

DEPARTMENT: Select Board/Town Administrator

**BUDGET NARRATIVE****Description of Department Function**

The Executive Office of the Town of Millis is made up of the Select Board and Town Administrator. The Select Board is recognized by the General Laws of the Commonwealth of Massachusetts as the Town's body of chief elected officials with the authority to enact rules and regulations establishing Town policies not otherwise governed by bylaw, Town Charter, or by statute. The Board is composed of three members who are elected to staggered three-year terms. The powers and duties of the Select Board include appointing the Town Administrator, Town Counsel, Town Auditor, Finance Director, various boards, committees, commissions, and the ratification of appointments made by the Town Administrator.

The Town Administrator is appointed by the Select Board and is the senior appointed chief administrative officer of the Town. The Town Administrator, assisted by the Assistant Town Administrator and clerical staff, is responsible for managing the day-to-day operations of municipal government as outlined in Article III of the Town Charter as well as Article V section 27, and Articles V and XIII of the Town's General Bylaws. The Town Administrator appoints and removes department heads, subordinates and employees, and members of certain boards and commissions for which no other method is provided in the Town Charter or general laws. The Town Administrator works closely with the Select Board to develop and implement policies and goals for the efficient and effective administration of Town government.

**Programs and Sub-Programs**

Collective bargaining and labor relations  
Worker's Compensation, Police/Fire Injured on Duty, FMLA, Unemployment, and Commercial Insurance (Property/Casualty/Liability) Claim Administration and Management  
Manage and update Personnel Plan; maintain personnel files  
Onboarding of New Employees and offboarding of all Town & School employees  
Oversee Procurement and aid to town and school departments  
Promote Economic Development  
Direct & Coordinate Town operations  
Provide citizen assistance & information  
Legislative advocacy  
Select Board support & relations  
Alcohol Licensing, Common Victualler Licensing, and other licensing as required  
Board & Committee Appointments  
Operating budget development & implementation  
Capital improvement program development and implementation  
Strategic planning & fiscal policy development  
Prepare Annual & Fall town meeting warrants  
Prepare Annual Town Report  
Administrative oversight of municipal law department  
Administrative oversight of building maintenance  
Process all Health, Dental, and Life benefits for all Town/School employees & Retirees

Process Medicare Part B Reimbursements for retirees  
Facilitate Annual Open Enrollment for all employee benefits

Accomplishments

List of Accomplishments

- Worked collaboratively with the Board of Health and other Town departments in continuing the management of the overall COVID-19 response.
- Successfully completed the construction of the PFAS Water Treatment Facility for Wells #1 & #2 in order to meet new DEP compliance standards.
- Successfully managed and allocated marijuana impact funds to a wide variety of departments.
- Established a new Intermunicipal Agreement with the Towns of Medway and Medfield for a regional Sealer of Weights & Measures.
- Renewed the Town's Intermunicipal Agreement with the Town of Medway for Animal Control/Animal Inspector Services
- Met with the Select Board of Medway to discuss various additional areas where regional services could benefit both communities
- Established the Enterprise Advisory Committee
- Established a new Sewer Policy
- Established the MBTA Zoning Committee to develop the necessary zoning changes to meet the requirements of the new MBTA Zoning Law
- Approved a lease agreement for the installation of a new Cell Tower near Pleasant Street which will improve communications for our public safety employees and will provide the Town with an additional \$30,000 per year in lease payments.
- Applied for and received a \$45,000 Community Compact Grant for a Human Resource Centralization Study to improve human resource administration in all municipal and school departments.
- Applied for and received a \$60,000 grant for a Climate Action Consultant to assist the town in meeting its climate energy goals.
- Transitioned to a full-time Information Technology Director in order to better administrate our technology platforms and to expedite technology advances to improve the Town's services (e-permitting, online bill payments, etc.)
- After an extensive search process, appointed Anne-Marie Gagnon as the Town's new Senior Director.
- Approved three-year Employment Contracts with the Town Administrator, the Fire Chief, and the Library Director
- Successfully transferred all town and school employee benefit management from the treasurer/collector, finance department, and school administration to the executive office to consolidate and improve human resource management and functions.



### **FY25 Departmental Goals**

- Continue to provide effective COVID-19 impact management to support public health and municipal service delivery.
- Develop a comprehensive senior services delivery model to compliment the development of additional senior center facilities.
- Provide appropriate project oversight for major capital projects (PFAS Filtration Plant for Well #3, Lansing Millis Building, Senior Center, VMB repair, Middle/High School Renovation).
- Continue to focus on improving/repaving Roads & Sidewalks
- Focus on work that encourages additional affordable housing through the MBTA Zoning Law and the state's senior housing programs.
- Improve communication and citizen engagement efforts to maximize the value of technology resources (website improvements, online permitting, payment of bills, etc.).
- Improve efficiencies by consolidating services with neighboring communities.
- Promote continuous improvement in service delivery, implementation strategies and overall accountability. Through collaborative efforts with the school and municipal officials, develop priorities for introducing shared services across appropriate Town functions including IT, HR, Building and Field maintenance.
- Continued commitment to formalize the role of the Tri-Board team in revenue sharing and annual budget development.
- Support on-going activities to implement the Housing Plan, Open Space Plan and economic development efforts including the MBTA multifamily rezoning initiative.
- Create and inaugurate additional community wide events (Millis Town Day, Parades, Pride Events, etc.)

### **Spending Highlights for FY25**

The Town approved significant and meaningful changes in FY23/24 to the operational/organizational structure of the Executive Office. This included the elevation of the Operations Support Manager position to that of Assistant Town Administrator/HR Manager in order to assist the Town Administrator in handling higher level administrative/personnel/executive level tasks. Also, the position of Principal Assistant – Executive Office was elevated to that of Benefits Coordinator to be charged with several critical human resource related tasks, with a specific focus on benefits administration for all Municipal/School employees and Retirees. The Executive Office worked closely with the Finance Office and the Treasurer/Collector's Office in transferring all aspects of employee benefits administration to the Benefits Coordinator. This has allowed these important town officials to focus on other, more appropriate budget/finance related tasks. The positive effects of these changes are already being felt. The position of Department Assistant I – Executive Office has been eliminated.

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### **Non-tax Funding**

The department generates revenue for the General Fund through permit and licensing fees and grants as awarded.





# Town of Millis

## Host Community Agreement

### Marijuana Impact Funds Request Form

Request Date 1/29/2024  
Requestor's Name Michael Guzinski  
E-mail mguzinski@millisma.gov  
Phone 508.376.7041  
Department Executive Office

**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 checked="" 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 checked="" 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:**

Funding for contract for town-wide social worker (Community Impact) to serve all town residents as well as school and town departments.

Funding Start Date	7/1/2023
Funding End Date	6/30/2024
Total Funding Requested	\$35,000.00

**Detailed Cost Impact:**

Type of Expense	Description of Expense	Daily Expenses (Except Airfare)	# of Days	Total Expenses
Salaries			1	\$35,000.00
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				\$35,000.00

**Justification for Request**

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

Requestor Signature

Date Signed

1/29/2024

Approved By

Approval Signature

Date Approved



**SELECTMEN/TOWN ADMINISTRATOR 01121/01129***Personnel Services*does not include merit inc  
does not include COLASalary Town Administrator  
Salary Department Head  
Salary Economic Dev/Planner  
Wages Clerical  
Longevity  
Wages Clerical OT  
Sick Leave Buy Back

	FY2020 ACTUAL	FY2021 ACTUAL	FY2022 ACTUAL	FY2023 ACTUAL	FY2024 TM ADOPTED	FY2025 REQUESTS	FY2025 PROPOSED
	\$152,770	\$158,977	\$170,150	\$175,255	\$180,500	\$191,760	
	\$77,105	\$77,150	\$84,405	\$107,237	\$111,354	\$114,237	
	\$28,535	\$38,635	\$41,249	\$42,488	\$43,847	\$44,985	
	\$21,501	\$20,807	\$43,242	\$48,660	\$49,538	\$55,050	
	\$850	\$850	\$850	\$850	\$950	\$1,100	
	\$980	\$2,042	\$1,741	\$838	\$900	\$1,000	
	\$2,200	\$6,045	\$3,436	\$2,800	\$2,000	\$2,000	
Total	\$ 283,942	\$ 304,506	\$ 345,072	\$ 378,126	\$ 389,089	\$ 410,132	

*Expenses*

\$2500 inc tranfered from Police

Physical Exams  
Maintenance Contract  
Printing  
Supplies and Expenses  
Telephone  
Postage  
Copy Machine Supplies  
Advertising/Postage  
Dues and Subscriptions  
Meetings  
Equipment  
Administrative Expenses  
Auto/Mileage Reimbursement  
Consulting Services  
Annual Audit  
Police Details

moved to town buildings/supplies

OKUN sound/ATM

marijuana request  
new contract

	\$3,938	\$6,174	\$4,345	\$3,730	\$3,000	\$5,500	
	\$12,428	\$11,705	\$7,710	\$0	\$0	\$0	
	\$554	\$0	\$0	\$0	\$0	\$0	
	\$2,149	\$3,875	\$2,544	\$2,608	\$6,000	\$6,000	
	\$17,587	\$19,424	\$21,352	\$18,137	\$19,200	\$19,200	
	\$1,127	\$2,002	\$1,956	\$1,702	\$1,800	\$2,000	
	\$754	\$1,134	\$2,157	\$2,659	\$1,400	\$0	
	\$1,739	\$1,855	\$1,801	\$2,936	\$2,000	\$1,500	
	\$3,939	\$3,924	\$4,457	\$4,240	\$4,500	\$4,500	
	\$5,035	\$1,236	\$2,953	\$6,122	\$4,350	\$4,350	
	\$381	\$0	\$0	\$4,900	\$2,200	\$2,700	
	\$1,631	\$1,615	\$1,615	\$1,634	\$1,615	\$1,615	
	\$5,319	\$6,033	\$4,952	\$4,892	\$5,800	\$5,800	
	\$21,595	\$0	\$13,900	\$71,983	\$70,000	\$0	
				\$34,750	\$37,000	\$50,000	
	\$2,290	\$2,999	\$1,744	\$6,127	\$5,000	\$5,000	
Total	\$80,466	\$61,976	\$71,485	\$166,420	\$163,865	\$108,165	\$0
TOTAL BUDGET	\$364,408	\$366,482	\$416,557	\$544,546	\$552,954	\$518,297	

**01129510 - SELECTMEN/ADMINISTRATION**  
**FORM 2**  
**FY2025 Payroll Budget Calculation Worksheet -Revised w/Reclass**

Current Grade	Step At S.O.Y.	Weekly Hours	Step Date	Weeks At 1st Rate	Weeks At 2nd Rate	1st Rate	2nd Rate	6/30/25% Monday Hours	Wages 1st Rate	Wages 2nd Rate	6/30/2025 Wages	Base Dollars For FY2025	Longevity	Total Dollars For FY2025
Michael Guzinski	Contract	40.00	7/1	52.000	0.000				\$ 191,760.00	\$ -	\$ -	\$ 191,760.00	\$ -	\$ 191,760.00
Bouret 8/25/05	PP 16	40.00	7/1	52.000	0.000	\$ 2,184.27	\$ -	12.00	\$ 113,582.04	\$ -	\$ 655.28	\$ 114,237.32	\$ 1,100.00	\$ 115,337.32
Bob Weiss (Econ Dev) 9/7/19	12	19.00	7/1	52.000	0.000	\$ 45.27		5.70	\$ 44,726.76	\$ -	\$ 258.04	\$ 44,984.80	\$ -	\$ 44,984.80
Schindler 10/3/2022	5	35.00	1/1	26.000	26.000	\$ 29.71	\$ 30.45	11.00	\$ 27,036.10	\$ 27,709.50	\$ 334.95	\$ 55,080.55	\$ -	\$ 55,080.55

Guzinski - FY25 rate \$188,000 \* 2% = \$191,760.00 up to 195,595.20 (merit 0%-2% increase)

% Increase to PP

SEIU FY24 New Contract

SEIU Legacy

FY24-FY24

FY24-FY25

FY25-2%

FY25-2%

\$ 406,062.67	\$ 1,100.00	\$ 407,162.67
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01129510-511001	Salary TA	\$ 191,760.00 ✓
01129510-511000	Salary DH	\$ 114,237.32 ✓
01129510-511006	Economic Dev/plan	\$ 44,984.80 ✓
01129510-511010	Wages Clerical	\$ 55,080.55 ✓
01129510-513300	Wages Clerical OT	\$ 900.00 *Level Funded
01129510-515000	Longevity	\$ 1,100.00 ✓
01129510-515120	Sick Leave Buy Bk	\$ 2,000.00 ✓ Level Funded

\$ 410,062.67

DEPARTMENT HEAD/DATE