

FINANCE COMMITTEE REPORT

FISCAL PERIOD JULY 1, 2021 THROUGH JUNE 30, 2022 ANNUAL SPRING TOWN MEETING
CONTAINING THE RECOMMENDATIONS OF THE FINANCE COMMITTEE

PLEASE BRING THIS REPORT WITH YOU TO THE ANNUAL TOWN MEETING



ANNUAL SPRING TOWN MEETING – SATURDAY, MAY 1, 2021 AT 2:00 PM
MIDDLE/HIGH SCHOOL PARKING LOT – 245 PLAIN STREET

PRE-TOWN MEETING – WEDNESDAY, APRIL 28, AT 7:00 PM VIA ZOOM:

<https://us02web.zoom.us/j/87201473155>

THE MEETING WILL BE RECORDED AND POSTED TO THE TOWN'S WEBSITE AT A LATER DATE –

www.millisma.gov

Annual Spring Town Meeting – 1 May 2021

Finance Committee Report

The Town of Millis Finance Committee (FinCom) is comprised of nine voting resident volunteers who are appointed by the Town Moderator. It is the FinCom's duty to "consider and investigate all articles" put forth by the Select Board via the Warrant, which is included with this report. The primary role of the FinCom is to advise voting residents at Town Meeting on the proposed budgets, plans and proposals to be voted on at any Spring, Fall or Special Town Meeting.

To prepare for this Spring Town Meeting and consideration of the Fiscal Year 2022 (FY22) budget, the FinCom held public meetings nearly every week since the start of the year. We received presentations from various municipal department heads as well as Millis Public School officials in order to review and consider requested funding levels. Likewise, we received presentations from various boards and committees regarding budgetary and non-budgetary articles (i.e., proposed Zoning By-Law changes). Finally, FinCom members also served as members and/or liaisons to other committees such as the Capital Planning Committee, the Enterprise Fund Advisory Committee, the Community Preservation Committee, and the Charter Review Committee. A tremendous amount of time and effort was put forth to ensure the FinCom recommendations are well informed, thoughtfully considered and deliberately voted.

FinCom proceedings and meeting materials are public record. Meeting minutes can be accessed at: <https://www.millisma.gov/node/218/minutes/2021>

Meeting materials can be accessed at: <https://www.millisma.gov/meeting-materials/pages/fy21-meeting-materials>

Due to COVID-19, meetings were conducted on Zoom. Recordings will be linked to the Town website as soon as they are available.

There are over thirty articles for Spring Town Meeting vote this year. The following articles are called to voters' attention:

Article #3: FY22 Operating Budget

As with every Spring, the major budgetary article is the Town's operating budget for the new fiscal year, which begins on 1 July 2021. The proposed FY22 budget reflects cost growth of approximately 4.6% over the FY21 Town Meeting approved budget. It should be noted that the FY21 budget was initially reduced at the time of approval to mitigate the economic effects of COVID-19. However, some funding was restored during FY21. Thus, variance calculations between FY21 and FY22 are skewed slightly higher. While much of the increases are due to inflationary and scheduled increases (i.e., longevity pay raises or negotiated contract increases), there are some proposed "above service level" increases. The above service level increases include funding for an IT professional (to be cost shared with the Town of Norfolk), additional funding of the Veterans Service Officer, additional funding for the Executive Office Department Assistant, additional funding for increased operating hours and programming at the Council on Aging, additional funding for a DPW Heavy Equipment Operator, and additional funding for a Recreation Department assistant. At the time of publishing this document, the exact amounts proposed for above level service requests are not known and the FinCom has not completed its vote on Article #3.

It is anticipated the FinCom will conduct a final vote regarding the operating budget recommendation on 28 April 2021.

Article #5, 6 & 7: Sewer, Water and Stormwater Enterprise Funds

The Enterprise Funds exist for the operation, maintenance, repair and construction of the respective municipal utility systems. Revenue for the Funds is generated via user fees and is calculated from meter data or is estimated. While there are no major changes to the Enterprise Fund (EF) operating budgets, there are two important items that residents, voters and users should be aware of. The first is presence of per- and polyfluoroalkyl substances (PFAS) in Town water supplies. In short, PFAS are manmade chemicals that federal and state agencies have mandated be removed from municipal water systems once they are detected above a specified threshold. Of Millis' six municipal wells, two are shut-down due to higher than allowable levels of PFAS. The remaining wells are being actively monitored and could be at risk as well. The most likely means to effectively remove PFAS from the water supply is to construct advanced filtration systems at an estimated cost of \$3.5 million each. These costs would be borne by the Water EF.

Also of important note is a cost allocation concern brought to our attention by the EF Advisory Committee (EFAC). According to research done by the EFAC as well as the Town's consultant, Community Paradigm Associates LLC, the cost sharing model used to allocate direct and indirect expenses between the DPW (General Fund) and Sewer/Water/Stormwater utilities (Enterprise Funds) has not been maintained resulting in the apparent mis-allocation of resources. More simply stated, when a Town employee would split time between Town highway duties and water system duties, for example, the hours had not been accurately tracked, nor had the work-split assumptions been re-validated resulting in over-payment of direct and indirect costs by the EF to the General Fund. Preliminary data shows an imbalance of costs between the General Fund and Enterprise Funds to be over \$300,000. It is not believed that any dishonest or illicit conduct caused this error. Nonetheless, the FinCom is recommending corrections begin to be made immediately in the FY22 budget.

There are many more important issues to be decided at Town Meeting on May 1, 2021. Article #15 addresses several capital expenditures. Article #16 & 17 concern tree and road maintenance expenditures. Article #20 pertains to Town purchase of 23 acres of land at 377 Village Street and Articles #21-24 address Zoning By-Law Amendments affecting solar projects, commercial parking lots, and cannabis delivery businesses.

The single best way to affect the future of Millis is to participate and vote at Town Meeting. Another way is to get involved and volunteer to serve on a committee or board. The Finance Committee currently has one vacancy.

Respectfully Submitted,

Pete Berube, Chair
Joyce Boiardi
Cathy MacInnes

Craig Schultze, Vice Chair
Jim Borgman
Katie Tieu

Doug Riley, Clerk
Jodie Garzon

Article #1: Unpaid Bills

This is an annual article to fund bills incurred in previous fiscal years. The bills for this Town Meeting total \$572.91.

The Finance Committee recommends approval of this article.

Article #2: FY21 Additional Wages and Expenses

This article authorizes re-allocation of FY21 funds via inter-departmental transfer to fund various departments through the end of the fiscal year.

The Finance Committee recommends approval of this article.

Article #3: FY22 Operating Budget

This article appropriates funding necessary to operate the Town of Millis for Fiscal Year 2022 (FY22). The Town's fiscal year runs from July 1st through June 30th.

The Finance Committee will vote on this article prior to Town Meeting.

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

This article will fund the estimated first year costs of \$85,000.00 contained in these contracts.

The Finance Committee recommends approval of this article.

Article #5: Sewer Enterprise Fund

This article appropriates funding, including funds for personnel costs, contract expenses, and debt service, necessary to operate the Town's sewer service and infrastructure. The utility Enterprises are funded via user fees based on metered or estimated usage.

The Finance Committee will vote on this article prior to Town Meeting.

Article #6: Water Enterprise Fund

This article appropriates funding, including funds for personnel costs, contract expenses, and debt service, necessary to operate the Town's water service and infrastructure. The utility Enterprises are funded via user fees based on metered or estimated usage.

The Finance Committee will vote on this article prior to Town Meeting.

Article #7: Stormwater Enterprise Fund

This article appropriates funding, including funds for personnel costs, contract expenses, and debt service, necessary to operate the Town's storm drain system. The utility Enterprises are funded via user fees based on metered or estimated usage.

The Finance Committee will vote on this article prior to Town Meeting.

Article #8: Consent Agenda which includes the following Articles:**1. Amendments to the Personnel Plan**

This article amends the Schedule A-Salary Plan of the Town of Millis Personnel Plan.

2. Board of Health Appointing Authority

This annual article authorizes the Board of Health to appoint any of its members to another town office or position for which it has appointing authority.

3. Revolving Funds

This annual article authorizes towns to use Revolving Funds that have their own sources of revenue to be accounted for separately from other town monies. These Funds may spend their revenues without additional appropriation up to the limits authorized by the town.

4. Community Preservation Fund

This annual article allocates Community Preservation funds into the various reserves as required in the Community Preservation Act for administrative expenses, community preservation projects and/or other expenses in fiscal year 2022.

The Finance Committee recommends approval of this article.

Article #9: Community Preservation Historic Resource Reserve Fund - Phase II Walling Map Rehab

This article will use \$1,469.00 of Community Preservation Act Historic Resource Reserve Funds to restore the Walling Map. Phase 1 was voted at a prior Town Meeting.

The Finance Committee recommends approval of this article.

Article #10: Community Preservation Open Space/Recreation Reserve Fund - MHS Dugout Project

This article will use \$10,300.00 of Community Preservation Act Open Space/Recreation Resource Reserves Funds to rebuild the dugout at the Millis High School.

The Finance Committee recommends approval of this article.

Article #11: Lansing Millis Memorial Building Repair Project

This article would begin the restoration of the old Train Station (known as the Lansing Millis Memorial Building). Due to lack of matching funds, \$363,887.00, this project will be put on hold.

The Finance Committee recommends dismissal of this article.

Article #12: Independent Audit

This article funds the annual independent audit of the Town's finances as required by Massachusetts General Laws in the amount of \$36,750.00.

The Finance Committee recommends approval of this article.

Article #13: FY22 Personal Property Interim Year Inspections

This article will appropriate funds in the amount of \$20,000.00 to allow an inspection of certain Personal Property to make sure taxes are assessed on the proper value of the property.

The Finance Committee recommends approval of this article.

Article #14: FY23 Recertification Process

The Department of Revenue requires all towns in the Commonwealth to revalue all properties yearly and to undergo a state recertification audit once every three years. The next recertification audit in Millis will be for FY23, and the process should start in FY22.

The Finance Committee recommends approval of this article.

Article #15: Capital Items

This article appropriates funding for 6 capital items and projects valued at \$657,131.00. The potential projects for funding include Millis Public School (MPS) bus leases, computer leases for MPS, a police vehicle lease, engineering designs for water treatment systems and a water system response plan.

The Finance Committee recommends approval of this article.

Article #16: Tree Pruning/Removal

This article will appropriate \$40,000.00 for tree trimming/removal of dangerous trees throughout town. The DPW budget for Tree Care is depleted for this Fiscal Year.

The Finance Committee recommends approval of this article.

Article #17: Road Maintenance and Repairs

This article will fund \$143,805.23 for road maintenance and repairs.

The Finance Committee recommends approval of this article.

Article #18: New School Computer Lease – Year 1

This article will fund a new lease/purchase(s) for Millis School computers. The total cost for the first year will total \$23,300.00.

The Finance Committee recommends approval of this article.

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

This article would appropriate funds, to be raised by borrowing through the Stormwater Enterprise Fund, for the design and construction of an upgraded drainage system for the low-lying area at/near the intersection of Village and Birch streets, which is subject to flooding during severe weather events.

The Finance Committee recommends approval of this article.

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

This article will fund the purchase of open space on Village Street in the amount of \$1,000,000.00. This open space will be purchased with unrestricted money, allowing it to be used for any purpose the town feels is appropriate (open space, development, or re-sale). Taxes will not be increased to purchase this property.

The Finance Committee recommends approval of this article.

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

This article would amend Section XX of the town's Zoning ByLaws, governing Large Scale Ground Mounted Solar Installations, extending its applicability to land primarily used for farming or agricultural purposes as described in M.G.L. Ch. 61, S. 2A.

The Finance Committee recommends approval of this article.

Article #22: Zoning ByLaw Amendment - Parking Dimensions

This article would amend the town's Zoning ByLaws regarding parking spaces to allow for a reduction in the minimum required dimensions *from 9' W by 21' L to 9' W by 19' L.*

The Finance Committee recommends dismissal of this article.

Article #23: Zoning ByLaw Amendment - Compact Car Parking

This article would amend the town's ByLaws regarding parking spaces to allow, by Special Permit, in lots with more than 20 spaces, up to 33% of the number spaces to be designated for compact cars with such spaces having a minimum required dimension of 8' W by 16' L.

The Finance Committee recommends approval of this article.

Article #24: Zoning ByLaw Amendment - Cannabis Delivery

This article amends the town's Zoning ByLaws to allow for the establishment of businesses providing home delivery of cannabis products. Following approval of said businesses by the Massachusetts Cannabis Control Commission (CCC) as of September 2020, Millis cannot prohibit the establishment within Millis of cannabis delivery businesses. Any such business would be subject to extensive licensing and regulation requirements, similar to other marijuana-related businesses.

The Finance Committee recommends approval of this article.

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

This article will add a Town ByLaw waiving all building permit fees for Town Building Construction Projects.

The Finance Committee recommends approval of this article.

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

This article will authorize the Town to sell by auction a 0.94 Acre parcel of land off Acorn Street identified behind 95 and 99 Acorn Street which is not sited on a road and is only accessible via a right of way from the adjacent properties.

The Finance Committee recommends approval of this article.

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

This article would authorize the Select Board to enter into a Payment in Lieu of Taxes Agreement (PILOT) agreement with Solect Energy Development LLC. This would allow Solect to make annual payments of \$6,784.00 over 20 years instead of paying personal property taxes every year on the declining value of solar panels to be installed at the new Clyde Brown School.

The Finance Committee recommends approval of this article.

Article #28: Medicare/Medicaid Reimbursement Services

This article appropriates funds in the amount of \$5,000.00 for Medicare & Medicaid reimbursement services.

The Finance Committee recommends approval of this article.

Article #29: Unemployment Insurance Fund

This article will fund the town's unemployment insurance fund. The town sets aside funds every few years from which to pay any unemployment insurance claims that arise from former town employees. This article will replenish the fund and should provide enough to cover any FY22 claims.

The Finance Committee recommends approval of this article.

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

This article would add funds to the Other Post-Employment Benefits Funds. Currently the town is covering claims as needed out of the general operating budget but should be setting aside additional funds for future OPEB obligations.

The Finance Committee recommends dismissal of this article due to lack of funds at this time.

Article #31: Stabilization Fund

The Town of Millis has adopted a policy to maintain a stabilization fund equal to 5% of its annual General Fund Budget Expenditures to be used for unforeseen and emergency purposes.

Currently the fund is above 5%, and therefore the Finance Committee recommends dismissal of this article.



May 1, 2021

**ANNUAL
TOWN MEETING WARRANT**

**TOWN OF MILLIS
COMMONWEALTH OF MASSACHUSETTS**

NORFOLK, SS.

GREETING:

To either of the Constables of the Town of Millis in said county, in the name of the Commonwealth of Massachusetts, you are hereby directed to notify and warn the inhabitants of the Town of Millis qualified to vote in elections and in town affairs, to meet on Saturday, the first day of May, AD 2021 at 2:00 p.m. in the Millis High School parking lot located at 245 Plain Street in said Millis:

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

SPRING 2021 TOWN MEETING ARTICLE LIST

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

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

TOWN OF MILLIS

May 1, 2021 SPRING ANNUAL TOWN MEETING WARRANT

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

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

(Submitted by The Select Board)

4/5ths majority

ARTICLE 2. To see if the Town will vote to transfer from available funds, or by transfer from the Stabilization Fund, a sum of money for **additional wages or expenses** not sufficiently funded under Article 4, Operating Budget, of the June 29, 2020 Annual Town Meeting, or take any other action in relation thereto.

(Submitted by The Select Board)

Simple majority

ARTICLE 3. To see if the Town will vote to fix the compensation of elected officers, provide for a reserve fund, and determine what sums of money the Town will raise and appropriate, including appropriations from taxation, by transfer from available funds, and/or the Stabilization Fund to **defray charges and expenses to the Town, including debt and interest, and a reserve fund**, for the fiscal year beginning July 1, 2021, or take any other action in relation thereto.

(Submitted by The Select Board)

2/3 majority if stabilization funds used

ARTICLE 4. To see if the Town will vote to raise and appropriate or transfer from available funds the sum of **\$85,000** to fund the estimated first-year cost items contained in the contracts between the **Town of Millis and SEIU Local 888, and Town of Millis and Professional Firefighters of Millis Local #4704**, both to be effective July 1, 2021, or take any other action in relation thereto.

(Submitted by The Select Board)

Simple majority

ARTICLE 5. To see if the Town will vote to raise and appropriate or transfer from available funds a sum of money to **operate the sewer enterprise fund beginning July 1, 2021**, including a reserve fund, or take any other action in relation thereto.

(Submitted by The Select Board)

Simple majority

ARTICLE 6. To see if the Town will vote to raise and appropriate or transfer from available funds a sum of money to **operate the water enterprise fund beginning July 1, 2021**, including a reserve fund, or take any other action in relation thereto.

(Submitted by The Select Board)

Simple majority

ARTICLE 7. To see if the Town will vote to raise and appropriate or transfer from available funds a sum of money to **operate the stormwater enterprise fund beginning July 1, 2021**, including a reserve fund, or take any other action in relation thereto.

(Submitted by The Select Board)

Simple majority

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

1. To see if the Town will vote to adopt **amendments to Schedule A-Salary Plan of the Town of Millis Personnel Plan** effective July 1, 2021, as shown in the FY22 Finance Committee Report, or take any other action in relation thereto.

(Submitted by The Select Board)

Simple majority

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

(Submitted by the Board of Health)

Simple majority

3. To see if the Town will vote pursuant to the provisions of M.G.L. Chapter 44, Section 53E½, to establish the following fiscal year spending limit for the Town's established revolving funds for Fiscal year 2022:

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

(Submitted by The Select Board)

Simple majority

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

Appropriations:

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

Reserves:

From FY2022 estimated revenues for Historic Resources Reserve	\$25,098.00
From FY2022 estimated revenues for Community Housing Reserve	\$25,098.00
From FY2022 estimated revenues for Open Space Reserve	\$25,098.00
From FY2022 estimated revenues for Budgeted Reserve	\$80,000.00

(Submitted by the Community Preservation Committee)

Simple majority

ARTICLE 9. To see if the Town will vote to appropriate a sum of money from the Community Preservation Historic Resource Reserve Fund for the Preservation & Rehabilitation of the Henry F. Walling Map Phase II, or take any other action in relation thereto.

(Submitted by the Community Preservation Committee)

Simple majority

ARTICLE 10. To see if the Town will vote to appropriate a sum of money from the Community Preservation Open Space/Recreation Resource Reserve Fund for the **Millis High School Dugout Project**, or take any other action in relation thereto.

(Submitted by the Community Preservation Committee)

Simple majority

ARTICLE 11. To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow the sum of **\$363,887 to fund the Lansing Millis Memorial Building Repair Project**, or act in any manner in relation thereto.

(Submitted by Select Board)

2/3 majority if borrowing used

ARTICLE 12. To see if the Town will vote to raise and appropriate, or transfer from available funds, the sum of **\$36,750 for an independent audit** of all accounts of all departments of the Town, or take any other action in relation thereto.

(Submitted by The Select Board)

Simple majority

ARTICLE 13. To see if the Town will vote to raise and appropriate, or transfer from available funds, the sum of **\$20,000 for Fiscal Year 2022 Personal Property interim year inspections and Real Estate interim year revaluations**, or act in any manner relating thereto.

(Submitted by Board of Assessors)

Simple majority

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

(Submitted by Board of Assessors)

Simple majority

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

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

Or take any other action in relation thereto.

(Submitted by The Select Board)

Simple majority

ARTICLE 16. To see if the Town will vote to appropriate and raise by taxation, or transfer from available funds the sum of **\$40,000 for tree trimming and removal**, or take any other action related thereto.

(Submitted by Select Board)

Simple majority

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

(Submitted by Select Board)

Simple majority

ARTICLE 18. To see if the Town will vote to raise and appropriate or transfer from available funds, or transfer from the Stabilization fund, or borrow under the provisions of M.G.L. Chapter 44 or any other enabling authority, a sum of **\$23,300 for a new lease/purchase(s) for computers for the Millis Schools**, or take any other action in relation thereto.

(Submitted by the School Committee)

2/3 majority

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

(Submitted by Select Board)

2/3 majority if stabilization funds or borrowing used

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

(Submitted by Select Board)

2/3 majority

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

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

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

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

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

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

(ii) consists of land

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

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

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

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

9. Dimension and Density Requirements:

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

Setbacks:

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

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

or take any other action in relation thereto.

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

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

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

(Amended May 12, 2014)

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

(Submitted by the Planning Board)

2/3 Majority

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

By amending Section II, Definitions, "Parking Space"

From:

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

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

or to take any other action related thereto.

(Submitted by the Planning Board)

2/3 Majority

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

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

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

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

or to take any other action related thereto.

(Submitted by the Planning Board)

2/3 Majority

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

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

or take any other action in relation thereto.

(Submitted by the Select Board)

2/3 Majority

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

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

or take any other action in relation thereto.

(Submitted by the Select Board)

Simple Majority

ARTICLE 26. To see if the Town will vote to authorize the sale by auction or sealed bids of a 0.94 Acre parcel of land off of Acorn Street identified as Parcel ID 0033-0013 on Map 33, Lot 013 Book 4405, Page 585, or take any other action in relation thereto.

(Submitted by the Select Board)

2/3 Majority

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

(Submitted by the Select Board)

Simple Majority

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

(Submitted by the School Committee)

Simple Majority

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

(Submitted by the Select Board)

Simple Majority

ARTICLE 30. To see if the Town will vote to raise and appropriate or transfer from available funds, a sum of money for the **Other Post-Employment Benefits (OPEB) fund**, or take any other action in relation thereto.

(Submitted by the Select Board)

Simple Majority

ARTICLE 31. To see if the Town will vote to raise and appropriate or transfer from available funds, a sum of money for the **Stabilization Fund**, or take any other action in relation thereto.

(Submitted by the Select Board)


Simple Majority

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

Given under our hands this 12th day of April in the year two thousand and twenty-one.

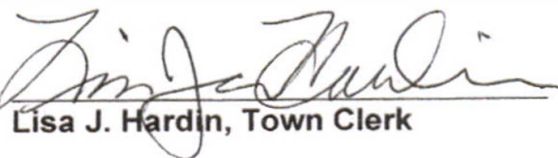
**TOWN OF MILLIS
SELECT BOARD**



James J. McCaffrey, Chair


Peter C. Jurmain, Vice-Chair


Erin T. Underhill, Clerk

A True Copy, Attest


Lisa J. Hardin, Town Clerk


Helen R. Kubacki, Constable
Town of Millis

Date: April 15, 2021

FY22 Operating Budget Department Detail

Department Breakdown	FY19	FY20	FY21	FY22	FY22 vs FY21	FY22 vs FY21
GENERAL GOVERNMENT	ACTUAL	ACTUAL	TM ADOPTED	TA/SB BUDGET	\$ Variance	% Variance
SELECTMEN/TA						
SALARIES	\$246,501.20	\$283,942.15	\$303,566.66	\$341,289.63	\$37,722.97	12.4%
EXPENSES	\$94,128.75	\$80,465.85	\$75,915.00	\$68,785.00	-\$7,130.00	-9.4%
TOTAL	\$340,629.95	\$364,408.00	\$379,481.66	\$410,074.63	\$30,592.97	8.1%
FINANCE DIR/ACCOUNTANT						
SALARIES	\$241,632.04	\$249,301.00	\$252,412.54	\$264,304.28	\$11,891.74	4.7%
EXPENSES	\$6,137.58	\$6,529.43	\$6,538.00	\$6,538.00	\$0.00	0.0%
TOTAL	\$247,769.62	\$255,830.43	\$258,950.54	\$270,842.28	\$11,891.74	4.6%
ASSESSORS						
SALARIES	\$123,260.02	\$120,584.05	\$125,012.33	\$134,159.04	\$9,146.71	7.3%
EXPENSES	\$6,600.34	\$7,079.65	\$9,411.00	\$9,736.00	\$325.00	3.5%
TOTAL	\$129,860.36	\$127,663.70	\$134,423.33	\$143,895.04	\$9,471.71	7.0%
TREASURER/COLLECTOR						
SALARIES	\$195,097.94	\$217,017.37	\$221,247.87	\$230,797.04	\$9,549.17	4.3%
EXPENSES	\$28,428.62	\$36,355.07	\$34,475.00	\$41,090.00	\$6,615.00	19.2%
TOTAL	\$223,526.56	\$253,372.44	\$255,722.87	\$271,887.04	\$16,164.17	6.3%
IT ADMINISTRATION						
SALARIES	\$4,898.00	\$612.28	\$0.00	\$80,000.00	\$80,000.00	
EXPENSES	\$122,543.60	\$147,631.64	\$218,010.00	\$255,045.07	\$37,035.07	17.0%
TOTAL	\$127,441.60	\$148,243.92	\$218,010.00	\$335,045.07	\$117,035.07	53.7%
TOWN COUNSEL						
EXPENSES	\$95,854.25	\$101,032.79	\$81,000.00	\$95,000.00	\$14,000.00	17.3%
TOTAL	\$95,854.25	\$101,032.79	\$81,000.00	\$95,000.00	\$14,000.00	17.3%
TOWN CLERK						
SALARIES	\$90,170.38	\$100,685.90	\$95,952.79	\$101,553.21	\$5,600.42	5.8%
EXPENSES	\$6,367.89	\$6,852.18	\$7,450.00	\$11,450.00	\$4,000.00	53.7%
TOTAL	\$96,538.27	\$107,538.08	\$103,402.79	\$113,003.21	\$9,600.42	9.3%
REGISTRARS						
SALARIES	\$777.62	\$663.00	\$1,280.00	\$1,298.00	\$18.00	1.4%
EXPENSES	\$2,963.14	\$3,755.44	\$4,060.00	\$4,060.00	\$0.00	0.0%
TOTAL	\$3,740.76	\$4,418.44	\$5,340.00	\$5,358.00	\$18.00	0.3%
ELECTIONS						
SALARIES	\$11,658.10	\$18,284.47	\$26,801.00	\$15,814.00	-\$10,987.00	-41.0%
EXPENSES	\$12,015.83	\$12,428.63	\$14,400.00	\$12,350.00	-\$2,050.00	-14.2%
TOTAL	\$23,673.93	\$30,713.10	\$41,201.00	\$28,164.00	-\$13,037.00	-31.6%
PLANNING BOARD						
SALARIES	\$21,216.60	\$22,370.20	\$21,937.42	\$22,953.30	\$1,015.88	4.6%
EXPENSES	\$5,359.80	\$3,189.81	\$9,425.00	\$9,425.00	\$0.00	0.0%
TOTAL	\$26,576.40	\$25,560.01	\$31,362.42	\$32,378.30	\$1,015.88	3.2%
CONSERVATION						
SALARIES	\$13,300.80	\$16,921.15	\$16,559.52	\$17,314.48	\$754.96	4.6%
EXPENSES	\$2,737.05	\$4,396.11	\$4,777.00	\$4,777.00	\$0.00	0.0%
TOTAL	\$16,037.85	\$19,317.26	\$21,336.52	\$22,091.48	\$754.96	3.5%
ZONING BOARD						
SALARIES	\$4,599.30	\$4,810.68	\$5,018.88	\$5,039.13	\$20.25	0.4%
EXPENSES	\$1,978.58	\$1,674.86	\$1,900.00	\$1,900.00	\$0.00	0.0%
TOTAL	\$6,577.88	\$6,485.54	\$6,918.88	\$6,939.13	\$20.25	0.3%
TOWN BUILDINGS						
SALARIES	\$95,668.28	\$84,217.72	\$85,305.63	\$90,555.00	\$5,249.37	6.2%
EXPENSES	\$215,939.63	\$229,370.40	\$205,980.00	\$208,480.00	\$2,500.00	1.2%
TOTAL	\$311,607.91	\$313,588.12	\$291,285.63	\$299,035.00	\$7,749.37	2.7%

FY22 Operating Budget Department Detail

<i>Department Breakdown</i>	FY19 ACTUAL	FY20 ACTUAL	FY21 TM ADOPTED	FY22 TA/SB BUDGET	FY22 vs FY21 \$ Variance	FY22 vs FY21 % Variance
FINANCE COMMITTEE						
SALARIES	\$6,012.47	\$7,323.54	\$6,100.00	\$6,800.00	\$700.00	11.5%
EXPENSES	\$9,165.18	\$14,368.25	\$17,150.00	\$17,300.00	\$150.00	0.9%
TOTAL	\$15,177.65	\$21,691.79	\$23,250.00	\$24,100.00	\$850.00	3.7%
RESERVE FUND						
EXPENSES	\$4,529.95	\$42,000.00	\$50,000.00	\$50,000.00	\$0.00	0.0%
TOTAL	\$4,529.95	\$42,000.00	\$50,000.00	\$50,000.00	\$0.00	0.0%
GENERAL INSURANCE						
EXPENSES	\$457,207.00	\$505,272.00	\$541,943.64	\$569,040.82	\$27,097.18	5.0%
TOTAL	\$457,207.00	\$505,272.00	\$541,943.64	\$569,040.82	\$27,097.18	5.0%
EMPLOYEE BENEFITS						
EXPENSES	\$4,840,007.89	\$5,143,037.11	\$5,470,514.11	\$6,026,267.63	\$555,753.52	10.2%
TOTAL	\$4,840,007.89	\$5,143,037.11	\$5,470,514.11	\$6,026,267.63	\$555,753.52	10.2%
LINE 1 - GENERAL GOVT	\$6,966,757.83	\$7,470,172.73	\$7,914,143.39	\$8,703,121.62	\$788,978.23	10.0%
PUBLIC SAFETY						
POLICE DEPARTMENT						
SALARIES	\$1,779,960.98	\$1,818,448.41	\$1,974,363.07	\$2,020,438.41	\$46,075.34	2.3%
EXPENSES	\$260,203.93	\$243,401.57	\$238,524.00	\$241,524.00	\$3,000.00	1.3%
TOTAL	\$2,040,164.91	\$2,061,849.98	\$2,212,887.07	\$2,261,962.41	\$49,075.34	2.2%
FIRE/RESCUE DEPARTMENT						
SALARIES	\$1,464,027.59	\$1,498,613.59	\$1,553,165.39	\$1,578,395.50	\$25,230.11	1.6%
EXPENSES	\$176,890.25	\$186,568.96	\$216,350.00	\$227,350.00	\$11,000.00	5.1%
TOTAL	\$1,640,917.84	\$1,685,182.55	\$1,769,515.39	\$1,805,745.50	\$36,230.11	2.0%
DISPATCH						
SALARIES	\$272,462.59	\$254,952.80	\$277,872.87	\$286,677.68	\$8,804.81	3.2%
EXPENSES	\$8,496.61	\$10,707.00	\$9,250.00	\$9,250.00	\$0.00	0.0%
TOTAL	\$280,959.20	\$265,659.80	\$287,122.87	\$295,927.68	\$8,804.81	3.1%
BUILDING DEPT.						
SALARIES	\$197,765.49	\$242,467.80	\$225,361.21	\$231,648.04	\$6,286.83	2.8%
EXPENSES	\$8,547.83	\$8,395.36	\$8,775.00	\$8,775.00	\$0.00	0.0%
TOTAL	\$206,313.32	\$250,863.16	\$234,136.21	\$240,423.04	\$6,286.83	2.7%
SEALER W&M						
SALARIES	\$3,183.00	\$3,262.92	\$3,183.00	\$3,428.63	\$245.63	7.7%
EXPENSES	\$245.43	\$63.07	\$150.00	\$150.00	\$0.00	0.0%
TOTAL	\$3,428.43	\$3,325.99	\$3,333.00	\$3,578.63	\$245.63	7.4%
EMERG MGMT COMM						
SALARIES	\$737.00	\$756.00	\$1,500.00	\$1,537.50	\$37.50	2.5%
EXPENSES	\$272.00	\$0.00	\$2,500.00	\$2,500.00	\$0.00	0.0%
TOTAL	\$1,009.00	\$756.00	\$4,000.00	\$4,037.50	\$37.50	0.9%
ANIMAL CONTROL						
SALARIES	\$78,818.89	\$79,824.91	\$83,270.00	\$83,270.00	\$0.00	0.0%
EXPENSES	\$13,703.19	\$10,812.35	\$11,300.00	\$11,300.00	\$0.00	0.0%
TOTAL	\$92,522.08	\$90,637.26	\$94,570.00	\$94,570.00	\$0.00	0.0%
LINE 2 - PUBLIC SAFETY	\$4,265,314.78	\$4,358,274.74	\$4,605,564.54	\$4,706,244.76	\$100,680.22	2.2%

FY22 Operating Budget Department Detail

Department Breakdown	FY19 ACTUAL	FY20 ACTUAL	FY21 TM ADOPTED	FY22 TA/SB BUDGET	FY22 vs FY21 \$ Variance	FY22 vs FY21 % Variance
EDUCATION						
MILLIS SCHOOLS						
SALARIES	\$12,847,560.87	\$13,355,755.27	\$13,561,535.35	\$14,145,694.94	\$584,159.59	4.3%
EXPENSES	\$2,040,542.91	\$2,377,414.25	\$2,910,995.78	\$3,027,435.61	\$116,439.83	4.0%
TOTAL	\$14,888,103.78	\$15,733,169.52	\$16,472,531.13	\$17,173,130.55	\$700,599.42	4.3%
LINE 3 - MILLIS SCHOOLS	\$14,888,103.78	\$15,733,169.52	\$16,472,531.13	\$17,173,130.55	\$700,599.42	4.3%
TRICOUNTY SCHOOL						
EXPENSES	\$615,597.00	\$807,957.00	\$1,049,674.00	\$955,936.00	-\$93,738.00	-8.9%
TOTAL	\$615,597.00	\$807,957.00	\$1,049,674.00	\$955,936.00	-\$93,738.00	-8.9%
LINE 4 - TRI-COUNTY	\$615,597.00	\$807,957.00	\$1,049,674.00	\$955,936.00	-\$93,738.00	-8.9%
PUBLIC WORKS						
DPW HIGHWAY						
SALARIES	\$230,128.49	\$249,292.76	\$261,357.45	\$338,099.47	\$76,742.02	29.4%
EXPENSES	\$412,623.16	\$400,348.06	\$384,342.00	\$386,771.00	\$2,429.00	0.6%
TOTAL	\$642,751.65	\$649,640.82	\$645,699.45	\$724,870.47	\$79,171.02	12.3%
STREET LIGHTS						
EXPENSES	\$39,969.71	\$37,564.40	\$38,850.00	\$38,850.00	\$0.00	0.0%
TOTAL	\$39,969.71	\$37,564.40	\$38,850.00	\$38,850.00	\$0.00	0.0%
TRANSFER STATION						
SALARIES	\$27,218.31	\$24,530.07	\$27,447.27	\$60,821.04	\$33,373.77	121.6%
EXPENSES	\$82,307.46	\$83,517.20	\$77,662.00	\$88,148.00	\$10,486.00	13.5%
TOTAL	\$109,525.77	\$108,047.27	\$105,109.27	\$148,969.04	\$43,859.77	41.7%
SNOW & ICE						
SALARIES	\$80,003.84	\$53,342.69	\$48,000.00	\$48,000.00	\$0.00	0.0%
EXPENSES	\$210,053.05	\$152,440.09	\$170,727.00	\$170,727.00	\$0.00	0.0%
TOTAL	\$290,056.89	\$205,782.78	\$218,727.00	\$218,727.00	\$0.00	0.0%
LINE 5 PUBLIC WORKS	\$1,082,304.02	\$1,001,035.27	\$1,008,385.72	\$1,131,416.51	\$123,030.79	12.2%
HEALTH & HUMAN SERVICES						
BOARD OF HEALTH						
SALARIES	\$116,312.49	\$129,283.82	\$136,627.06	\$139,195.00	\$2,567.94	1.9%
EXPENSES	\$4,198.39	\$5,319.09	\$7,215.00	\$7,575.00	\$360.00	5.0%
TOTAL	\$120,510.88	\$134,602.91	\$143,842.06	\$146,770.00	\$2,927.94	2.0%
COUNCIL ON AGING						
SALARIES	\$101,328.84	\$92,268.13	\$114,600.81	\$140,320.68	\$25,719.87	22.4%
EXPENSES	\$8,446.99	\$12,262.00	\$8,434.00	\$9,934.00	\$1,500.00	17.8%
TOTAL	\$109,775.83	\$104,530.13	\$123,034.81	\$150,254.68	\$27,219.87	22.1%
VETERANS						
SALARIES	\$10,712.00	\$9,630.12	\$11,195.00	\$18,000.00	\$6,805.00	60.8%
EXPENSES	\$32,992.28	\$22,073.97	\$38,700.00	\$48,130.00	\$9,430.00	24.4%
TOTAL	\$43,704.28	\$31,704.09	\$49,895.00	\$66,130.00	\$16,235.00	32.5%
LINE 6 HLTH/HUMN SERV	\$273,990.99	\$270,837.13	\$316,771.87	\$363,154.68	\$46,382.81	14.6%

FY22 Operating Budget Department Detail

<i>Department Breakdown</i>	FY19 ACTUAL	FY20 ACTUAL	FY21 TM ADOPTED	FY22 TA/SB BUDGET	FY22 vs FY21 \$ Variance	FY22 vs FY21 % Variance
CULTURE & RECREATION						
MEMORIAL DAY						
EXPENSES	\$1,816.00	\$1,797.46	\$1,828.00	\$1,828.00	\$0.00	0.0%
TOTAL	\$1,816.00	\$1,797.46	\$1,828.00	\$1,828.00	\$0.00	0.0%
LEGION						
EXPENSES	\$4,053.00	\$4,053.00	\$4,053.00	\$4,053.00	\$0.00	0.0%
TOTAL	\$4,053.00	\$4,053.00	\$4,053.00	\$4,053.00	\$0.00	0.0%
LIBRARY						
SALARIES	\$245,651.02	\$268,378.02	\$284,618.77	\$296,988.00	\$12,369.23	4.3%
EXPENSES	\$139,603.96	\$140,297.14	\$145,750.58	\$152,709.00	\$6,958.42	4.8%
TOTAL	\$385,254.98	\$408,675.16	\$430,369.35	\$449,697.00	\$19,327.65	4.5%
RECREATION						
SALARIES	\$31,267.00	\$45,411.18	\$31,303.83	\$57,584.87	\$26,281.04	84.0%
EXPENSES	\$0.00	\$0.00	\$10,000.00	\$2,000.00	-\$8,000.00	-80.0%
TOTAL	\$31,267.00	\$45,411.18	\$41,303.83	\$59,584.87	\$18,281.04	44.3%
HISTORICAL						
EXPENSES	\$6,487.92	\$6,432.17	\$6,493.00	\$6,493.00	\$0.00	0.0%
TOTAL	\$6,487.92	\$6,432.17	\$6,493.00	\$6,493.00	\$0.00	0.0%
OAK GROVE FARM COMM						
EXPENSES	\$1,629.98	\$4,809.20	\$5,636.00	\$5,636.00	\$0.00	0.0%
TOTAL	\$1,629.98	\$4,809.20	\$5,636.00	\$5,636.00	\$0.00	0.0%
LINE 7 CULTURE & RECREATION	\$430,508.88	\$471,178.17	\$489,683.18	\$527,291.87	\$37,608.69	7.7%
DEBT SERVICE						
PRINCIPAL	\$1,146,970.00	\$2,197,800.50	\$2,210,936.00	\$2,274,052.33	\$63,116.33	2.9%
INTEREST	\$1,014,045.36	\$2,307,682.92	\$1,682,587.38	\$1,548,762.20	-\$133,825.18	-8.0%
TOTAL	\$2,160,965.36	\$4,500,483.42	\$3,893,523.38	\$3,822,814.53	-\$70,708.85	-1.8%
LINE 8 DEBT SERVICE	\$2,160,965.36	\$4,500,483.42	\$3,893,523.38	\$3,822,814.53	-\$70,708.85	-1.8%
TOTAL BUDGET	\$30,683,542.64	\$34,613,107.98	\$35,750,277.21	\$37,383,110.52	\$1,632,833.32	4.6%
TOTAL BUDGET	\$30,683,542.64	\$34,613,107.98	\$35,750,277.21	\$37,383,110.52	\$1,632,833.32	4.6%
DISCRETIONARY	\$22,609,765.39	\$23,656,358.45	\$24,794,622.08	\$26,009,051.55	\$1,214,429.47	4.9%
NON-DISCRETIONARY** Includes	\$8,073,777.25	\$10,956,749.53	\$10,955,655.13	\$11,374,058.98	\$418,403.85	3.8%
	\$30,683,542.64	\$34,613,107.98	\$35,750,277.21	\$37,383,110.52	\$1,632,833.32	4.6%

MILLIS PERSONNEL PLAN SCHEDULES

FY2022

7/1/21 Effective Date

SCHEDULE A
CLASSIFICATION PLAN
SALARIED-WEEKLY AND STIPENDS
GRADE POSITION

	STEP	1	2	3	4	5	6	7	8	9	10
17 DIRECTOR OF PUBLIC WORKS		\$ 2,235.20	\$ 2,292.40	\$ 2,351.20	\$ 2,411.60	\$ 2,473.60	\$ 2,535.20	\$ 2,598.80	\$ 2,663.60	\$ 2,730.00	\$ 2,798.40
16 VACANT		\$ 1,805.60	\$ 1,845.20	\$ 1,886.00	\$ 1,929.20	\$ 1,972.80	\$ 2,017.60	\$ 2,063.20	\$ 2,108.40	\$ 2,155.20	\$ 2,206.00
15 VACANT		\$ 1,701.74	\$ 1,740.57	\$ 1,779.40	\$ 1,819.81	\$ 1,860.72	\$ 1,902.72	\$ 1,945.73	\$ 1,988.78	\$ 2,033.90	\$ 2,080.06
12 OPERATIONS SUPPORT MANAGER		\$ 1,390.00	\$ 1,421.60	\$ 1,452.80	\$ 1,486.80	\$ 1,518.80	\$ 1,553.20	\$ 1,588.40	\$ 1,624.40	\$ 1,660.00	\$ 1,697.60
11 UNFILLED		\$ 1,286.66	\$ 1,317.10	\$ 1,345.96	\$ 1,376.92	\$ 1,406.31	\$ 1,439.89	\$ 1,470.33	\$ 1,505.49	\$ 1,537.50	\$ 1,573.18
11A* COA DIRECTOR*		\$ 884.68	\$ 905.30	\$ 925.38	\$ 946.55	\$ 966.90	\$ 990.00	\$ 1,010.81	\$ 1,035.05	\$ 1,057.03	\$ 1,081.56
9C* PLUMBING&GAS INSPECTOR		Stipend of \$6,437/year plus \$40 per inspection									
ELECTRICALINSPECTOR		Stipend of \$6,437/year plus \$40 per inspection									
8A* DEP. BUILDING INSPECTOR		Stipend of \$12,587/year plus \$40 per inspection									
DEP. PLUMB/GAS INSPECTOR 1		Stipend of \$615/year plus \$40 per inspection									
DEP. PLUMB/GAS INSPECTOR 2		Stipend of \$615/year plus \$40 per inspection									
DEP. ELECTRICAL INSPECTOR 1		Stipend of \$615/year plus \$40 per inspection									
DEP. ELECTRICAL INSPECTOR 2		Stipend of \$615/year plus \$40 per inspection									
LOCAL BUILDING INSPECTOR		Stipend of \$615/year plus \$40 per inspection									

* = Part time

HOURLY

GRADE POSITION

4 DISPATCHER/PART TIME		1	2	3	4	5	6	7	8	9	10
		\$ 19.29	\$ 19.73	\$ 20.21	\$ 20.66	\$ 21.12	\$ 21.61	\$ 22.09	\$ 22.59	\$ 23.10	\$ 23.63
PUBLIC SAFETY											
PS9 DEPUTY FIRE CHIEF/EMT*		1	2	3	4	5	6	7	8	9	10
		\$ 33.26	\$ 34.00	\$ 34.78	\$ 35.53	\$ 36.36	\$ 37.15	\$ 38.00	\$ 38.86	\$ 39.74	\$ 40.61
FF STIPEND/YEAR		\$ 1,565.18									
PS8 VACANT											
		\$ 30.81	\$ 31.49	\$ 32.19	\$ 32.92	\$ 33.66	\$ 34.41	\$ 35.18	\$ 35.98	\$ 36.79	\$ 37.61
PS6 FIRE CAPTAIN/EMT											
		\$ 27.44	\$ 28.06	\$ 28.68	\$ 29.33	\$ 29.98	\$ 30.66	\$ 31.34	\$ 32.05	\$ 32.76	\$ 33.51
FF STIPEND/YEAR		\$ 997.33									
PS4 FIRE LIEUTENANT/EMT											
		\$ 24.21	\$ 24.74	\$ 25.30	\$ 25.85	\$ 26.47	\$ 27.02	\$ 27.65	\$ 28.25	\$ 28.89	\$ 29.54
FF STIPEND/YEAR		\$ 797.45									
PS2 FIREFIGHTER/EMT											
		\$ 21.55	\$ 22.04	\$ 22.37	\$ 23.02	\$ 23.53	\$ 24.06	\$ 24.61	\$ 25.14	\$ 25.71	\$ 26.30
FF STIPEND/YEAR		\$ 595.53									
PS2 PERM. INTER. POLICE OFFICER											
LOCKUP KEEPER		\$ 20.91	\$ 21.37	\$ 21.71	\$ 22.36	\$ 22.86	\$ 23.36	\$ 23.88	\$ 24.43	\$ 24.96	\$ 25.53
EMT STIPEND		\$ 1,175.68									
SCHOOL TRAFFIC SUPERVISORS		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
APPOINTED SPECIALS											
EMERG. MGMT DIR.		\$ 1,500	PER	YEAR	CLASS A MOTOR VEHICLE OPERATOR				\$ 1,118.74	PER	YEAR
EMERG. MGMT CLERICAL		\$ -	PER	YEAR	DIR. VETERANS SERVICES				\$ 11,474.88	PER	YEAR

FY2022

7/1/21 Effective Date

SCHEDULE A

CLASSIFICATION PLAN
SALARIED-WEEKLY AND STIPENDS

GRADE POSITION

SEALER WEIGHTS MEASURE	\$ 3,429	PER	YEAR	ELECTION WORKER-CENSUS TAKER	STATE MIN. WAGE	ER	HOUR
PART TIME IT ADMINISTRATOR	\$ 45.00	PER	HOUR	ON-CALL LIBRARY ASSISTANT	\$ 15.54	ER	HOUR
ASST. DATA PROC. MANAGER	\$ 2,510	PER	YEAR	RESERVE POLICE DETAIL RATE	\$ 55.05	PER	HOUR
CERTIFIED WATER OPERATOR I	\$ 1,492	PER	YEAR	DPW SEASONAL WORKER	STATE MIN. WAGE		
CERTIFIED WATER OPERATOR II	\$ 1,866	PER	YEAR	LIBRARY PAGE	STATE MIN. WAGE		
ZONING BOARD OF APPEAL MEMBER	\$ 171.18	PER	YEAR	BOARD OF REGISTRARS -CHAIR	\$ 371.32	PER	YEAR
RESPIRE CARE PROGRAM MANAGER	\$ 20.62	PER	YEAR	BOARD OF REGISTRARS MEMBER	\$ 114.26	PER	YEAR
RESPIRE CARE ACTIVITIES COORDINATOR	STATE MIN. WAGE		HOUR	SNOW CONTRACTOR 7AM-6PM	\$ 23.74	PER	HOUR
COA VAN DRIVER	STATE MIN. WAGE			SNOW CONTRACTOR NIGHTS, WEEKEND	\$ 35.60	PER	HOUR
COA DISPATCHER	\$ 16.01	PER	HOUR	SNOW MANAGEMENT STIPEND AFTER 8 STORMS	\$ 2,423.89	PER	YEAR
PLANNING BOARD MEMBER	\$ 53.85	PER	YEAR	SNOW MANAGEMENT STIPEND AFTER 12 STORMS	\$ 1,211.94	PER	YEAR
				BOARD OF ASSESSORS MEMBER	\$ 345.69	PER	YEAR
				DEPUTY ANIMAL CONTROL WEEKEND COVERAGE	\$ 96.00	PER	DAY
				DEPUTY ANIMAL CONTROL WEEKNIGHT COVERAGE	\$ 23.32	PER	NIGHT

** Change to State Min Wage 1/1/2022 14.25

Capital Planning Committee Report – May 2021

The Capital Planning Committee is pleased to present the Town with our capital planning report for May, 2021. The committee was established by bylaw in May of 2017 with the mandate of creating a long-term capital plan for the Town of Millis which could help citizens attain a more complete understanding of expenditures that the Town may need to undertake in coming years. The Committee has worked with the Select Board, Town Administrator, School, DPW, Police, Fire and other town departments to compile the information provided in this report.

Over the past year, the Capital Planning Committee has been able to meet virtually to quantify and prioritize the various capital needs of the Town. For those items considered, the Committee went through a process to rank the priorities for the various projects, which accounted such factors as public safety, integration with broader projects, and overall benefit to the Town. Based on this ranking, the committee then grouped the various capital items into three categories 1) highest priorities 2) medium priorities and 3) lower priorities.

A high-level breakdown of these items is shown in the table below:

	# of projects	Total estimated cost
Highest priorities	8	\$ 1,911,752
Medium priorities	5	264,867
Lower priorities	5	162,508
Total	18	\$ 2,339,127

High priorities include engineering studies to assess options for PFAS remediation, a replacement of one of the Town's ambulances, special education vans, stormwater upgrades in the Village/Birch street area, and a state-mandated water systems emergency response plan. Medium priorities include a new police car, upgrades to kitchen equipment for the senior center and a replacement school bus.

It is noted that there are many capital needs that appear on the attached schedule that need to be deferred into the future when funding is available to proceed on these items.

Also included in this report is a schedule that summarizes the Town's known long-term capital needs for the next 10-years and beyond that have been identified by the various departments. The intent of the Committee is to provide the citizens of Millis with as much transparency as possible to the evolving future capital needs of the town, and as you will see, they are significant, totaling approximately \$73.2 million, which is a significant increase from our 2020 report, which identified approximately \$54.6 million of projects. The roughly \$19 million increase is due to a number of placeholders that have been added to the list including the potential cost of a senior center (\$7.5M), costs related to renovating the Lansing Millis building (\$2M). Also included in the plan is approximately \$8M towards design and construction of new water treatment plants that will likely be necessary for PFAS mitigation mandated by the Massachusetts Department of Environmental Protection. The report breaks down the capital items into several categories, including Facilities, Public Safety, Public Works, Schools and other. The items are then subcategorized by department.

It should be noted that this long-term report does not represent a recommendation from the Committee to proceed with any particular capital item on the list, nor does it presume what source(s) of

funding would be needed to proceed with these capital items. It should also be noted that this long-term report will be updated periodically as new capital needs are identified, or items are removed from the list. The report will also be updated to reflect updated cost estimates for items as they become closer to reality. In particular, it should be noted that the Town is currently assessing potential options for the long-term needs of the Middle/High School and as of the writing of this report, we do not have enough information to provide a cost estimate and will update the report as more information is available.

The Committee had intended to hold a public meeting in advance of the Town Meeting to review the report with interested parties, but the current logistics related to social distancing and have made that impractical. We will look to hold a meeting at some point in the future once it is feasible to have a public gathering.

Since the Committee first compiled information on the Town's capital needs, we have refined the prioritization process, however, we recognize that there are areas that will need to be further developed within the capital planning process, and as such, the Committee expects that the long term capital plan and the annual recommendation process will evolve over time to meet the needs of the Board, other relevant committees, department heads, and most importantly, the citizens of the Town of Millis.

The members of the Committee have regularly scheduled meetings where the public is welcome to attend and ask any questions regarding this report and we look forward to working with all interested parties on this important initiative. We also note that the Committee currently has two positions open for additional members and would be happy to meet with any member of the community who might be interested in taking a seat on the Committee.

Respectfully submitted,

Town of Millis Capital Planning Committee

Jonathan Barry – Chair

Peter Berube

John Corcoran

James McCaffrey

Kerri Roche

Capital Planning Committee Priorities for May 2021 Town Warrant

Highest priorities			
Department	Description	Estimated Cost	Comment
DPW	PFAS Design - D'Angelis water treatment plan Phase 1	\$197,900	Grant funding has been obtained to cover this cost
DPW	PFAS Design – D'Angelis water treatment plan Phase 2	200,000	
DPW	PFAS Design - Wells 3-6	255,600	
Fire	Ambulance Replacement	350,000	
School	2 Special education vans	103,500	
DPW	Water Systems Emergency Response Plan Update	30,000	
Town Administration	VMB Fire Alarm Replacement	63,024	
DPW	Village/Birch street stormwater upgrades	711,728	
	Subtotal	\$1,911,752	
Medium priorities			
Police	Cruiser (to replace car 44)	\$47,872	
Council on Aging	Kitchen update	25,000	
Assessor's office	iPad and software for assessor's office	18,595	
School	Apple computer lease	69,900	
School	Bus replacement	103,500	
	Subtotal	\$264,867	
Lower priorities			
School	Skid Steer	\$57,135	Recommend deferral to later date
COA	Handicapped Van	60,000	Recommend deferral to later date
Council on Aging	Flooring VMB Room 21	8,000	Recommend deferral to later date
COA	Vehicle	30,000	Recommend deferral to later date
Building department	Filing system	7,373	Recommend deferral to later date
	Subtotal	\$162,508	
Total		\$2,339,127	

Town of Millis

Capital Planning Committee

Summary of Capital Needs for FY 2022-2031

Row Labels	Sum of 2022	Sum of 2023	Sum of 2024	Sum of 2025	Sum of 2026	Sum of 2027	Sum of 2028	Sum of 2029	Sum of 2030	Sum of 2031	Sum of Indefinite	Sum of 10-Year total
Facilities	71,024	827,225	487,697	791,159	1,078,450	50,000	50,000	50,000	76,878	50,000	16,692,754	20,225,187
COA	8,000										7,525,000	7,533,000
DPW											500,000	500,000
Facilities												
Multi												
School	-	744,105	437,697	741,159	1,028,450				26,878		8,503,500	11,481,789
VMB	63,024	83,120	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	164,254	710,398
Other	110,970	103,000	43,000	50,000	25,000	25,000	25,000	75,000	25,000	25,000	9,195,000	9,701,970
Administration	-	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	250,000
Building Department	7,375											7,375
COA	85,000		-					50,000				135,000
Equipment	18,595											18,595
Fields											7,170,000	7,170,000
Lansing Millis		15,000									2,000,000	2,000,000
Library		23,000									58,000	58,000
Oak Grove	-										23,000	23,000
Town Clerk		40,000									40,000	40,000
Public Safety	445,572	898,990	500	266,350	380,500	204,450	190,500	486,480	82,495	500		2,956,337
Equipment	30,000	148,990	500	76,350	220,500	204,450	125,500	111,480	82,495	500		1,000,765
Vehicle	415,572	750,000		190,000	160,000		65,000	375,000				1,955,572
Public Works	1,595,149	3,193,254	2,982,255	3,067,850	2,478,976	2,506,878	2,574,882	2,487,993	2,397,000	2,552,000	10,116,444	33,302,681
Equipment	-	160,000		120,000						155,000	63,000	498,000
Infrastructure	1,595,149	2,970,254	2,930,255	2,877,850	2,478,976	2,481,878	2,484,882	2,487,993	2,397,000	2,397,000	9,903,444	34,354,681
Vehicle	-	63,000	52,000	70,000	-	25,000	90,000				150,000	450,000
Schools	256,035	676,594	411,058	361,712	462,272	473,824	477,208	417,830	781,586	594,536	125,000	5,037,655
Equipment	127,035	382,030	282,058	236,433	335,034	254,570	179,870	194,358	467,798	534,536	125,000	3,118,722
School	60,000	80,000	60,000	60,000	60,000	60,000	60,000	60,000	60,000	60,000		620,000
Vehicle	69,000	214,564	69,000	65,280	67,238	159,254	237,338	163,472	253,788			1,298,933
Grand Total	2,478,750	5,699,063	3,924,510	4,537,071	4,425,198	3,260,152	3,317,590	3,517,303	3,362,960	3,222,036	36,129,198	73,223,830

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Millis Municipal Finance / Budget Glossary

Appropriation

An authorization granted by town meeting to expend money and incur obligations for specific purposes. An appropriation is usually limited in amount and the time period within which it may be expended.

Available Funds

Balances in the various fund types that represent non-recurring revenue sources. Examples of available funds are free cash, stabilization fund, and overlay surplus.

Bond

A written promise to pay a specified sum of money, called the face value or principal amount, at specified dates in the future, called the maturity date(s), together with periodic interest at a specified rate. The difference between notes (usually one year or two years in length) and a bond is that a bond runs for a longer period of time.

Bond Rating (Municipal)

A credit rating assigned to a municipality to help investors assess the future ability, legal obligation, and willingness of the city or town to make timely debt service payments. A bond rating helps prospective investors determine the level of risk associated with a given fixed-income investment. Higher ratings usually mean lower interest rates are available to the town when it needs to borrow funds. The bond rating for the Town of Millis from Moody's is currently Aa3 (as of May, 2017), which matches the US city median.

Capital Assets

All tangible property used in the operation of government which is not easily converted into cash and has an initial useful life extending beyond a year. Capital assets include land and land improvements, buildings and building improvements, machinery and equipment.

Chapter 70 School Funds

Chapter 70 refers to the school funding formula created under the Education Reform Act of 1993 by which state aid is distributed to Massachusetts towns through the Cherry Sheet.

Chapter 90 Highway Funds

State funds derived from periodic transportation bond authorizations and apportioned to communities for highway projects based on a formula under the provisions of MGL Ch. 90 §34. The Chapter 90 formula comprises three variables: local road mileage (58.33 percent) as certified by the Massachusetts Highway Department (MHD), local employment level (20.83 percent) derived the Department of Employment and Training (DET), and population estimates (20.83 percent) from the US Census Bureau. Local highway projects are approved in advance. Later, on the submission of certified expenditure reports to MHD, communities receive cost reimbursements to the limit of the grant.

Cherry Sheet

Named for the cherry colored paper on which they were originally printed, the Cherry Sheet is the official notification to cities, towns and regional school districts of the next fiscal year's state aid and assessments.

Collective Bargaining

The process of negotiating workers' wages, hours, benefits, working conditions, etc., who are represented by a recognized labor union.

Debt Exclusion

An action taken by a community through a referendum vote to raise the finds necessary to pay debt service costs for a particular project from property taxes above the limits under Prop 2 ½.

Deficit

The excess of expenditures over revenues during an accounting period.

Enterprise Funds

A separate accounting and financial mechanism for municipal services for which a fee is charged for goods or services. Enterprise funds allow surpluses to be used to reduce fees for the services or to pay for capital improvements. Millis has two Enterprise Funds: Water and Sewer.

ESBC

The MSBA requires all districts in the funding pipeline for a new or renovated school to form a School Building Committee. Millis formed the Elementary School Building Committee (ESBC) on 7/29/14, which includes all member of the Permanent Building Committee, representatives from the School Committee, Board of Selectman, Finance Committee, school officials, and one community member with a building construction background.

Fiscal Year

Since 1974, Massachusetts has operated on a budget cycle that begins July 1 and ends June 30.

Fixed Costs

Costs that are legally or contractually mandated such as retirement, FICA/Social Security, insurance, and debt service costs.

Foundation Budget

The spending target imposed by the Education Reform Act of 1993 for each school district as the level necessary to provide an adequate education for all students.

Free Cash

Remaining, unrestricted funds from operations of the previous year. Unpaid property taxes reduce the amount that can be certified as free cash. Free cash is certified by the State Bureau of Accounts and is not available for appropriation until certified.

Level Funded Budget

A "level funded" budget appropriates the same amount of money to each municipal department from the prior year appropriation. This is tantamount to a budget cut because increases in mandated costs (health insurance, special education costs, previously negotiated salary raises for employees, etc.) and other fixed expenses must be covered, usually at the expense of the general government operating budget.

Levy

The amount a community raises through the property tax. The levy can be any amount up to the levy limit, which is re-established every year in accordance with Prop 2 ½ provisions.

Local Aid

Revenue allocated by the Commonwealth to cities, towns, and regional school districts.

Local Receipts

Locally generated revenues, other than real and personal property taxes. Examples include motor vehicle excise, investment income, fees, rentals and charges

Minimum Local Contribution

The minimum that a city or town must appropriate from property taxes for the support of schools.

MS4

The U.S. Environmental Protection Agency (EPA) and the Massachusetts Department of Environmental Protection (DEP) regulate how small **M**unicipal **S**eparate **S**torm **S**ewer **S**ystems (MS4s) obtain coverage under National Pollutant Discharge Elimination System (NPDES) general permits. The NPDES program controls water pollution by regulating sources that discharge pollutants to surface waters. These rules constitute an unfunded mandate from the federal and state government with which Millis is required to comply to "reduce the discharge of pollutants from the MS4 to the maximum extent practicable, to protect water

quality, and to satisfy the appropriate water quality requirements of the Clean Water Act,” referred to as the “MS4 permit standard”.

MSBA

The Massachusetts School Building Authority ("MSBA") is a quasi-independent government authority whose mission is to partner with Massachusetts communities to support the design and construction of public school facilities. The MSBA, which has a dedicated revenue stream of one penny of the state's 6.25-percent sales tax, collaborates with municipalities to equitably invest in finding the right-sized, most fiscally responsible and educationally appropriate solutions to create safe, sound, and sustainable learning environments.

Net School Spending

School budget and municipal budget amounts attributable to education, excluding long-term debt service, student transportation, school lunches and certain other specified school expenditures. A community's net school spending must equal or exceed the requirement established annually by the DOE.

Non-Recurring Revenue Source

A one-time source of money available to a city or town. By its nature, a non-recurring revenue source cannot be relied upon in future years. Therefore, such funds should not be used for operating or other expenses that continue from year-to-year.

OPEB (Other Postemployment Benefits)

In addition to a salary, many town employees earn benefits over their years of service that will not be received until after their employment with the town ends. The most common type of these postemployment benefits is a pension. Postemployment benefits other than pensions generally take the form of medical insurance and other healthcare benefits provided to eligible retirees, including in some cases their beneficiaries. They may also include some type of life insurance. As a group, these are referred to as OPEB. Each public entity must account for and report OPEB in its accounting statements. Through actuarial analysis, municipalities must identify the true costs of the OPEB earned by employees over their estimated years of actual service.

OPEB Trust Fund

Massachusetts law allows a city or town to set up a special trust fund, the OPEB (Other Post-Employment Benefits) Liability Trust Fund, to function like a pension fund for town employees. The OPEB Trust Fund in Millis is managed by the town Treasurer and this outstanding liability by the town is reviewed annually. Once money is deposited into the OPEB account, it cannot be withdrawn for any other purpose. Based on analysis by the state and other auditors, the OPEB Trust Fund in Millis is significantly underfunded on the order of \$30 million (in 2016). Therefore, we are funding OPEB requirements for retired town workers on an as-you-go basis each year.

Overlay

An account established annually to fund anticipated tax abatements, exemptions and uncollected taxes. The overlay is not established by the normal appropriation process, but rather is raised on the tax recap sheet.

Overlay Surplus

Any balance in the overlay account of a given year in excess of the amount remaining to be collected or abated can be transferred into this account. At the end of each fiscal year, unused overlay surplus is “closed” to surplus revenue; in other words, it becomes a part of free cash.

Override

A vote by the community at an election to permanently increase the levy limit. An override vote may increase the levy limit no higher than the levy ceiling. The override question on the election ballot must state a purpose for the override and the dollar amount.

Prop 2½

A state law enacted in 1980, Proposition 2½ limits the amount of revenue a city or town may raise from local property taxes each year to fund municipal operations.

- The amount raised by property taxes cannot exceed 2½% of the value of all taxable property in the town
- The tax rate cannot be higher than \$25.00 per \$1,000 of valuation
- The property tax levy limit cannot be increase more than the 2½% over the prior year's levy limit, plus new growth and any overrides or exclusions, unless an override is approved by voters.

Reserve Fund

An amount set aside annually to provide a funding source for extraordinary or unforeseen expenditures. The Finance Committee can authorize transfers from the reserve fund.

Revolving Fund

Allows a community to raise revenues from a specific service and use those revenues without appropriation to support the service. For departmental revolving funds, MGL Ch. 44 §53E½ stipulates that each fund must be reauthorized each year at annual town meeting or by city council action, and that a limit on the total amount that may be spent from each fund must be established at that time. The aggregate of all revolving funds may not exceed ten percent of the amount raised by taxation by the city or town in the most recent fiscal year, and no more than one percent of the amount raised by taxation may be administered by a single fund. Wages or salaries for full-time employees may be paid from the revolving fund only if the fund is also charged for all associated fringe benefits.

Recurring Revenue

A source of money used to support town expenses, which can be relied upon, at some level, in future years.

Stabilization Fund

A fund designed to accumulate amounts for capital and other future spending purposes, or for unforeseen and emergency purposes, although it may be appropriated for any lawful purpose. Millis' current Stabilization Fund Policy requires having at least 5% of General Fund Budget Expenditures in the Stabilization reserve as of June 30.

- If the Town does not meet the 5% goal, then funds shall be appropriated in subsequent Town Meetings to replenish the Stabilization Reserve to the 5% level. A minimum of \$50,000 per annual fall town meeting shall be appropriated to the Stabilization Reserve to reach the 5% goal.
- If the 5% goal is met, then a minimum of \$50,000 shall be appropriated to the OPEB Trust fund. If only a portion of the \$50,000 is needed for the Stabilization fund then the balance of the funds will be appropriated to the OPEB Trust fund.
- If use of the Stabilization Fund drops the fund balance below the 5% goal, then the town shall develop a funding schedule to re-attain the 5% goal within three years or less.

Surplus Revenue

The total amount of cash, accounts receivable, and other assets that exceed liabilities and reserves.

Warrant

An authorization for an action. A town meeting warrant establishes the matters that may be acted on by that town meeting.

The Massachusetts Department of Revenue's expanded glossary can be found at <http://www.mass.gov/dor/docs/dls/publ/misc/dlsmfgl.pdf>

Millis Spring Town Meeting
Saturday, May 1st 12:00 PM
Rain Date: Sunday, May 2nd 12:00 PM

Town Meeting is Saturday, May 1st at 12:00 PM, at the Millis Middle/High School parking lot, located at 245 Plain Street.

Please read these important notes to keep us all safe at the Annual Spring Town Meeting.

Come early, any time after 1:00 PM, to register, park, and read the materials provided to identify any questions you may have. The materials will be available on the Town's Website: www.millisma.gov prior to Town Meeting.

Please read the procedures below, which explain how the Town Meeting will work.

Annual Town Meeting Procedures:

- **Physical Distancing:** Town Meeting attendees will arrive and check in. Once you have been seated, please do not change your seat or move the chairs.
- **Face Masks:** Wearing a face mask is highly recommended even if you have been vaccinated. Please do not attend if you are not feeling well.
- **Microphone Cleaning and Disinfecting:** The microphone will be sanitized after each speaker. People who wish to speak may proceed to the microphone and line up within 6 feet. Please wear your face mask when standing to speak. Once you have been recognized, please state your name and address. Please keep your comments or questions succinct and relevant to the Warrant Article at hand.
- **Other details:** Restrooms will be available. Please refer to the signage at the cafeteria entrance to the Middle/High School building.
- **Rain Date:** The rain date for the Spring Town Meeting is Sunday, May 2nd at 12:00 PM, also at the Millis Middle/High School parking lot. A notice will be posted on the Town Website, Millis Facebook Page and reverse 911 calls will be used to alert residents if the meeting is being postponed.

I look forward to seeing you on Saturday, May 1st

Donna Cabibbo
Town Moderator

Annual Spring Town Meeting
Middle/High School Parking Lot
Saturday, May 1, 2021 at 2:00 PM

Presort – Standard
U.S. Postage Paid
Millis, MA 02054
Permit Number 20
ECRWSS

Pre-Town Meeting
Wednesday, April 28, 2021 at 7:00 PM
Via Zoom: <https://us02web.zoom.us/j/87201473155>

Millis Select Board
James J. McCaffrey, Chair
Peter Jurmain, Vice Chair
Erin Underhill, Clerk

To: Postal Customer
Millis, MA 02054