hourly labor rates set forth below are valid from September 1, 2015 and are subject to annual revision thereafter. AMEC will provide CLIENT thirty days advance written notice of any such revisions.

**PROFESSIONAL SERVICES**

CLIENT agrees to reimburse AMEC for all hours worked by professionals at the following classifications and associated hourly labor rates. For expert witness testimony and related services in connection with litigation, CLIENT agrees to reimburse AMEC for all hours worked by professionals at the following classifications, but at one and one half times the associated hourly labor rates.

<u>Classification</u>	<u>Rate/Hour</u>	<u>Classification</u>	<u>Rate/Hour</u>
Professional Levels 1	\$30.00	Professional Level 14	\$100.00
Professional Levels 2	\$35.00	Professional Level 15	\$115.00
Professional Levels 3	\$40.00	Professional Level 16	\$120.00
Professional Level 4	\$45.00	Professional Level 17	\$135.00
Professional Level 5	\$50.00	Professional Level 18	\$140.00
Professional Level 6	\$55.00	Professional Level 19	\$145.00
Professional Level 7	\$60.00	Professional Level 20	\$155.00
Professional Level 8	\$65.00	Professional Level 21	\$170.00
Professional Level 9	\$70.00	Professional Level 22	\$175.00
Professional Level 10	\$75.00	Professional Level 23	\$185.00
Professional Level 11	\$80.00	Professional Level 24	\$205.00
Professional Level 12	\$90.00	Professional Level 25	\$210.00
Professional Level 13	\$100.00	Professional Level 26	\$225.00

**TECHNICIAN SERVICES**

CLIENT agrees to reimburse AMEC for all hours worked by technicians at the following classifications and associated hourly labor rates.

<u>Classification</u>	<u>Rate/Hour</u>	<u>Overtime</u>	<u>Classification</u>	<u>Rate/Hour</u>	<u>Overtime</u>
Technician Level 1	\$24.00	\$36.00	Technician Level 10	\$49.00	\$73.50
Technician Level 2	\$26.00	\$39.00	Technician Level 11	\$53.00	\$79.50
Technician Level 3	\$28.00	\$42.00	Technician Level 12	\$58.00	\$87.00
Technician Level 4	\$30.00	\$45.00	Technician Level 13	\$65.00	\$97.50
Technician Level 5	\$33.00	\$49.50	Technician Level 14	\$73.00	\$109.50
Technician Level 6	\$36.00	\$54.00	Technician Level 15	\$80.00	\$120.00
Technician Level 7	\$39.00	\$58.50	Technician Level 16	\$87.00	\$130.50
Technician Level 8	\$42.00	\$63.00	Technician Level 17	\$94.00	\$141.00
Technician Level 9	\$45.00	\$67.50	Technician Level 18	\$113.00	\$169.50

**ADMINISTRATIVE SERVICES**

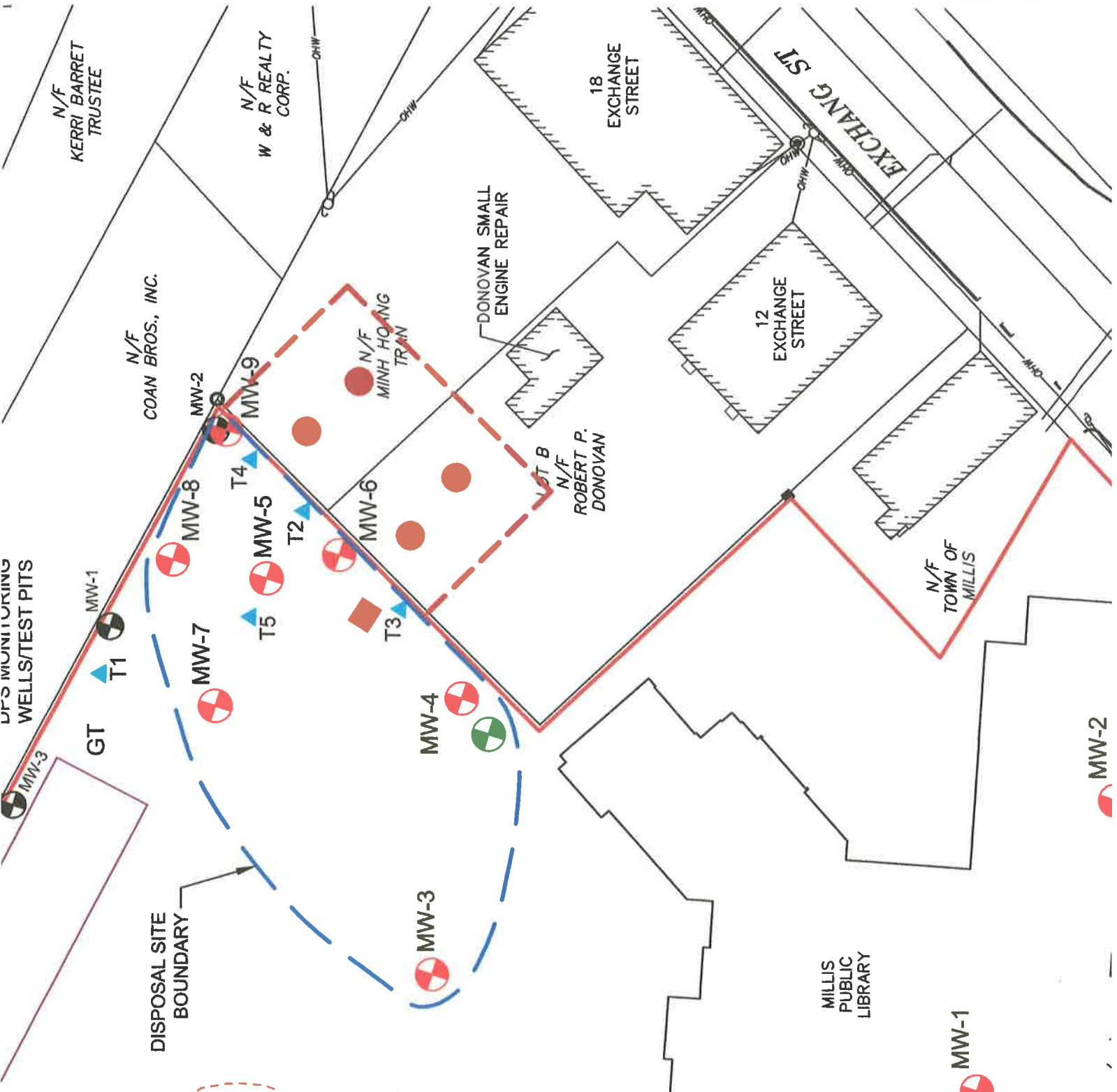
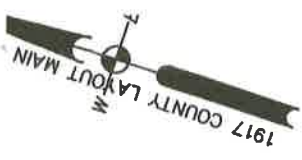
CLIENT agrees to reimburse AMEC for all hours worked by administrative staff at the following classifications and associated hourly labor rates.

<u>Classification</u>	<u>Rate/Hour</u>	<u>Overtime</u>	<u>Classification</u>	<u>Rate/Hour</u>	<u>Overtime</u>
Administrative Level 1	\$25.00	\$37.50	Administrative Level 6	\$50.00	\$75.00
Administrative Level 2	\$30.00	\$45.00	Administrative Level 7	\$57.00	\$85.50
Administrative Level 3	\$36.00	\$54.00	Administrative Level 8	\$65.00	\$97.50
Administrative Level 4	\$40.00	\$60.00	Administrative Level 9	\$74.00	\$111.00
Administrative Level 5	\$45.00	\$67.50	Administrative Level 10	\$87.00	\$130.50

**OTHER DIRECT EXPENSES**

CLIENT agrees to reimburse AMEC for all other direct expenses incurred at the following rates, except as otherwise specified by AMEC in its proposal:

<b>Travel Expenses:</b> Transportation (mileage, air travel, car rental, etc.), lodging, meals, & incidental	Cost plus 5%
<b>Subcontract Expenses:</b> Supplies or services furnished to AMEC in support of project activities by any supplier or firm, except temporary agency or consultant staff charged at above hourly rates	Cost plus 5%
<b>Direct Expenses:</b> Other expenses in support of project activities	Cost Plus 5%



**NOTES:**

1. EXISTING CONDITIONS PLAN ADAPTED FROM THE MAY 3, 2002 PLAN SHEET C 0.1 BY GUERRA & HALNON INC., FRANKLIN MA

**LEGEND:**

- POTENTIAL MONITORING
- EXTENT OF INVESTIGATION (APPROXIMATE)
- 2002 DPS MONITORING WELLS (APPROXIMATE)
- AMEC MONITORING WELLS (APPROXIMATE)
- FORMER DEWATERING SYSTEMS (APPROXIMATE)
- LOCATION OF "NE WALL" SAMPLE (APPROXIMATE)
- SOIL BORING LOCATION 08/22/2013 (APPROXIMATE)
- FORMER GASOLINE UST (APPROXIMATE)
- APPROXIMATE LOCATION OF FORMER FUEL OIL ASTs
- APPROXIMATE LOCATION OF FORMER DPW BUILDINGS
- PROPERTY BOUNDARY

# WARRANT ARTICLE

To see if the Town will vote to appropriate and raise by taxation, by transfer from available funds, or by transfer from the stabilization fund, a sum of money for implementing a neighborhood map onto the GIS online database.

- Directive from DOR during last revaluation

- One time fee: \$1200

The Board of Assessors recommends this article.

Board of Assessors

                      
Date

                      
Tim E. B...  
Paul Ryan

## **WARRANT ARTICLE**

**To see if the Town will vote to appropriate and raise by taxation, by transfer from available funds, or by transfer from the stabilization fund, a sum of money for implementing a neighborhood map onto the GIS online database.**

**This was a FY18 Directive from my last DOR revaluation.**

**“The assessing office should continue to improve GIS skills and consider acquiring the neighborhood layer into the GIS system.” This is a one time fee of \$1,200 and gets automatically updated when I convert for a FY year.**

### WARRANT ARTICLE

- \* To see if the Town will vote to appropriate and raise by taxation, by transfer from available funds, or by transfer from the stabilization fund a sum of money for the purchase of Personal Property software in the Assessor's office.

*\$1000 annual support cost.*

The Board of Assessors recommends this article.

11  
Date

Board of Assessors

[Signature]  
Dan M. Brown  
[Signature]

## **WARRANT ARTICLE**

To see if the Town will vote to appropriate and raise by taxation, by transfer from available funds, or by transfer from the stabilization fund, a sum of money for revaluing Fiscal year 2018 property values, data collection, as required by Chapter 40, Section 56, or act in any manner relating thereto.

The next revaluation will be for FY18, we should give them appeal time to start the process.

Personal Property - \$5,000

Revaluation - approximate \$51,000

## **WARRANT ARTICLE**

To see if the Town will vote to appropriate and raise by taxation, by transfer from available funds, or by transfer from the stabilization fund a sum of money for implementing a Personal Property program only in the Assessor's office. This program will allow the Assessor to update the database with address changes per account, activate a new account number for new businesses and deactivate for businesses that are no longer in the Town of Millis. **This is a yearly fee of \$1,000** with free installation and training.

**Information:** The vendor would load the information to the site, then each year the Assessor would send the information back to the vendor to update, and then load back to the Assessor's site all through an FTP site.

This would alleviate any human error. Currently the Assessor office keeps an excel spreadsheet of adds and deletes of accounts, and if the office receives a phone call we cannot immediately answer their question we have to look up the account in a binder, then call them back with the information.

**On another article: A vote maybe required to:**

Current, we have 214 Personal Property accounts which total \$ 19,595,630.00 in value, \$333,125.71 in taxes. The proposal would be to change taxing those accounts which are only over \$10,000 in value.

This would eliminate 131 accounts that are under \$10,000 in value which represent less than 2% in taxes (\$6,152).



**TOWN OF MILLIS**

**WARRANT ARTICLE**

**To see if the Town will vote to amend the provisions of Massachusetts General Laws, Chapter 59, Section 5, clause 17D, relating to the exemption of real estate taxes on property of widows and widowers, effective for fiscal 2014 as follows:**

**Increase the asset limit for Clause 17D from \$40,000 to \$58,000**

**The exemption amounts for the above will remain the same.**

## WARRANT ARTICLE

To see if the Town would authorize the Board of Assessors to change the minimum and maximum amount qualifications for Chapter 41 C elderly senior citizens on both Single and Married couples.

Current:

Single

Maximum Income 41C - Single from \$13,000 proposed change to \$17,000

Maximum Assets 41C - Single from \$28,000 proposed change to \$40,000

**Proposed:**

### Married couples

Maximum Income 41C - Married from \$15,000 proposed change to \$20,000

Maximum Assets 41C - Married from \$30,000 proposed change to \$55,000

41C  $S_r > 70$

2013 6% poverty level > 60 yrs old

Permanently align w/ state level?

\$1000 off tax bill

The Board of Assessors recommends this article.

BOARD OF ASSESSORS

Date \_\_\_\_\_

The Hon. J. B. Brown  
Salem, N. H.

**TOWN OF MILLIS**

**WARRANT ARTICLE**

**To see if the Town will vote to amend the provisions of Massachusetts General Laws, Chapter 59, Section 5, clause 41C, relating to the exemption of real estate taxes on property of elderly persons, effective for fiscal 2014 as follows:**

**Single Person:**

**Increase the income limits from \$13,000 to \$18,000**

**Increase the asset limits from \$28,000 to \$40,000**

**Married Couple:**

**Increase the income limits from \$15,000 to \$21,000**

**Increase the asset limits from \$30,000 to \$43,000**

**The exemption amounts for the above will remain the same.**

## VETERANS BUDGET

**Charles Aspinwall**

---

**From:** Charles Aspinwall <caspinwall@millis.net>  
**Sent:** Wednesday, September 23, 2015 3:17 PM  
**To:** 'ryeager@millis.net'  
**Subject:** RE: Fall Town meeting

Bob – I found the budget documents. The office costs that you are requesting can be addressed easily; its the larger benefits amount that we need to closely estimate. The benefits costs for last fiscal year were \$39,623. The budget for benefits this year is \$23,684. FYTD expenses thru August are \$6049. Please see me the next time you are in the office so we can estimate what might be needed for the remainder of the year.

Charles J. Aspinwall  
Town Administrator  
Town of Millis  
900 Main St.  
Millis, MA 02054  
508 376 7040 Phone  
508 376-7053 Fax

annualized 36K+/yr  
Budget 23,684/yr

**From:** H. Robert Yeager [mailto:ryeager@millis.net]  
**Sent:** Wednesday, September 02, 2015 1:49 PM  
**To:** Charles Aspinwall  
**Subject:** RE: Fall Town meeting

RE: the VSO budget:

I do not find that there were any burials this office paid for in the past, so the current \$2000 would seem to be sufficient. (That amount is what is paid for one burial.)

Supplies and expenses of \$200 would quickly be expended with just routine office supplies like printer cartridges, file & paper supplies, etc. I guesstimate that \$300 would be sufficient.

The benefits, veterans appear to be insufficient, especially given that there are currently three new applicants for benefits pending. I would hope that \$30,000 would last the fiscal year.

The addition of a postage line item is needed and I would suggest \$100 as adequate.

Mileage reimbursement for meetings and training of \$100 I estimate would be adequate.

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**From:** "Charles Aspinwall" <caspinwall@millis.net>  
**Sent:** Friday, August 14, 2015 11:15 AM  
**To:** ryeager@millis.net  
**Subject:** RE: Fall Town meeting

A memo outlining what your needs are is sufficient.

Charles J. Aspinwall  
Town Administrator  
Town of Millis  
900 Main St.

Millis, MA 02054  
508 376 7040 Phone  
508 376-7053 Fax

**From:** H. Robert Yeager [<mailto:ryeager@millis.net>]

**Sent:** Friday, August 14, 2015 10:30 AM

**To:** Charles Aspinwall

**Subject:** RE: Fall Town meeting

How would I go about making this request?

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**From:** "Charles Aspinwall" <[caspinwall@millis.net](mailto:caspinwall@millis.net)>

**Sent:** Tuesday, August 11, 2015 11:38 AM

**To:** [ryeager@millis.net](mailto:ryeager@millis.net)

**Subject:** RE: Fall Town meeting

If you have budget needs this is the opportunity to address the need.

Charles J. Aspinwall  
Town Administrator  
Town of Millis  
900 Main St.  
Millis, MA 02054  
508 376 7040 Phone  
508 376-7053 Fax

**From:** H. Robert Yeager [<mailto:ryeager@millis.net>]

**Sent:** Tuesday, August 11, 2015 12:15 PM

**To:** Charles Aspinwall

**Subject:** re: Fall Town meeting

The veteran's service expenses account is devoid of necessary line items, like: postage (I suggest \$100), training (I suggest \$200) and an increase in the supplies and expenses line item to \$1000. Would this be the forum in which to insert these amounts?

As justification, I learned that my predecessor was paying for postage out of his pocket, he was not going to training and was not complying with other job requirements.

---

**From:** "Charles Aspinwall" <[caspinwall@millis.net](mailto:caspinwall@millis.net)>

**Sent:** Wednesday, August 05, 2015 10:24 AM

**To:** "Alex Lent" <[alent@millis.net](mailto:alent@millis.net)>, "Barbara Thissell" <[bthissell@millis.net](mailto:bthissell@millis.net)>, "Bob Weiss" <[rweiss@millis.net](mailto:rweiss@millis.net)>, "Brenda Hamelin" <[bhamelin@townofmedway.org](mailto:bhamelin@townofmedway.org)>, "James McKay" <[jmckay@millis.net](mailto:jmckay@millis.net)>, "Jennifer Scannell" <[jscannell@millis.net](mailto:jscannell@millis.net)>, "John Wypyszinski" <[jwypyszinski@millis.net](mailto:jwypyszinski@millis.net)>, "Karen Bouret" <[kbouret@millis.net](mailto:kbouret@millis.net)>, "Kathleen LaPlant" <[klaplant@millis.net](mailto:klaplant@millis.net)>, "Keith edison" <[kedison@millis.net](mailto:kedison@millis.net)>, "KFE1" <[kedison@millispolice.com](mailto:kedison@millispolice.com)>, "Kris Fogarty" <[kfogarty@millis.net](mailto:kfogarty@millis.net)>, "Lisa Hardin" <[lharden@millis.net](mailto:lharden@millis.net)>, "Mike Giampietro" <[mgiampietro@millis.net](mailto:mgiampietro@millis.net)>, "Patty Kayo" <[pkayo@millis.net](mailto:pkayo@millis.net)>, [pdumont@millis.net](mailto:pdumont@millis.net), "Rick Barrett" <[rbarrett@millis.net](mailto:rbarrett@millis.net)>

**Subject:** Fall Town meeting

The warrant for the fall town meeting will likely open in mid-late August. The Board of Selectmen discussed goals and objectives at their last meeting and one of the objectives centered on streamlining the process of putting articles on the town meeting

warrant. I expect an added level of scrutiny for articles even before they are placed on the warrant. Those which do not have sufficient justification may not be placed on the warrant. If you think you may have issues for which an article is necessary please submit them to me so that I can review the potential articles with you and determine whether additional information is needed before it goes before the Selectmen. The Board's meetings have been quite full lately and there is a need to ensure that the agenda time is used wisely.

A memo will go out to department heads and commissions letting you know when the warrant is opened.

Charles J. Aspinwall  
Town Administrator  
Town of Millis  
900 Main St.  
Millis, MA 02054  
508 376 7040 Phone  
508 376-7053 Fax