



TOWN OF MILLIS

Finance Committee
900 Main Street • Millis, MA 02054

*Peter Berube, Chair
Craig Schultze, Vice Chair
Doug Riley, Clerk
Joyce Boiardi
Jim Borgman
Jodie Garzon
Cathy MacInnes
Katie Tieu*

Meeting Agenda

Date: Wednesday, April 14, 2021
Time: 7:00 PM
Location: Remote

The Meeting will be broadcast live on: Zoom Virtual Platform: <https://us02web.zoom.us/j/84434510126>
The meeting will be recorded and posted to the Town's Website at a later date.

Committee Attendees:

Pater Berube, Chair ☐; Craig Schultze, (Vice Chair ☐; Doug Riley (Clerk) ☐; Joyce Boiardi ☐; Jim Borgman ☐; Jodie Garzon ☐; Cathy MacInnes ☐; Katie Tieu ☐

Non-Committee Attendees: Deirdre Gilmore

Invited Guests: Mike Guzinski ☐; Carol Johnston ☐; Patty Kayo ☐; Carl Valente ☐; Select Board Member ☐

Current Reserve Fund Balance: \$ 36,000.00
Certified Free Cash: \$ 425,990.34
Stabilization Fund Balance as of December 31, 2020: \$1,834,244.59

Agenda		
Time	Topic	Speaker
~7:00	Call Meeting to Order	Peter Berube
~7:05	Chairman's Opening Remarks	Peter Berube
~7:10	Council on Aging FY22 Budget Request Discussion Follow-up	Committee
~7:25	Vote to Accept/Approve Finance Committee Policies and Procedures Handbook	Committee
~7:35	May 1, 2021 Town Meeting Warrant Article Discussion and Recommendations	Mike Guzinski and Committee
~7:45	Enterprise Funds Study Presentation	Carl Valente
~8:00	Enterprise Funds Discussion – Water, Sewer and Stormwater	Committee
~8:30	May 1, 2021 Town Meeting Warrant Article Discussion and Recommendations – Continued if necessary	Committee
~8:50	Old Business/New Business	Committee
~8:55	Finance Committee Meeting Minutes Approval	Committee
~9:00	Adjourn	Committee

Important Dates:

April 19, 2021 – Finance Committee Report – Printer

[Article Writeups due Saturday, April 17, 2021 at 1:00 PM](#)

April 24, 2021 – Finance Committee Report – Residents

April 28, 2021 – Pre-Town Meeting/Public Hearing

Spring Town Meeting – Saturday, May 1, 2021 at 2:00 PM – MS/HS Parking Lot

Upcoming Meetings:

Tri-Board Meeting - TBD

To view Meeting Materials please click on the link: <https://www.millisma.gov/meeting-materials/pages/fy21-meeting-materials>

COUNCIL ON AGING 015410

COUNCIL ON AGING 015410*Personnel Services*

	FY2017 ACTUAL	FY2018 ACTUAL	FY2019 ACTUAL	FY2020 ACTUAL	FY2021 TM ADOPTED	FY2022 REQUESTS	FY2022 PROPOSED
Salary Department Head	\$43,059	\$45,158	\$51,820	\$53,944	\$63,849	\$64,094	
Salaries Clerical	\$8,411	\$13,876	\$15,939	\$3,909	\$3,906		
Outreach Worker Wages	\$16,694	\$17,271	\$16,349	\$17,991	\$24,080	\$24,733	
Part-Time Van Driver Wages	\$16,608	\$14,986	\$12,514	\$11,543	\$17,564	\$21,645	
Longevity	\$750	\$750	\$750	\$850	\$850	\$950	
Part-Time Dispatcher	\$1,472	\$3,401	\$3,958	\$4,032	\$4,352	\$4,351	
Total	\$86,994	\$95,441	\$101,329	\$92,268	\$114,601	\$115,773	\$0

Expenses

Service Warranty	\$990	\$990	\$990	\$990	\$990	\$990	
Supplies and Expenses	\$1,220	\$907	\$1,054	\$4,389	\$1,000	\$1,000	
Postage	\$2,580	\$1,909	\$3,965	\$6,213	\$2,894	\$3,500	
Meetings	\$90	\$20	\$323	\$0	\$50	\$100	
Vehicle Supples/Repairs	\$1,021	\$1,385	\$848	\$136	\$1,500	\$1,000	
Gasoline/Oil	\$2,533	\$2,881	\$1,267	\$533	\$2,000	\$1,844	
Total	\$8,434	\$8,092	\$8,447	\$12,262	\$8,434	\$8,434	\$0

TOTAL BUDGET

\$95,428	\$103,534	\$109,776	\$104,530	\$123,035	\$124,207	\$0
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DEPARTMENT: Council on Aging

BUDGET NARRATIVE**Description of Department Function**

Describe the overall mission or purpose of the Department.

The Millis Council on Aging is committed to maintaining the highest level of independence with older individuals by developing and coordinating community care, reducing isolation, educating and improving the overall understanding of various community-based services. The Council provides transportation for the elderly and disabled, Community Outreach to assist with information, referrals, benefits counseling, support groups, age related issues and help in finding resources including, health benefits counseling, free legal counseling, advocacy for housing/financial and many other concerns, and we also house the Meals on Wheels Program. The Center is an intake site for the States Fuel Assistance Program, The Millis Fund and acts as a liaison to many state and federal programs.

Programs and Sub-Programs

Consider and list the actual Programs and Sub-Programs Executed by the Department

Community Outreach

(Case management, advocacy, Medicare/Medicaid assistance, legal assistance, application assistance, resource referrals, home evaluations, peer/family consultations, home visits)

Transportation

(Medical, errands, social)

Information

(Services, resources, general town information, referrals)

Referrals

(Local, State and Federal Programs)

Health screenings

(Blood pressure, podiatry, memory screenings, hearing, vision)

Fitness/exercise

(Yoga, chair exercise, line dancing, enhanced fitness, Fitness Room)

Community education

Recreation/socialization/Educational/Cultural events

Volunteer Opportunities

(Young and older residents)

Senior Citizen Tax Work Off Program**Fuel Assistance Program****Sub-Programs**

Meals on wheels program/HESSCO Elder Services

Congregate meal site

Food Stamps/DTA

Health Benefits counseling/SHINE

Home Modification Loan Program/ USDA/ MRC

Educational presentations/VNA/HESSCO Elder Services /Mass Commission

Blind/EOEA/BBB/YMCA/Mass Bar Assoc/Norfolk County Sheriff's Office/Bay Path Elder Services

Accomplishments

Describe the major describable accomplishments or measurable activities in FY20 or FY21. Use statistics whenever possible.

	2019	2020	
SENIORS SERVED	718	617	14% DECREASE
under 60	71	44	38% DECREASE
60-64	69	52	25% DECREASE
65-69	117	81	31% DECREASE
70-74	152	143	6% DECREASE
75-79	130	135	4% DECREASE
80-84	94	81	14% DECREASE
85+	85	81	5% DECREASE
CALLS LOGGED	3,988	2,690	33% DECREASE
OUTREACH DUP	1,309	1,965	50% INCREASE
OUTREACH UNDUP	375	456	22% INCREASE
HOME VISITS	70/43	71/43	SAME
# passengers FY	1,094/91	972/100	11% DECREASE
MILES DRIVEN FY	11,736	8,927	24% DECREASE
MEDICAL TRIPS FY	637	535	16% DECREASE

11% DECREASE Paratransit Reimbursement

FY19	FY20
\$9,851	\$8,752

48% INCREASE OF SENIOR POPULATION

2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
1,586	1,661	1,702	1,808	1,823	1,926	2,021	2,127	2,189	2,344

FY22 Departmental Goals

Describe the initiatives and accomplishments planned for FY22

Our mission in FY22 is to work towards fully staffing the Center so we may provide additional programming for our senior residents. We will also look to cut our States Formula grant of employee wages and monthly mailing expenses to free up funds for programming.

Continue to work with the Permanent Building Committee and reach out to the community to determine best possible plan for expansion of the Center.

Spending Highlights for FY22

Explain any significant budget changes from FY21

FY 21 Due to COVID we chose to not fill the vacant Department Assistant position and brought the Outreach to a benefited position(+2.5) and (+8) to Director's position.

Non-tax Funding

List any expected non-tax revenues that will be use to fund department activities, including an estimate to be received.

\$17,508 ~ State Formula Grant

(Partial Dispatch salary, newsletter printing, newsletter mailings, fees/dues, volunteer luncheon)

\$2,833 ~ Transportation Revolving Fund

(Fuel, repairs, dispatch wages)

\$4,000 ~ Friends of Millis COA

(Funding of extracurricular events)

\$400 ~ Millis Cultural Council

(Cultural Arts Grant to fund entertainment for major COA event)

TOWN OF MILLIS
FISCAL YEAR 2022 BUDGET

Form #3

STAFFING HISTORY

Department:

	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022
Position	FTE	FTE	FTE	FTE	FTE	FTE
DIRECTOR	0.63	0.63	0.69	0.69	0.8	0.8
DEPARTMENT ASSISTANT	0.38	0.38	0.44	0.44	0	0
OUTREACH WORKER	0.38	0.38	0.44	0.44	0.5	0.5
DRIVERS	0.75	0.75	0.75	0.75	0.5	0.75
DISPATCHER	0.33	0.33	0.33	0.33	0.33	0.33
SUBTOTAL/TOTAL	2.47	\$2.47	2.65	2.65	2.13	2.38

TOWN OF MILLIS
FISCAL YEAR 2022 BUDGET

FORM #5

EQUIPMENT DETAIL

DEPARTMENT:					
CODE	DESCRIPTION	# OF UNITS	VALUE OF TRADE	NEW OR REPLACE	BUDGET REQUEST
M77867	2011 FORD E350 HANDICAPPED VAN		GOOD	42,028 Mileage	
M89935	2013 CHEVY CRUISE		GOOD	57,112 Mileage	
M1762A	2019 TOYOTA SIERRA HANDICAPPED VAN		EXCELLENT	5,730Mileage	
2007	My Senior Center Database		Fair Conditon		
					0

Budget Request Above Level Service

Title:

Description of Request:

The COA is requesting that the Center remain open until 4:00 Monday through Thursday to address the growing number of senior residents.

We are requesting an Operations Manager position that would fulfill clerical and programming duties as needed by the COA.

While postage expenses and the number of residents receiving the COA newsletter have increased dramatically in the past few years the expense line has not. Currently the States Formula grant is being used to cover that expense. In order to free up monies from the grant for programming we request that \$3,000 be added to our expense line.

Detailed Cost Impact:

Director	32 HRS PER WK TO 37	5 hours weekly	\$9,976.20
Operations Manager	29.5 HRS PER WK		\$23.27
Expense line request	Postage		\$3,000.
Total			\$48,672.38

Justification for Request

Attach copies of reports, master plans, or supporting documentation)

48% increase in senior population in Millis in the past 10 years
2010 (1,586) - 2019 (2,344)
*Town of Millis Annual Report

Operational hours: In 19 years we have only increased operational hours 2.5 hours
(26hrs per week) 1999 8:30-2
(28.5hrs per week) 2018 +2.5 hours Wednesday until 4

Additional operational hours will enhance our local efforts to provide an array of programming and services including but not limited to: healthy aging and wellness, transportation, increase home visits, and enhance our efforts to link older adults to Federal and State programs.

Operations Manager COA

revised 1/2021

Essential Functions

The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Collect and maintain accurate records of dues collected on behalf of the Friends of the Council on Aging. Including maintaining accurate records of money collected and preparing of monthly reports of fees collected.

Update mailing labels with dues, acknowledge donations to newsletter. Send thank you & acknowledgements when required.
Oversee transportation fare program and collection of fees and document in Excel ledger.

Maintain daily/monthly/annual department statistics on van and enter statistical information into an Excel database.

Maintain current lists for the COAlition newsletter from Census database and prepare monthly mailing labels. Oversee/supervise newsletter mailing.

Update monthly newsletter and Board meeting agenda /minutes to town website.

Assist Director with the development, coordination and facilitation of cultural, educational and social activities and programs.

Assist Director with monthly programs and events. Coordinates sign up and transportation for special events (e.g., social events, elections, town meetings, etc.).

Maintain office supplies. Order supplies as needed.

Perform other similar or related duties as required; or as situation dictates.

Qualifications

Proven ability to use Microsoft Word, Excel, Access and other software programs.

Ability to handle busy, varied workload, and prioritize tasks.

Ability to work effectively under time constraints to meet deadlines.

Ability to deal with public; courteous, patient; excellent interpersonal skills; must maintain strict confidentiality.

CAPITAL PROJECT DETAIL SHEET

Project Title: FLOORING ROOM 21	
Department: COA	Category: E
<u>Description and Justification:</u> Flooring in room 21 is at the end of its useful life. It is lifting in the center of the room. While it is not an immediate risk it should be addressed in the near future.	<i>Please send a photo depicting the capital request as a separate file. Do not drop it in to this template.</i>

RECOMMENDED FINANCING

	Source of Funds	Total Six -Year Cost	Estimated Expenditures by Fiscal Year					
			FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027
A. Feasibility Study								
B. Design								
C. Land Acquisition								
D. Construction								
E. Furnishings/Equipment	6	8000	8000					
F. Departmental Equipment								
G. Contingency								
H. Other								
TOTAL		\$8,000	\$8,000					

Source of Funds Legend

- | | | | |
|------------------------|-----------------|-----------------------------|--------------------------------|
| (1) Operating Revenues | (3) State Aid | (5) EMS Revolving Fund Fees | (7) Sewer Enterprise Fund Fees |
| (2) Municipal GO Bonds | (4) Trust Funds | (6) Free Cash / Other | (8) Water Enterprise Fund Fees |

CAPITAL PROJECT DETAIL SHEET

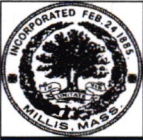
Project Title: HANDICAPPED VAN																
Department: COA				Category: F												
<u>Description and Justification:</u> <p>The 2011 handicapped van is 10 years old with 42,028 miles. It is our largest capacity vehicle which seats 8 passengers. This is used for our fixed route shopping trips and usually filled to capacity. It is also used to transport residents with mobility difficulties for solo shopping trips. We have used this vehicle past its useful life and must replace it with a similar large capacity vehicle.</p> <p>Our Friends group has raised \$17,000 through resident donations to put towards this vehicle.</p> <p>There is no public transportation available to Millis residents. The COA is solely responsible for the transportation needs of our elderly and disabled residents. It is imperative that we maintain safe and reliable vehicles.</p>				<p style="transform: rotate(-45deg); font-weight: bold;">Please send a photo depicting the capital request as a separate file. Do not drop it in to this template.</p>												
RECOMMENDED FINANCING																
	Source of Funds	Total Six -Year Cost	Estimated Expenditures by Fiscal Year													
			FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027								
A. Feasibility Study																
B. Design																
C. Land Acquisition																
D. Construction																
E. Furnishings/Equipment																
F. Departmental Equipment			60000													
G. Contingency																
H. Other																
TOTAL			\$60,000													
<u>Source of Funds Legend</u> <table style="width: 100%; border: none;"> <tr> <td style="width: 25%;">(1) Operating Revenues</td> <td style="width: 25%;">(3) State Aid</td> <td style="width: 25%;">(5) EMS Revolving Fund Fees</td> <td style="width: 25%;">(7) Sewer Enterprise Fund Fees</td> </tr> <tr> <td>(2) Municipal GO Bonds</td> <td>(4) Trust Funds</td> <td>(6) Free Cash / Other</td> <td>(8) Water Enterprise Fund Fees</td> </tr> </table>									(1) Operating Revenues	(3) State Aid	(5) EMS Revolving Fund Fees	(7) Sewer Enterprise Fund Fees	(2) Municipal GO Bonds	(4) Trust Funds	(6) Free Cash / Other	(8) Water Enterprise Fund Fees
(1) Operating Revenues	(3) State Aid	(5) EMS Revolving Fund Fees	(7) Sewer Enterprise Fund Fees													
(2) Municipal GO Bonds	(4) Trust Funds	(6) Free Cash / Other	(8) Water Enterprise Fund Fees													

CAPITAL PROJECT DETAIL SHEET

Project Title: COA VEHICLE																
Department: COA				Category: F												
<u>Description and Justification:</u> <p>The Chevy Cruz will is currently 8 years old. It has 57,112 miles and used for transporting residents to both local and Boston medical trips. The smaller capacity makes for a more comfortable ride to and from medical appointments. Passengers prefer the smaller vehicle to the vans because it doesnt feel like public transportation.</p> <p>There is no public transportation available to Millis residents. The COA is soley responsible for the transportation needs of our elderly and disabled residents. It is imperative that we maintain safe and reliable vehicles.</p>				<p><i>Please send a photo depicting the capital request as a separate file. Do not drop it in to this template.</i></p>												
RECOMMENDED FINANCING																
	Source of Funds	Total Six -Year Cost	Estimated Expenditures by Fiscal Year													
			FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027								
A. Feasibility Study																
B. Design																
C. Land Acquisition																
D. Construction																
E. Furnishings/Equipment																
F. Departmental Equipment	6				25000											
G. Contingency																
H. Other																
TOTAL					\$25,000											
<u>Source of Funds Legend</u> <table style="width: 100%; border: none;"> <tr> <td style="width: 25%;">(1) Operating Revenues</td> <td style="width: 25%;">(3) State Aid</td> <td style="width: 25%;">(5) EMS Revolving Fund Fees</td> <td style="width: 25%;">(7) Sewer Enterprise Fund Fees</td> </tr> <tr> <td>(2) Municipal GO Bonds</td> <td>(4) Trust Funds</td> <td>(6) Free Cash / Other</td> <td>(8) Water Enterprise Fund Fees</td> </tr> </table>									(1) Operating Revenues	(3) State Aid	(5) EMS Revolving Fund Fees	(7) Sewer Enterprise Fund Fees	(2) Municipal GO Bonds	(4) Trust Funds	(6) Free Cash / Other	(8) Water Enterprise Fund Fees
(1) Operating Revenues	(3) State Aid	(5) EMS Revolving Fund Fees	(7) Sewer Enterprise Fund Fees													
(2) Municipal GO Bonds	(4) Trust Funds	(6) Free Cash / Other	(8) Water Enterprise Fund Fees													

CAPITAL PROJECT DETAIL SHEET

Project Title: SENIOR CENTER UPGRADES/REPAIRS								
Department: COA				Category: E				
<u>Description and Justification:</u> The kitchen in the COA is in need of equipment. The freezer and fridge were purchased in 1999. The fridge was repaired once and the freezer has been repaired 3 times. They both have come to the end of their useful lives. The two stoves are electric and not meant for commercial/ industrial purposes. These stoves are used daily by HESSCO for the warming of Meals on Wheels and periodically for COA special events. The sinks do not comply with Board of Health standards and an additional sink for handwashing is required.				<i>Please send a photo depicting the capital request as a separate file. Do not drop it in to this template.</i>				
RECOMMENDED FINANCING								
	Source of Funds	Total Six -Year Cost	Estimated Expenditures by Fiscal Year					
			FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027
A. Feasibility Study								
B. Design								
C. Land Acquisition								
D. Construction								
E. Furnishings/Equipment	6	25000	25000					
F. Departmental Equipment								
G. Contingency								
H. Other								
TOTAL		\$25,000	\$25,000					
<u>Source of Funds Legend</u>								
(1) Operating Revenues		(3) State Aid	(5) EMS Revolving Fund Fees		(7) Sewer Enterprise Fund Fees			
(2) Municipal GO Bonds		(4) Trust Funds	(6) Free Cash / Other		(8) Water Enterprise Fund Fees			



Town of Millis

Host Community Agreement

Marijuana Impact Funds Request Form

Request Date	12/30/2021
Requestor's Name	Millis COA
E-mail	pkayo@millisma.gov
Phone	376-7051
Department	Council on Aging

IMPORTANT NOTICE
By signing and submitting this form you agree that the requested funds will be used for the purposes stated in this form.

Category	Demographic Information	Classification
<input type="checkbox"/> Training <input type="checkbox"/> Materials <input type="checkbox"/> Staffing <input type="checkbox"/> Special Event <input type="checkbox"/> General	<input type="checkbox"/> Child <input type="checkbox"/> Middle School <input type="checkbox"/> High School <input type="checkbox"/> Adult/Parent <input type="checkbox"/> Senior <input type="checkbox"/> General	<input type="checkbox"/> Education <input type="checkbox"/> Law Enforcement <input type="checkbox"/> Security <input type="checkbox"/> Public Infrastructure <input type="checkbox"/> Traffic <input type="checkbox"/> Inspections <input type="checkbox"/> Municipal Officials Time

Description of Request:

ALLOW US TO PROVIDE PRESENTATIONS AND EDUCATE OUR SENIORS AS TO THE BENEFIT OF MARIJUANA SUCH AS THE MEDICAL BENEFIT OVER OPIATE BASED PAIN KILLERS, HELP WITH INFLAMATION, CHRONIC PAIN, EPILEPSY, MULTIPLE SCLEROSIS, MUSCLE CONTROL PROBLEMS, AND MANY OTHER AILMENTS. WE ARE LOOKING TO REMOVE THE STIGMA THAT MANY SENIORS HAVE TOWARDS MEDICAL MARIJUANA. WE ALSO WANT TO PROVIDE TRANSPORTATION TO THE FACILITY FOR SENIORS AND OUR DISABLED RESIDENTS SO THEY MAY FIRST HAND EXPERIENCE THE POSITIVE BENEFITS OF MEDICAL MARIJUANA.

Funding Start Date	
Funding End Date	
Total Funding Requested	\$45,672.38

Detailed Cost Impact:

Type of Expense	Description of Expense	Daily Expenses (Except Airfare)	# of Days	Total Expenses
Salaries	HIRE PROGRAM MANAGER -EXTEND HOURS AT COA		1	45,672.38
Airfare				\$0.00
Ground Transportation			1	\$0.00
Conference/Registration Fees			1	\$0.00
Lodging			1	\$0.00
Meals and Tips			1	\$0.00
Capital Project			1	\$0.00
Miscellaneous			1	\$0.00
Grand Total				\$45,672.38

Justification for Request

Attach copies of reports, master plans, or supporting documentation)

Requestor Signature		Date Signed	
Approved By			
Approval Signature		Date Approved	

						DIRECTOR \$64,094 OUTREACH \$24,733 DRIVERS \$21,645 LONGEVITY \$950 DISPATCH \$4,351 \$115,773
LEVEL FUNDED	MONDAY 8:00-2	TUESDAY 8:00-3:30	WEDNESDAY 8:00-2	THURSDAY 8:00-2	FRIDAY 8:00-12:30	
DIRECTOR	7:30-2 (6.5)	7:30-3:30 (7.5)	7:30-2 (6.5)	7:30-2 (6.5)	7:30-12:30 (5)	32
OUTREACH	9-2:00 (5)	9-3:30 (6.5)		9:00-2:00 (5)	9-12:30 (3.5)	20
DISPATCH RECEPTIONIST	9-1	9-12 12-1	9-1	9-1	9-12:30	7 Town funded 9 Grant Tax Work Off
DRIVERS	8-2 (6)	8-2 (6)	8-2 (6)	8-2 (6)	8-2 (6)	30

						DIRECTOR \$ 74,070 Oper. Manager \$ 35,696 Outreach \$ 24,733 Drivers \$ 21,645 Longevity \$ 950 Dispatch \$4,351 \$161,445
ABOVE LEVEL REQUEST	MONDAY 8-4	TUESDAY 8-4	WEDNESDAY 8-4	THURSDAY 8-4	FRIDAY 8-12:30	
DIRECTOR	7:30-4:00 8	7:30-4:00 8	7:30-4:00 8	7:30-4:00 8	7:30- 12:30 5	37
OUTREACH	9-4 (6.5)	8:30-4 (7)		9-4 (6.5)		20
OPERATION MANAGER	9-4 6.5	9-4 6.5	9-4 6.5	9-4 6.5	9-12:30 3.5	29.5
DISPATCH	9-1	9-12 12-1	9-1	9-1	9-12:30	7 9 Grant 3.5 Tax Work Off
DRIVERS	8-2	8-2	8-2	8-2	8-2	30

STAFFING POSSIBILITIES						DIRECTOR		\$70,831
						OPERATIONS MAN		\$21,176
						OUTREACH		\$24,733
						DRIVERS		\$21,645
						LONGEVITY		\$950
						DISPATCH		\$4,351
								\$143,686
DIRECTOR	7:30-4:00 (8)	7:30-4:00 (8)	7:30- 2 (6.5)	7:30-4:00 (8)	7:30-12:30 (5)	35.5		
OUTREACH	9-4 (6.5)	8:30- 4 (7)		9-4 (6.5)		20		
OPERATIONS MANAGER	8-4 (7.5)		8:30-2 (5.5)		8-12:30 (4.5)	17.5		
DISPATCH RECEPTIONIST	9-1	9-12 12-1	9-1	9-1	9-12:30	7 9 Grant 3.5 Tax Work Off		
DRIVERS	8-2	8-2	8-2	8-2	8-2	30		

						DIRECTOR \$		79,810
						OPER. MAN \$		39,327
						OUTREACH \$		24,733
						DRIVERS \$		21,645
						LONGEVITY \$		950
						DISPATCH \$		5,303
MONDAY- FRIDAY 8 -4	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY			
	8:00 -4	8:00 -4	8:00 -4	8:00 -4	8:00 -4:00			
							\$171,768	
	DIRECTOR	7:30-4:00 (8)	7:30-4:00 (8)	7:30-4:00 (8)	7:30-4:00 (8)	7:30-4:00 (8)	40	
	OUTREACH	9-4 (6.5)	8:30- 4 (7)		9-4 (6.5)		20	
	OPERATIONS MANAGER	9-4 (6.5)	9-4 (6.5)	9-4 (6.5)	9-4 (6.5)	9-4:00 (6.5)	32.5	
	DISPATCH RECEPTIONIST	9-1 (4)	9-1 (4)	9-1 (4)	9-1 (4)	9-12:30 (3.5)	19.5	
DRIVERS	8-2	8-2	8-2	8-2	8-2	30		

**TOWN OF MILLIS
FINANCE COMMITTEE
OPERATING POLICIES AND PROCEDURES**

I. PURPOSE

- A. The Finance Committee of the Town of Millis has ~~undertaken to create~~created operating policies and procedures for the Finance Committee to codify and consolidate the traditional and accepted working relationships among members of the Committee, with the Town Administrator, and with other Town Boards, committees, officials, and citizens. Acceptance of the policies and procedures embodied herein shall supersede any previous policies and procedures accepted by past Finance Committees. Unless otherwise noted, the term "Committee" shall refer to the Millis Finance Committee. The term "MGLA" shall refer to the Massachusetts General Laws, as amended.

II. NATURE OF POLICIES AND PROCEDURES

- A. These policies and procedures should be considered supplemental and subordinate to language embodied in state statutes and Town By-laws concerning the Town of Millis Finance Committee. If any of the individual policies and procedures embodied herein are held to be unconstitutional or invalid, the remaining policies and procedures shall not be affected thereby.

III. PROCEDURE FOR ESTABLISHING POLICIES AND PROCEDURES

- A. A policy may be initiated by a member of the Committee, the Select ~~Committee~~Board, the Town Administrator, a Town employee, or by a resident of the Town by requesting that the Chair provide for discussion of the proposed policy in the agenda of a regular meeting of the Committee. The individual initiating the discussion shall provide the Committee with a written draft of the proposed policy for distribution to the Committee. The Committee may schedule any hearing or meetings it deems necessary for discussion. The Committee may distribute a draft for comment to appropriate officials as it deems necessary, and shall notify of the discussion any Town Committees, committees, or employees who may be affected by the policy.
- B. The Committee shall not vote on a policy until the second meeting following its introduction. A vote by a majority of the Committee's members shall be required for the adoption of a new or amended Committee policy. A new or revised policy adopted by the Committee shall take effect immediately unless otherwise voted and shall be ~~carried out~~in effect until it is rescinded or amended.
- C. The Town Administrator shall be responsible for the maintenance of all policies and procedures, for updating the Policy Manual with new and amended policies, and for ensuring that copies of the Committee's policies and procedures are distributed to newly elected Committee members. Copies of the Policy Manual

shall be made available to the public at the Town Administrator's Office, at the Office of the Town Clerk, and shall be posted on the Town's Official Website.

IV. AUTHORITY AND ROLE OF THE FINANCE COMMITTEE

- A. ~~The Members of the~~ Finance Committee ~~is-are~~ appointed by the Moderator and ~~the Committee~~ derives its authority and responsibilities from the statutes of the Commonwealth of Massachusetts, and from the home rule charter and by-laws of the Town of Millis. According to the town by-laws, within forty-five (45) days after adjournment of the Annual Town Meeting, the Moderator shall appoint a committee of nine who shall be known as and constitute the Finance Committee. They shall be appointed from among the legal voters of the Town who do not hold an elective office in the Town. Within forty-five (45) days after the adjournment of each Annual Town Meeting, the Moderator shall appoint three members to serve for terms of three (3) years. Any vacancy that shall occur in the membership of said Finance Committee shall be filled by the Moderator, and the appointee shall serve for the balance of the term in which such vacancy occurred.
- B. It is the duty of the Committee to consider and investigate all articles included in the warrant for each Town Meeting and to make a written report of its findings and its recommendations. The Committee shall advertise and hold a public hearing prior to the Annual Town Meeting and may do so prior to any Special Town Meeting. The Committee may require the attendance of any Town officer to furnish it with the necessary information. A Committee member wishing an in-depth inquiry into a department's budgets, policies, procedures, or operations as it pertains to ~~Warrant Article~~ ~~Warrant Articles~~ should make such a request during a regular Committee meeting in open session and receive approval by the Chair. Requests by Committee members for written legal opinions must be channeled through the Chair and the Town Administrator, and all such written opinions must be made available to all Committee members.
- C. No actions representing the Committee shall be taken by a member or members of the Committee without the prior consent of a majority of the Committee.

V. DUTIES, RESPONSIBILITIES, AND OBLIGATIONS OF COMMITTEE MEMBERS

- A. ~~A member~~ ~~Members~~ of the Committee, in relation to their responsibility to the community, shall:
1. recognize that their primary role is to advise Town Meeting concerning Warrant Articles presented at the Spring Town Meeting, Fall Town Meeting and any Special Town Meetings;
 2. administer the reserve fund set aside by Town Meeting to provide for time-sensitive and/or or unforeseen expenditures that might arise between town meetings;
 3. recognize that they are a member of a team, and shall abide by all

Committee decisions once they are made.

B. Furthermore, a Finance Committee member shall:

1. endeavor to make clear and well-researched recommendations at Town Meeting for the benefit of the people of the Town;
2. be well informed concerning the duties of a Committee member on both state and local levels;
3. recognize that all Committee members are appointed by the Moderator to serve Town Meeting and therefore have an obligation to make decisions that they believe will best support the entire community;
4. accept the office of Finance Committee member as a means of public service, not to benefit personally or professionally from their Committee activities;
5. be familiar with and abide by the provisions established by the Commonwealth in MGLA Ch 268A as they apply to municipal officials;
6. Be familiar with and abide by the open meeting law and the public records law as they apply to municipal elected and appointed officials.
7. not make statements or promises of how they will vote on matters that will come before the Committee until they have had an opportunity to hear all sides of the issue at a Committee meeting;
8. make recommendations only after all ~~facts on a question~~issues have been presented ~~or and~~ discussed;
9. treat with respect the rights of all members of the Committee despite differences of opinion.

VI. FINANCE COMMITTEE RESERVE FUND

- A. The Town has established a Finance Committee Reserve Fund, for unforeseen and extraordinary events, ~~of a minimum of \$100,000 to .05% of the prior year adjusted general fund operating budget (operating budget less debt service and assessments)~~. The Finance Committee is authorized to transfer from this fund for "extraordinary or unforeseen" expenditures as determined by vote of the Finance Committee at a scheduled public meeting. Other uses of the fund require budgetary transfers by Town Meeting.

VII. ORGANIZATION OF THE COMMITTEE AND ELECTION OF OFFICERS

- A. Officers of the Committee (Chair, Vice Chair, and Clerk) shall be elected annually at the first or second meeting of the Committee for any calendar year. The election of officers is by majority vote. If a vacancy occurs among any of the officers ~~of the Committee~~, the Committee shall elect a successor at its next regular meeting. Nominations of officers shall require both a nomination and a second.

- B. The Committee may at any time by majority vote remove ~~the Chair or~~ any of the officers from their positions with or without cause. In the event that the Chair is ~~not re-elected~~removed, the Vice Chair shall serve as Chair Pro-Tem until the new officers of the Committee are elected.
- C. The Town Administrator shall designate a town employee to serve as Committee secretary to take the minutes of all Finance Committee Meetings and to assist with Committee communication and organization.

VIII. RESPONSIBILITIES OF THE OFFICERS OF THE COMMITTEE

A. The Chair shall:

1. preside at all meetings of the Committee at which they are present. In doing so, they shall maintain order in the meeting room, recognize speakers, call for votes, and preside over the discussion of agenda items;
2. sign official documents that require the signature of the Chair, following a vote of the Committee;
3. call special meetings of the Committee in accordance with the Open Meeting Law;
4. prepare meeting agendas with the Town Administrator;
5. represent the Committee at meetings, conferences, and other gatherings unless otherwise determined by the Committee or delegated by the Chair;
6. serve as spokesperson of the Committee at Town Meetings and present the Committee's position unless otherwise determined by the Committee or delegated by the Chair;
7. make liaison assignments, as appropriate, and assign overview responsibilities for projects and tasks to Committee members unless otherwise determined by the Committee;
8. arrange for the orientation of new members, unless otherwise noted;
9. ensure that the Committee maintains a legal and open level of communication;
10. ensure that information is equally distributed to all members of the Committee.

- B. The Chair shall have the same rights as other members to offer and second motions and resolutions, to discuss questions, and to vote thereon. The Vice Chair shall act in the place of the Chair during their absence at Committee meetings. Should the Chair leave office, the Vice Chair shall assume the duties of Chair until the Committee elects a new Chair, at the next meeting where all a majority of remaining Committee members are present.

IX. MEETINGS OF THE COMMITTEE

- A. Regular Committee meetings are held prior to the Spring and Fall Town Meetings. The Committee shall not hold regular meetings on days which are designated legal holidays. The secretary of the Committee at the direction of the Chair is responsible for the posting of all Committee meetings in compliance with Open Meeting Law.
- B. Meetings called for any time other than the regular meetings shall be known as "special meetings". The same rules as those established for regular meetings shall apply unless an unforeseen emergency requires a special meeting to be scheduled on a legal holiday. Special meetings shall be called by the Chair, in consultation with the Town Administrator, and with the informal consent of a majority of Committee members.
- C. The Committee may conduct informal "working session" meetings from time to time. Such meetings will be posted in accordance with the Open Meeting Law. A synopsis of transactions of informal meetings shall be made a part of the record of meeting minutes.

X. MEETING PROCEDURES

- A. Committee meetings shall be conducted in accordance with generally accepted rules of parliamentary procedure and the Open Meeting Law. It is the practice that application of said procedure may be on a relatively informal basis.
- B. A quorum shall consist of a majority of the members of the Committee, usually 5 persons. As a practical courtesy, action on critical or controversial matters, the adoption of policy, or appointments shall be taken, whenever practicable, with the full Committee in attendance. Actions and decisions shall be by motion, second, and vote. Split votes will be identified by name in the meeting minutes. The Town Administrator shall designate a town employee to take the minutes of all Finance Committee Meetings to be subsequently reviewed by the Committee and made available to the public in accordance with the Public Records Law.
- C. The Town Administrator is expected to be in attendance at all meetings of the Committee. The Town Administrator shall attend to keep the Committee informed and advised, and to recommend in all matters that fall within the jurisdiction of their office. They shall carry out the actions of the Committee as they relate to budgetary and financial inquiries that arise in the Committee's consideration of Warrant Articles and Town operations. Should the Town Administrator be unable to attend a meeting of the Committee, they shall ~~delegate~~designate another individual for the purpose of assisting the Committee with administrative matters during such meeting.

XI. AGENDA PROCEDURES

- A. The Chair shall have the authority in the determination of the meeting agenda, ~~in coordination with the Town Administrator~~. In order for items to be considered for the agenda, they must be submitted to the Town Administrator by 5:00 p.m. on the Friday of the week preceding the meeting. Items added to the agenda after this time will be considered out of necessity or due to being routine in nature. Agenda items shall be:
1. Call to order
 2. Chair's Announcements
 3. Town Administrator's Update
 4. Scheduled Hearings (as required)
 5. Scheduled Business (as required)
 6. Acceptance of meeting minutes (as required)
 7. Adjournment
- B. The order of the above listed items may be changed at the discretion of the Chair. Each agenda item shall state the action anticipated of the Committee, as appropriate.
- C. Members of the Committee, staff, the Town Administrator or others who prepare background materials for the meeting should have such material available for Committee members a minimum of 48 hours prior to the meeting start time. The agenda materials so provided to the Finance Committee will be posted on the Town website for public access by noon the day of the meeting. If background information is insufficient or complicated, or if complex memos or motions are presented at the meeting which were not included in the Committee's meeting packet, any Committee member may request that the relevant item be tabled to allow Committee members time for careful study of the material.
- D. The agenda for regularly scheduled meetings shall be available to the public and the press at the Town Clerk's Office by 5:00 pm on the Monday prior to the meeting. Completed meeting packets shall be made available electronically and can be requested by the Committee secretary after 5:00 pm on the Monday preceding the regular Committee Meeting.
- E. The core materials contained within the agenda packet shall be posted to the Finance Committee's page on the Town's website by 4:00pm on the day of the Finance Committee's meeting.

XII. MEETING MINUTES

- A. The Town Administrator shall ensure that open meetings of the Committee are recorded electronically. The Town Administrator shall ensure that the Committee secretary has drafted written minutes and made them available to Committee members in a timely manner.

- B. Minutes circulated to members of the Committee on or before the agenda is set for the subsequent meeting shall be considered at that meeting. Changes in the text of minutes shall be reviewed and agreed upon by a majority of voting Committee members. Minutes shall contain a full statement of all items discussed and actions taken by the Committee and of the disposition of all proposals for action. Approved minutes shall be recorded in a Minutes Book and shall be open for public inspection.

XIII. COMMITTEE APPOINTMENTS

- A. The Finance Committee appoints liaisons and representatives to interface with others.
 - 1. **Liaisons** review minutes from other boards/committees and attend their meetings on occasion. They report to the Finance Committee as needed. Liaisons do not have a voice or vote in the activities of the other boards/committees. The Community Preservation Committee is one group that usually has a Finance Committee liaison.
 - 2. **Representatives** are full voting members of the board or committee to which they are appointed. The Capital Planning Committee is one group that requires a Finance Committee representative.
- B. The Committee shall endeavor to make its annual **Committee** appointments in June. Appointments made in June shall have terms beginning on July 1 and expiring on June 30. In addition, as the need arises, the Committee may make appointments throughout the year for terms to take immediate effect, with expiration dates of June 30, or consistent with the seat being filled. Terms shall not exceed three years, unless specifically allowed by MGLA. Committee members shall be able to serve consecutive or non-consecutive three years terms with no limit.

XIV. RELATIONS WITH RESIDENTS

- A. In recognizing that it is accountable to the residents of the Town, it is the policy of the Committee to make every effort to strengthen communications with residents. The Committee will act to increase resident participation, encourage citizen input into government decisions, and to keep residents informed of all actions contemplated or taken by the Committee which will affect them. To this end, at every Committee meeting, the public will be allowed to ask questions or make statements relative to the matter under consideration at the discretion of the Chair. The Town Administrator and Chair will ensure that all residents' questions concerning Warrant Articles are answered promptly.

XV. TOWN MEETINGS

- A. The Finance Committee's primary responsibility is advisory. It closely examines all ~~warrant article~~**Warrant Articles**, including the annual budget, that will be

presented to Town Meeting and makes recommendations to the voters on the course of action that the town should follow. Advice the Finance Committee provides to Town Meeting is as follows:

1. Every Town Meeting is called by posting a ~~warrant~~ Warrant that contains separate articles for the business that is to be conducted. The Finance Committee makes a recommendation on every ~~warrant article~~ Warrant Article. The recommendation must address any fiscal aspects and generally includes the reasons for the recommendation. The Finance Committee can recommend:
 - a) to approve an article;
 - b) to not approve an article;
 - c) to approve an article with an amendment (for example, to appropriate a different amount of funds than requested by the sponsor of an article); or
 - d) to take no action.
2. For every expenditure that the Finance Committee recommends, the Finance Committee must also recommend a method of funding. For every article involving an expenditure, a motion will be made at Town Meeting to:
 - a) *raise and appropriate* (to fund through taxes and state aid);
 - b) *to appropriate and transfer from available funds* (most often free cash);
 - c) *to appropriate and transfer from the stabilization fund*; or
 - d) *to appropriate and borrow a sum of money*.

Traditionally the Moderator has offered the Finance Committee the right to make the first motion on all the articles in the Warrant.

B. Preparation of Recommendations

1. The Finance Committee is the only body in town that objectively considers the overall financial picture for all residents of the town. In making recommendations, the Finance Committee takes the following course of action:
 - a) Gather input via public hearings at budget reviews at Finance Committee meetings. Attending selected meetings of other boards and reviewing meeting minutes is also recommended. The Finance Committee is empowered to require the Town Administrator, the Finance Director, the School Committee or any other town agency to furnish it with any information that it deems necessary in making recommendations on articles.
 - b) Determine the cost to the town (if any) of each ~~article~~ Article. Most

often this is an amount to be appropriated, but there may be future costs or streams of income not reflected in the immediate appropriation. The Committee reviews the source of funding (property taxes, stored assets, state grants, etc.), the total amount, and, in the case of property taxes, the effect on individual tax bills. Because most Millis residences are single-family homes, the Finance Committee has traditionally estimated the impact to the average single-family residential tax.

- c) Weigh the cost against the benefit that these funds will bring. The Finance Committee should also consider whether the ~~article~~Article, regardless of ~~the-its~~ financial consequences, is considered to be beneficial to the town.
 - d) Where feasible, examine alternatives to proposed funding sources.
 - e) Consider the overall financial picture in terms of:
 - (1) Any resulting overall tax increases
 - (2) Impact to free cash and stabilization fund
 - (3) Need for Proposition 2½ override
 - (4) Effect on the overall debt schedule
 - (5) Long-term consequences and sustainability of proposed expenditures.
2. When these considerations have been made (through debates at public meetings), the Finance Committee must vote its recommendations on each ~~article~~Article, which will then be printed in the Finance Committee's report sent out to each Millis ~~resident~~residence prior to Town Meeting.

C. Format of the Recommendations

1. According to the ~~by~~By-laws, the Finance Committee must "make a written report of its findings and its recommendations" on all the ~~articles~~Articles in the warrant for each Town Meeting. Typically, this report from the Finance Committee is provided with each warrant that is mailed to every Millis residence at least fourteen (14) days prior to the meeting to give the voters the most possible time to study the report. The Chair writes a Finance Committee Report Introduction that is included in the warrant for the Annual Town Meeting.
2. The Finance Committee report typically includes:
 - a) Cover page with the date, time and location of the Town Meeting
 - b) Table of Contents with any notes from the Moderator
 - c) Introduction written by the Chair, including the following:
 - (1) an overview of the town's financial status
 - (2) overview of the town's debt schedules

- (3) estimates of free cash available
 - (4) an accounting of the reserve fund for the previous fiscal year
 - (5) listing of all the members of the Finance Committee
 - d) Description of Articles and Finance Committee recommendations written by individual Finance Committee members
 - e) A full copy of the Warrant
 - f) A copy of the proposed Annual Budget (for Spring Town Meetings)
 - g) A copy of any proposed changes to the Town's Personnel Plan
 - h) Capital Planning Committee Report
 - i) Millis Municipal Finance/Budget Glossary
3. Where it is not possible to include all recommendations in the ~~warrant~~ Warrant because the information needed to make a decision is not available when the ~~warrant~~ Warrant goes to print, the Committee can provide recommendations other than what is printed in the report by providing a handout at Town Meeting.
4. If the sponsor of an ~~article~~ Article wants to make a motion that differs from that printed in the ~~warrant~~ Warrant (for example, a different monetary amount), a written recommendation to the ~~article~~ Article as printed in the ~~warrant~~ Warrant is required to be included in the Finance Committee Report even though what is actually voted on at Town Meeting may differ.

D. Finance Committee Duties at Town Meeting

1. It is expected that all members of the Finance Committee attend Town Meeting to the extent possible to provide information for each article. The Millis Finance Committee's role at Town Meeting is to:
- a) Present an overview of the Warrant, given by the Chair in the form of a presentation near the beginning of Town Meeting. In recent years it has consisted of a big picture overview similar to the report in the ~~warrant~~ Warrant and providing context to the financial picture of the town before getting into details of the individual articles.
 - b) Make recommendations on each ~~article~~ Article. As each ~~article~~ Article is discussed, a member of the Finance Committee ~~verbally-orally~~ makes a recommendation ~~on such~~. With the Moderator's permission the Finance Committee may also give presentations on ~~articles~~ Articles that merit in-depth discussion.
 - c) Should three (3) or more members of the Finance Committee dissent from the majority-voted recommendation on a Warrant Article, the group may present a "Minority Report" at Town Meeting explaining their dissent from the majority and presenting their recommendation to Town Meeting. For less than three dissenting members, such members may present their opposition to the Finance Committee's recommendation from the floor of Town Meeting as an individual

Town Meeting member in the time allocated for discussion of the article by the Moderator.

- d) Provide any additional information that the Moderator deems appropriate. This is often done in response to a participant's request or question.
 - e) Balance the budget. After the conclusion of all business the budget must be balanced or the state will not certify the results of Town Meeting. The Finance Committee must ensure that during the course of Town Meeting:
 - (1) The Town does not raise and appropriate more than maximum allowable under Proposition 2½ without an override election.
 - (2) The Town does not appropriate and transfer from available funds (for example, free cash) more funds than it has available.
2. Once an article has been voted on, that ~~article~~ Article can be reconsidered only within Town Meeting. If at the end of Town Meeting the budget does not balance, it may be desirable to reconsider some ~~articles~~ Articles. If this situation is likely to arise, the Finance Committee should select some ~~articles~~ Articles and announce the intent to reconsider them at the time Town Meeting takes up the ~~article~~ Article to balance the budget.

XVI. RELATIONS WITH OTHER TOWN COMMITTEES AND COMMITTEES

- A. The Committee is aware that coordination and cooperation ~~is~~ are needed among the Town's major boards, committees, and commissions to set town-wide goals and priorities; identify and anticipate major problems; ~~work~~ work together toward their resolution; and develop a process for dealing with the state and federal government. In particular, it is the desire of the Committee to continue with at least 2 joint meetings with the School Committee and Select Board per year ("Tri-Board") to foster cooperation, efficiency and enhance communication between the three groups prior to each Town Meeting.
- B. The Town Administrator is responsible for inter-committee communications with the Tri-Board members in operations of government. The Town Administrator shall develop a process for the exchange of information and the provision of advice and recommendations among the boards, committees, and commissions with common interest.

TOWN OF MILLIS DPW STUDY of ENTERPRISE FUNDS COST ANALYSIS

Presentation to Finance Committee

April 14, 2021



COMMUNITY PARADIGM ASSOCIATES, LLC

Project History

- Comprehensive DPW Review was Initiated by Select Board
 - Numerous questions regarding the fee structure of the Town's public works enterprises (water, sewer, stormwater)
 - Initial Report to Select Board in March 2020

March 2020 Report

Are Direct and Indirect Costs of Enterprise Funds Reasonable?

Findings:

- Limited Documentation of Methodology
- Limited Involvement of Existing Staff with Methodology

Recommendation:

- Complete Revision of Methodology

PRELIMINARY DATA

Town of Millis

ENTERPRISE FUNDS - Direct and Indirect Costs

Summary: Cost Analysis - FY2021

		FY2021	FY2021	FY2021
		Water Enterprise	Sewer Enterprise	Stormwater Enterprise
		Budget-Art. 5	Budget-Art. 4	Budget-Art. 6
1	Direct Costs (as voted by Town Meeting)			
2	Compensation (salaries and wages-Table A5)			
3	FY21 Salary Budget-excluding overtime	\$ 336,180	\$ 250,759	\$ 152,657
4	Compensation-Based on Work Hour Analysis	\$ 224,639	\$ 105,773	\$ 68,996
5	Difference	\$ 111,541	\$ 144,986	\$ 83,661
6	Overtime (budget)	\$ 50,000	\$ 15,392	\$ 23,000
7				
8	Expenses-Budgeted (less debt serv. & CR Assessment)	\$ 704,741	\$ 388,461	\$ 382,214
9	Debt Service	\$ 598,022	\$ 296,808	\$ -
10	Assessment-Charles River Water Pollution Control District	\$ -	\$ 468,826	\$ -
11	Total Budgeted Direct Costs (based on Row 3)	\$ 1,688,943	\$ 1,420,246	\$ 557,871
12	Total Direct Costs Based on Work Hour Analysis (based on Row 4)	\$ 1,577,402	\$ 1,275,260	\$ 474,210
13				
14	Indirect Costs (Based on FY19 Actual Expenditures)	Allocations/Transfer From General Fund-Based on FY19 Actual Expenditures (All links to Tab 1)		
15	<i>(All Rows Below are Linked to Tab 1)</i>			
16	Vehicle Depreciation, Maintenance, Fuel and Insurance Costs	\$ 10,313	\$ 21,903	\$ 6,727
17	Auto Insurance	\$ 977	\$ 460	\$ 300
18	Indirect DPW Administration including Benefits	\$ 71,499	\$ 30,740	\$ 24,821
19	Workers Compensation Premiums (as Audited by MIIA)	\$ 7,275	\$ 5,660	\$ 1,465
20	Retiree Health and Pension Benefits	\$ 42,100	\$ 19,823	\$ 12,931
21	Indirect Town Expenses	\$ 76,460	\$ 72,749	\$ 33,877
22	Liability and Property Insurance	\$ 9,119	\$ 3,197	\$ 169
23	Employee Benefits (Health, Pension, Medicare and OPEB)	\$ 48,291	\$ 39,686	\$ 31,686
24	Total Indirect Costs	\$ 266,034	\$ 194,217	\$ 111,976
25	Budgeted Indirect Costs	\$ 261,248	\$ 213,749	\$ 139,173
26				
27	Total Expenses-Budgeted	\$ 1,950,191	\$ 1,633,995	\$ 697,044
28	Total Expenses-Actual Based on Analysis	\$ 1,843,437	\$ 1,469,477	\$ 586,186
29	Difference (Excess Costs by Enterprise Fund)	\$ 106,754	\$ 164,518	\$ 110,858
30	PERCENT OVER	5.8%	11.2%	18.9%
31	Note: Special pay stipends have not been fully analyzed and may increase the Compensation-Based on Work Hour Analysis, Row 4			

Suggested Next Steps

1. Complete the Analysis (*Licenses and Auto Insurance*)
2. Vet Community Paradigm Methodology
3. Methodology to be Adopted by Select Board
4. Undertake FY22 Analysis to Provide Second FY Data Point (*Note: FY21 Analysis was based on COVID period*)
5. Goal of Using a 3-Year Rolling Average as the Basis for Rate Setting / Enterprise Budgets
6. Adjust Enterprise Fund Rates as Necessary

Questions and Discussion

Enterprise Indirects FY22

				45%	55%		100%
			Enterprise				
	FY22 Total	Indirect Allocation	Allocation Amount			Indirect Allocation	
	Budget	Rate Water/Sewer	Water/Sewer	Sewer	Water	Rate Storm Water	Storm Water
Department							
Town Admin/BOS Office	\$422,214	10.0%	\$42,221	\$19,000	\$23,222	3.3%	\$13,933
Legal	\$95,000	10.0%	\$9,500	\$4,275	\$5,225	3.3%	\$3,135
Accounting	\$270,842	10.0%	\$27,084	\$12,188	\$14,896	3.3%	\$8,938
Treasurer/Collector	\$271,887	20.0%	\$54,377	\$24,470	\$29,908	6.7%	\$18,216
Assessor	\$143,895	5.0%	\$7,195	\$3,238	\$3,957	1.8%	\$2,518
IT Administration	\$290,645	5.0%	\$14,532	\$6,540	\$7,993	1.8%	\$5,086
Contract Neg Related	\$0 mix		\$0	\$0	\$0 mix		\$0
<i>Subtotal Department</i>			<u>\$154,910</u>	<u>\$69,710</u>	<u>\$85,201</u>		<u>\$51,827</u>
Expenses							
Health Insurance	\$3,352,591	3.10%	\$103,930	\$46,769	\$57,162	0.85%	\$28,412
Pension	\$2,229,677	12.30%	\$274,250	\$123,413	\$150,838	3.42%	\$76,359
Worker's Com	134,939	3.10%	\$4,183	\$1,882	\$2,301	0.85%	\$1,144
<i>Subtotal Expenses</i>			<u>\$382,364</u>	<u>\$172,064</u>	<u>\$210,300</u>		<u>\$105,914</u>
Total Indirect Allocation			<u>\$537,274</u>	<u>\$241,773</u>	<u>\$295,501</u>		<u>\$157,741</u>
							\$695,015

Town of Millis - Enterprise Fund Indirect Cost Increase FY21 to FY22

	Water	Sewer	Stormwater	
FY21	\$213,749	\$261,248	\$139,173	\$614,170
FY22	\$241,773	\$295,501	\$157,741	\$695,015
Total Increase:	\$28,025 13.11%	\$34,252 13.11%	\$18,568 13.34%	\$80,845

Enterprise Funds: A Best Practice

Introduction	
Purpose	<p>This guide will help you understand:</p> <ul style="list-style-type: none">• The definition of “Enterprise Fund”.• Why enterprise funds are important to your utility.• How to implement enterprise funds.
Target Audience	<p>This guidance is intended for owners, managers, and operators of water, sewer, and stormwater systems, local officials, technical assistance providers and state personnel. The primary focus of this guidance is for Massachusetts’ water, sewer and stormwater systems.</p>

Enterprise Funds
<p>An enterprise fund is considered the best practice to promote and maintain long-term financial sustainability for water, sewer and stormwater activities. An enterprise fund is a separate accounting and financial reporting mechanism for which revenues and expenditures are segregated into a fund with financial statements separate from all other governmental activities. An enterprise fund identifies the total direct and indirect costs to provide the service and the sources and amounts of revenues that support the service for which a fee is charged in exchange for service. Direct costs generally consist of personnel services, expenses and capital outlay, which are budgeted and accounted for in the enterprise fund. Indirect costs are expenditures budgeted and accounted for in the general fund on behalf of the enterprise fund, which are allocated to the enterprise fund for funding. Examples of indirect costs are central service department costs (accounting, treasury, collections, law and the like), insurances and fringe benefits that are not budgeted and accounted for in the enterprise fund.</p>

Challenges faced by Utility Systems	Benefits of Enterprise Funds
<ul style="list-style-type: none">• Lack of timely and complete financial data.• Rising cost to produce and treat water• Decreasing revenues.• Increasing pressure to conserve water.• Encouraging the efficient use of water.• Depletion of groundwater.• Degradation of water quality• Aging infrastructure.• Maintaining long-term financial sustainability.	<ul style="list-style-type: none">• Identifies a total cost of service and related revenues for a service.• Provides management information to analyze the extent to which revenues are covering expenditures.• Retains and maintains investment income and surplus.• Provides useful information to make decisions on user charges and other financing items.• Provides the value of the enterprise fixed assets and infrastructure and recognizes the cost of the annual depreciation of these assets.• Provides long-term liabilities in the financial statements thus provides both short and long-term financial perspectives.

Implementing Enterprise Funds: The Core Framework

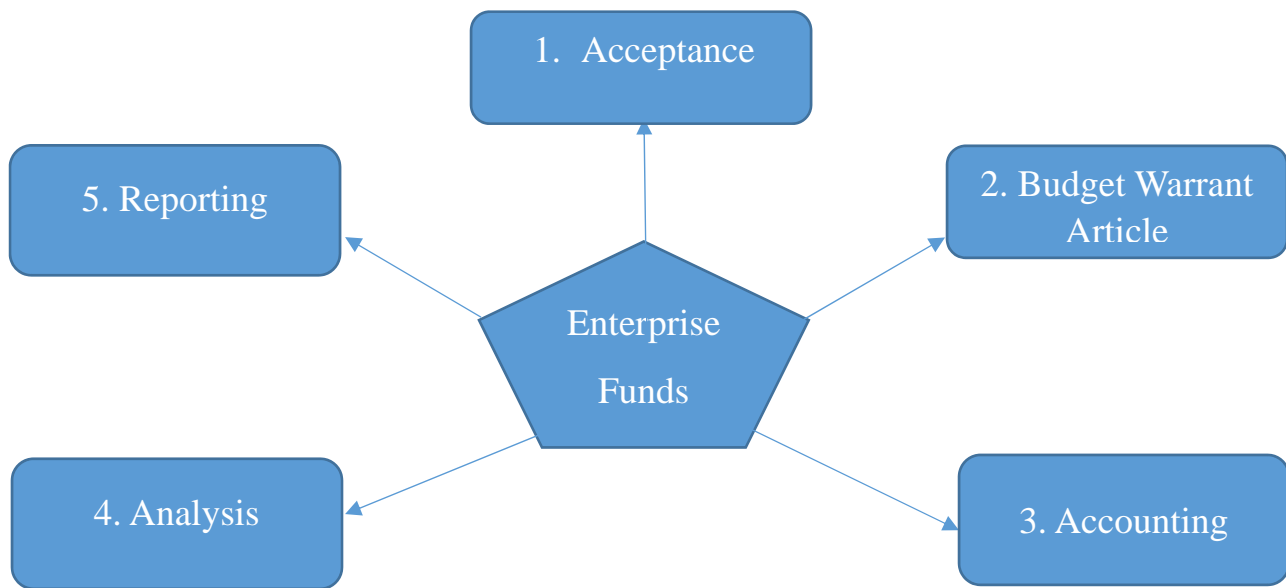
The following framework should be followed to implement enterprise funds. This framework includes:

- (1) Establishment of the enterprise fund by the appropriating authority,
- (2) Establishment of the enterprise fund budget,
- (3) Establishment of the enterprise fund accounting system,
- (4) Analysis of current year revenues and expenditures, and
- (5) Establishment of the enterprise fund reporting system.

Several enterprise fund best practices are listed for each framework element.

While M.G.L. allows for other general laws and special acts, enterprise funds are considered to be the best practice for water, sewer and stormwater activities.¹

Flow Chart: The Five Core Elements of Enterprise Funds



¹ For example, M.G.L. Chapter 41, Section 69B allows for the establishment of a water (but not sewer or stormwater) surplus account.

1. Enterprise Fund Acceptance

The first step in establishing an enterprise fund is for the appropriate government body to accept the provisions of M.G.L. Chapter 44, Section 53F½.² The enterprise fund is established by vote of the city council with the approval of the mayor, by town council or by town meeting. Only Massachusetts cities and towns may adopt an enterprise fund pursuant to M.G.L. c.44, § 53F½.

Best practices include:

- Adopting each enterprise fund separately with its own vote. (Note that water and sewer may be combined; but the better practice is to separate water and sewer into their own enterprise fund).
- Using the following language: “To see if the (city or town) will accept the provisions of Chapter 44, § 53F½ of the Massachusetts General Laws establishing (the service) as an enterprise fund effective fiscal year (year).”³
- Ensuring that the language of the vote clearly states what the service is and when the fund will commence which is recommended to begin at the start of a fiscal year.
- Ensuring that when converting from a special revenue fund to an enterprise fund, the fund balance in the special revenue fund may be transferred to the fund balance of the enterprise fund by vote of the legislative body. Any fund balance not so transferred must close to the general fund on June 30. Any fund balance transferred will become retained earnings only after certification.

² See Exhibit 1.

³ For additional enterprise fund guidance, refer to the Department of Revenue Enterprise Fund Manual, <http://www.mass.gov/dor/docs/dls/publ/misc/enterprisefundmanual.pdf>

2. Enterprise Fund Budgeting and Warrant Article

The second step in establishing an enterprise fund is to develop and have the appropriating body approve a budget. The budget is subject to the appropriation process.

The community should:

- Determine the appropriate indirect costs incurred by the general fund on behalf of each enterprise fund; do not charge the fund costs that are not truly associated with its purpose.
- Determine the direct enterprise fund costs.
- Forecast revenues and expenditures for the upcoming fiscal year.
- Determine if any balances are to be brought forward from the general fund or a restricted fund. If so, the appropriating body must approve the transfer of the balance(s). Refer to language in Exhibit 2.
- Develop a balanced revenue and expenditure budget to include direct and indirect costs. The enterprise fund budget may be one of three scenarios in any fiscal year.
 - Estimated revenues (including any appropriations of enterprise retained earnings) are equal to planned expenditures
 - Estimated revenues exceed planned expenditures where the surplus is budgeted as a reserve
 - Estimated revenues are less than planned expenditures where the difference is subsidized by the general fund or is otherwise provided by another fund.
- Submit to the local executive authority a proposed line item budget no later than one hundred and twenty days prior to the beginning of each fiscal year (March 1), in accordance with Massachusetts General Law.⁴

Best practices include:

- Developing an enterprise fund budget that includes the direct costs of personal services, expenses, and capital outlay.
- Revising user charges prior to setting the tax rate.
- Identifying indirects costs for central services and other costs incurred by the general fund on behalf of the enterprise fund(s) that are allocated to the enterprise fund for funding.
- Requesting an appropriation for direct enterprise fund expenditures.
- Ensuring that indirect costs already included for appropriation in the General Fund operating budget are not to be included for appropriation in the enterprise fund budget.
- Developing a revenue budget that provides for both the direct enterprise fund budget and the indirect costs appropriated in the general fund on behalf of the enterprise fund.
- Including appropriate reserves as part of the budget process, for more information please see Bureau of Accounts Informational Guideline Release (IGR) 08-101.

Refer to Exhibits 2 - 4 for best practice budget formats and language.

⁴ Massachusetts General Law Chapter 44, Section 53 F ½.

3. Enterprise Fund Accounting

The third step in establishing an enterprise fund is to develop an accounting system. Once adopted, the process of establishing the enterprise fund should begin using accounting records and identifying the assets (capital items and infrastructure), liabilities and equity. Related funds in other restricted funds should be identified and transferred to the enterprise fund if voted by the legislative body.

You should work with the finance department to:

- Establish asset, liability, equity, revenues and expenditures accounts consistent with the Uniform Massachusetts Accounting System (UMAS) chart of accounts.⁵
- Ensure that revenues include user charges, utility liens added to taxes, connection fees, betterment assessments, miscellaneous fees, interest earnings, and other financing sources.
- Ensure that expenditures are known.
- Periodically reimburse the general fund during the year for indirect costs.

Best practices include:

- Accounting for enterprise funds on a cash basis.
- Accounting for related capital projects in the capital projects fund.
- Accounting for related fixed assets in the general fixed assets account group.
- Accounting for related long-term debt in the general long-term debt account group.
- Establishing the budget warrant article to be consistent with Schedule A-2 of the Tax Recapitulation Sheet.
- Using budget control accounts to post the enterprise fund revenues and other financing sources and expenditures and other financing uses budget consistent with Schedule A-2.
- Considering the establishment of a special purpose stabilization fund (See IGR 08-101)
- Establishing a separate interest bearing account for the enterprise fund where interest on retained earnings and fund balances remain within the fund (or allocate the interest earnings that would be due on enterprise fund balances and transfer that amount to the enterprise fund on a periodic basis).

⁵ Uniform Massachusetts Accounting System (UMAS) published by the Massachusetts Department of Revenue, Bureau of Accounts. <http://www.mass.gov/dor/docs/dls/publ/misc/umas.pdf>

4. Enterprise Fund Analysis

The fourth step in establishing an enterprise fund is to analyze the data provided to (a) monitor that actual revenue is on target to estimated revenue and (b) that your expenditures are on track to appropriations. This is an important step to ensure that the budget, both revenues and expenditures, are realized based on the annual budget.

You should work with the finance department to:

- Review the budget to actual revenue reports on a monthly basis.
- Reconcile actual revenues to the municipal ledgers.
- Review budget to actual expenditure reports.
- Reconcile actual expenditures to the municipal ledgers.
- See if revenues and expenditures are on track to their respective budgets.
- Analyze variances.
- Discuss the results of the analysis with your enterprise fund team.
- Develop corrective action plans including potential rate increases or expenditure decreases.
- Implement corrective action plans on an as needed basis.

Best practices include:

- Reconciling the budget on a monthly basis.
- Analyzing budget variances on a monthly basis.
- Developing and implementing corrective action plans on a monthly basis.

5. Enterprise Fund Reporting

The fifth step in establishing an enterprise fund is to develop reconciliation procedures and financial reports. General and subsidiary ledgers and balance sheets will need to be reconciled. The accounting officer will need to prepare reports to the Commonwealth and audited reports consistent with proper accounting standards.

You should work with the accounting officer and/or external independent auditors to:

- Reconcile subsidiary ledger(s) to the general ledger(s).
- Reconcile balance sheet accounts receivables to related deferred revenue accounts.
- Reconcile accounts receivables on the general ledger to the collector's records.
- Reconcile Schedule A-2 of the Tax Recapitulation Sheet to the vote by the appropriating authority.
- Review and understand the balance sheets and the methodology to certify retained earnings.

Best practices include:

Reconciliations

- Assist the accounting officer to ensure that ledger and balance sheet reconciliations are performed monthly but no later than quarterly.
- Review debt transactions with your treasurer or chief financial officer to ensure that short and long-term debt has been recorded.
- Review capital transactions with the accounting officer to ensure that fixed assets have been properly accounted for.

Financial Reporting to the State

- Work with the accounting officer to submit the balance sheet including the enterprise fund(s) to the Bureau of Accounts by September 15 of each year for certification of retained earnings.
- Work with the accounting officer to submit the Schedule A including the enterprise fund(s) to the Bureau of Accounts by November 30 of each year.
- Report/accrued revenues consistent with instructions contained in the year-end reporting letter issued by the Director of Accounts. For UMAS accounting purposes, enterprise funds are reported using a "UMAS modified accrual" basis meaning that revenues are recorded on a cash basis during the fiscal year and year-end adjusting entries for certain late payments may be recorded in accordance with the Director's annual year-end guidance to Accountants and Auditors.
- Report expenditures on the modified accrual basis of accounting where goods or services received by June 30 but not paid are to be recorded as an expenditure and a liability.
- Report goods or services ordered at June 30 but not received by June 30 as encumbrances and reserve the amount in the Fund Balance Reserved for Encumbrances account.
- Retained earnings have to be certified by the Bureau of Accounts prior to being spent.

GAAP Financial Reporting

- Report enterprise funds on the accrual basis of accounting.
- Work with the accounting officer and external auditors to understand these reports.

CHAPTER 44 MUNICIPAL FINANCE

Section 53 F1/2 Enterprise funds

Notwithstanding the provisions of section fifty-three or any other provision of law to the contrary, a city or town which accepts the provisions of this section may establish a separate account classified as an "Enterprise Fund", for a utility, health care, recreational or transportation facility, and its operation, as the city or town may designate, hereinafter referred to as the enterprise. Such account shall be maintained by the treasurer, and all receipts, revenues and funds from any source derived from all activities of the enterprise shall be deposited in such separate account. The treasurer may invest the funds in such separate account in the manner authorized by sections fifty-five and fifty-five A of chapter forty-four. Any interest earned thereon shall be credited to and become part of such separate account. The books and records of the enterprise shall be maintained in accordance with generally accepted accounting principles and in accordance with the requirements of section thirty-eight.

No later than one hundred and twenty days prior to the beginning of each fiscal year, an estimate of the income for the ensuing fiscal year and a proposed line item budget of the enterprise shall be submitted to the mayor, board of selectmen or other executive authority of the city or town by the appropriate local entity responsible for operations of the enterprise. Said board, mayor or other executive authority shall submit its recommendation to the town meeting, town council or city council, as the case may be, which shall act upon the budget in the same manner as all other budgets.

The city or town shall include in its tax levy for the fiscal year the amount appropriated for the total expenses of the enterprise and an estimate of the income to be derived by the operations of the enterprise. If the estimated income is less than the total appropriation, the difference shall be added to the tax levy and raised by taxation. If the estimated income is more than the total appropriation, the excess shall be appropriated to a separate reserve fund and used for capital expenditures of the enterprise, subject to appropriation, or to reduce user charges if authorized by the appropriate entity responsible for operations of the enterprise. If during a fiscal year the enterprise incurs a loss, such loss shall be included in the succeeding fiscal year's budget.

If during a fiscal year the enterprise produces a surplus, such surplus shall be kept in such separate reserve fund and used for the purposes provided therefor in this section.

For the purposes of this section, acceptance in a city shall be by vote of the city council and approval of the mayor, in a town, by vote of a special or annual town meeting and in any other municipality by vote of the legislative body.

A city or town which has accepted the provisions of this section with respect to a designated enterprise may, in like manner, revoke its acceptance.

Breakeven Budget

Exhibit 2, below, presents the first scenario where estimated revenues are equal to planned expenditures budget format, and the town meeting or city/town council approval language.

SEWER ENTERPRISE BUDGET	
Moved that \$1,700,000 be appropriated for the sewer enterprise fund	
that \$300,000 be included from Retained Earnings	
for indirect costs and be allocated to the sewer enterprise fund for	
funding, and that \$2,000,000 be raised as follows:	
Departmental Receipts	\$ 1,700,000
Retained Earnings	\$ 300,000
Total Revenues	\$ 2,000,000
and that the fund balances within the sewer special revenue fund at	
June 30, XXXX be transferred to the Sewer Enterprise Fund effective	
July 1, XXXX.	
Revenues	
User Charges	\$ 1,398,000
Connection Fees	\$ 200,000
Interest Earnings	\$ 2,000
Miscellaneous Fees	\$ 100,000
Total Current Revenue	\$ 1,700,000
Retained earnings	\$ 300,000
Total Revenues	\$ 2,000,000
Enterprise Fund Expenditures	
Personal Services	\$ 600,000
Expenses	\$ 1,000,000
Capital Outlay	\$ 100,000
Total Enterprise Fund Expenditures	\$ 1,700,000
Indirect Expenditures	
Health Insurance	\$ 110,000
Pension	\$ 70,000
Central Services	\$ 120,000
Total Indirect Expenditures	\$ 300,000
Total Sewer Expenditures	\$ 2,000,000

Surplus Budget

Exhibit 3 presents the second scenario where estimated revenues exceed planned expenditures budget format, and the town meeting or city/town council approval language.

SEWER ENTERPRISE BUDGET	
Moved that \$1,900,000 be appropriated for the sewer enterprise fund	
that \$300,000 be included in appropriations from the general fund	
for indirect costs and be allocated to the sewer enterprise fund for	
funding, and that \$2,000,000 be raised as follows:	
Department receipts	\$ 2,100,000
Retained Earnings	\$ 100,000
Total Revenues	\$ 2,200,000
and that the fund balances within the sewer special revenue fund at	
June 30, XXXX be transferred to the Sewer Enterprise Fund effective	
July 1, XXXX.	
Revenues	
User Charges	\$ 1,798,000
Connection Fees	\$ 200,000
Interest Earnings	\$ 2,000
Miscellaneous Fees	\$ 100,000
Total Current Revenue	\$ 2,100,000
Retained earnings	\$ 100,000
Total Revenues	\$ 2,200,000
Enterprise Fund Expenditures	
Personal Services	\$ 600,000
Expenses	\$ 1,000,000
Surplus Reserve	\$ 200,000
Capital Outlay	\$ 100,000
Total Enterprise Fund Expenditures	\$ 1,900,000
Indirect Expenditures	
Health Insurance	\$ 110,000
Pension	\$ 70,000
Central Services	\$ 120,000
Total Indirect Expenditures	\$ 300,000
Total Sewer Expenditures	\$ 2,200,000

Subsidy Budget

Exhibit 4 presents the third scenario where planned expenditures exceed estimated revenues budget format which requires a subsidy, and the town meeting or city or town council approval language.

SEWER ENTERPRISE BUDGET	
Moved that \$1,700,000 be appropriated for the sewer enterprise fund that \$300,000 be included in appropriations from the general fund for indirect costs and be allocated to the sewer enterprise fund for funding, and that \$2,000,000 be raised as follows:	
Department receipts	\$ 1,600,000
General Fund Subsidy	\$ 300,000
Retained Earnings	\$ 100,000
Total Revenues	\$ 2,000,000
and that the fund balances within the sewer special revenue fund at June 30, XXXX be transferred to the Sewer Enterprise Fund effective July 1, XXXX.	
Revenues	
User Charges	\$ 1,298,000
Connection Fees	\$ 200,000
Interest Earnings	\$ 2,000
Miscellaneous Fees	\$ 100,000
Total Current Revenue	\$ 1,600,000
General Fund Subsidy	\$ 300,000
Retained earnings	\$ 100,000
Total Revenues	\$ 2,000,000
Enterprise Fund Expenditures	
Personal Services	\$ 600,000
Expenses	\$ 1,000,000
Capital Outlay	\$ 100,000
Total Enterprise Fund Expenditures	\$ 1,700,000
Indirect Expenditures	
Health Insurance	\$ 110,000
Pension	\$ 70,000
Central Services	\$ 120,000
Total Indirect Expenditures	\$ 300,000
Total Sewer Expenditures	\$ 2,000,000

	A	G	H	I	J	K	L	R	T
1		FY20	FY21	FY22	FY22 Requests vs FY21Final	%	FY22	FY22 TA vs FY22 Requests	%
2	<i>Department Breakdown</i>	ACTUAL	TM ADOPTED	DEPT REQUESTS	Variance	Var	TA Proposed BUDGET	Variance	Variance
3	GENERAL GOVERNMENT								
4	SELECTMEN/TA								
5	SALARIES	\$283,942.15	\$303,566.66	\$328,459.08	\$24,892.42	8.2%	\$353,429.39	\$24,970.31	
6	EXPENSES	\$80,465.85	\$75,915.00	\$79,785.00	\$3,870.00	5.1%	\$68,785.00	(\$11,000.00)	
7	TOTAL	\$364,408.00	\$379,481.66	\$408,244.08	\$28,762.42	7.6%	\$422,214.39	\$13,970.31	3.42%
8	FINANCE DIR/ACCOUNTANT								
9	SALARIES	\$249,301.00	\$252,412.54	\$264,304.28	\$11,891.74	4.7%	\$264,304.28	\$0.00	
10	EXPENSES	\$6,529.43	\$6,538.00	\$6,538.00	\$0.00	0.0%	\$6,538.00	\$0.00	
11	TOTAL	\$255,830.43	\$258,950.54	\$270,842.28	\$11,891.74	4.6%	\$270,842.28	\$0.00	0.00%
12	ASSESSORS								
13	SALARIES	\$120,584.05	\$125,012.33	\$134,159.04	\$9,146.71	7.3%	\$134,159.04	\$0.00	
14	EXPENSES	\$7,079.65	\$9,411.00	\$9,736.00	\$325.00	3.5%	\$9,736.00	\$0.00	
15	TOTAL	\$127,663.70	\$134,423.33	\$143,895.04	\$9,471.71	7.0%	\$143,895.04	\$0.00	0.00%
16	TREASURER/COLLECTOR								
17	SALARIES	\$217,017.37	\$221,247.87	\$230,797.04	\$9,549.17	4.3%	\$230,797.04	\$0.00	
18	EXPENSES	\$36,355.07	\$34,475.00	\$41,090.00	\$6,615.00	19.2%	\$41,090.00	\$0.00	
19	TOTAL	\$253,372.44	\$255,722.87	\$271,887.04	\$16,164.17	6.3%	\$271,887.04	\$0.00	0.00%
20	IT ADMINISTRATION								
21	SALARIES	\$612.28	\$0.00	\$80,000.00	\$80,000.00	100.0%	\$80,000.00	\$0.00	
22	EXPENSES	\$147,631.64	\$218,010.00	\$255,045.07	\$37,035.07	17.0%	\$255,045.07	\$0.00	
23	TOTAL	\$148,243.92	\$218,010.00	\$335,045.07	\$117,035.07	53.7%	\$335,045.07	\$0.00	0.00%
24	TOWN COUNSEL								
25	EXPENSES	\$101,032.79	\$81,000.00	\$95,000.00	\$14,000.00	17.3%	\$95,000.00	\$0.00	
26	TOTAL	\$101,032.79	\$81,000.00	\$95,000.00	\$14,000.00	17.3%	\$95,000.00	\$0.00	0.00%
27	TOWN CLERK								
28	SALARIES	\$100,685.90	\$95,952.79	\$113,830.27	\$17,877.48	18.6%	\$101,553.21	(\$12,277.06)	
29	EXPENSES	\$6,852.18	\$7,450.00	\$7,450.00	\$0.00	0.0%	\$11,450.00	\$4,000.00	
30	TOTAL	\$107,538.08	\$103,402.79	\$121,280.27	\$17,877.48	17.3%	\$113,003.21	(\$8,277.06)	-6.82%

	A	G	H	I	J	K	L	R	T
1	FY20		FY21	FY22	FY22 Requests vs FY21Final	%	FY22	FY22 TA vs FY22 Requests	%
2	<i>Department Breakdown</i>	ACTUAL	TM ADOPTED	DEPT REQUESTS	Variance	Var	TA Proposed BUDGET	Variance	Variance
31	REGISTRARS								
32	SALARIES	\$663.00	\$1,280.00	\$1,298.00	\$18.00	1.4%	\$1,298.00	\$0.00	
33	EXPENSES	\$3,755.44	\$4,060.00	\$4,060.00	\$0.00	0.0%	\$4,060.00	\$0.00	
34	TOTAL	\$4,418.44	\$5,340.00	\$5,358.00	\$18.00	0.3%	\$5,358.00	\$0.00	0.00%
35	ELECTIONS								
36	SALARIES	\$18,284.47	\$26,801.00	\$15,814.00	-\$10,987.00	-41.0%	\$15,814.00	\$0.00	
37	EXPENSES	\$12,428.63	\$14,400.00	\$12,350.00	-\$2,050.00	-14.2%	\$12,350.00	\$0.00	
38	TOTAL	\$30,713.10	\$41,201.00	\$28,164.00	-\$13,037.00	-31.6%	\$28,164.00	\$0.00	0.00%
39	PLANNING BOARD								
40	SALARIES	\$22,370.20	\$21,937.42	\$22,953.30	\$1,015.88	4.6%	\$22,953.30	\$0.00	
41	EXPENSES	\$3,189.81	\$9,425.00	\$9,425.00	\$0.00	0.0%	\$9,425.00	\$0.00	
42	TOTAL	\$25,560.01	\$31,362.42	\$32,378.30	\$1,015.88	3.2%	\$32,378.30	\$0.00	0.00%
43	CONSERVATION								
44	SALARIES	\$16,921.15	\$16,559.52	\$17,314.48	\$754.96	4.6%	\$17,314.48	\$0.00	
45	EXPENSES	\$2,396.11	\$4,777.00	\$9,527.00	\$4,750.00	99.4%	\$4,777.00	(\$4,750.00)	
46	TOTAL	\$19,317.26	\$21,336.52	\$26,841.48	\$5,504.96	25.8%	\$22,091.48	(\$4,750.00)	-17.70%
47	ZONING BOARD								
48	SALARIES	\$4,810.68	\$5,018.88	\$5,039.13	\$20.25	0.4%	\$5,039.13	\$0.00	
49	EXPENSES	\$1,674.86	\$1,900.00	\$1,900.00	\$0.00	0.0%	\$1,900.00	\$0.00	
50	TOTAL	\$6,485.54	\$6,918.88	\$6,939.13	\$20.25	0.3%	\$6,939.13	\$0.00	0.00%
51	TOWN BUILDINGS								
52	SALARIES	\$84,217.72	\$85,305.63	\$90,555.00	\$5,249.37	6.2%	\$90,555.00	\$0.00	
53	EXPENSES	\$229,370.40	\$205,980.00	\$213,480.00	\$7,500.00	3.6%	\$208,480.00	(\$5,000.00)	
54	TOTAL	\$313,588.12	\$291,285.63	\$304,035.00	\$12,749.37	4.4%	\$299,035.00	(\$5,000.00)	-1.64%

	A	G	H	I	J	K	L	R	T
1		FY20	FY21	FY22	FY22 Requests vs FY21	%	FY22	FY22 TA vs FY22 Requests	%
2	<i>Department Breakdown</i>	ACTUAL	TM ADOPTED	DEPT REQUESTS	Final Variance	Var	TA Proposed BUDGET	Variance	Variance
55	FINANCE COMMITTEE								
56	SALARIES	\$7,323.54	\$6,100.00	\$6,800.00	\$700.00	11.5%	\$6,800.00	\$0.00	
57	EXPENSES	\$14,368.25	\$17,150.00	\$17,300.00	\$150.00	0.9%	\$17,300.00	\$0.00	
58	TOTAL	\$21,691.79	\$23,250.00	\$24,100.00	\$850.00	3.7%	\$24,100.00	\$0.00	0.00%
59	RESERVE FUND								
60	EXPENSES	\$42,000.00	\$50,000.00	\$50,000.00	\$0.00	0.0%	\$50,000.00	\$0.00	
61	TOTAL	\$42,000.00	\$50,000.00	\$50,000.00	\$0.00	0.0%	\$50,000.00	\$0.00	0.00%
62	GENERAL INSURANCE								
63	EXPENSES	\$505,272.00	\$541,943.64	\$569,040.82	\$27,097.18	5.0%	\$569,040.82	\$0.00	
64	TOTAL	\$505,272.00	\$541,943.64	\$569,040.82	\$27,097.18	5.0%	\$569,040.82	\$0.00	0.00%
65	EMPLOYEE BENEFITS								
66	EXPENSES	\$5,143,037.11	\$5,470,514.11	\$6,026,267.63	\$555,753.52	10.2%	\$6,026,267.63	\$0.00	
67	TOTAL	\$5,143,037.11	\$5,470,514.11	\$6,026,267.63	\$555,753.52	10.2%	\$6,026,267.63	\$0.00	0.00%
68	LINE 1 - GENERAL GOVT	\$7,470,172.73	\$7,914,143.39	\$8,719,318.14	\$805,174.75	10.2%	\$8,715,261.38	(\$4,056.76)	-0.05%
69									
70	PUBLIC SAFETY								
71	POLICE DEPARTMENT								
72	SALARIES	\$1,818,448.41	\$1,974,363.07	\$2,066,738.41	\$92,375.34	4.7%	\$2,020,438.41	(\$46,300.00)	
73	EXPENSES	\$243,401.57	\$238,524.00	\$241,524.00	\$3,000.00	1.3%	\$241,524.00	\$0.00	
74	TOTAL	\$2,061,849.98	\$2,212,887.07	\$2,308,262.41	\$95,375.34	4.3%	\$2,261,962.41	(\$46,300.00)	-2.01%
75	FIRE/RESCUE DEPARTMENT								
76	SALARIES	\$1,498,613.59	\$1,553,165.39	\$1,578,395.50	\$25,230.11	1.6%	\$1,578,395.50	\$0.00	
77	EXPENSES	\$186,568.96	\$216,350.00	\$204,350.00	-\$12,000.00	-5.5%	\$227,350.00	\$23,000.00	
78	TOTAL	\$1,685,182.55	\$1,769,515.39	\$1,782,745.50	\$13,230.11	0.7%	\$1,805,745.50	\$23,000.00	1.29%

	A	G	H	I	J	K	L	R	T
1		FY20	FY21	FY22	FY22 Requests vs FY21Final	%	FY22	FY22 TA vs FY22 Requests	%
2	<i>Department Breakdown</i>	ACTUAL	TM ADOPTED	DEPT REQUESTS	Variance	Var	TA Proposed BUDGET	Variance	Variance
79	DISPATCH								
80	SALARIES	\$254,952.80	\$277,872.87	\$286,677.68	\$8,804.81	3.2%	\$286,677.68	\$0.00	
81	EXPENSES	\$10,707.00	\$9,250.00	\$9,250.00	\$0.00	0.0%	\$9,250.00	\$0.00	
82	TOTAL	\$265,659.80	\$287,122.87	\$295,927.68	\$8,804.81	3.1%	\$295,927.68	\$0.00	0.00%
83	BUILDING DEPT.								
84	SALARIES	\$242,467.80	\$225,361.21	\$231,648.04	\$6,286.83	2.8%	\$231,648.04	\$0.00	
85	EXPENSES	\$8,395.36	\$8,775.00	\$8,775.00	\$0.00	0.0%	\$8,775.00	\$0.00	
86	TOTAL	\$250,863.16	\$234,136.21	\$240,423.04	\$6,286.83	2.7%	\$240,423.04	\$0.00	0.00%
87	SEALER W&M								
88	SALARIES	\$3,262.92	\$3,183.00	\$3,428.63	\$245.63	7.7%	\$3,428.63	\$0.00	
89	EXPENSES	\$63.07	\$150.00	\$150.00	\$0.00	0.0%	\$150.00	\$0.00	
90	TOTAL	\$3,325.99	\$3,333.00	\$3,578.63	\$245.63	7.4%	\$3,578.63	\$0.00	0.00%
91	EMERG MGMT COMM								
92	SALARIES	\$756.00	\$1,500.00	\$1,537.50	\$37.50	2.5%	\$1,537.50	\$0.00	
93	EXPENSES	\$0.00	\$2,500.00	\$2,500.00	\$0.00	0.0%	\$2,500.00	\$0.00	
94	TOTAL	\$756.00	\$4,000.00	\$4,037.50	\$37.50	0.9%	\$4,037.50	\$0.00	0.00%
95	ANIMAL CONTROL								
96	SALARIES	\$79,824.91	\$83,270.00	\$83,270.00	\$0.00	0.0%	\$83,270.00	\$0.00	
97	EXPENSES	\$10,812.35	\$11,300.00	\$11,300.00	\$0.00	0.0%	\$11,300.00	\$0.00	
98	TOTAL	\$90,637.26	\$94,570.00	\$94,570.00	\$0.00	0.0%	\$94,570.00	\$0.00	0.00%
99	LINE 2 - PUBLIC SAFETY	\$4,358,274.74	\$4,605,564.54	\$4,729,544.76	\$123,980.22	2.7%	\$4,706,244.76	(\$23,300.00)	-0.49%
100									
101									

	A	G	H	I	J	K	L	R	T
1	FY20		FY21	FY22	FY22 Requests vs FY21Final	%	FY22	FY22 TA vs FY22 Requests	%
2	<i>Department Breakdown</i>	ACTUAL	TM ADOPTED	DEPT REQUESTS	Variance	Var	TA Proposed BUDGET	Variance	Variance
102	EDUCATION								
103	MILLIS SCHOOLS								
104	SALARIES	\$13,355,755.27	\$13,561,535.35	\$14,145,694.94	\$584,159.59	4.3%	\$14,145,694.94	\$0.00	
105	EXPENSES	\$2,377,414.25	\$2,910,995.78	\$3,027,435.61	\$116,439.83	4.0%	\$3,027,435.61	\$0.00	
106	TOTAL	\$15,733,169.52	\$16,472,531.13	\$17,173,130.55	\$700,599.42	4.3%	\$17,173,130.55	\$0.00	
107	LINE 3 - MILLIS SCHOOLS	\$15,733,169.52	\$16,472,531.13	\$17,173,130.55	\$700,599.42	4.3%	\$17,173,130.55	\$0.00	0.00%
108									
109									
110	TRICOUNTY SCHOOL								
111	EXPENSES	\$807,957.00	\$1,049,674.00	\$955,936.00	-\$93,738.00	-8.9%	\$955,936.00	\$0.00	
112	TOTAL	\$807,957.00	\$1,049,674.00	\$955,936.00	-\$93,738.00	-8.9%	\$955,936.00	\$0.00	
113	LINE 4 - TRI-COUNTY	\$807,957.00	\$1,049,674.00	\$955,936.00	-\$93,738.00	-8.9%	\$955,936.00	\$0.00	0.00%
114									
115	PUBLIC WORKS								
116	DPW HIGHWAY								
117	SALARIES	\$249,292.76	\$261,357.45	\$267,658.14	\$6,300.69	2.4%	\$324,659.74	\$57,001.60	
118	EXPENSES	\$400,348.06	\$384,342.00	\$424,421.00	\$40,079.00	10.4%	\$386,771.00	(\$37,650.00)	
119	TOTAL	\$649,640.82	\$645,699.45	\$692,079.14	\$46,379.69	7.2%	\$711,430.74	\$19,351.60	2.80%
120	STREET LIGHTS								
121	EXPENSES	\$37,564.40	\$38,850.00	\$38,850.00	\$0.00	0.0%	\$38,850.00	\$0.00	
122	TOTAL	\$37,564.40	\$38,850.00	\$38,850.00	\$0.00	0.0%	\$38,850.00	\$0.00	0.00%
123	TRANSFER STATION								
124	SALARIES	\$24,530.07	\$27,447.27	\$28,584.82	\$1,137.55	4.1%	\$28,584.82	\$0.00	
125	EXPENSES	\$83,517.20	\$77,662.00	\$88,148.00	\$10,486.00	13.5%	\$88,148.00	\$0.00	
126	TOTAL	\$108,047.27	\$105,109.27	\$116,732.82	\$11,623.55	11.1%	\$116,732.82	\$0.00	0.00%

	A	G	H	I	J	K	L	R	T
1		FY20	FY21	FY22	FY22 Requests vs FY21Final	%	FY22	FY22 TA vs FY22 Requests	%
2	<i>Department Breakdown</i>	ACTUAL	TM ADOPTED	DEPT REQUESTS	Variance	Var	TA Proposed BUDGET	Variance	Variance
127	SNOW & ICE								
128	SALARIES	\$53,342.69	\$48,000.00	\$48,000.00	\$0.00	0.0%	\$48,000.00	\$0.00	
129	EXPENSES	\$152,440.09	\$170,727.00	\$170,727.00	\$0.00	0.0%	\$170,727.00	\$0.00	
130	TOTAL	\$205,782.78	\$218,727.00	\$218,727.00	\$0.00	0.0%	\$218,727.00	\$0.00	0.00%
131	LINE 5 PUBLIC WORKS	\$1,001,035.27	\$1,008,385.72	\$1,066,388.96	\$58,003.24	5.8%	\$1,085,740.56	\$19,351.60	1.81%
132									
133									
134									
135	HEALTH & HUMAN SERVICES								
136	BOARD OF HEALTH								
137	SALARIES	\$129,283.82	\$136,627.06	\$139,195.00	\$2,567.94	1.9%	\$139,195.00	\$0.00	
138	EXPENSES	\$5,319.09	\$7,215.00	\$7,575.00	\$360.00	5.0%	\$7,575.00	\$0.00	
139	TOTAL	\$134,602.91	\$143,842.06	\$146,770.00	\$2,927.94	2.0%	\$146,770.00	\$0.00	0.00%
140	COUNCIL ON AGING								
141	SALARIES	\$92,268.13	\$114,600.81	\$117,484.49	\$2,883.68	2.5%	\$163,156.87	\$45,672.38	
142	EXPENSES	\$12,262.00	\$8,434.00	\$8,434.00	\$0.00	0.0%	\$11,434.00	\$3,000.00	
143	TOTAL	\$104,530.13	\$123,034.81	\$125,918.49	\$2,883.68	2.3%	\$174,590.87	\$48,672.38	38.65%
144	VETERANS								
145	SALARIES	\$9,630.12	\$11,195.00	\$11,474.88	\$279.88	2.5%	\$18,000.00	\$6,525.12	
146	EXPENSES	\$22,073.97	\$38,700.00	\$48,130.00	\$9,430.00	24.4%	\$48,130.00	\$0.00	
147	TOTAL	\$31,704.09	\$49,895.00	\$59,604.88	\$9,709.88	19.5%	\$66,130.00	\$6,525.12	
148	LINE 6 HLTH/HUMN SERV	\$270,837.13	\$316,771.87	\$332,293.37	\$15,521.50	4.9%	\$387,490.87	\$55,197.50	16.61%
149									

	A	G	H	I	J	K	L	R	T
1		FY20	FY21	FY22	FY22 Requests vs FY21Final	%	FY22	FY22 TA vs FY22 Requests	%
2	<i>Department Breakdown</i>	ACTUAL	TM ADOPTED	DEPT REQUESTS	Variance	Var	TA Proposed BUDGET	Variance	Variance
150	CULTURE & RECREATION								
151	MEMORIAL DAY								
152	EXPENSES	\$1,797.46	\$1,828.00	\$1,828.00	\$0.00	0.0%	\$1,828.00	\$0.00	
153	TOTAL	\$1,797.46	\$1,828.00	\$1,828.00	\$0.00	0.0%	\$1,828.00	\$0.00	0.00%
154	LEGION								
155	EXPENSES	\$4,053.00	\$4,053.00	\$4,053.00	\$0.00	0.0%	\$4,053.00	\$0.00	
156	TOTAL	\$4,053.00	\$4,053.00	\$4,053.00	\$0.00	0.0%	\$4,053.00	\$0.00	0.00%
157									
158									
159	LIBRARY								
160	SALARIES	\$268,378.02	\$284,618.77	\$294,888.00	\$10,269.23	3.6%	\$296,988.00	\$2,100.00	
161	EXPENSES	\$140,297.14	\$145,750.58	\$152,709.00	\$6,958.42	4.8%	\$152,709.00	\$0.00	
162	TOTAL	\$408,675.16	\$430,369.35	\$447,597.00	\$17,227.65	4.0%	\$449,697.00	\$2,100.00	0.47%
163	RECREATION								
164	SALARIES	\$45,411.18	\$31,303.83	\$32,664.87	\$1,361.04	4.3%	\$66,784.87	\$34,120.00	
165	EXPENSES	\$0.00	\$10,000.00	\$0.00	-\$10,000.00		\$2,000.00	\$2,000.00	
166	TOTAL	\$45,411.18	\$41,303.83	\$32,664.87	-\$8,638.96	-20.9%	\$68,784.87	\$36,120.00	110.58%
167									
168	HISTORICAL								
169	EXPENSES	\$6,432.17	\$6,493.00	\$6,493.00	\$0.00	0.0%	\$6,493.00	\$0.00	
170	TOTAL	\$6,432.17	\$6,493.00	\$6,493.00	\$0.00	0.0%	\$6,493.00	\$0.00	0.00%
171	OAK GROVE FARM COMM								
172	EXPENSES	\$4,809.20	\$5,636.00	\$5,636.00	\$0.00	0.0%	\$5,636.00	\$0.00	
173	TOTAL	\$4,809.20	\$5,636.00	\$5,636.00	\$0.00	0.0%	\$5,636.00	\$0.00	0.00%
174	LINE 7 CULTURE & RECREATION	\$471,178.17	\$489,683.18	\$498,271.87	\$8,588.69	1.8%	\$536,491.87	\$38,220.00	7.67%

	A	G	H	I	J	K	L	R	T
1		FY20	FY21	FY22	FY22 Requests vs FY21Final	%	FY22	FY22 TA vs FY22 Requests	%
2	<i>Department Breakdown</i>	ACTUAL	TM ADOPTED	DEPT REQUESTS	Variance	Var	TA Proposed BUDGET	Variance	Variance
175									
176	DEBT SERVICE								
177	PRINCIPAL	\$2,192,800.50	\$2,210,936.00	\$2,274,052.33	\$63,116.33	2.9%	\$2,274,052.33	\$0.00	
178	INTEREST	\$2,307,682.92	\$1,682,587.38	\$1,548,762.20	-\$133,825.18	-8.0%	\$1,548,762.20	\$0.00	0.00%
179									
180	TOTAL	\$4,500,483.42	\$3,893,523.38	\$3,822,814.53	-\$70,708.85	-1.8%	\$3,822,814.53	\$0.00	
181	LINE 8 DEBT SERVICE	\$4,500,483.42	\$3,893,523.38	\$3,822,814.53	-\$70,708.85	-1.8%	\$3,822,814.53	\$0.00	0.00%
182									
183	TOTAL BUDGET	\$34,613,107.98	\$35,750,277.21	\$37,297,698.18	\$1,547,420.97	4.3%	\$37,383,110.52	\$85,412.34	\$0.00
184									
185									
186	TOTAL BUDGET	\$34,613,107.98	\$35,750,277.21	\$37,297,698.18	\$1,547,420.97	4.3%	\$37,383,110.52	\$85,412.34	0.23%
188	DISCRETIONARY	\$23,656,358.45	\$24,794,622.08	\$25,923,639.20	\$1,129,017.12	4.6%	\$26,009,051.55	\$85,412.34	0.33%
	NON-DISCRETIONARY** Includes								
	General Insurance, Benefits,								
189	Tri-County & Debt	\$10,956,749.53	\$10,955,655.13	\$11,374,058.98	\$418,403.85	3.8%	\$11,374,058.98	\$0.00	0.00%
190		\$34,613,107.98	\$35,750,277.21	\$37,297,698.18	\$1,547,420.97	4.3%	\$37,383,110.52	\$85,412.34	0.23%
191									
206									
207	Town Budget		\$8,322,090.95	\$8,750,508.65			\$8,835,920.99		
208	School Budget		\$16,472,531.13	\$17,173,130.55			\$17,173,130.55		
209									
210	Town Budget Increase FY22			\$428,417.70			\$513,830.04		
214									



May 1, 2021

**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 Saturday, the first day of May, AD 2021 at 2:00 p.m. in the Millis High School parking lot located at 245 Plain Street in said Millis:

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

SPRING 2021 TOWN MEETING ARTICLE LIST

1. Unpaid Bills
2. FY21 Additional Wages and Expenses
3. FY22 Operating Budget
4. SEIU #888 & Firefighters Local #4704 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 Historic Resource Reserve Fund – Phase II Walling Map Rehab
10. Community Preservation Open Space/Recreation Reserve Fund – MHS Dugout Project
11. Lansing Millis Memorial Building Repair Project
12. Independent Annual Audit
13. FY22 Personal Property Interim Year Inspections (BOA)
14. FY23 Recertification Process (BOA)
15. Capital Items
16. Tree Pruning/Removal
17. Road Maintenance/Repair
18. New Computer Lease – Year One
19. Design/Construction of Drainage Rehab at Village Street and Birch Street
20. 61A Purchase – Braun Property/Village Street
21. Zoning Bylaw Amendment – Agricultural Based Solar Ordinance
22. Zoning Bylaw Amendment – Parking Dimensions
23. Zoning Bylaw Amendment - Compact Car Parking
24. Zoning Bylaw Amendment – Cannabis Delivery

25. Town Bylaw Addition – Waiver of Town Building Project Permit Fees
26. Authorize the Sale of Town Land – Acorn Street
27. PILOT Agreement – CFB Solar
28. Medicare/Medicaid Reimbursement Services
29. Unemployment Insurance Fund
30. OPEB Fund
31. Stabilization Fund

TOWN OF MILLIS

May 1, 2021 SPRING ANNUAL TOWN MEETING WARRANT

ARTICLE 1. To see if the Town will vote to transfer from available funds or by transfer from the Stabilization Fund, a sum of **\$572.91** to pay the following **unpaid bills** incurred by Town departments from previous fiscal year(s), or take any other action in relation thereto.

Select Board	\$270.00	Mead, Talerman & Costa
Town Clerk	\$79.00	LHS Associates
Town Clerk	\$14.00	Lisa Hardin Re-imburse.-Postage
Town Clerk	\$41.10	Lisa Hardin Re-imburse.-Supplies
IT Administration	\$55.04	CDW-G
Weights & Measures	<u>\$113.77</u>	FY20 Expense Reimbursement
Total		\$572.91

(Submitted by The Select Board)

4/5ths majority

ARTICLE 2. To see if the Town will vote to transfer from available funds, or by transfer from the Stabilization Fund, a sum of money for **additional wages or expenses** not sufficiently funded under Article 4, Operating Budget, of the June 29, 2020 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, 2021, 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 **\$85,000** to fund the estimated first-year cost items contained in the contracts between the **Town of Millis and SEIU Local 888, and Town of Millis and Professional Firefighters of Millis Local #4704**, both to be effective July 1, 2021, 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, 2021**, 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, 2021**, 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, 2021**, 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, 2021, as shown in the FY22 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 2022:

AUTHORIZED REVOLVING FUNDS	FISCAL YEAR EXP. LIMIT
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 2022 estimated revenues for Committee Administrative Expenses	\$12,549.00
(To be divided equally: \$6,274.50 CPC Salary Account: \$6,274.50 CPC Expenses)	
From Undesignated Fund Balance for Long Term Debt- Principal	\$20,000.00
From Undesignated Fund Balance for Long Term Debt- Interest	\$ 9,950.00

Reserves:

From FY2022 estimated revenues for Historic Resources Reserve	\$25,098.00
From FY2022 estimated revenues for Community Housing Reserve	\$25,098.00
From FY2022 estimated revenues for Open Space Reserve	\$25,098.00
From FY2022 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 Historic Resource Reserve Fund for the Preservation & **Rehabilitation of the Henry F. Walling Map Phase II**, 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 High School Dugout Project**, 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, transfer from available funds, or borrow the sum of **\$363,887 to fund the Lansing Millis Memorial Building Repair Project**, or act in any manner in relation thereto.

(Submitted by Select Board)

2/3 majority if borrowing used

ARTICLE 12. To see if the Town will vote to raise and appropriate, or transfer from available funds, the sum of **\$36,750 for an independent audit** of all accounts of all departments of the Town, 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 raise and appropriate, or transfer from available funds, the sum of **\$20,000 for Fiscal Year 2022 Personal Property interim year inspections and Real Estate interim year revaluations**, or act in any manner relating thereto.

(Submitted by Board of Assessors)

Simple majority

ARTICLE 14. To see if the Town will vote to raise and appropriate, or transfer from available funds, the sum of **\$18,000 to conduct the FY23 Recertification Process**, or take any other action in relation thereto.

(Submitted by Board of Assessors)

Simple majority

ARTICLE 15. To see if the Town will vote to raise and appropriate or transfer from available funds the sum of **\$657,131 to fund the following capital items:**

Department	Capital Item	Amount
School	Committed Bus Leases	\$89,999
School	Committed Computer Leases	\$46,600
Police	Committed Police Cruiser Leases	\$34,932
Water EF	D'Angelis Wells PFAS Plant Design Wells Part B	\$200,000
Water EF	Wells 3-6 PFAS Plant Design Part A	\$255,600
Water EF	Water Systems Response Plan	<u>\$30,000</u>
Total		\$657,131

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 appropriate and raise by taxation, or transfer from available funds the sum of **\$40,000 for tree trimming and removal**, or take any other action related thereto.

(Submitted by Select Board)

Simple majority

ARTICLE 17. To see if the Town will vote to appropriate and raise by taxation, or transfer from available funds the sum of **\$143,805.23 for road maintenance and repairs**, or take any other action related thereto.

(Submitted by Select Board)

Simple majority

ARTICLE 18. To see if the Town will vote to raise and appropriate or transfer from available funds, or transfer from the Stabilization fund, or borrow under the provisions of M.G.L. Chapter 44 or any other enabling authority, a sum of **\$23,300 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 19. To see if the Town will vote to raise and appropriate or transfer from available funds, or transfer from the Stabilization fund, or borrow under the provisions of M.G.L. Chapter 44 or any other enabling authority, the sum of **\$711,728 for the Design and Construction of Drainage Rehab at Village and Birch Street**, or take any other action in relation thereto.

(Submitted by Select Board)

2/3 majority if stabilization funds or borrowing used

ARTICLE 20. To see if the Town will vote to appropriate a sum of money to pay costs of acquiring a parcel of land, including any structures thereon, located at 377 Village Street in Millis, as shown on the Millis Assessors' Map No. 41/003 and consisting of 23.10 acres, more or less, including the payment of all costs incidental and related thereto; to determine whether this appropriation shall be raised by borrowing or otherwise, or to take any other action relative thereto.

(Submitted by Select Board)

2/3 majority

ARTICLE 21. To see if the Town will vote to amend the Zoning Bylaws, as most recently amended, by adding a new section as follows:

1. Amend the definition of "Designated Location" in Section XXI.3 (Definitions):

Designated Location: The location(s) designated herein where Large-Scale Ground-Mounted Solar Photovoltaic Installations with a Rated Nameplate Capacity of 250 kW or more may be sited As-of-Right:

(a) in the I-P and I-P-2 Districts, as shown on the Zoning Map of the Town of Millis, Massachusetts referenced in Section III.C of this Zoning By-Law, or

(b) on any lot or grouping of contiguous lots that

(i) is at least 15 acres in total area and

(ii) consists of land

a. that is primarily and directly used for agricultural purposes as defined in M.G.L. c. 61A, § 1; or

b. that is primarily and directly used for horticultural purposes as defined in M.G.L. c. 61A, § 2; or

c. where at least fifty percent (50%) of the total area of the lot or grouping of contiguous lots consists of important farmlands, including without limitation prime farmlands, unique farmland, and additional farmland of statewide importance, identified by the United States Department of Agriculture Natural Resources Conservation Service.

2. Add a new subsection XXI.9(d) to Section XXI.9 (Dimension and Density Requirements):

9. Dimension and Density Requirements:

The following dimensional and density requirements shall apply to all LGSPI.

Setbacks:

For large-scale ground-mounted solar photovoltaic installations, front, side and rear setbacks shall be as follows:

- (a) Front yard: The front yard depth shall be at least 40 feet; provided, however, that where the lot abuts designated Conservation land or land currently used for Recreational purposes, the front yard shall not be less than 50 feet, and where the lot abuts a Residential District, the front yard shall provide a treed fifty foot (50') wide buffer from all Town roads and residential properties, except as provided in (d) below.
- (b) Side yard: Each side yard shall have a depth at least 20 feet; provided, however, that where the lot abuts designated Conservation land or land currently used for Recreational purposes, the side yard shall not be less than 50 feet, and where the lot abuts a Residential District, the side yard shall provide a treed fifty foot (50') wide buffer from all Town roads and residential properties, except as provided in (d) below.
- (c) Rear yard: The rear yard depth shall be at least 30 feet; provided, however, that where the lot abuts designated Conservation land or land currently used for Recreational purposes, the rear yard shall not be less than 50 feet, and where the lot abuts a Residential District, the rear yard shall provide a treed fifty foot (50') wide buffer from all Town roads and residential properties, except as provided in (d) below.
- (d) Subject to application for and receipt of a Special Permit, natural sight barriers (which shall include without limitation rivers, upland gradients, and any wetland setbacks required by the Millis Conservation Commission pursuant to applicable law) may be considered by the Planning Board as a basis for reducing the 50' treed buffer requirement of (a), (b) and (c) above.

or take any other action in relation thereto.

3. Amend Section V. Table 1. Use Regulations, Wholesale, Transportation & Industrial, #20 and add footnote 5 to Table 1 Notes:

Principal Uses	R-T	R-S	R-V	R-V-C	C-V	C-V-2	V-B	I-P	I-P-2

20. Large-Scale Ground-Mounted Solar Photovoltaic Installations with Rated Nameplate Capacity of 250 kW DC or more. (Added June 8, 2015)	N ⁽⁵⁾	N ⁽⁵⁾	N ⁽⁵⁾	N ⁽⁵⁾	N ⁽⁵⁾	N ⁽⁵⁾	N ⁽⁵⁾	P	P
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Table 1 Notes: (Amended May 13, 1985) (Amended June 14, 2010)

(Amended May 12, 2014)

5. But see Section XXI where, under certain conditions, such solar facilities will be allowed in the district.

(Submitted by the Planning Board)

2/3 Majority

ARTICLE 22. To see if the Town will vote to amend the Zoning By-Laws, as most recently amended, by amending the section identified herein as follows:

By amending Section II, Definitions, "Parking Space"

From:

"An off-street space at least 9 ft. in width and 21 ft. in length, having an area of not less than 189 sq. ft., plus access and maneuvering space, whether inside or outside a structure for exclusive use as a parking stall for one motor vehicle.

To: "An off-street space at least 9 ft. in width and 19 ft. in length, having an area of not less than 171 sq. ft.," plus access and maneuvering space, whether inside or outside a structure for exclusive use as a parking stall for one motor vehicle.

or to take any other action related thereto.

(Submitted by the Planning Board)

2/3 Majority

ARTICLE 23. To see if the Town will vote to amend the Zoning By-Laws, as most recently amended, by adding the section identified herein as follows:

1) Amend Section VIII. "Off-Street Parking and Loading Regulations", subsection B "General", by adding the following:

6. In order to reduce the overall impervious surface of off-street parking areas, the Planning Board may allow by Special Permit, the use of parking spaces designed for cars smaller than full size, hereinafter called "compact cars", and still count toward the overall number of spaces required, as follows:

- a. The dimensional requirements of compact car parking spaces shall be 8' x 16' (128 sq ft).
- b. In parking lots containing more than 20 spaces, up to thirty-three (33%) of parking spaces may be designed for use by compact cars. In parking lots with 20 or fewer parking spaces, spaces designed for use by compact cars are not permitted.
- c. Compact car parking spaces shall be located in one (1) or more contiguous areas and shall not be intermixed with spaces designed for full size cars.
- d. Compact car parking spaces shall be clearly designated by pavement marking and labeled as "Compact Car Parking Only."
- e. Compact car parking shall be designed as perpendicular or angled parking only. All parallel parking spaces shall be full sized spaces as defined in Section II of this By-Law.
- f. Approval shall be based upon determination by the Planning Board that safety will be adequately protected and that commonly employed engineering and planning standards have been met in full.
- g. For any reduction in total parking area obtained as a result of using compact parking spaces, an equal area of open space shall be provided in addition to the minimum open space required herein.

or to take any other action related thereto.

(Submitted by the Planning Board)

2/3 Majority

ARTICLE 24. To see if the Town will vote to amend the Zoning Bylaw of the Town of Millis by making the following changes thereto, by deleting the word "as" (underlined) and inserting the italicized and emboldened text shown Section XIII, Special Permit Conditions, subsection V., Recreational Marijuana Establishments, 2. General Regulations, as follows:

- 2. General Regulations: Marijuana Establishments, as defined ***and limited to Marijuana Cultivators, Craft Marijuana Cooperatives, Marijuana Product Manufacturers, Marijuana Microbusinesses, Independent Testing Laboratories, Marijuana Retailers, Marijuana Transporters, Delivery Licensees (including Marijuana Couriers and Marijuana Delivery Operators) Marijuana Research Facilities, but expressly excluding Social Consumption Establishments, as each of those terms are defined*** in G.L. c., 94G, § 1, and 935 CMR 500.000, may be permitted in the I-P-2 district pursuant to a Special Permit issued by the Planning Board, subject to the provisions of this Bylaw.

or take any other action in relation thereto.

(Submitted by the Select Board)

2/3 Majority

ARTICLE 25. To see if the Town will vote to add the following language to the end of Section 26 of Article V. of the General Bylaws (Permanent Building Committee):

“All Municipal Inspection Fees related to inspections of Municipal and School Projects which are under the general supervision and review of the Permanent Building Committee shall be waived. However, the actual costs of such inspections (if any) shall be borne by the project.”

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 authorize the sale by auction or sealed bids of a 0.94 Acre parcel of land off of Acorn Street identified as Parcel ID 0033-0013 on Map 33, Lot 013 Book 4405, Page 585, or take any other action in relation thereto.

(Submitted by the Select Board)

2/3 Majority

ARTICLE 27. To see if the Town will vote to authorize the Select Board to enter into a Payment in Lieu of Taxes Agreement (PILOT) with Solect Energy Development LLC pursuant to the provisions of G.L. c.59, Section 38H(b), or any other enabling authority, for a period of up to 20 years in relation to a 215.67 kW DC, 166.6 kW AC Solar Array to be located on the Clyde F. Brown Elementary School at 7 Park Road, and further to authorize the Select Board to take any actions, and execute any other documents or ancillary agreements necessary, convenient, or appropriate to accomplish the foregoing, and to implement and administer the PILOT agreement, all of which agreements and documents shall be on such terms and conditions and for such consideration as the Select Board deems in the best interests of the Town, or take any other action in relation thereto.

(Submitted by the Select Board)

Simple Majority

ARTICLE 28. To see if the Town will vote to raise and appropriate or transfer from available funds, the sum **of \$5,000 for Medicare/Medicaid Reimbursement Services**, or take any other action in relation thereto.

(Submitted by the School Committee)

Simple Majority

ARTICLE 29. To see if the Town will vote to raise and appropriate or transfer from available funds, the sum of **\$7,700 for the Unemployment Insurance Fund**, or take any other action in relation thereto.

(Submitted by the Select Board)

Simple Majority

ARTICLE 30. 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 31. 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

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 12th day of April in the year two thousand and twenty-one.

**TOWN OF MILLIS
SELECT BOARD**

James J. McCaffrey, Chair

Peter C. Jurmain, Vice-Chair

Erin T. Underhill, Clerk

A True Copy, Attest

Lisa J. Hardin, Town Clerk

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

SPRING 2021 TOWN MEETING MOTION LIST

1. Unpaid Bills
2. FY21 Additional Wages and Expenses
3. FY22 Operating Budget
4. SEIU #888 & Firefighters Local #4704 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 Historic Resource Reserve Fund – Phase II Walling Map Rehab
10. Community Preservation Open Space/Recreation Reserve Fund – MHS Dugout Project
11. Lansing Millis Memorial Building Repair Project
12. Independent Annual Audit
13. FY22 Personal Property Interim Year Inspections (BOA)
14. FY23 Recertification Process (BOA)
15. Capital Items
16. Tree Pruning/Removal
17. Road Maintenance/Repair
18. New Computer Lease – Year One
19. Design/Construction of Drainage Rehab at Village Street and Birch Street
20. 61A Purchase – Braun Property/Village Street
21. Zoning Bylaw Amendment – Agricultural Based Solar Ordinance
22. Zoning Bylaw Amendment – Parking Dimensions
23. Zoning Bylaw Amendment - Compact Car Parking

24. Zoning Bylaw Amendment – Cannabis Delivery
25. Town Bylaw Addition – Waiver of Town Building Project Permit Fees
26. Authorize the Sale of Town Land – Acorn Street
27. PILOT Agreement – CFB Solar
28. Medicare/Medicaid Reimbursement Services
29. Unemployment Insurance Fund
30. OPEB Fund
31. Stabilization Fund

DRAFT

ARTICLE 1.

Motion

I move that the Town vote to transfer from Free Cash the sum of **\$572.91** to pay the following **unpaid bills** incurred by Town departments from previous fiscal year(s), or take any other action in relation thereto.

Select Board	\$270.00	Mead, Talerman & Costa
Town Clerk	\$79.00	LHS Associates
Town Clerk	\$14.00	Lisa Hardin Re-imburse.-Postage
Town Clerk	\$41.10	Lisa Hardin Re-imburse.-Supply
IT Admin.	\$55.04	CDW-G
Weights & Measures	<u>\$113.77</u>	FY20 Expense Reimbursement
Total	\$572.91	

(Submitted by The Select Board)

4/5ths majority

ARTICLE 2.

Motion

I move that the Town vote to transfer from the following accounts the sums of money listed below to fund additional wages and expenses to the accounts listed below which were not sufficiently funded under Article 3, Operating Budget, of the June 29, 2020 Annual Town Meeting:

Transfer From:	Town General Government	\$79,222.14
	General Insurance	\$7,302.64
	Health & Human Services	\$13,617.59
	Culture & Recreation	\$11,615.13
	Public Works	<u>\$16,591.80</u>
	Total	\$128,349.30
Transfer To:	Public Safety	\$98,183.06
	Employee Benefits	<u>\$30,166.24</u>
	Total	\$128,349.30

(Submitted by The Select Board)

Simple majority

ARTICLE 3.

Motion

I move that the Town vote to fix the compensation of elected officers, provide for a reserve fund, and to raise and appropriate, including appropriations from taxation, by transfer from available funds, the sum of \$???????? to defray charges and expenses to the Town, including debt and interest, and a reserve fund, for the general fund, for the fiscal year beginning July 1, 2021 as outlined in Table 2 of the Finance Committee Report with the following revenue sources:

Taxation	\$????????
Ambulance Fund	\$408,152
Perpetual Care Interest	\$332
Sale of Cemetery Lots	\$7,141
Cell Tower Revenue	\$54,677
Bond Premium Release	\$127,147
Marijuana Impact Fees	\$98,131

And to Authorize the following transfers:

Sewer Fund Indirect Costs to General Fund \$242,772

Water Fund Indirect Costs to General Fund \$296,722

Stormwater Fund Indirect Costs to General Fund \$158,518

Simple majority

ARTICLE 4.

Motion

I move that the Town vote to raise and appropriate the sum of **\$85,000** to fund the estimated first-year cost items contained in the contracts between the **Town of Millis and SEIU Local 888, and Town of Millis and Professional Firefighters of Millis Local #4704**, both to be effective July 1, 2021

(Submitted by The Select Board)

Simple majority

ARTICLE 5.

Motion

I move that the Town vote to raise and appropriate from Sewer Department Receipts, the following sums to **operate the sewer enterprise fund beginning July 1, 2021:**

Salaries/Wages	\$288,413
<u>Expenses</u>	<u>\$1,300,976</u>
Total	\$1,589,389

Simple Majority

ARTICLE 6.

Motion

I move that the Town vote to raise and appropriate from Water Department Receipts, the following sums to **operate the water enterprise fund beginning July 1, 2021:**

Salaries/Wages	\$409,449
<u>Expenses</u>	<u>\$1,417,322</u>
Total	\$1,826,771

Simple Majority

ARTICLE 7.

Motion

I move that the Town vote to raise and appropriate from Stormwater Department Receipts, the following sums to **operate the stormwater enterprise fund beginning July 1, 2021:**

Salaries/Wages	\$181,338
<u>Expenses</u>	<u>\$401,559</u>
Total	\$582,897

Simple Majority

CONSENT ARTICLE 8.

Motion

I move that the Town vote to approve the items as written in the Warrant as Consent Article 8

Simple majority

DRAFT

ARTICLE 9.

Motion

I move that the Town vote to appropriate the sum of **\$1,469** from the Community Preservation Historic Resource Reserve Fund for the **Preservation & Rehabilitation of the Henry F. Walling Map Phase II.**

(Submitted by the Community Preservation Committee)

Simple majority

ARTICLE 10.

Motion

I move that the Town vote to appropriate the sum of **\$10,300** from the Community Preservation Open Space/Recreation Resource Reserve Fund for the **Millis High School Dugout Project**.

(Submitted by the Community Preservation Committee)

Simple majority

ARTICLE 11.

Motion

I move that the Town vote to dismiss Article 11.

(Submitted by Select Board)

Simple Majority

DRAFT

ARTICLE 12.

Motion

I move that the Town vote to transfer from Free Cash, the sum of **\$36,750 for an independent audit** of all accounts of all departments of the Town.

(Submitted by The Select Board)

Simple majority

ARTICLE 13.

Motion

I move that the Town vote to transfer from Free Cash, the sum of **\$20,000 for Fiscal Year 2022 Personal Property interim year inspections and Real Estate interim year revaluations.**

(Submitted by Board of Assessors)

Simple majority

ARTICLE 14.

Motion

I move that the Town vote to transfer from Free Cash, the sum of **\$18,000 to conduct the FY23 Recertification Process.**

(Submitted by Board of Assessors)

Simple majority

ARTICLE 15.

Motion

I move that the Town vote to transfer from Free Cash the sum of **\$171,531**, and transfer from the Water Enterprise Reserve Fund the sum of **\$485,600**, for a total sum of **\$657,131 to fund the following capital items:**

<u>Department</u>	<u>Capital Item</u>	
<u>Amount</u>		
School	Committed Bus Leases	\$ 89,999
School	Committed Computer Leases	\$ 46,600
Police	Committed Police Cruiser Leases	\$ 34,932
Water EF	D'Angelis Wells PFAS Plant Design Part B	\$200,000
Water EF	Wells 3-6 PFAS Plant Design Part A	\$255,600
Water EF	Water Systems Response Plan	<u>\$ 30,000</u>
	Total	\$657,131

(Submitted by The Select Board)

Simple majority

ARTICLE 16.

Motion

I move that the Town vote to raise and appropriate the sum of **\$40,000 for tree trimming and removal.**

(Submitted by Select Board)

Simple majority

ARTICLE 17.

Motion

I move that the Town vote to raise and appropriate the sum of **\$50,000**, and transfer from Free Cash the sum of **\$45,000**, and transfer the sum of **\$48,805.23** from Article 26 – “Clyde F. Brown Roof Repairs” – of the Annual Town Meeting of June 5, 2017, for a total sum of **\$143,805.23 for road maintenance and repairs.**

(Submitted by Select Board)

Simple majority

ARTICLE 18.

Motion

I move that the Town vote to transfer from Free Cash the sum of **\$23,300 for a new lease/purchase(s) for computers for the Millis Schools.**

(Submitted by the School Committee)

2/3 majority

ARTICLE 19.

Motion

I move that the Town vote to borrow under the provisions of M.G.L. Chapter 44 or any other enabling authority, the sum of **\$711,728 for the Design and Construction of Drainage Rehab at Village and Birch Streets.**

(Submitted by Select Board)

2/3 majority

ARTICLE 20.

Motion

I move that the Town vote to appropriate \$1,000,000 to pay costs of acquiring a parcel of land, including any structures thereon, located at 377 Village Street in Millis, as shown on the Millis Assessors' Map No. 41/003 and consisting of 23.10 acres, more or less, and presently owned by Richard M. Braun, including the payment of all costs incidental and related thereto, and that to meet this appropriation, the Treasurer, with the approval of the Select Board, is authorized to borrow said amount under and pursuant to G.L. c. 44, §7(1) or any other enabling authority, and to issue bonds or notes of the Town therefor. The Select Board is authorized to apply for, accept and expend any state or federal aid that is or may become available for these purposes, and the total amount authorized to be borrowed by this vote shall be reduced to the extent of any federal or state grants received on account of this project. Any premium received upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with G.L. c. 44, §20 of the General Laws, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount.

(Submitted by Select Board)

2/3 majority

ARTICLE 21.

Motion

I move that the Town vote to approve Article 21 as written in the warrant.

(Submitted by the Select Board)

2/3 Majority

ARTICLE 22.

Motion

I move that the Town vote to approve Article 22 as written in the warrant.

(Submitted by the Planning Board)

2/3 Majority

ARTICLE 23.

Motion

I move that the Town vote to approve Article 23 as written in the warrant.

(Submitted by the Planning Board)

2/3 Majority

ARTICLE 24.

Motion

I move that the Town vote to approve Article 24 as written in the warrant.

(Submitted by the Select Board)

2/3 Majority

ARTICLE 25.

Motion

I move that the Town vote to add the following language to the end of Section 26 of Article V. of the General Bylaws (Permanent Building Committee):

“All Municipal Inspection Fees related to inspections of Municipal and School Projects which are under the general supervision and review of the Permanent Building Committee shall be waived. However, the actual costs of such inspections (if any) shall be borne by the project.”

(Submitted by the Select Board)

Simple Majority

ARTICLE 26.

Motion

I move that the Town vote to authorize the sale by auction or sealed bids of a 0.94 Acre parcel of land off of Acorn Street identified as Parcel ID 0033-0013 on Map 33, Lot 013 Book 4405, Page 585.

(Submitted by the Select Board)

2/3 Majority

ARTICLE 27.

Motion

I move that the Town vote to authorize the Select Board to enter into a Payment in Lieu of Taxes Agreement (PILOT) with Solect Energy Development LLC pursuant to the provisions of G.L. c.59, Section 38H(b), or any other enabling authority, for a period of up to 20 years in relation to a 215.67 kW DC, 166.6 kW AC Solar Array to be located on the Clyde F. Brown Elementary School at 7 Park Road, and further to authorize the Select Board to take any actions, and execute any other documents or ancillary agreements necessary, convenient, or appropriate to accomplish the foregoing, and to implement and administer the PILOT agreement, all of which agreements and documents shall be on such terms and conditions and for such consideration as the Select Board deems in the best interests of the Town.

(Submitted by the Select Board)

Simple Majority

ARTICLE 28.

Motion

I move that the Town vote to transfer from Free Cash, the sum of **\$5,000 for Medicare/Medicaid Reimbursement Services.**

(Submitted by the School Committee)

Simple Majority

ARTICLE 29.

Motion

I move that the Town vote to transfer from Free Cash, the sum of **\$7,700 for the Unemployment Insurance Fund.**

(Submitted by the Select Board)

Simple Majority

ARTICLE 30.

Motion

I move that the Town vote to dismiss Article 30.

(Submitted by the Select Board)

Simple Majority

ARTICLE 31.

Motion

I move that the Town vote to dismiss Article 31.

(Submitted by the Select Board)

Simple Majority

Town of Millis
May 2021 Annual Town Meeting Article List

#	Article	Amount:	Rec:	Funding Source:	FinCom
1	Unpaid Bills	\$572.91	Yes	Free Cash	Katie
2	FY21 Additional Wages and Expenses				Pete
	Transfer To:				
	Public Safety	\$98,183.06	\$79,222.14	Town General Government	
	Employee Benefits	\$30,166.24	\$7,302.64	General Insurance	
	Total:	\$128,349.30	\$13,617.59	Health and Human Services	
			\$11,615.13	Culture and Recreation	
			\$16,591.80	Public Works	
3	FY22 Operating Budget	TBD			Pete
		TBD		Taxation	
		\$408,152.00		Ambulance Fund	
		\$332.00		Perpetual Care Interest	
		\$7,141.00		Sale of Cemetery Lots	
		\$54,677.00		Cell Tower Revenue	
		\$127,147.00		Bond Premium Release	
		\$98,131.00		Marijuana Impact Fees	
		\$242,772.00		Sewer Enterprise Fund - Indirect Cost to General Fund	
		\$296,722.00		Water Enterprise Fund - Indirect Cost to General Fund	
		\$158,518.00		Stormwater Enterprise Fund - Indirect Cost to General Fund	
		\$85,000.00		Taxation	Jim
4	SEIU #888 & Firefighters Local #4704 Contract Ratification				Pete
5	Sewer Enterprise Fund:				
	Salaries	\$288,413.00			
	Expenses	\$1,300,976.00	\$1,589,389.00	Sewer Department Receipts	
6	Water Enterprise Fund:				Pete
	Salaries	\$409,449.00			
	Expenses	\$1,417,322.00	\$1,826,771.00	Water Department Receipts	
7	Stormwater Enterprise Fund:				Pete
	Salaries	\$181,338.00			
	Expenses	\$401,559.00	\$582,897.00	Stormwater Department Receipts	
8	Consent Agenda:		Yes		Katie
	Amendments to Personnel Plan - Schedule A Salary	See Addendum		Taxation	
	Board of Health Appointing Authority	N/A			
	Revolving Funds:				
	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			
	Veterans Memorial Building Custodial/Maintenance Fund	\$6,000.00			
	School Department Food Service Fund	\$360,000.00			
	School Department Transportation Fund	\$500,000.00			
	Stormwater Management Fund	\$10,000.00			
	Board of Health Medical Services/Vaccinations Fund	\$20,000.00			
	Board of Health 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			
	Community Preservation Fund:				
	FY22 Administrative Expenses	\$12,549.00			
	Long Term Debt - Principal	\$20,000.00			

Town of Millis
May 2021 Annual Town Meeting Article List

#	Article		Amount:	Rec:	Funding Source:	FinCom
	Long Term Debt - Interest	\$9,950.00				
	FY22 Estimated Revenues for Historic Resources Reserve	\$25,098.00				
	FY22 Estimated Revenues for Community Housing Reserve	\$25,098.00				
	FY22 Estimated Revenues for Open Space Reserve	\$25,098.00				
	FY22 Estimated Revenues for Budgeted Reserve	\$80,000.00	\$197,793.00		Community Preservation Act	
9	Community Preservation Historic Resource Reserve Fund - Phase II Walling Map Rehab		\$1,469.00	Yes	CPA Historic Resource Reserves	Craig
10	Community Preservation Open Space/Recreation Reserve Fund - MHS Dugout Project		\$10,300.00	Yes	CPA Open Space/Recreation Resource Reserves	Craig
11	Lansing Millis Memorial Building Repair Project		\$363,887.00	Yes	To Be Determined	Craig
12	Independent Audit		\$36,750.00	Yes	Free Cash	Joyce
13	FY22 Personal Property Interim Year Inspections - Board of Assessors		\$20,000.00	Yes	Free Cash	Joyce
14	FY23 Recertification Process - Board of Assessors		\$18,000.00	Yes	Free Cash	Joyce
15	Capital Items:					Pete
	School Bus Leases	\$89,999.00	\$171,531.00		Free Cash	
	School Committed Computer Lease	\$46,600.00	\$485,600.00		Water Enterprise Reserve Fund	
	Police Committed Cruiser Lease	\$34,932.00				
	DPW D'Angelis Wells PFAS Plant Design - Part B	\$200,000.00				
	DPW Wells #3 -6 PFAS Plant Design - Part A	\$255,600.00				
	DPW Emergency Response Plan	\$30,000.00				
	Total:	\$657,131.00				
16	Tree Pruning and Removal		\$40,000.00	Yes	Taxation	Joyce
17	Road Maintenance and Repair	\$143,805.23	\$50,000.00		Taxation	Cathy
			\$45,000.00		Free Cash	
			\$48,805.23		Article #26 - CFB Roof Repairs-June 5,2017 Town Meeting	
18	New School Computer Lease - Year 1		\$23,300.00	Yes	Free Cash	Jim
19	Design/Construction of Drainage Village Street and Birch Street		\$711,728.00	Yes	Borrowing - Stormwater Enterprise Fund	Doug
20	61A Purchase - Braun Property, 377 Village Street (23.1 Acres)		\$1,000,000.00		Borrowing	Craig
21	Zoning ByLaw Amendment - Performance Based Solar Ordinance		N/A	Yes		Doug
22	Zoning ByLaw Amendment - Parking Dimensions		N/A	No		Doug
23	Zoning ByLaw Amendment - Compact Car Parking		N/A	Yes		Doug
24	Zoning ByLaw Amendment - Cannabis Delivery		N/A	Yes		Doug
25	Town ByLaw Addition - Waiver of Town Building Project Permit Fees		N/A	Yes		Cathy
26	Authorize the Sale of Town Land - Acorn Street		N/A	Yes		Jodie
27	PILOT Agreement - Clyde F. Brown Solar		N/A	Yes		Jodie
28	Medicare/Medicaid Reimbursement Services		\$5,000.00	Yes	Free Cash	Katie
29	Unemployment Insurance Fund		\$7,700.00	Yes	Free Cash	Jodie
30	OPEB Fund					Jodie
31	Stabilization Fund					Jodie

Select Board Vote to Dismiss

To Be Voted or Recommend at Town Meeting

Free Cash:	\$425,990.34
Appropriated:	\$327,853.91
Marijuana Impact Fees Appropriated:	\$98,131.00
Balance:	\$5.43

Stephen F. Dockray
Superintendent-Director

Michael J. Procaccini
Principal

Daniel Haynes
Business Manager



TRI • COUNTY

REGIONAL VOCATIONAL TECHNICAL HIGH SCHOOL
147 POND STREET • FRANKLIN • MASSACHUSETTS 02038
Telephone: 508-528-5400 • Administration Fax: 508-528-6074
Business Office Fax: 508-528-3698 • www.tri-county.us

MEMBER TOWNS:

Franklin, Medfield,
Medway, Millis, Norfolk,
North Attleboro, Plainville,
Seekonk, Sherborn, Walpole,
Wrentham

March 23, 2021

Ms. Jennifer Scannell, Collector/Treasurer
Town of Millis
900 Main Street
Millis, MA 02054

Dear Ms. Scannell,

The Tri-County Regional Vocational Technical School District, at its regular School Committee meeting held on March 17, 2021, adopted an operating budget of \$20,237,539, a capital budget of \$300,000 and member assessments of \$13,773,620 for its fiscal year commencing on July 1, 2021. The District voted to apply \$150,000 from its Certified Excess and Deficiency (E & D) to its 2021-2022 operating and capital budget. Enclosed, please find the following information pertaining to the Tri-County Regional Vocational Technical School District Operating and Capital Budget for Fiscal Year 2021-2022.

1. Certified Copy of Assessments
2. Budget Summary

Please keep in mind that the attached budget summary and assessment sheet are based on the Governor's Budget and is subject to change. Once the State's Fiscal Year 2021-2022 budget is passed by the legislature and signed by the Governor, we will send you a revised budget summary and your final assessment, if there are any changes to the enclosed information.

The assessments are due and payable in twelve monthly installments on or before the first day of each month.

Payments should be made payable to Tri-County RVTHS and forwarded to the School District's Business Office.

If you have any questions concerning this matter, please contact the Business Office.

Very truly yours,

A handwritten signature in blue ink, appearing to read "John M. Roy".

John M. Roy, Treasurer
Tri-County Regional Vocational
Technical School District

Cc: Michael J. Guzinski, Town Administrator
Peter Berube, Finance Committee Chairman

FY 2022 TOWN ASSESSMENTS VERSION I

FISCAL 2022 REGIONAL ASSESSMENT CALCULATION USING PRELIMINARY STATE DATA

TOWN	OPERATING	CAPITAL	OPERATING	CAPITAL	MINIMUM		ASSESSMENT	NET	TOTAL	CAPITAL AND	
ASSESSMENTS	ENROLLMENT	ENROLLMENT	RATIO	RATIO	REQUIRED	ESSER II	ABOVE	TRANSPORTATION	OPERATING	DEBT	TOTAL
					CONTRIBUTION	ALLOCATION	MINIMUM	ASSESSMENT	ASSESSMENT	ASSESSMENT	ASSESSMENT
Franklin	162	162	17.9204%	17.8611%	2,150,635	-	148,775	96,645	2,396,054	53,583	2,449,637
Medfield	9	9	0.9956%	0.9923%	138,629	-	8,265	5,369	152,263	2,977	155,240
Medway	66	66	7.3009%	7.2767%	929,290	(15,777)	60,612	39,374	1,013,499	21,830	1,035,329
Millis	59	59	6.5265%	6.5050%	847,040	-	54,183	35,198	936,421	19,515	955,936
Norfolk	25	25	2.7655%	2.7563%	383,119	(6,505)	22,959	14,914	414,487	8,269	422,756
North Attleboro	262	262	28.9823%	28.8864%	3,096,204	-	240,611	156,302	3,493,117	86,659	3,579,776
Plainville	87	87	9.6239%	9.5921%	1,204,086	(20,443)	79,897	51,902	1,315,442	28,776	1,344,218
Seekonk	83	83	9.1814%	9.1510%	1,116,199	-	76,224	49,515	1,241,938	27,453	1,269,392
Sherborn	2	5	0.2212%	0.5513%	30,806	(523)	1,837	1,193	33,313	1,654	34,967
Walpole	83	83	9.1814%	9.1510%	1,273,633	(21,624)	76,224	49,515	1,377,748	27,453	1,405,202
Wrentham	66	66	7.3009%	7.2767%	1,016,611	(17,260)	60,612	39,374	1,099,337	21,830	1,121,167
Total	904	907	100.0000%	100.0000%	12,186,252	(82,132)	830,199	539,301	13,473,620	300,000	13,773,620

I certify that the above is a true copy of the Budget Distribution to the Member Towns of the Tri-County Regional Vocational Technical School District for the Fiscal Year beginning July 1, 2021 said Operating and Capital Budget having been adopted by the Tri-County Regional Vocational Technical School District School Committee at its regular meeting held on

March 17, 2021.

John M. Roy
John M. Roy, Treasurer

Tri-County Regional Vocational Technical School District

3/25/2021

Date

TRI-COUNTY REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT						
FY 2022 Budget Worksheet Revenues - Version I						
	FY 2022	FY 2021		% Change	FY 2022 % of	FY 2021 % of
	Revenue	Revenue		Compared to	Total	Total
<u>SCHOOL REVENUES and OFS</u>	<u>Budget</u>	<u>Budget</u>	<u>\$ Change</u>	<u>FY 2021 Budget</u>	<u>Budget</u>	<u>Budget</u>
CHAPTER 70 STATE AID	5,743,988	5,744,738	(750)	-0.01%	27.97%	28.63%
REGIONAL TRANSPORTATION REIMBURSEMENT	685,799	748,432	(62,633)	-8.37%	3.34%	3.73%
LOCAL REVENUES	184,132	197,000	(12,868)	-6.53%	0.90%	0.98%
EXCESS AND DEFICIENCY (E&D)	150,000	150,000	-	0.00%	0.73%	0.75%
TOTAL SCHOOL REVENUES AND OFS	6,763,919	6,840,170	(76,251)	-1.11%	32.93%	34.09%
<u>TOWN ASSESSMENTS</u>						
FRANKLIN	2,449,637	2,504,542	(54,905)	-2.19%	11.93%	12.48%
MEDFIELD	155,240	245,678	(90,438)	-36.81%	0.76%	1.22%
MEDWAY	1,035,329	814,973	220,356	27.04%	5.04%	4.06%
MILLIS	955,936	1,049,674	(93,738)	-8.93%	4.65%	5.23%
NORFOLK	422,756	362,201	60,556	16.72%	2.06%	1.81%
NORTH ATTLEBOROUGH	3,579,776	3,613,356	(33,580)	-0.93%	17.43%	18.01%
PLAINVILLE	1,344,218	1,331,200	13,018	0.98%	6.55%	6.63%
SEEKONK	1,269,392	1,260,836	8,555	0.68%	6.18%	6.28%
SHERBORN	34,967	33,892	1,075	3.17%	0.17%	0.17%
WALPOLE	1,405,202	1,070,137	335,065	31.31%	6.84%	5.33%
WRENTHAM	1,121,167	938,428	182,739	19.47%	5.46%	4.68%
TOTAL TOWN ASSESSMENTS	13,773,620	13,224,918	548,702	4.15%	67.07%	65.91%
TOTAL BUDGETED REVENUE AND OFS	20,537,539	20,065,088	472,451	2.35%		
TOTAL BUDGETED EXPENDITURES	20,537,539	20,065,088	472,451	2.35%		
TOTAL BUDGET SURPLUS/DEFICIT	-	-	0			

TRI-COUNTY REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT							
FY 2022 Budget Worksheet Expenditures - Version I							
		FY 2022	FY 2021		% Change	FY 2022 % of	FY 2021 % of
	Object	Proposed	Adopted		Compared to	Total	Total
<u>GENERAL FUND</u>	<u>Code</u>	<u>Budget</u>	<u>Budget</u>	<u>\$ Change</u>	<u>FY 2021 Budget</u>	<u>Budget</u>	<u>Budget</u>
DISTRICT ADMINISTRATION	1000	874,804	833,996	40,808	4.89%	4.26%	4.16%
INSTRUCTION	2000	11,882,389	11,558,512	323,877	2.80%	57.86%	57.61%
PUPIL SERVICES	3000	1,997,577	1,978,092	19,485	0.99%	9.73%	9.86%
OPERATIONS AND MAINTENANCE	4000	1,788,746	1,787,253	1,493	0.08%	8.71%	8.91%
BENEFITS AND FIXED CHARGES	5000	3,509,023	3,422,235	86,788	2.54%	17.09%	17.06%
CAPITAL AND DEBT SERVICE	8000	300,000	300,000	-	0.00%	1.46%	1.50%
PROGRAMS WITH OTHER DISTRICTS	9000	35,000	35,000	-	0.00%	0.17%	0.17%
OPEB FUNDING	9000	150,000	150,000	-	0.00%	0.73%	0.75%
TOTAL EXPENDITURES		20,537,539	20,065,088	472,451	2.35%	100.00%	100.00%

Finance Committee Meeting

April 7, 2021 7:00 PM EST
Zoom Remote Meeting Platform
Millis, MA 02054

In Attendance:

Pete Berube, Chairman
Craig Schultze, Vice Chairman
Doug Riley, Clerk
Joyce Boiardi
Jim Borgman
Jodie Garzon
Cathy MacInnes
Katie Tieu

Invited Guest:

Michael Guzinski, Town Administrator
Carol Johnston, Finance Director
Bob Weiss, Energy Manager
Terry Wiggin, School Business Manager
Nicole Riley, Planning Board Member
Rich Nichols, Planning Board Chairman
Pete Jurmain, Select Board Vice Chairman

Pete Berube called the Finance Committee Meeting to order at 7:03 PM.

PILOT (Payment in Lieu of Taxes) Agreement – Clyde F. Brown Solar Warrant Article Discussion:

A twenty-year Lease Agreement and PPA (Power Purchase Agreement) between the Town of Millis and Solest Energy Development LLC was provided to the committee. Bob Weiss explained the proposal includes use of approximately fifty percent of the CFB (Clyde F. Brown) roof for solar panels; similar to the Library. Energy savings annually are estimated at \$15,000.00 (256 Kilowatt hours per year). The Assistant Assessor estimated the Personal Property Tax, value of the equipment installed, for a twenty-year agreement is \$6,784.00 per year. If an expansion of solar panels was to occur, a new agreement or addendum would include additional Personal Property Tax Revenue. If the 256-Kilowatt hours are not used solely at the Clyde F. Brown School, those can be shared with the Middle/High School. This agreement would cost 6 cents per hour; the current rate is 18 cents per hour. The design of the school roof included use of solar panels in the future. Design of the electrical room at the school included space for the required equipment.

Bob Weiss, Town Energy Manager, recommends approval of this project. Solest Energy Development LLC owns the equipment and will be responsible for any costs incurred for faulty equipment. A minimum production amount is included in the PPA. After twenty years, a successor agreement would necessitate a new PILOT Agreement and PPA. The School Committee has reviewed the Lease Agreement and PPA.

Three points of contention during the negotiations included:

- Bonding and protection for the Town during installation
- DCAM (Division of Capital Asset and Maintenance) certified contractors
- Prevailing Wages – exclusions for solar projects

All three issues have been resolved. The electrical savings per year will not necessarily reduce the School's Annual Operating Budget but enhance their expense budget. The Personal Property Taxes will be included in Local Receipts which is included in the General Budget.

Jodie Garzon inquired about the lack of pricing in the PPA; have prices fluctuated significantly and is a final price agreed upon. Bob Weiss clarified the DOER (Department of Energy Resources) provides a block for pricing which Solest Development LLC has agreed to.

In summary, the school will be leasing the roof space to Solest Development LLC, the town will purchase the energy at a reduced rate/savings as well as receive \$6,784.00/year in Personal Property Taxes during twenty-year agreement.

Zoning ByLaw Amendment – Cannabis Delivery Warrant Article Discussion:

The CCC (Cannabis Control Commission) has approved delivery of marijuana to homes and for social consumption effective September 2020. The Town's ByLaw originally did not allow for either. However, with the approval from the CCC, the town, having a retail marijuana facility, must now allow delivery of the product. Delivery services include courier and delivery operator businesses. Nicole Riley outlined the definitions of both services:

- A delivery operator business would purchase the product in bulk, repackage the product and sell it online for delivery.
- A courier service business would require purchasers to buy the product online and the service would simply deliver it.

Both services have extensive licensing regulations. The town would continue to receive a three percent Sales Tax Revenue for the services. The business must be established in Millis; the revenues are not recognized from out-of-town service providers. Unlike the limited number of marijuana facilities allowed in town, there are no limitations on the delivery service businesses. The current marijuana facility in town can obtain a license to deliver its products. The town cannot permanently prohibit either delivery establishment.

At this point in time, the Select Board has not received any inquiries of delivery or courier services interested in providing this service in town; the likelihood of such services will not be available until later this year.

Zoning ByLaw Amendment – Performance Based Solar Ordinance Warrant Article Discussion:

This amendment expands the ByLaw for Large Scale Ground Mounted Solar Photovoltaic Installation to include lots at least fifteen acres primarily used for agricultural purposes or farmland. Setback provisions include:

- Fifty feet of frontage abutting Residential Districts as well as town roads.
- Twenty feet from Conservation Land or areas used for Recreation Activities on either side.
- Thirty feet behind Conservation Land or areas used for Recreation Activities.

This amendment was prompted by a farmland resident to expand the ByLaw in accordance with the Department of Agriculture Natural Resource Conservation Service which allows property with fifty percent of farmland or agriculture to be used for solar purposes. The intent is to alleviate costs of farming and enhance revenues for farmers. The town currently has eight to ten properties that would qualify under the fifteen plus acreage requirement. The solar panels are required to be at least eight feet high allowing for the property to continue its use as farmland beneath. Jodie Garzon noted that Real Estate Taxes are reduced for properties considered farmland. The Assistant Assessor will confirm with the Department of Revenue if potential Personal Property Taxes would be applicable to farmland properties housing solar farms. Large solar farm Personal Property Taxes are approximately \$25,000.00 per year.

May 1, 2021 Town Meeting Warrant Article Discussion:

Mike Guzinski provided an Updated Draft Town Meeting Warrant – the Select Board will finalize and sign at their meeting on Monday, April 12, 2021.

Revised language was updated to Article #11, Lansing Millis Memorial Building Repair Project, to clarify its intent/purpose. Funding, \$363,887.00, for this article has not yet been determined. Select Board Members have recently met with members of the Community Preservation Act Committee to discuss possibly funding the project with CPA Funds. Repairs to this town-owned property are necessary to ensure possible uses of the building in the future.

Article #17, Road Maintenance and Repairs, has increased from \$50,000.00 to \$95,000.00. The Select Board strongly believe the town needs to take action to repair the dire road conditions throughout town. Funding for this article will be \$50,000.00 Taxation and \$45,000.00 Free Cash.

Article #29, Unemployment Insurance Fund has been reduced to \$7,700.00, the balance of Free Cash available. A review of the fund indicates this dollar amount should be sufficient for any claims in FY22. A number of fraudulent unemployment claims were filed and have been resolved. However, there is a lag in payment from the state; this should be rectified during the summer giving the town a better outlook of actual claims for FY22.

The Select Board intends to recommend dismissal of Article #30 OPEB and #31 Stabilization Fund at Town Meeting. If funds are available, the Select Board will recommend funding for the articles at the Fall Town Meeting. The town's Stabilization Fund Policy requires maintaining five percent of the Operating Budget in

the fund. The Finance Committee does have the option to recommend approval of either article as they deem appropriate.

Craig Schultze, member of the Charter Review Committee, noted that the recommendations made by the committee were not taken into account by the Select Board or added to the Warrant. Mike Guzinski confirmed adding the committee's recommendations to the Warrant for the Spring Time Meeting is unlikely. The board will be discussing the recommendations made by the Charter Review Committee at their upcoming meeting and prefer more time to consider the recommendations prior to presenting them to Town Meeting.

Craig Schultze noted that once again the Select Board has presented a Warrant with a limited number of options/choices for the Finance Committee to consider. The Finance Committee has voiced their concerns to the Select Board on this matter. Article #15, Capital Items, is limited leaving the committee no option to possibly fund certain Capital Items they regard as a priority. Essentially, if the Finance Committee does not approve the Select Board's recommendations there are no alternatives on the Warrant to recommend to Town Meeting.

FY22 Marijuana Impact Funds Request:

Mike Guzinski presented a list of requests for items to be funded in FY22 with Marijuana Impact Funds. The Select Board have approved funding the following:

- Library - Extend Hours on Saturdays during July and August – \$2,100.00
 - Police – A Portion of the School Resource Officer Salary - \$61,030.75
 - Police - Contractual Marijuana Stipends - \$10,800.00
 - Recreation - Summer Program: Developmental and Physical Disabilities Participants - \$9,200.00
 - Recreation - Teen Coordinator - \$15,000.00
- Total: \$98,130.75

The remaining requests, \$271,750.38 will be funded at the Fall Town Meeting and include:

- Board of Health – Cannabis use in e-cigarettes/vaping - \$4,000.00
- Council on Aging – Educate Seniors to the Benefits of Marijuana - \$45,672.38
- Library – Extend Thursday evening hours - \$11,388.00
- Library – Extend Friday evening hours - \$11,388.00
- Police – School Resource Officer Salary - \$26,300.00
- Police – Marijuana Training - \$45,000.00
- School – Adjustment Counselor - \$40,637.00
- School – Bridge Therapeutic Program Grade 8 - \$12,365.00
- School – After-school Activities through Extended Day Program - \$10,000.00
- School – Programs for mental health links to substances - \$5,000.00
- School – Town-wide Social Worker - \$60,000.00

The town has received Marijuana Revenues from the HCA and Sales Tax Option however, the funds cannot be appropriated until they are certified by the DOR (Department of Revenue) as Free Cash in the Fall. HCA Impact funds must be appropriated directly to impacts to the town as a result of having a marijuana facility in town; the agreement expires after five years. Those funds can be used for Education, Public Safety Training, programs to deter use of marijuana, etc. Department Heads are aware that at the cessation of the HCA, funding for the above items will end. Marijuana Impact Funds Requests must be submitted annually by each department. Funding Salaries with Marijuana Impact Funds could potentially lead to problems when funding is no longer available.

The School Resource Officer's (SRO) Salary will be partially funded at the May Town Meeting and the remaining salary will be appropriated at the November Town Meeting; underfunding the FY22 Police Operating Budget. The Select Board's approach is to fund summer staffing: Library and Recreation during the summer months. Although School is not in session during the summer months, the SRO is a year-round position and works with School Officials throughout the summer months and provides summer camps.

Craig Schultze expressed his concerns with partially funding the SRO at the May Town Meeting, essentially underfunding the FY22 Police Salaries Budget. The remaining funding will rely on a Town Meeting Vote in November. Mike Guzinski confirmed, the funds are available but have not been certified by the DOR. In the event the funds are not appropriated at the Fall Town Meeting, the Police Department would have to adjust their operations to utilize the SRO in a different capacity.

Pete Berube inquired if the Council on Aging's Marijuana Impact Fees Request for \$45,672.38 to Educate Seniors on the Benefits of Marijuana would be removed from the list; it's not a justified use of the funds. Mike Guzinski confirmed it would be removed from the Marijuana Impact Funds Requests. It has however, been included in the Select Board's Above Level Service FY22 Requests.

The Select Board's Must Fund Priorities include:

- (1) IT Administration: \$35,600.00 (Funds Appropriated at the November 2020 Town Meeting)

The Select Board's FY22 Above Level Service Priorities include:

- | | |
|---|-------------|
| (1) Veterans Service Officer Stipend Increase: | \$ 6,525.12 |
| (2) Executive Office/Select Board Department Assistant II Increased Hours: | \$21,339.76 |
| (3) Council on Aging – Extended Hours, Operations Manager and Postage: | \$48,672.38 |
| (4) Department of Public Works – Heavy Equipment Operator: | \$51,851.60 |
| (5) Recreation – Department Assistant I 10 hours/week funded by the General Fund: | \$11,920.00 |

May 1, 2021 Town Meeting Warrant Article Discussion - Continued:

Article #26, Authorize Sale of Town Land – Acorn Street

Mike Guzinski outlined the small parcel (approximately 1 acre) that is “land locked”. Information was provided to the committee of the exact location of the parcel. The Select Board is seeking authorization to auction the property; a builder with developments in the area has expressed interest in purchasing the parcel at its Assessed Value. There is a “right of way” making the parcel accessible. Cathy MacInnes noted she will not be voting in favor of this article; it's town land that could potentially be used in some capacity for town needs; Tree Farm, PFAS Treatment Plant, Senior Housing for example.

May 1, 2021 Town Meeting Warrant Article Recommendations:

Article #1: Unpaid Bills

Craig Schultze made a motion to recommend approval of Article #1, Unpaid Bills, in the amount of \$572.91 from Free Cash; Jodie Garzon seconded. Vote: 8/0 motion carries unanimously.

Article #2: FY21 Additional Wages and Expenses – Deferred

Article #3: FY22 Operating Budget – Deferred

Article #4: SEIU 888 and Firefighters Local #4704 Contract Ratification – Deferred

Article #5: Sewer Enterprise Fund – Deferred

Article #6: Water Enterprise Fund – Deferred

Article #7: Stormwater Enterprise Fund - Deferred

Article #8: Consent Agenda

- Amendments to the Personnel Plan – Amount and Funding Source to be determined
- Board of Health Appointing Authority
- Revolving Funds
- Community Preservation Act (CPA) Fund

Craig Schultze made a motion to recommend approval of Article #8, Consent Agenda; Jodie Garzon seconded. Vote: 8/0 motion carries unanimously.

Article #9: CPA Historic Resource Reserve Funds – Phase II Walling Map Rehabilitation

Craig Schultze made a motion to recommend approval of Article #9 in the amount of \$1,469.00 from CPA Historic Resource Reserves Funds; Joyce Boiardi seconded. Vote: 8/0 motion carries unanimously.

Article #10: CPA Open Space/Recreation Resource Reserve Funds – MHS Dugout Project

Craig Schultze made a motion to recommend approval of Article #10 in the amount of \$10,300.00 from CPA Open Space/Recreation Resource Reserve Funds; Jodie Garzon seconded. Vote: 8/0 motion carries unanimously.

Article #11: Lansing Millis Memorial Building Repair Project – Deferred

Article #12: Independent Audit

Craig Schultze made a motion to recommend approval of Article #12 in the amount of \$36,750.00 from Free Cash; Joyce Boiardi seconded. Vote: 8/0 motion carries unanimously.

Article #13: FY Personal Property Interim Year Inspections

Craig Schultze made a motion to recommend approval of Article #13 in the amount of \$20,000.00 from Free Cash; Doug Riley seconded. Vote: 8/0 motion carries unanimously.

Interim Inspections are conducted annually and recertifications occur every five years; previously it was every three years.

Article #14: FY23 Recertification Process

Craig Schultze made a motion to recommend approval of Article #14 in the amount of \$18,000.00 from Free Cash; Joyce Boiardi seconded. Vote: 8/0 motion carries unanimously.

Article #15: Capital Items – Deferred

Craig Schultze reiterated his desire to see options for the committee to consider for this article.

Article #16: Tree Pruning and Removal

Craig Schultze made a motion to recommend approval of Article #16 in the amount of \$40,000.00; Joyce Boiardi seconded. Vote: 8/0 motion carries unanimously. Funding to be voted at a later date.

Article #17: Road Maintenance - Deferred

Article #18: New School Computer Lease – Year One

Craig Schultze made a motion to recommend approval of Article #18 in the amount of \$23,300.00 from Free Cash; Katie Tieu seconded. Roll Call Vote: Pete Berube – aye, Craig Schultze – aye, Doug Riley – aye, Jodie Garzon – aye, Katie Tieu – aye, Joyce Boiardi – nay, Cathy MacInnes – nay and Jim Borgman – nay. Vote: 5/3 motion carries.

Committee Members opposed to recommending approval believe this item should be included in the School Department Operating Budget which will be discussed at a future Tri-Board Meeting.

Article #19: Design/Construction of Drainage – Village Street and Birch Street

Craig Schultze made a motion to recommend approval of Article #19 in the amount of \$711,728.00 from Stormwater Enterprise Fund Borrowing; Jodie Garzon seconded. Vote: 8/0 motion carries unanimously.

Article #20: 61A Purchase – Braun Property, 377 Village Street (23.1) Acres - Deferred

Craig Schultze made a motion to recommend Article #20 in the amount of \$1,000,000.00 from Borrowing; Cathy MacInnes seconded.

Pete Berube jumpstarted the discussion acknowledging both sides of the coin of this article: potential revenues if the land is sold and developed and the purchase of the property by the town for potential town use in the future. He recommended deferring this article for the committee to have more time to consider what recommendation is in the best interest of the town. Craig Schultze noted that the Select Board has presented this article funding without using CPA Funds, which would have restricted use. It's giving the town latitude and ability for potential use of the 23+ acres. Pete Berube followed up: the town currently owns land which no plans have been implemented for its use; a Master Plan for town owned land needs to be developed and implemented. Craig Schultze agreed. Cathy MacInnes reminded the committee of the opportunity to provide Senior Housing, similar to Kennedy Terrace, for town residents with the purchase of this property. The committee overall was not ready to make a recommendation – the article is deferred until the April 14, 2021 meeting.

Article #21: Zoning ByLaw Amendment – Performance Based Solar Ordinance

Craig Schultze made a motion to recommend approval of Article #21; Cathy MacInnes seconded. Vote: 8/0 motion carries unanimously.

Article #22: Zoning ByLaw Amendment – Parking Dimensions

Craig Schultze made a motion to recommend approval of Article #22; Doug Riley seconded.

Cathy MacInnes expressed her disapproval of this article; by adopting the amendment the town is relinquishing its ability to garner improvements from developers for sidewalks, tree, open space, etc. with the Planning Board's ability to negotiating/grant waivers on Zoning ByLaws for new developments.

Roll Call Vote: Pete Berube – nay, Craig Schultze – nay, Doug Riley – aye, Jodie Garzon – aye, Katie Tieu – aye, Joyce Boiardi – nay, Cathy MacInnes – nay and Jim Borgman – nay. Vote: 3/8 motion does not carry. The committee will be recommending dismissal of this article at Town Meeting.

Article #23: Zoning ByLaw Amendment – Compact Car Parking

Craig Schultze made a motion to recommend approval of Article #23; Doug Riley seconded.

Roll Call Vote: Pete Berube - aye, Craig Schultze – aye, Doug Riley – aye, Jodie Garzon – aye, Katie Tieu – aye, Joyce Boiardi – nay, Cathy MacInnes – aye and Jim Borgman – nay. Vote: 6/2 motion carries.

Although this article is similar to Article #22, it differs in that it provides parking areas for compact cars only but does not change the overall dimensions of parking spaces throughout town; it provides more parking spaces.

Article #24: Zoning ByLaw Amendment – Cannabis Delivery

Craig Schultze made a motion to recommend approval of Article #24; Jodie Garzon seconded. Vote: 8/0 motion carries unanimously.

Adopting his article is inevitable; without it there are no restrictions/regulations on delivery locations within the town.

Article #25: Town ByLaw Addition – Waiver of Town Building Project Permit Fees

Craig Schultze made a motion to recommend approval of Article #25; Jodie Garzon seconded. Vote: 8/0 motion carries unanimously.

Article #26: Authorize the Sale of Town Land – Acorn Street

Craig Schultze made a motion to recommend approval of Article #26; Jodie Garzon seconded. Roll Call Vote: Pete Berube – aye, Craig Schultze – aye, Doug Riley – aye, Jodie Garzon – aye, Katie Tieu – aye, Joyce Boiardi – nay, Cathy MacInnes – nay and Jim Borgman – nay. Vote: 5/3 motion carries.

The Select Board will hopefully negotiate an equitable price for the parcel of land with the interested party. The parcel will in turn generate Real Estate Tax Revenues.

Article #27: PILOT Agreement – Clyde F. Brown Solar

Craig Schultze made a motion to recommend approval of Article #27; Jodie Garzon seconded. Vote: 8/0 motion carries unanimously.

Article #28: Medicare/Medicaid Reimbursement Services

Craig Schultze made a motion to recommend approval of Article #28 in the amount of \$5,000.00 from Free Cash; Joyce Boiardi seconded. Vote: 8/0 motion carries unanimously.

Article #29: Unemployment Insurance Fund

Craig Schultze made a motion to recommend approval of Article #29 in the amount of \$7,700.00 from Free Cash; Joyce Boiardi seconded. Vote: 8/0 motion carries unanimously.

Article #30: OPEB (Other Post-Employment Benefits) Fund – Deferred

Article #31: Stabilization Fund – Deferred

Vote to Accept/Approve the Finance Committee Operating Policies and Procedures Handbook:

Due to the late hour, this Agenda Item was deferred until the April 14, 2021 meeting. The document is posted on the Finance Committee's Webpage.

Old Business/New Business:

Pete Berube made the committee aware that a document outlining Enterprise Funds will be available on the Finance Committee's Webpage for the committee to review prior to discussion of this topic at the April 14, 2021 meeting. Cathy MacInnes, Enterprise Funds Advisory Committee Chair, summarized the findings of Community Paradigm's study of DPW Employees' daily hours spent on Enterprise Fund Activities versus General Fund Activities. The study demonstrated approximately \$378,000.00 from Water, Sewer and Stormwater Enterprise Funds funded Direct and Indirect Salaries for General Fund Duties by Town Staff. Mike Guzinski reminded the group the preliminary data does reflect an imbalance in Enterprise Funds however, the report is not finalized and the town continues to work with Carl Valente on analysis of funding staff. The Select Board is reviewing the best methodology and a transition plan to make adjustments to the imbalance.

Finance Committee Meeting Minutes Approval:

Joyce Boiardi made a motion to approve the March 17, 2021 Finance Committee Meeting Minutes; Jodie Garzon seconded. Vote: 8/0 motion carries unanimously.

Jodie Garzon made a motion to approve the March 24, 2021 Finance Committee Meeting Minutes; Joyce Boiardi seconded. Vote: 7/0 1 abstained motion carries.

Adjourn Meeting:

Jodie Garzon made a motion to adjourn the Finance Committee Meeting at 10:03 PM; Joyce Boiardi seconded. Vote: 8/0 motion carries unanimously.

Respectfully submitted,
Deirdre Gilmore