



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 28, 2021
Time: 6:30 PM
Location: Remote

The Meeting will be broadcast live on: Zoom Virtual Platform: <https://us02web.zoom.us/j/87201473155>
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 ☐; James McKay ☐; James McCaffrey ☐

Current Reserve Fund Balance: \$ 36,000.00
Certified Free Cash: \$ 425,990.34
Stabilization Fund Balance as of April 22, 2021: \$1,836,558.75

Agenda		
Time	Topic	Speaker
~6:30	Call Meeting to Order	Peter Berube
~6:35	DPW Reserve Fund Transfer Request	James McKay
~6:45	May 1, 2021 Town Meeting Warrant Article Discussion and Recommendations – Article #3 FY22 Operating Budget Article #5 Sewer Enterprise Fund Article #6 Water Enterprise Fund Article #7 Stormwater Enterprise Fund	Committee
~7:00	Open Pre-Town Meeting/Public Hearing	Peter Berube
~8:30	Close Pre-Town Meeting/Public Hearing	Peter Berube
~8:35	Approve Bills Payable: Our Town Publishing (printing of Finance Committee Report) and Community Newspaper Company (advertise Pre-Town Mtg)	Committee
~8:40	Old Business/New Business	Committee
~8:45	Finance Committee Meeting Minutes Approval	Committee
~8:50	Adjourn	Committee

Important Dates:

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

Upcoming Meetings:

Finance Committee Meeting – May 1, 2021 at 1:30 PM – MS/HS Parking Lot
Tri-Board Meeting - TBD

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

**REQUEST TO BE MADE AND TRANSFER VOTED BEFORE ANY
EXPENDITURE IN EXCESS OF THE APPROPRIATION IS INCURRED**

DATE: 4/21/2021

TO THE MILLIS FINANCE COMMITTEE:

REQUEST IS HEREBY MADE FOR THE FOLLOWING TRANSFER FROM THE RESERVE FUND
(01131520-579000) IN ACCORDANCE WITH CHAPTER 40, SECTION 6 OF THE MASSACHUSETTS
GENERAL LAWS:

1. AMOUNT REQUESTED: \$ 12,100.89
2. TO BE TRANSFERRED TO: 01424520-538130 Street Light-repair signals
ACCOUNT NUMBER NAME OF APPROPRIATION
3. THE AMOUNT REQUESTED WILL BE USED FOR (GIVE SPECIFIC
PURPOSE): Replace old signal cabinet at the intersection of Main St & Pleasant St

(PLEASE ATTACH ADDITIONAL PAGES WITH SUPPORTING DOCUMENTATION IF NECESSARY)

4. THIS EXPENDITURE IS EXTRAORDINARY AND/OR UNFORESEEN FOR THE
FOLLOWING REASONS: Select Board voted at the meeting of 11/7/2020 for the
purchase of the new control panel

(PLEASE ATTACH ADDITIONAL PAGES WITH SUPPORTING DOCUMENTATION IF NECESSARY)

[Signature]
DEPARTMENT HEAD/CHAIRPERSON

4/21/2021
DATE

THE FOLLOWING TO BE COMPLETED BY THE TOWN ACCOUNTANT

PRESENT BALANCE IN SAID LINE ITEM: \$ 4,425.23

TOTAL BALANCE IN BUDGET: \$ 17,024.04

[Signature]
TOWN ACCOUNTANT

4/21/2021
DATE

RECOMMENDATION OF THE TOWN ADMINISTRATOR

☒ RECOMMENDED ☐ NOT RECOMMENDED

COMMENTS: This work was conducted as an emergency public safety
Measure since the Traffic signal was no longer working properly.

[Signature]
TOWN ADMINISTRATOR

4-21-20
DATE

FINANCE COMMITTEE ACTION

DATE OF MEETING _____

NUMBER PRESENT _____

AMOUNT APPROVED \$ _____

Karen Bouret

From: Karen Bouret
Sent: Tuesday, March 9, 2021 4:31 PM
To: Jim McKay
Subject: Dagle - 109/Pleasant Box

Jim,

At the 11/7/20 Select Board meeting (outside and in person prior to town meeting), the Board voted as follows:

Sel. McCaffrey made a motion to approve the contract between Dagle Electrical Construction Corp. and the Town in a not-to-exceed amount of \$13,515.89 for replacement of the traffic signal at Pleasant Street and Route 109. The motion was seconded by Sel. Jurmain. The motion passed unanimously.

I think you asked for this recently?

Karen M. Bouret

Operations Support Manager
Town of Millis
900 Main Street
Millis, MA 02054
508.376.7041

TO THE TOWN ACCOUNTANT:

DATE:

Jan 1944

[illegible]



Dagle Electrical Construction Corp.

Main Office: 68 Industrial Way, Wilmington, MA 01887

North Division: 6 Danville Road, Plaistow, NH 03865

800-379-1459 Fax 781-937-7678 deccorp.com

Contract Invoice

Date	Invoice
4/2/2021	160005-40Q

Billed To: Town of Millis
Veterans Memorial Building
900 Main Street
Millis, MA 02054

Project Number: 160005
Project Name: Millis - Traffic Signal & Light
Customer Ref:
Customer Ref: Q20-137

Due Date: 5/2/2021

Terms: 30DY

Est.	DESCRIPTION OF INVOICE	AMOUNT
40Q	<u>Q20-137</u> Main St @ Pleasant St, Millis - Removed old cabinet. Installed new cabinet with existing equipment. Installed Opticom equipment, Wire as needed.	\$17,100.89

Thank you for your prompt payment!

Amount Due: \$17,100.89



SDO



Dagle Electrical Construction Corp.

Highest Level of Quality, Greatest Level of Skill

68 Industrial Way, Wilmington, MA 01887-3434
800-379-1459 Fax 781-937-7678 www.deccorp.com

Date: 11/7/2020

-Quote-

Owner:
Town of Millis
Veterans Memorial Building
900 Main Street
Millis, MA 02054

Project: Millis-Traffic Signal Repairs

WO:

Location:
Intersection: MILLIS MAIN ST AT PLEASANT ST

Project Description:
REMOVE OLD CABINET INSTALL NEW CABITE WITH EXISTING EQUIPMENT INSTALL OPTICOM EQUIPMENT WIRE AS NEEDED

Item	Quantity	Unit	Price	Charges
Electrician	16	HRLY	\$ 115.00	\$ 1,840.00
TYPE 8 TS2 TY1 PCABINET PAINTED ALUMINIUM	1	EA	\$ 11,550.00	\$ 11,550.00
METER SOCKET ASSY	1	EA	\$ 285.89	\$ 285.89
OPTICOM EQUIPMET	1	EA	\$ 3,200.00	\$ 3,200.00
OPTICOM CABLE	150	FT	\$ 1.50	\$ 225.00

*Quote is based on current information from client about the project requirements. Actual cost may vary once project elements are finalized or negotiated. Quotes are good for 60 days from date of Quote.

Labor: \$ 1,840.00
Police: \$ -
Equipment: \$ -
Materials: \$ 15,260.89
0.00% Contract Material Mark up: \$ -

Total: \$ 17,100.89

Help



Fire Gift

22090048	Object	483000	Project		Account	2209-2-220-00-0-0000-48-510-483000-
Account Description						GIFT/DONATION

Per	Journal	Eff Dt	Src	Ref1	PO/Ref2	Ref3	Ref4	Amount	Warrant	Comment
1/04	70	10/07/20	CRP		778236			-5,000.00		HATEM ENTI
1/04	70	10/07/20	CRP		778237			-150.00		FIRE GIFT
1/04	146	10/14/20	CRP		779916			-100.00		FIRE GIFT
1/04	146	10/14/20	CRP		779917			-130.00		FIRE GIFT
1/05	73	11/05/20	CRP		782792			-100.00		FIRE GIFT
1/07	319	01/22/21	CRP	T-FIN	792779			-75.00		FIRE GIFT

Paymon 22095000 558000

Amount -5,555.00

SPRING 2021 TOWN MEETING MOTION LIST

The Select Board voted unanimously to recommend approval of all articles except where noted in **red**.

The **initials** next to each article are the Select Board member who has been designated to speak to the article if questions arise at the meeting.

1. Unpaid Bills - JM
2. FY21 Additional Wages and Expenses - JM
3. FY22 Operating Budget - JM
4. SEIU #888 & Firefighters Local #4704 Contract Ratifications - JM
5. Sewer Enterprise Fund- PJ
6. Water Enterprise Fund - PJ
7. Stormwater Enterprise Fund –PJ
8. Consent Agenda: - EU
 - 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 - EU
10. Community Preservation Open Space/Recreation Reserve Fund – MHS Dugout Project - EU
11. Lansing Millis Memorial Building Repair Project – **voted unanimously to recommend dismissal PJ**
12. Independent Annual Audit - PJ
13. FY22 Personal Property Interim Year Inspections (BOA) - EU
14. FY23 Recertification Process (BOA) - EU
15. Capital Items - JM
16. Tree Pruning/Removal - JM
17. Road Maintenance/Repair - PJ
18. New Computer Lease – Year One - EU
19. Design/Construction of Drainage Rehab at Village Street and Birch Street - PJ
20. 61A Purchase – Braun Property/Village Street **voted to recommend approval, 2 to 1 EU or PJ**

21. Zoning Bylaw Amendment – Agricultural Based Solar Ordinance no position
22. Zoning Bylaw Amendment – Parking Dimensions no position
23. Zoning Bylaw Amendment - Compact Car Parking no position
24. Zoning Bylaw Amendment – Cannabis Delivery - JM
25. Town Bylaw Addition – Waiver of Town Building Project Permit Fees - PJ
26. Authorize the Sale of Town Land – Acorn Street - EU
27. PILOT Agreement – CFB Solar - JM
28. Medicare/Medicaid Reimbursement Services - PJ
29. Unemployment Insurance Fund - PJ
30. OPEB Fund -voted unanimously to dismiss - JM
31. Stabilization Fund – voted unanimously to dismiss - JM

FY2022 Budget Requests Above Level Service					
Priority	Department	Request	Amount	Benefits	Funding Source
MUST FUND	IT Administration	IT Specialist 35 hours per week (57% Millis/43% Norfolk)	\$35,600.00	Yes	General Fund/Reimbursement
1	Veterans	Increase Veteran Services Officer (VSO) Stipend	\$6,525.12	No	General Fund
2	Council on Aging	Additional Operational Hours Until 4PM Monday thru Thursday	\$24,336.19	Yes	General Fund
3	DPW	Heavy Equipment Operator (HEO)/Laborer - Salary and Clothing Allowance	\$51,851.60	Yes	General Fund
4	DPW	Transfer Station Salary increased to reflect full FTE	\$32,236.22	Yes	General Fund
5	DPW	Summer Help increased	\$13,439.73	No	General Fund
6	Recreation	Department Assistant 10 hour/week (currently funded by Rec Revolving Fund)	\$11,920.00	Yes	General Fund
		General Funded Above Service Level Requests	\$175,908.86		
	DPW	Road Maintenance Supplies	\$50,000.00	No	General Fund Article
	Tree Warden	Tree Removal & Trimming	\$40,000.00	No	General Fund Article
		General Article Funded Above Service Level Requests	\$90,000.00		
		Total Above Service Level Requests - Funding Needs	\$265,908.86		

	A	G	H	I	J	K	L	R	T	AM	AN	AO	AP
		FY20	FY21	FY22	FY22 Requests vs FY21	%	FY22 (Apr 15)	FY22 TA vs FY22 Requests	%		FY22 (Apr 6)	Updated Budget	
	Department Breakdown	ACTUAL	TM ADOPTED	DEPT REQUESTS	Variance	Var	TA Proposed BUDGET	Variance	Variance		TA Proposed BUDGET	Changes 4/15/2021	
3	GENERAL GOVERNMENT												
4	SELECTMENTA												
5	SALARIES	\$283,942.15	\$303,566.66	\$328,459.08	\$24,892.42	8.2%	\$341,289.63	\$12,830.55			\$353,429.39	(12,139.76)	Executive Asst II increase funded from Marijuana Impact Fees
6	EXPENSES	\$80,465.85	\$75,915.00	\$79,785.00	\$3,870.00	5.1%	\$68,785.00	(\$11,000.00)			\$68,785.00		
7	TOTAL	\$364,408.00	\$379,481.66	\$408,244.08	\$28,762.42	7.6%	\$410,074.63	\$1,830.55	0.45%		\$422,214.39		
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			\$264,304.28		
10	EXPENSES	\$6,529.43	\$6,538.00	\$6,538.00	\$0.00	0.0%	\$6,538.00	\$0.00			\$6,538.00		
11	TOTAL	\$255,830.43	\$258,950.54	\$270,842.28	\$11,891.74	4.6%	\$270,842.28	\$0.00	0.00%		\$270,842.28		
12	ASSESSORS												
13	SALARIES	\$120,584.05	\$125,012.33	\$134,159.04	\$9,146.71	7.3%	\$134,159.04	\$0.00			\$134,159.04		
14	EXPENSES	\$7,079.65	\$9,411.00	\$9,736.00	\$325.00	3.5%	\$9,736.00	\$0.00			\$9,736.00		
15	TOTAL	\$127,663.70	\$134,423.33	\$143,895.04	\$9,471.71	7.0%	\$143,895.04	\$0.00	0.00%		\$143,895.04		
16	TREASURER/COLLECTOR												
17	SALARIES	\$217,017.37	\$221,247.87	\$230,797.04	\$9,549.17	4.3%	\$230,797.04	\$0.00			\$230,797.04		
18	EXPENSES	\$36,355.07	\$34,475.00	\$41,090.00	\$6,615.00	19.2%	\$41,090.00	\$0.00			\$41,090.00		
19	TOTAL	\$253,372.44	\$255,722.87	\$271,887.04	\$16,164.17	6.3%	\$271,887.04	\$0.00	0.00%		\$271,887.04		
20	IT ADMINISTRATION												
21	SALARIES	\$612.28	\$0.00	\$80,000.00	\$80,000.00	100.0%	\$80,000.00	\$0.00			\$80,000.00		
22	EXPENSES	\$147,631.64	\$218,010.00	\$255,045.07	\$37,035.07	17.0%	\$255,045.07	\$0.00			\$255,045.07		
23	TOTAL	\$148,243.92	\$218,010.00	\$335,045.07	\$117,035.07	53.7%	\$335,045.07	\$0.00	0.00%		\$335,045.07		
24	TOWN COUNSEL												
25	EXPENSES	\$101,032.79	\$81,000.00	\$95,000.00	\$14,000.00	17.3%	\$95,000.00	\$0.00			\$95,000.00		
26	TOTAL	\$101,032.79	\$81,000.00	\$95,000.00	\$14,000.00	17.3%	\$95,000.00	\$0.00	0.00%		\$95,000.00		
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)			\$101,553.21		
29	EXPENSES	\$6,852.18	\$7,450.00	\$7,450.00	\$0.00	0.0%	\$11,450.00	\$4,000.00			\$11,450.00		
30	TOTAL	\$107,538.08	\$103,402.79	\$121,280.27	\$17,877.48	17.3%	\$113,003.21	(\$8,277.06)	-6.82%		\$113,003.21		

	A	G	H	I	J	K	L	R	T	AM	AN	AO	AP
		FY20 ACTUAL	FY21 TM ADOPTED	FY22 DEPT REQUESTS	FY22 Requests vs FY21 Final Variance	% Var	FY22 (Apr 15) TA Proposed BUDGET	FY22 TA vs FY22 Requests Variance	% Variance		FY22 (Apr 6) TA Proposed BUDGET	Updated Budget Changes 4/15/2021	
31	REGISTRARS												
32	SALARIES	\$663.00	\$1,280.00	\$1,298.00	\$18.00	1.4%	\$1,298.00	\$0.00			\$1,298.00		
33	EXPENSES	\$3,755.44	\$4,060.00	\$4,060.00	\$0.00	0.0%	\$4,060.00	\$0.00			\$4,060.00		
34	TOTAL	\$4,418.44	\$5,340.00	\$5,358.00	\$18.00	0.3%	\$5,358.00	\$0.00	0.00%		\$5,358.00		
35	ELECTIONS												
36	SALARIES	\$18,284.47	\$26,801.00	\$15,814.00	-\$10,987.00	-41.0%	\$15,814.00	\$0.00			\$15,814.00		
37	EXPENSES	\$12,428.63	\$14,400.00	\$12,350.00	-\$2,050.00	-14.2%	\$12,350.00	\$0.00			\$12,350.00		
38	TOTAL	\$30,713.10	\$41,201.00	\$28,164.00	-\$13,037.00	-31.6%	\$28,164.00	\$0.00	0.00%		\$28,164.00		
39	PLANNING BOARD												
40	SALARIES	\$22,370.20	\$21,937.42	\$22,953.30	\$1,015.88	4.6%	\$22,953.30	\$0.00			\$22,953.30		
41	EXPENSES	\$3,189.81	\$9,425.00	\$9,425.00	\$0.00	0.0%	\$9,425.00	\$0.00			\$9,425.00		
42	TOTAL	\$25,560.01	\$31,362.42	\$32,378.30	\$1,015.88	3.2%	\$32,378.30	\$0.00	0.00%		\$32,378.30		
43	CONSERVATION												
44	SALARIES	\$16,921.15	\$16,559.52	\$17,314.48	\$754.96	4.6%	\$17,314.48	\$0.00			\$17,314.48		
45	EXPENSES	\$2,396.11	\$4,777.00	\$9,527.00	\$4,750.00	99.4%	\$4,777.00	(\$4,750.00)			\$4,777.00		
46	TOTAL	\$19,317.26	\$21,336.52	\$26,841.48	\$5,504.96	25.8%	\$22,091.48	(\$4,750.00)	-17.70%		\$22,091.48		
47	ZONING BOARD												
48	SALARIES	\$4,810.68	\$5,018.88	\$5,039.13	\$20.25	0.4%	\$5,039.13	\$0.00			\$5,039.13		
49	EXPENSES	\$1,674.86	\$1,900.00	\$1,900.00	\$0.00	0.0%	\$1,900.00	\$0.00			\$1,900.00		
50	TOTAL	\$6,485.54	\$6,918.88	\$6,939.13	\$20.25	0.3%	\$6,939.13	\$0.00	0.00%		\$6,939.13		
51	TOWN BUILDINGS												
52	SALARIES	\$84,217.72	\$85,305.63	\$90,555.00	\$5,249.37	6.2%	\$90,555.00	\$0.00			\$90,555.00		
53	EXPENSES	\$229,370.40	\$205,980.00	\$213,480.00	\$7,500.00	3.6%	\$208,480.00	(\$5,000.00)			\$208,480.00		
54	TOTAL	\$313,588.12	\$291,285.63	\$304,035.00	\$12,749.37	4.4%	\$299,035.00	(\$5,000.00)	-1.64%		\$299,035.00		

	A	G	H	I	J	K	L	R	T	AM	AN	AO	AP
1		FY20	FY21	FY22	FY22 Requests vs FY21Final	%	FY22 (Apr 15)	FY22 TA vs FY22 Requests	%		FY22 (Apr 6)	Updated Budget	
2	Department Breakdown	ACTUAL	TM ADOPTED	DEPT REQUESTS	Variance	Var	TA Proposed BUDGET	Variance	Variance		TA Proposed BUDGET	Changes 4/15/2021	
55	FINANCE COMMITTEE												
56	SALARIES	\$7,323.54	\$6,100.00	\$6,800.00	\$700.00	11.5%	\$6,800.00	\$0.00			\$6,800.00		
57	EXPENSES	\$14,368.25	\$17,150.00	\$17,300.00	\$150.00	0.9%	\$17,300.00	\$0.00			\$17,300.00		
58	TOTAL	\$21,691.79	\$23,250.00	\$24,100.00	\$850.00	3.7%	\$24,100.00	\$0.00	0.00%		\$24,100.00		
59	RESERVE FUND												
60	EXPENSES	\$42,000.00	\$50,000.00	\$50,000.00	\$0.00	0.0%	\$50,000.00	\$0.00			\$50,000.00		
61	TOTAL	\$42,000.00	\$50,000.00	\$50,000.00	\$0.00	0.0%	\$50,000.00	\$0.00	0.00%		\$50,000.00		
62	GENERAL INSURANCE												
63	EXPENSES	\$505,272.00	\$541,943.64	\$569,040.82	\$27,097.18	5.0%	\$569,040.82	\$0.00			\$569,040.82		
64	TOTAL	\$505,272.00	\$541,943.64	\$569,040.82	\$27,097.18	5.0%	\$569,040.82	\$0.00	0.00%		\$569,040.82		
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			\$6,026,267.63		
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%		\$6,026,267.63		
68	LINE 1 - GENERAL GOVT	\$7,470,172.73	\$7,914,143.39	\$8,719,318.14	\$805,174.75	10.2%	\$8,703,121.62	(\$16,196.52)	-0.19%		\$8,715,261.38	(12,139.76) Decreased Select Board/Town Admin Executive Asst II	
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)			\$2,020,438.41		
73	EXPENSES	\$243,401.57	\$238,524.00	\$241,524.00	\$3,000.00	1.3%	\$241,524.00	\$0.00			\$241,524.00		
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%		\$2,261,962.41		
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			\$1,578,395.50		
77	EXPENSES	\$186,568.96	\$216,350.00	\$204,350.00	-\$12,000.00	-5.5%	\$227,350.00	\$23,000.00			\$227,350.00		
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%		\$1,805,745.50		

	A	G	H	I	J	K	L	R	T	AM	AN	AO	AP
1		FY20	FY21	FY22	FY22 Requests vs FY21Final	%	FY22 (Apr 15)	FY22 TA vs FY22 Requests	%		FY22 (Apr 6)	Updated Budget	
2	Department Breakdown	ACTUAL	TM ADOPTED	DEPT REQUESTS	Variance	Var	TA Proposed BUDGET	Variance	Variance		TA Proposed BUDGET	Changes 4/15/2021	
79	DISPATCH												
80	SALARIES	\$254,952.80	\$277,872.87	\$286,677.68	\$8,804.81	3.2%	\$286,677.68	\$0.00			\$286,677.68		
81	EXPENSES	\$10,707.00	\$9,250.00	\$9,250.00	\$0.00	0.0%	\$9,250.00	\$0.00			\$9,250.00		
82	TOTAL	\$265,659.80	\$287,122.87	\$295,927.68	\$8,804.81	3.1%	\$295,927.68	\$0.00	0.00%		\$295,927.68		
83	BUILDING DEPT.												
84	SALARIES	\$242,467.80	\$225,361.21	\$231,648.04	\$6,286.83	2.8%	\$231,648.04	\$0.00			\$231,648.04		
85	EXPENSES	\$8,395.36	\$8,775.00	\$8,775.00	\$0.00	0.0%	\$8,775.00	\$0.00			\$8,775.00		
86	TOTAL	\$250,863.16	\$234,136.21	\$240,423.04	\$6,286.83	2.7%	\$240,423.04	\$0.00	0.00%		\$240,423.04		
87	SEALER W&M												
88	SALARIES	\$3,262.92	\$3,183.00	\$3,428.63	\$245.63	7.7%	\$3,428.63	\$0.00			\$3,428.63		
89	EXPENSES	\$63.07	\$150.00	\$150.00	\$0.00	0.0%	\$150.00	\$0.00			\$150.00		
90	TOTAL	\$3,325.99	\$3,333.00	\$3,578.63	\$245.63	7.4%	\$3,578.63	\$0.00	0.00%		\$3,578.63		
91	EMERG MGMT COMM												
92	SALARIES	\$756.00	\$1,500.00	\$1,537.50	\$37.50	2.5%	\$1,537.50	\$0.00			\$1,537.50		
93	EXPENSES	\$0.00	\$2,500.00	\$2,500.00	\$0.00	0.0%	\$2,500.00	\$0.00			\$2,500.00		
94	TOTAL	\$756.00	\$4,000.00	\$4,037.50	\$37.50	0.9%	\$4,037.50	\$0.00	0.00%		\$4,037.50		
95	ANIMAL CONTROL												
96	SALARIES	\$79,824.91	\$83,270.00	\$83,270.00	\$0.00	0.0%	\$83,270.00	\$0.00			\$83,270.00		
97	EXPENSES	\$10,812.35	\$11,300.00	\$11,300.00	\$0.00	0.0%	\$11,300.00	\$0.00			\$11,300.00		
98	TOTAL	\$90,637.26	\$94,570.00	\$94,570.00	\$0.00	0.0%	\$94,570.00	\$0.00	0.00%		\$94,570.00		
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%		\$4,706,244.76		
100													
101													

	A	G	H	I	J	K	L	R	T	AM	AN	AO	AP
1		FY20	FY21	FY22	FY22 Requests vs FY21	%	FY22 (Apr 15)	FY22 TA vs FY22 Requests	%		FY22 (Apr 6)	Updated Budget	
2	Department Breakdown	ACTUAL	TM ADOPTED	DEPT REQUESTS	Variance	Var	TA Proposed BUDGET	Variance	Variance		TA Proposed BUDGET	Changes 4/15/2021	
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			\$14,145,694.94		
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			\$3,027,435.61		
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			\$17,173,130.55		
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%		\$17,173,130.55		
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			\$955,936.00		
112	TOTAL	\$807,957.00	\$1,049,674.00	\$955,936.00	-\$93,738.00	-8.9%	\$955,936.00	\$0.00			\$955,936.00		
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%		\$955,936.00		
114													
115	PUBLIC WORKS												
116	DPW HIGHWAY												
117	SALARIES	\$249,292.76	\$261,357.45	\$267,658.14	\$6,300.69	2.4%	\$338,099.47	\$70,441.33			\$324,659.74	13,439.73 DPW Summer Help increased	
118	EXPENSES	\$400,348.06	\$384,342.00	\$424,421.00	\$40,079.00	10.4%	\$386,771.00	(\$37,650.00)			\$386,771.00		
119	TOTAL	\$649,640.82	\$645,699.45	\$692,079.14	\$46,379.69	7.2%	\$724,870.47	\$32,791.33	4.74%		\$711,430.74		
120	STREET LIGHTS												
121	EXPENSES	\$37,564.40	\$38,850.00	\$38,850.00	\$0.00	0.0%	\$38,850.00	\$0.00			\$38,850.00		
122	TOTAL	\$37,564.40	\$38,850.00	\$38,850.00	\$0.00	0.0%	\$38,850.00	\$0.00	0.00%		\$38,850.00		
123	TRANSFER STATION												
124	SALARIES	\$24,530.07	\$27,447.27	\$28,584.82	\$1,137.55	4.1%	\$60,821.04	\$32,236.22			\$28,584.82	32,236.22 Transfer Station Salary increased to reflect full FTE	
125	EXPENSES	\$83,517.20	\$77,662.00	\$88,148.00	\$10,486.00	13.5%	\$88,148.00	\$0.00			\$88,148.00		
126	TOTAL	\$108,047.27	\$105,109.27	\$116,732.82	\$11,623.55	11.1%	\$148,969.04	\$32,236.22	27.62%		\$116,732.82		

	A	G	H	I	J	K	L	R	T	AM	AN	AO	AP
1		FY20	FY21	FY22	FY22 Requests vs FY21Final	%	FY22 (Apr 15)	FY22 TA vs FY22 Requests	%		FY22 (Apr 6)	Updated Budget	
2	Department Breakdown	ACTUAL	TM ADOPTED	DEPT REQUESTS	Variance	Var	TA Proposed BUDGET	Variance	Variance		TA Proposed BUDGET	Changes 4/15/2021	
127	SNOW & ICE												
128	SALARIES	\$53,342.69	\$48,000.00	\$48,000.00	\$0.00	0.0%	\$48,000.00	\$0.00			\$48,000.00	-	
129	EXPENSES	\$152,440.09	\$170,727.00	\$170,727.00	\$0.00	0.0%	\$170,727.00	\$0.00			\$170,727.00	-	
130	TOTAL	\$205,782.78	\$218,727.00	\$218,727.00	\$0.00	0.0%	\$218,727.00	\$0.00	0.00%		\$218,727.00	-	
131	LINE 5 PUBLIC WORKS	\$1,001,035.27	\$1,008,385.72	\$1,066,388.96	\$58,003.24	5.8%	\$1,131,416.51	\$65,027.55	6.10%		\$1,085,740.56	45,675.95	Increased DPW Budget - Summer Help & Transfer FTE
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			\$139,195.00	-	
138	EXPENSES	\$5,319.09	\$7,215.00	\$7,575.00	\$360.00	5.0%	\$7,575.00	\$0.00			\$7,575.00	-	
139	TOTAL	\$134,602.91	\$143,842.06	\$146,770.00	\$2,927.94	2.0%	\$146,770.00	\$0.00	0.00%		\$146,770.00	-	
140	COUNCIL ON AGING												
141	SALARIES	\$92,268.13	\$114,600.81	\$117,484.49	\$2,883.68	2.5%	\$140,320.68	\$22,836.19			\$163,156.87	(22,836.19)	Council on Aging above service level decreased by 50%
142	EXPENSES	\$12,262.00	\$8,434.00	\$8,434.00	\$0.00	0.0%	\$9,934.00	\$1,500.00			\$11,434.00	(1,500.00)	Council on Aging above service level decreased by 50%
143	TOTAL	\$104,530.13	\$123,034.81	\$125,918.49	\$2,883.68	2.3%	\$150,254.68	\$24,336.19	19.33%		\$174,590.87		
144	VETERANS												
145	SALARIES	\$9,630.12	\$11,195.00	\$11,474.88	\$279.88	2.5%	\$18,000.00	\$6,525.12			\$18,000.00	-	
146	EXPENSES	\$22,073.97	\$38,700.00	\$48,130.00	\$9,430.00	24.4%	\$48,130.00	\$0.00			\$48,130.00	-	
147	TOTAL	\$31,704.09	\$49,895.00	\$59,604.88	\$9,709.88	19.5%	\$66,130.00	\$6,525.12			\$66,130.00	-	
148	LINE 6 HLTH/HUMN SERV	\$270,837.13	\$316,771.87	\$332,293.37	\$15,521.50	4.9%	\$363,154.68	\$30,861.31	9.29%		\$387,490.87	(24,336.19)	Decreased Council on Aging above service level request
149													

	A	G	H	I	J	K	L	R	T	AM	AN	AO	AP
1		FY20	FY21	FY22	FY22 Requests vs FY21	%	FY22 (Apr 15)	FY22 TA vs FY22 Requests	%		FY22 (Apr 6)	Updated Budget	
2	Department Breakdown	ACTUAL	TM ADOPTED	DEPT REQUESTS	Variance	Var	TA Proposed BUDGET	Variance	Variance		TA Proposed BUDGET	Changes 4/15/2021	
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			\$1,828.00		
153	TOTAL	\$1,797.46	\$1,828.00	\$1,828.00	\$0.00	0.0%	\$1,828.00	\$0.00	0.00%		\$1,828.00		
154	LEGION												
155	EXPENSES	\$4,053.00	\$4,053.00	\$4,053.00	\$0.00	0.0%	\$4,053.00	\$0.00			\$4,053.00		
156	TOTAL	\$4,053.00	\$4,053.00	\$4,053.00	\$0.00	0.0%	\$4,053.00	\$0.00	0.00%		\$4,053.00		
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			\$296,988.00		
161	EXPENSES	\$140,297.14	\$145,750.58	\$152,709.00	\$6,958.42	4.8%	\$152,709.00	\$0.00			\$152,709.00		
162	TOTAL	\$408,675.16	\$430,369.35	\$447,597.00	\$17,227.65	4.0%	\$449,697.00	\$2,100.00	0.47%		\$449,697.00		
163	RECREATION												
164	SALARIES	\$45,411.18	\$31,303.83	\$32,664.87	\$1,361.04	4.3%	\$57,584.87	\$24,920.00			\$66,784.87	(9,200.00)	Recreation Teen Program deceased funding from Marijuana Impact Fees
165	EXPENSES	\$0.00	\$10,000.00	\$0.00	-\$10,000.00		\$2,000.00	\$2,000.00			\$2,000.00		
166	TOTAL	\$45,411.18	\$41,303.83	\$32,664.87	-\$8,638.96	-20.9%	\$59,584.87	\$26,920.00	82.41%		\$68,784.87		
167													
168	HISTORICAL												
169	EXPENSES	\$6,432.17	\$6,493.00	\$6,493.00	\$0.00	0.0%	\$6,493.00	\$0.00			\$6,493.00		
170	TOTAL	\$6,432.17	\$6,493.00	\$6,493.00	\$0.00	0.0%	\$6,493.00	\$0.00	0.00%		\$6,493.00		
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			\$5,636.00		
173	TOTAL	\$4,809.20	\$5,636.00	\$5,636.00	\$0.00	0.0%	\$5,636.00	\$0.00	0.00%		\$5,636.00		
174	LINE 7 CULTURE & RECREATION	\$471,178.17	\$489,683.18	\$498,271.87	\$8,588.69	1.8%	\$527,291.87	\$29,020.00	5.82%		\$536,491.87	(9,200.00)	Decreased Recreation Teen Program

	A	G	H	I	J	K	L	R	T	AM	AN	AO	AP
1		FY20	FY21	FY22	FY22 Requests vs FY21Final	%	FY22 (Apr 15)	FY22 TA vs FY22 Requests	%		FY22 (Apr 6)	Updated Budget	
2	Department Breakdown	ACTUAL	TM ADOPTED	DEPT REQUESTS	Variance	Var	TA Proposed BUDGET	Variance	Variance		TA Proposed BUDGET	Changes 4/15/2021	
175	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			\$2,274,052.33	-	
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%		\$1,548,762.20	-	
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			\$3,822,814.53	-	
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%		\$3,822,814.53	-	
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		\$37,383,110.52	-	
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%		\$37,383,110.52	-	
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%		\$26,009,051.55	-	
189	NON-DISCRETIONARY** Includes												
190	General Insurance, Benefits,												
191	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%		\$11,374,058.98	-	
206													
207	Town Budget		\$8,322,090.95	\$8,750,508.65			\$8,835,920.99				\$8,835,920.99		
208	School Budget		\$16,472,531.13	\$17,173,130.55			\$17,173,130.55				\$17,173,130.55		
209													
210	Town Budget Increase FY22			\$428,417.70			\$513,830.04				\$513,830.04		

	FY2017 ACTUAL	FY2018 ACTUAL	FY2019 ACTUAL	FY2020 ACTUAL	FY2021 TM ADOPTED	FY2022 REQUESTS	FY2022 PROPOSED
SEWER ENTERPRISE							
<i>Sewer Fund Revenue</i>							
Penalties/Interest	\$9,488	\$12,780	\$12,575	\$12,550	\$9,500	\$9,500	\$9,500
Service Fee (Revenue Ser)	\$1,075,820	\$1,083,633	\$1,119,796	\$1,132,842	\$1,235,000	\$1,381,210	\$1,403,344
Liens Added	\$46,611	\$40,489	\$27,273	\$50,006	\$25,000	\$25,000	\$25,000
Entrance Fees	\$140,400	\$81,180	\$157,845	\$205,020	\$77,450	\$100,000	\$100,000
Sewer Drain Layer L	\$550	\$650	\$550	\$1,050	\$1,000	\$1,000	\$1,000
Miscellaneous Revenue	\$1,000	\$0	\$0	\$0	\$13,995		\$0
Bank Account Interest	\$1,326	\$1,388	\$1,703	\$4,758	\$1,000	\$1,000	\$1,000
Other Revenue-Interest							\$0
Sewer Betterments	\$263,641	\$234,235	\$200,000	\$57,300	\$57,300	\$48,000	\$48,000
Sewer Surplus							
Transfer From Sp/Re							
Total	\$1,538,835	\$1,454,354	\$1,519,742	\$1,463,526	\$1,420,245	\$1,565,710	\$1,587,844
SEWER DIVISION							
<i>Personnel Services</i>							
Salary Department Head	\$23,824	\$25,064	\$28,664	\$30,405	\$31,762	\$33,369	\$33,369
Salaries Clerical	\$23,377	\$22,398	\$23,272	\$25,127	\$25,732	\$32,255	\$32,255
Salaries Clerical Overtime	\$1,436	\$1,305	\$1,460	\$2,729	\$1,000	\$3,000	\$3,000
Wages	\$137,118	\$158,982	\$168,798	\$165,848	\$182,074	\$192,576	\$192,576
Wages Overtime	\$11,445	\$12,762	\$13,350	\$11,225	\$15,392	\$15,392	\$15,392
Longevity	\$1,280	\$832	\$750	\$1,723	\$2,121	\$2,521	\$2,521
Stipends	\$7,694	\$8,220	\$9,163	\$9,469	\$8,070	\$9,300	\$9,300
Total	\$206,175	\$229,563	\$245,457	\$246,524	\$266,150	\$288,413	\$288,413
<i>Expenses</i>							
Town Counsel		\$0	\$0				
Services Engineering	\$945	\$14,686	\$11,011	\$24,942	\$24,000	\$24,000	\$24,000
Maintenance Contract	\$0	\$0	\$3,583	\$7,400	\$12,000	\$12,000	\$12,000
Police Details	\$0	\$0	\$0	\$0	\$4,000	\$4,000	\$4,000
Sewer Cleaning	\$0	\$0	\$0	\$795	\$10,175	\$10,175	\$10,175
EQUIPMENT HIRED	\$0	\$3,000	\$0	\$0	\$0	\$0	\$0
Supplies & Expenses	\$31,410	\$36,658	\$19,419	\$38,311	\$24,251	\$30,000	\$30,000
Stormwater			\$1,085	\$0	\$0	\$0	\$0
Water/Sewer	\$584	\$612	\$661	\$684	\$0	\$0	\$0
Telephone	\$2,253	\$2,996	\$3,316	\$3,527	\$4,000	\$4,000	\$4,000
Electricity	\$15,727	\$18,933	\$20,608	\$19,180	\$21,850	\$21,850	\$21,850
Postage	\$1,873	\$1,948	\$1,934	\$2,053	\$2,000	\$2,000	\$2,000
Clothing	\$2,120	\$2,349	\$2,813	\$2,756	\$3,075	\$3,075	\$3,075
Equipment	\$0	\$6,999	\$995	\$12,308	\$3,741	\$5,000	\$5,000
Equipment Repairs & Maintenance	\$9,002	\$1,608	\$1,629	\$554	\$13,620	\$13,620	\$13,620
Diesel Fuel	\$4,028	\$0	\$323	\$0	\$2,000	\$2,000	\$2,000
CRPCD O&M Costs	\$207,420	\$247,728	\$312,300	\$276,580	\$290,676	\$354,000	\$354,000
CRPCD Assessment	\$250,560	\$228,279	\$241,880	\$230,000	\$178,150	\$196,520	\$196,520
Sewer LTD Principal	\$230,000	\$244,000	\$195,000	\$253,290	\$240,000	\$228,333	\$228,333
Sewer STD Principal	\$12,678	\$12,677	\$0	\$0	\$0	\$0	\$0
Sewer LTD Interest	\$64,614	\$158	\$61,075	\$68,140	\$51,975	\$97,631	\$97,631
Sewer STD Interest	\$190	\$67,465	\$0	\$0	\$4,833	\$0	\$0
Reserve Fund	\$0	\$0	\$0	\$0	\$50,000	\$50,000	\$50,000
Transfer to Capital	\$0	\$0	\$183,691	\$0	\$0	\$0	\$0
Transfer to General Fund	\$165,447	\$173,719	\$197,539	\$202,778	\$213,749	\$219,093	\$241,227
Total	\$998,851	\$1,063,816	\$1,258,862	\$1,143,297	\$1,154,095	\$1,277,297	\$1,299,431
TOTAL BUDGET	\$1,205,026	\$1,293,379	\$1,504,318	\$1,389,822	\$1,420,245	\$1,565,710	\$1,587,844

	FY2017 ACTUAL	FY2018 ACTUAL	FY2019 ACTUAL	FY2020 ACTUAL	FY2021 TM ADOPTED	FY2022 REQUESTS	FY2022 PROPOSED
WATER ENTERPRISE							
<i>Water Fund Revenue</i>							
Penalties/Interest	\$10,642	\$13,219	\$13,044	\$15,294	\$10,500	\$10,500	\$10,500
Usage Charges							
Service Fee (Revenue Ser)	\$922,252	\$876,623	\$1,042,542	\$1,062,040	\$1,228,241	\$1,267,128	\$1,294,182
Liens Added	\$50,120	\$43,923	\$30,666	\$53,564	\$50,000	\$50,000	\$50,000
Paine Well	\$329,171	\$355,860	\$399,339	\$432,060	\$300,000	\$350,000	\$350,000
Entrance Fees	\$57,200	\$74,590	\$176,335	\$230,025	\$75,000	\$100,000	\$100,000
Meter On/Off Charge	\$1,025	\$812	\$1,469	\$2,096	\$1,000	\$1,000	\$1,000
Water Cross Connect	\$6,500	\$7,375	\$8,090	\$7,739	\$7,500	\$7,500	\$7,500
Water Drain Layer L	\$650	\$950	\$800	\$800	\$700	\$700	\$700
Miscellaneous Final	\$6,120	\$5,265	\$4,185	\$9,411	\$15,000	\$10,000	\$10,000
Miscellaneous Revenue	\$12,730	\$8,128	\$27,958	\$25,400	\$0		\$0
Bank Account Interest	\$1,384	\$1,427	\$2,542	\$9,992	\$1,000	\$1,000	\$1,000
Capital Assessment							
Water Surplus (Balance Budget)							
Water Surplus							
Total	\$1,397,794	\$1,388,171	\$1,706,971	\$1,848,421	\$1,688,941	\$1,797,828	\$1,824,882
WATER DIVISION							
<i>Personnel Services</i>							
Salary Department Head	\$40,699	\$42,817	\$48,967	\$51,941	\$54,259	\$55,615	\$55,615
Salaries Clerical	\$29,583	\$29,715	\$30,026	\$32,187	\$33,033	\$42,641	\$42,641
Salaries Clerical Overtime	\$2,918	\$1,996	\$1,954	\$4,379	\$3,000	\$5,000	\$5,000
Wages	\$164,687	\$190,010	\$204,280	\$193,982	\$225,537	\$234,177	\$234,177
DPW License Fee	\$5,770	\$7,665	\$7,626	\$7,967	\$0	\$1,456	\$1,456
Wages Overtime	\$34,082	\$45,693	\$63,087	\$34,755	\$50,000	\$50,000	\$50,000
Longevity	\$1,878	\$1,458	\$0	\$2,108	\$2,541	\$2,941	\$2,941
Stipends	\$8,094	\$8,970	\$9,163	\$9,185	\$17,810	\$17,620	\$17,620
Total	\$287,710	\$328,323	\$365,102	\$336,504	\$386,180	\$409,449	\$409,449
<i>Expenses</i>							
Testing Water	\$9,255	\$9,310	\$9,069	\$42,435	\$14,000	\$30,000	\$30,000
Town Counsel		\$4,500	\$0	\$0	\$0		\$0
Services Engineering	\$30,112	\$15,694	\$14,485	\$44,152	\$30,000	\$30,000	\$30,000
Police Details	\$3,839	\$5,119	\$5,524	\$815	\$9,000	\$9,000	\$9,000
Training	\$4,510	\$470	\$2,240	\$1,016	\$4,000	\$4,000	\$4,000
Inspections	\$0	\$0	\$170	\$1,800	\$4,000	\$4,000	\$4,000
Equipment Hired	\$20,620	\$28,785	\$38,883	\$19,964	\$33,000	\$33,000	\$33,000
Supplies & Expenses	\$133,281	\$111,717	\$129,506	\$111,159	\$100,000	\$110,000	\$110,000
Propane Gas	\$4,134	\$5,632	\$5,851	\$2,505	\$7,331	\$7,331	\$7,331
Stormwater			\$3,744	\$0	\$0		\$0
Water/Sewer	\$584	\$612	\$661	\$684	\$0		\$0
Telephone	\$3,960	\$5,036	\$4,839	\$4,524	\$7,000	\$7,000	\$7,000
Electricity	\$93,728	\$106,764	\$97,156	\$96,287	\$106,551	\$106,651	\$106,651
Postage	\$2,367	\$1,948	\$2,683	\$3,326	\$4,450	\$4,450	\$4,450
Clothing	\$2,589	\$2,986	\$3,917	\$3,436	\$4,000	\$5,000	\$5,000
Advertising	\$1,455	\$557	\$1,068	\$495	\$2,000	\$2,000	\$2,000
Membership	\$770	\$770	\$895	\$1,008	\$1,000	\$1,000	\$1,000
Equipment	\$27,292	\$7,708	\$11,996	\$23,409	\$22,000	\$22,000	\$22,000
Vehicle Supply/Repair	\$3,719	\$9,367	\$4,742	\$7,111	\$12,000	\$12,000	\$12,000
Diesel Fuel	\$5,866	\$5,484	\$10,744	\$9,906	\$5,203	\$10,000	\$10,000
Miscellaneous Expense	\$19,511	\$23,168	\$22,088	\$22,346	\$28,958	\$28,958	\$28,958
Water LTD Principal	\$263,483	\$287,645	\$292,080	\$392,843	\$418,000	\$448,334	\$448,334
Water STD Principal	\$8,500	\$50,000	\$0	\$0	\$0	\$0	\$0
Water LTD Interest	\$85,690	\$91,581	\$83,902	\$186,132	\$174,189	\$195,876	\$195,876
Water STD Interest	\$85	\$13,110	\$0	\$13,165	\$4,833	\$0	\$0
Reserve Fund					\$50,000	\$50,000	\$50,000
Transfer to General	\$0		\$241,436	\$247,840	\$261,248	\$267,779	\$294,833
Transfer to Capital			\$14,389	\$86,685	\$0		\$0
Farm & Walnut St. Tank						\$214,000	\$214,000
Total	\$725,350	\$787,962	\$1,002,070	\$1,323,041	\$1,302,761	\$1,388,379	\$1,415,433
TOTAL BUDGET	\$1,013,060	\$1,116,286	\$1,367,172	\$1,659,544	\$1,688,941	\$1,797,828	\$1,824,882

Stormwater Enterprise 7200

STORMWATER ENTERPRISE

STORMWATER Fund Revenue

	FY2017 ACTUAL	FY2018 ACTUAL	FY2019 ACTUAL	FY2020 ACTUAL	FY2021 TM ADOPTED	FY2022 REQUESTS	FY2022 PROPOSED
Penalties/Interest			\$4,510	\$3,503	\$0		
Service Fee (Revenue Ser)			\$606,084	\$618,509	\$600,000	\$600,000	\$600,000
Liens Added				\$30,111	\$0		
Total			\$610,594	\$652,123	\$600,000	\$600,000	\$600,000

STORMWATER DIVISION

Personnel Services

Salary Department Head			\$21,498	\$22,803	\$23,821	\$24,417	\$24,417
Salaries Clerical			\$7,317	\$7,725	\$7,910	\$14,717	\$14,717
Salaries Clerical Overtime					\$2,000	\$2,000	\$2,000
Wages			\$103,398	\$112,015	\$117,926	\$116,204	\$116,204
Wages Overtime			\$2,357	\$1,570	\$23,000	\$23,000	\$23,000
Longevity			\$0	\$918	\$1,000	\$1,000	\$1,000
Stipends			\$0	\$0			\$0
Total			\$134,570	\$145,031	\$175,656	\$181,338	\$181,338

Expenses

Town Counsel			\$0				
SERVICES ENGINEERING			\$34,005	\$87,072	\$74,000	\$74,000	\$74,000
POLICE DETAILS			\$2,761	\$3,508	\$3,000	\$3,000	\$3,000
TRAINING			\$5,825	\$4,066	\$4,000	\$4,000	\$4,000
INSPECTIONS			\$6,594	\$12,350	\$23,000	\$23,000	\$23,000
EQUIPMENT HIRED			\$22,688	\$19,089	\$24,080	\$24,080	\$24,080
SUPPLIES & EXPENSES			\$9,579	\$2,573	\$10,000	\$10,000	\$10,000
HEAT & FUEL			\$0	\$0	\$9,563	\$9,563	\$9,563
POSTAGE			\$2,510	\$116	\$2,500	\$2,500	\$2,500
UNIFORM/CLEANING			\$1,517	\$1,632	\$1,600	\$1,600	\$1,600
PUBLIC ED & OUTREACH			\$20,501	\$13,553	\$12,000	\$12,000	\$12,000
VEHICLE SUPPLY/REPAIR			\$8,206	\$9,326	\$25,000	\$25,000	\$25,000
MISCELLANEOUS EXPENSE			\$2,493	\$15,685	\$4,298	\$4,298	\$4,298
RESERVE FUND					\$50,000	\$50,000	\$50,000
TRANSFER TO GENERAL FUND			\$129,272	\$132,266	\$139,173	\$142,652	\$157,340
Total	\$0	\$0	\$245,951	\$301,237	\$382,214	\$385,693	\$400,381
TOTAL BUDGET	\$0	\$0	\$380,521	\$446,269	\$557,870	\$567,031	\$581,719

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

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 **\$37,383,111** 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	\$35,994,131
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 \$241,227

Water Fund Indirect Costs to General Fund \$294,833

Stormwater Fund Indirect Costs to General Fund \$157,340

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>\$1,299,431</u>
Total	\$1,587,844

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>\$1,415,433</u>
Total	\$1,824,882

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>\$400,381</u>
Total	\$581,719

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

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

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:**

Department	Capital Item	
<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 appropriate \$711,728 to pay costs of designing and constructing drainage improvements at Village and Birch Streets, including the payment of all costs incidental and related thereto, and that to meet this appropriation, the Treasurer, with the approval of the Board of Selectmen, 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. While this borrowing shall constitute a general obligation of the Town, it is expected to be repaid, in the first instance from Stormwater Enterprise Fund revenues. The Board of Selectmen 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 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

Host Community Agreement

Marijuana Impact Funds Request - FY2022

Department	Description of Expense	Total Expenses	Date of Proposed Funding
Administration	Administrative Support for HCA	\$9,200.00	Spring TM May 21
Administration	Administrative Support for HCA	\$9,200.00	Fall TM Nov 21
Board of Health	Cannabis use in e-cigarettes/vaping	\$4,000.00	Fall TM Nov 21
Library	Extend the hours Library is open to the public on Thursday evening until 8 pm	\$11,388.00	Fall TM Nov 21
Library	Extend the hours Library is open to the public on Saturdays during July & August	\$2,100.00	Spring TM May 21
Library	Extend the hours Library is open to the public on Friday evening until 8 pm	\$11,388.00	Fall TM Nov 21
Police	School Resource Officer Salary	\$61,030.75	Spring TM May 21
Police	School Resource Officer Salary	\$26,300.00	Fall TM Nov 21
Police	Marijuana Stipend - per Contract FY22	\$10,800.00	Spring TM May 21
Police	Marijuana Training	\$45,000.00	Fall TM Nov 21
Recreation	Summer program for participants with developmental and physical disabilities	\$9,200.00	Spring TM May 21
Recreation	Teen Program Coordinator	\$5,800.00	Spring TM May 21
Recreation	Teen Program Coordinator	\$9,200.00	Fall TM Nov 21
School	School Adjustment Counselor - 0.6 FTE	\$40,637.00	Fall TM Nov 21
School	Bridge Therapeutic Program - Grade 8 - 0.2 FTE	\$12,365.00	Fall TM Nov 21
School	After-school activities through Extended Day Program	\$10,000.00	Fall TM Nov 21
School	Programs for all constituencies mental health link to substances	\$5,000.00	Fall TM Nov 21
School	Town-wide Social Worker	\$60,000.00	Fall TM Nov 21
Marijuana Impact Funds Request - FY2022		\$342,608.75	

	Marijuana Impact Funds Request - FY2022	\$98,130.75	Spring TM May 21
	Marijuana Impact Funds Request - FY2022	\$244,478.00	Fall TM Nov 21
Marijuana Impact Funds Request - FY2022		\$342,608.75	

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		Yes		Pete
	Transfer To:				
	Public Safety	\$98,183.06		Town General Government	
	Employee Benefits	\$30,166.24		General Insurance	
	Total:	\$128,349.30		Health and Human Services	
				Culture and Recreation	
				Public Works	
3	<i>FY22 Operating Budget</i>	<i>\$37,383,111.00</i>	<i>RATM</i>		<i>Pete</i>
		<i>\$35,994,131.00</i>		<i>Taxation</i>	
		<i>\$408,152.00</i>		<i>Ambulance Fund</i>	
		<i>\$332.00</i>		<i>Perpetual Care Interest</i>	
		<i>\$7,141.00</i>		<i>Sale of Cemetery Lots</i>	
		<i>\$54,677.00</i>		<i>Cell Tower Revenue</i>	
		<i>\$127,147.00</i>		<i>Bond Premium Release</i>	
		<i>\$98,131.00</i>		<i>Marijuana Impact Fees</i>	
		<i>\$241,227.00</i>		<i>Sewer Enterprise Fund - Indirect Cost to General Fund</i>	
		<i>\$294,833.00</i>		<i>Water Enterprise Fund - Indirect Cost to General Fund</i>	
		<i>\$157,340.00</i>		<i>Stormwater Enterprise Fund - Indirect Cost to General Fund</i>	
4	SEIU #888 & Firefighters Local #4704 Contract Ratification	\$85,000.00	Yes	Taxation	Jim
5	<i>Sewer Enterprise Fund:</i>		<i>RATM</i>		<i>Pete</i>
	<i>Salaries</i>	<i>\$288,413.00</i>			
	<i>Expenses</i>	<i>\$1,299,431.00</i>		<i>Sewer Department Receipts</i>	
6	<i>Water Enterprise Fund:</i>		<i>RATM</i>		<i>Pete</i>
	<i>Salaries</i>	<i>\$409,449.00</i>			
	<i>Expenses</i>	<i>\$1,415,433.00</i>		<i>Water Department Receipts</i>	
7	<i>Stormwater Enterprise Fund:</i>		<i>RATM</i>		<i>Pete</i>
	<i>Salaries</i>	<i>\$181,338.00</i>			
	<i>Expenses</i>	<i>\$400,381.00</i>		<i>Stormwater Department Receipts</i>	
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			

4/28/2021

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			
9	Community Preservation Historic Resource Reserve Fund - Phase II Walling Map Rehab	\$1,469.00	Yes	Community Preservation Act	Craig
10	Community Preservation Open Space/Recreation Reserve Fund - MHS Dugout Project	\$10,300.00	Yes	CPA Historic Resource Reserves	Craig
11	Lansing Millis Memorial Building Repair Project	\$363,887.00	Dismiss	CPA Open Space/Recreation Resource Reserves	Craig
12	Independent Audit	\$36,750.00	Yes	To Be Determined	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:		Yes		Pete
	School Bus Leases	\$89,999.00		Free Cash	
	School Committed Computer Lease	\$46,600.00		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	\$50,000.00	Yes	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	Yes	Borrowing	Craig
21	Zoning ByLaw Amendment - Performance Based Solar Ordinance	N/A	Yes		Doug
22	Zoning ByLaw Amendment - Parking Dimensions	N/A	Dismiss		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		Dismiss		Jodie
31	Stabilization Fund		Dismiss		Jodie

RATM = Recommend at Town Meeting

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

TO THE TOWN ACCOUNTANT:

DATE: April 28, 2021

			INVOICE	INVOICE		
LINE ITEM NUMBER	AMOUNT	VENDOR ID	NUMBER	DATE	PAY TO	ACCT USE ONLY
Printing						
01131520-558030	\$ 5,148.00	9477	24572	04/23/21	Our Town Publishing Impressions	
				</		

Our Town Publishing/ Impressions
Local Town Pages
74 Main Street Suite 16
Medway MA 02053

Invoice

Date Invoice #
4/23/2021 24572

Bill To

Millis Finance Committee
900 Main St.
Millis, MA 02054

Ship To

Millis Finance Committee
900 Main St.
Millis, MA 02054

P.O. Number

Rep

Terms

CT

Quantity	Item Code	Description	Price Each	Amount
3,900	Catalogs	40 page Finance Committee Report 2021 Set up for mailing 350 FOR OFFICE COPIES	1.32	5,148.00

Thank you for your business.
Please Pay Promptly to the
Above Address.

Original Order Date 4/23/2021

Subtotal	\$5,148.00
Sales Tax (6.25%)	\$0.00
Payments/Credits	\$0.00
Balance Due	\$5,148.00

BILLING@LOCALTOWNPAGES.COM

(508) 533-4588

(508) 533-NEWS (6397)

Fax (508) 533-4508

TO THE TOWN ACCOUNTANT:

DATE: April 28, 2021

INVOICE						
LINE ITEM NUMBER	AMOUNT	VENDOR ID	INVOICE NUMBER	INVOICE DATE	PAY TO	ACCT USE ONLY
Advertising						
01131520-538210	\$ 54.12	241	CN13953174	04/12/21	Community Newspaper Company	
Total of Bills	\$ 54.12					



Community Newspaper Co. – Legal Advertising Proof

15 Pacella Park Drive, Randolph, MA 02368 1800-624-7355 phone | 781-961-3045 fax

Order Number: CN13953174

Salesperson: Carol Hoyen

Jeanette Galliardt
Millis Finance Committee
Town of Millis
900 Main St
MILLIS, MA 02054

Title: Milford Daily News
Start date: 4/12/2021
Insertions: 1
Price: \$54.12

Class: Legals
Stop date: 4/12/2021
#Lines: 33 ag

Payment Information

Receipt#
Pmt. Type:
CC. Number: CC. Exp.:
Invoice Total: \$54.12

Annual Spring Town Meeting

**LEGAL NOTICE
NOTICE OF PUBLIC
HEARING
Millis Finance Committee**

The Millis Finance Committee will hold a public hearing on Wednesday, April 28, 2021 at 7:00 PM Via Zoom Platform: <https://us02web.zoom.us/j/87201473155>

The purpose of the hearing is to discuss the recommendations for the Annual Spring Town Meeting on Saturday, May 1, 2021 at 2:00 PM in the Middle/High School Parking Lot.

AD#13953174
MDN 4/12/21

Finance Committee Meeting

April 14, 2021 7:00 PM EST
Zoom Remote Meeting Platform
Millis, MA 02054

In Attendance:

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

Invited Guest:

Michael Guzinski, Town Administrator
Carol Johnston, Finance Director
James McCaffrey, Select Board Chair
Patty Kayo, Council on Aging Director
Herb Lannon, Council on Aging Chair
Carl Valente, Community Paradigm Associates LLC
James McKay, Department of Public Works Director
Kris Fogarty, Recreation Director

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

Chair's Opening Remarks:

Pete Berube stated this is the Finance Committee's crunch time in making recommendations to the residents at the Annual Spring Town Meeting. He appreciates the committee member's time and input participating and voicing their concerns/opinions regarding the Warrant Articles presented to the committee by the Select Board.

Due to the advanced deadline for the Finance Committee's Report to be delivered to residents, one week prior to Town Meeting, he is requesting the committee members prepare their synopsis of their assigned Warrant Articles by Saturday; preferable Friday.

Council on Aging FY22 Budget Request Discussion Follow-up:

As a result of discussions during recent Select Board Meetings, the committee has requested a follow-up discussion on an Above Level Service Request by the Council on Aging. The Above Level Service Request includes expanding the Council on Aging hours of operation until 4:00 PM Monday through Thursday as well as adding a new position, Operations Manager, and additional postage allowance of \$3,000.00. The request total is \$48,672.38.

Craig Schultze inquired what the justification is to fund this request as of July 1, 2021 as opposed to deferring funding to commence in September given the restricted programs the Council on Aging is offering due to COVID-19. In addition, the level of programming that would be provided and number of seniors served. Obviously, a new Council on Aging Facility will not be constructed for several years. Patty Kayo explained the Council on Aging has been working with the Board of Health on vaccinating the Millis Seniors as well as the Permanent Building Committee to offer additional/expanded programming; September is too long to wait to implement expanded programs.

The Council on Aging is hoping to attract young seniors with crafting, financial planning, exercise and supper clubs. Appealing to younger seniors would require programs after normal business hours; most younger seniors are still employed. The Council on Aging is providing limited

programming at this time; the Town Hall is currently closed to the public. Programs are available by appointment only. Pete Berube inquired why the Council on Aging is unable to provide programming with social distancing guidelines similar to the School Department. Patty Kayo has discussed opening the Senior Center with Town Administrator, Mike Guzinski, that would require temperature checks, ensuring social distancing and other guidelines. The Council on Aging serves approximately thirty-one percent of seniors and is hoping to increase that number to fifty percent. A request was made by the committee for documentation on how many times seniors actually visit the center; Patty Kayo will forward the information to the committee. Cathy MacInnes noted that the seniors she has had feedback from would like to see more programs offered at the Council on Aging in addition to crafts, free bread on Thursdays and yoga. A large part of the senior population would like to see programs that include luncheons in various parts of New England, visits to botanical gardens, etc.; most seniors expect outside trips from the Council on Aging.

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

Craig Schultze requested a small amendment to Section III Subsection B to read: *A vote by a Super Majority, 66%, of the Committee members shall be required for the adoption of a new or amended Committee Policy.*

Craig Schultze made motion to adopt the Finance Committee Operating Policies and Procedures Handbook as written with the amendment noted above; Cathy MacInnes seconded.

Roll Call Vote: Pete Berube – aye, Craig Schultze – aye, Cathy MacInnes – aye, Jodie Garzon – aye, Joyce Boiardi – aye, Katie Tieu – aye, Jim Borgman – aye. Vote: 7/0 motion carries unanimously.

Pete Berube thanked Jodie Garzon for her efforts in drafting the much-needed document and the committee's feedback in finalizing the document. Jim McCaffrey requested the link to the document be emailed to him in order to share the Finance Committee's Operating Policies and Procedures Handbook with the Select Board Members.

https://www.millisma.gov/sites/g/files/vyhlf901/f/uploads/finance_committee_operating_policies_and_procedures_2021.pdf

May 1, 2021 Town Meeting Warrant Article Discussion and Recommendations:

Mike Guzinski noted that Article #1, Unpaid Bills, included more detail in the Town Meeting Motions to include the Weights and Measures Item for \$113.77; the total amount of the article is unchanged at \$572.91.

A small adjustment was made to Articles #3 – FY22 Operating Budget, #5 – Sewer Enterprise Fund, #6 – Water Enterprise Fund and #7 – Stormwater Enterprise Fund to reflect Indirect Cost reductions to the Enterprise Funds for the IT Specialist's Salary that will be funded by the Town of Norfolk.

Pete Berube noted the recent inquiries and discussions regarding the Direct and Indirect Costs amongst the Select Board and Enterprise Fund Advisory Committee. Questions regarding the town's methodology in determining the Indirect Costs surfaced in recent years and the town contracted Community Paradigm Associates, LLC to study the cost analysis of the Enterprise Funds (Water, Sewer and Stormwater). He inquired what if any determinations/changes are reflected in the FY22 Operating and Enterprise Fund Budgets presented to the committee. Mike Guzinski made the committee aware that a Full-Time HEO/Laborer, funded entirely by the General Fund, is included in the FY22 DPW Operating Budget. The position is part of the Select Board's Above Level Service Recommendations. The addition would alleviate Enterprise Fund Staff from performing General Fund duties.

Mike Guzinski noted the Indirect Cost Increases for FY22 were higher than previous years; this is due in part by the reduced FY21 Salaries, 10%, for Town Hall Employees which were restored in December 2020. Additional factors include the addition of IT Administration and a 10% increase to Health Insurance and Pension costs.

Article #3, FY22 Operating Budget, includes the Select Board's recommendations for Above Level Services. Craig Schultze suggested further discussion by the Finance Committee regarding the Above Level Services take place before the committee's final recommendations on this article. The Select Board's Above Level Service Recommendations include:

• IT Administration – Must Fund:	\$ 35,600.00
• VSO (Veterans Service Officer) Stipend Increase:	\$ 6,525.12
• Executive Office Department Assistant Hours Increase to 35 hours/week:	\$ 21,339.76
• Council on Aging Additional Operating Hours and Postage:	\$ 48,672.38
• DPW HEO/Laborer Addition:	\$ 51,851.60
• Recreation Department Assistant 10 hours/week:	\$ 11,920.00
Total:	<u>\$175,908.86</u>

*All of the above, with the exception of the VSO, are eligible for benefits.

The committee continued their discussion on the Warrant Articles later in the meeting.

Enterprise Funds Study Presentation:

Carl Valente, Community Paradigm Associates LLC Representative presented a cost analysis of the Enterprise Funds and gave an overview of the project history. The Select Board's request for the study began in March 2020. The purpose of the study was to determine if the Direct and Indirect Costs to the Enterprise Funds were reasonable and to conduct a full review of the DPW Operations. A determination on the use of Enterprise Fund Revenues in terms of Indirect Costs could not be made due to the limited documentation and staff involved in the town's methodology in calculating the costs. Therefore, the recommendation in March 2020 was to revise the methodology in determining the Enterprise Fund Direct and Indirect Costs.

The preliminary data reflected excess costs of 5.8% in Water, 11.2% in Sewer and 18.9% in Stormwater, totaling \$382,130.00. Indirect Costs are defined as General Fund Expenses and Staff attributable to the Enterprise Funds and include:

- Vehicle Depreciation, Maintenance and Insurance Costs
- Indirect DPW Administration including benefits (Director and Assistants)
- Workers Compensation Premiums
- Retiree Health and Pension Benefits
- Indirect Town Expenses
- Liability and Property Insurance
- Employee Benefits

FY21 Budgeted Indirect Costs are: Water - \$261,248.00, Sewer - \$213,749.00 and Stormwater - \$139,173.00. Totaling \$614,170.00.

A Work Hour Analysis, based on a ninth month period, was conducted. It was noted three months were not included due to work hour adjustments as a result of the pandemic. FY21 DPW Staff Salaries Budgeted versus Hours Worked in each of the DPW Divisions reflected excess budgeted salaries in: Water - \$111,541.00, Sewer - \$144,986.00 and Stormwater - \$83,661.00. Totaling \$340,188.00. The Hours Worked Cost Analysis and Automobile Insurance Indirect Costs will be fine-tuned in FY22.

Going forward, Community Paradigm's Methodology, once vetted by Town Administration and other committee members, would be adopted by the Select Board. The goal is to use a three-year average to determine Enterprise Fund Rates and Fiscal Year Budgets.

Enterprise Funds Discussion – Water, Sewer and Stormwater:

Pete Berube inquired if additional years of data would rectify the imbalance, Carl Valente noted it would not. However, the additional data would justify the methodology used going forward. He inquired how other towns have transitioned an imbalance of costs to Enterprise Funds. Carl Valente noted his tenure as Town Administrator in three towns and his experience in the "truing up" needed to rectify cost imbalances is typically done over the course of three years. He also

noted there is no evidence the town's previous methodology in determining Enterprise Fund Costs was faulty. Pete Berube noted the findings and report present an opportunity for the town to improve on its methodology. Funding for the new DPW Facility was split between the General Fund and Water and Sewer Enterprise Funds and are included in the Direct Costs under Debt Service.

Work Hour Analysis by the DPW Staff was conducted for FY17, FY18 and FY19 however, it was determined the data was not precise enough to warrant substantial adjustments to the Enterprise Funds. It was noted however, that the data did reflect the imbalance currently seen in the FY20 and FY21 Work Hour Analysis. Cathy MacInnes, Enterprise Fund Advisory Committee (EFAC) Chair, noted the EFAC has reviewed the three-year analysis and agree the data is inline with the current analysis. She noted the Water and Sewer Rate Payors have been funding General Government expenses for too long. Pete Berube noted that adding a HEO/Laborer, fully funded by the General Fund, is a step in the right direction to correct the imbalance. Eventually, an increase to the DPW General Budget and decreases to the Enterprise Fund Budgets reflecting the work performed in each division will rectify the imbalance. The adjustments will be transitioned over two to three budget cycles.

Craig Schultze, EFAC Member, outlined the committee's recommendations/requests:

- Town Counsel's written opinion on the town's exposure to their previous methodology in determining Enterprise Fund Direct and Indirect Costs
- Budget Percentages for DPW Staff by Division
- Request Select Board to contract Community Paradigm for additional analysis

The EFAC agree, the transition of costs should be complete within two to three budget cycles.

Jim McCaffrey made the committee aware, the service contract with Community Paradigm for ongoing analysis will be reviewed by the Select Board at an upcoming meeting. His concern with the accuracy of the numbers relates to consistency year after year as well as the source of funding to shift costs from the Enterprise Funds to the General Fund. He inquired what additional work Enterprise Fund Staff Members could accomplish with the redirection of staff from General Fund Duties to Enterprise Fund Duties. Jim McKay had briefed the EFAC earlier in the evening on the various Enterprise Fund Duties the staff would concentrate on including: Unidirectional Hydrant Flushing Program, Exercise Water Valves and Water and Sewer Building Maintenance to name a few. Overall, operate the Water and Sewer Divisions as they are intended. Jim McCaffrey noted the Community Paradigm Report did conclude the DPW is understaffed by several positions. Therefore, the Select Board recommended the addition of an HEO/Laborer.

May 1, 2021 Town Meeting Warrant Article Discussion and Recommendations Continued:

Article #3, FY22 Operating Budget Above Level Service was revisited. Pete Berube is not a proponent in funding the Council on Aging additional hours 100%; those funds could be used to address the imbalance between the General Fund and Enterprise Funds.

The Select Board's recommended FY22 Operating Budget include all of the items listed above; the list is ranked in priority order. The IT Administration Item is a must fund; funds were appropriated at the November 2020 Town Meeting for this position. The town has also entered into an agreement with the Town of Norfolk to share the cost of the position.

The committee had the option to vote the article as written or make adjustments based on its priorities and recommendations to Town Meeting. The goal of the Select Board and Finance Committee is to have a joint consensus on the Operating Budget prior to Town Meeting. Jodie Garzon asked that the FY22 Operating Budget be presented with the variance between FY21 and FY22 as opposed to the Town Administrator's Proposed versus the FY22 Department Requests. It would reflect the variance with regards to increased costs more transparently. Carol Johnston reiterated that the FY21 Operating Budget reflects a 10% reduction in hours for certain departments.

Craig Schultze clarified, without the Above Level Services, the FY22 Municipal Operating Budget reflects a 4% growth similar to the School Department. The 4% growth rate was agreed upon by the Finance Committee, School Committee and Select Board for FY22. Craig Schultze agrees the IT Administration Salary is a must fund and the VSO Stipend increase essentially pays for itself given the VSO's quest to bring paid Veteran Benefit Reimbursement into the General Fund. The HEO/Laborer Position addresses the imbalance however, the other items are discretionary. He also noted that in order to address the imbalance, consideration should be given to "trueing up" the DPW Transfer Station Position to be funded 100% from General Funds as opposed to 50% Water Enterprise Funds.

Mike Guzinski explained the need for the increase in hours for the Executive Office. The lack of a Human Resource Director places an enormous amount of work on the Executive Office Staff. As a result, other areas of their operations have been neglected; strategic planning and grant applications for example. Cathy MacInnes suggested with the influx of Marijuana Business Inquiries the Executive Offices receives, Host Community Agreement Documentation, etc. perhaps the additional hours could be funded by HCA Impact Fees. In addition, the \$3,000.00 in Administrative Support for the Capital Planning Committee could be included in the additional hour costs; it is already factored into the Proposed FY22 Operating Budget. Mike Guzinski will discuss these options with the Select Board.

Article #3: FY22 Operating Budget

Craig Schultze made a motion to Recommend at Town Meeting (RATM) Article #3; Katie Tieu seconded.

Roll Call Vote: Pete Berube – aye, Craig Schultze – aye, Cathy MacInnes – nay, Jodie Garzon – aye, Joyce Boiardi – aye, Jim Borgman – aye, Katie Tieu – aye. Vote: 6/1 motion carries.

Article #2: FY21 Additional Wages and Expenses

Jodie Garzon made a motion to recommend approval of Article #2 in the amount of \$128,349.30: Public Safety, \$98,183.06 and Employee Benefits, \$30,166.24 of which \$79,222.14 will be funded from Town General Government, \$7,302.64 from General Insurance, \$13,617.59 from Health and Human Services, \$11,615.13 from Culture and Recreation and \$16,591.80 from Public Works; Katie Tieu seconded.

Roll Call Vote: Pete Berube – aye, Craig Schultze – aye, Cathy MacInnes – nay, Jodie Garzon – aye, Joyce Boiardi – nay, Jim Borgman – aye, Katie Tieu – aye. Vote: 5/2 motion carries.

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

Jodie Garzon made a motion to recommend Article #4 in the amount of \$85,000.00 from Taxation; Craig Schultze seconded.

Roll Call Vote: Pete Berube – aye, Craig Schultze – aye, Cathy MacInnes – aye, Jodie Garzon – aye, Joyce Boiardi – aye, Jim Borgman – aye, Katie Tieu – aye. Vote: 7/0 motion carries unanimously.

The below articles were deferred until a vote is made on Article #3:

Article #5: Sewer Enterprise Fund – RATM

Article #6: Water Enterprise Fund – RATM

Article #7: Stormwater Enterprise Fund – RATM

A Proposed FY22 Operating Budget will be included in the Finance Committee Report.

Article #11: Lansing Millis Memorial Building Repair Project

The Select Board at their recent meeting voted to dismiss Article #11 due to lack of funds.

Jodie Garzon made a motion to recommend dismissal of Article #11; Joyce Boiardi seconded.

Roll Call Vote: Pete Berube – aye, Cathy MacInnes – aye, Craig Schultze – aye, Jodie Garzon – aye, Joyce Boiardi – aye, Katie Tieu – aye, Jim Borgman – aye. Vote: 7/0 motion carries unanimously.

Article #15: Capital Items

Pete Berube made a motion to recommend approval of Article #15 in the amount of \$657,131.00 which includes:

- | | |
|--|--------------|
| • School Committed Bus Leases | \$ 89,999.00 |
| • School Committed Computer Lease | \$ 46,600.00 |
| • 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 |

of which \$171,531.00 is funded by Free Cash and \$485,600.00 by Water Enterprise Reserve Fund; Joyce Boiardi seconded.

Roll Call Vote: Pete Berube – aye, Cathy MacInnes – nay, Craig Schultze – aye, - Jodie Garzon – aye, Joyce Boiardi – abstained, Katie Tieu – aye, Jim Borgman – aye. Vote: 5/1 1 abstained. Motion carries.

Article #17: Road Maintenance

The Select Board have increased the amount of funding for this article by \$48,805.23 to \$143,805.23.

Jodie Garzon made a motion to recommend approval of Article #17 in the amount of \$143,805.23 of which \$50,000.00 will be funded by Taxation, \$45,000.00 from Free Cash and \$48,805.23 from Article #26 – Clyde F. Brown Roof Repairs appropriated at the June 5, 2017 Town Meeting; Craig Schultze seconded.

Roll Call Vote: Pete Berube – aye, Cathy MacInnes – aye, Craig Schultze – aye, Jodie Garzon – aye, Joyce Boiardi – aye, Katie Tieu – aye, Jim Borgman – aye. Vote: 7/2 motion carries unanimously.

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

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

This article will be funded by a twenty-year bond; cost per household \$20.00 per year. Taxes will not increase due to offsets in the Debt Schedule.

Roll Call Vote: Pete Berube – aye, Cathy MacInnes – aye, Craig Schultze – aye, Jodie Garzon – aye, Joyce Boiardi – aye, Katie Tieu – aye, Jim Borgman – nay. Vote: 6/1 motion carries.

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

Jodie Garzon made a motion to recommend dismissal of Article #30; Craig Schultze seconded.

Roll Call Vote: Pete Berube – aye, Cathy MacInnes – aye, Craig Schultze – aye, Jodie Garzon – aye, Joyce Boiardi – aye, Katie Tieu – aye, Jim Borgman – aye. Vote: 7/0 motion carries unanimously.

Article #31: Stabilization Fund

Jodie Garzon made a motion to recommend dismissal of Article #31; Joyce Boiardi seconded.

Roll Call Vote: Pete Berube – aye, Cathy MacInnes – aye, Craig Schultze – aye, Jodie Garzon – aye, Katie Tieu – aye, Joyce Boiardi – aye, Jim Borgman – aye. Vote: 7/0 motion carries unanimously.

Jodie Garzon suggested the town update the Stabilization and OPEB Fund Policies in light of the growing Operating Budgets.

Article #3 Operating Budget Revisited:

The committee discussed their priorities in recommendations for Above Level Services and weighed the option and possible funding sources.

Pete Berube made a recommendation for the Finance Committee to communicate the following to the Select Board to consider in their FY22 Operating Budget Recommendations:

IT Administration:	\$35,600.00	100%
VSO Stipend Increase:	\$ 6,525.12	100%
Executive Office Additional Hours:	\$21,339.76	100%
**Less HCA Impact Funding and \$3,000.00 in Capital Planning Committee Administrative Support		
Council on Aging Expanded Operating Hours and Postage:	\$48,672.38	50%
DPW Heavy Equipment Operator/Laborer:	\$51,851.60	100%
Recreation Department Assistant Hours:	\$11,920.00	100%

The intent of these recommendations is to allow for additional FY22 allocation adjustments be made between the Enterprise Funds and the General Fund resulting in deliberate steps to rectify the imbalance between both funds. For example, funding the Transfer Station Staff 100% from the General Fund.

Cathy MacInnes motioned the recommendation; Jim Borgman seconded.

The option to defer the additional hours in the Executive Office, if funded by HCA Funds, to the November Town Meeting when Free Cash is certified including all the FY21 HCA Funds was agreed to by some committee members. The Town Administrator agreed as well, although the deferment is not ideal. The Select Board will have the flexibility to decide how their recommendations will change, if at all.

Roll Call: Pete Berube – aye, Craig Schultze – aye, Cathy MacInnes – aye, Jodie Garzon – aye, Jim Borgman – aye, Katie Tieu – aye, Joyce Boiardi – aye. Vote: 7/0 motion carries unanimously.

Old Business/New Business:

The Finance Committee's next meeting will be held on Wednesday, April 28, 2021 at 6:30 PM followed by their Pre-Town Meeting/Public Hearing at 7:00 PM.

Finance Committee Meeting Minutes Approval:

Joyce Boiardi made a motion to accept the April 7, 2021 Finance Committee Meeting Minutes; Craig Schultze seconded. Vote: 7/0 motion carries unanimously.

Adjourn Meeting:

Jodie Garzon made a motion to adjourn the Finance Committee Meeting at 10:36 PM; Joyce Boiardi seconded. Vote: 7/0 motion carries unanimously.

Respectfully submitted,
Deirdre Gilmore