

FINANCE COMMITTEE REPORT

THE REPORT CONTAINS THE RECOMMENDATIONS OF THE FINANCE COMMITTEE ON  
THE SELECT BOARD'S WARRANT ARTICLES FOR FISCAL YEAR BEGINNING JULY 1, 2022 THROUGH JUNE 30, 2023

PLEASE BRING THIS REPORT WITH YOU TO THE ANNUAL SPRING TOWN MEETING



ANNUAL SPRING TOWN MEETING – MONDAY, MAY 2, 2022 AT 7:30 PM  
MIDDLE/HIGH SCHOOL AUDITORIUM – 245 PLAIN STREET MILLIS, MA 02054

PRE-TOWN MEETING/PUBLIC HEARING – WEDNESDAY, APRIL 27, 2022 AT 7:00 PM  
VETERANS MEMORIAL BUILDING – 900 MAIN STREET MILLIS, MA 02054 ROOM #229 AND  
VIA ZOOM: MEETING ID: 870 0154 6470 PASSCODE: 638249

Millis' 2022 Annual Spring Town Meeting (ATM) to be held on May 2nd appears to be bringing us back together with the hope for more normalcy compared to the last couple of years. We wish to express our gratitude to those who have worked to serve the community during the pandemic.

Like past years, there are several budgetary decisions for the Town Meeting to decide. The largest of those is a \$39+ million dollar Operating Budget to fund the town's day-to-day operations providing necessary services to the community. The budget also includes necessary resources for the Millis Public Schools (\$18.5+ million), General Government (\$9.2+ million), Debt Service (\$3.7+ million), Enterprise Fund costs (\$4.9+ million)

The Town's financial picture, including but not limited to the summary data presented below, was available to the FINCOM to aid in making its recommendations.

(1) Overview of the Town's financial status

<i><b>Department Breakdown</b></i>	<b>FY20 ACTUAL</b>	<b>FY21 ACTUAL</b>	<b>FY22 TM ADOPTED</b>	<b>FY23 PROPOSED BUDGET</b>	<b>FY23 vs FY22 \$ Variance</b>	<b>FY23 vs FY22 % Variance</b>
LINE 1 - GENERAL GOVT	\$7,470,172.73	\$7,887,242.14	\$8,734,581.97	\$9,281,125.93	\$546,543.96	6.3%
LINE 2 - PUBLIC SAFETY	\$4,358,274.74	\$4,700,198.74	\$4,873,496.68	\$5,098,403.91	\$224,907.23	4.6%
LINE 3 - MILLIS SCHOOLS	\$15,733,169.52	\$16,420,241.71	\$17,241,132.55	\$18,582,770.27	\$1,341,637.72	7.8%
LINE 4 - TRI-COUNTY	\$807,957.00	\$1,049,674.00	\$955,936.00	\$876,556.00	-\$79,380.00	-8.3%
LINE 5 PUBLIC WORKS	\$1,001,035.27	\$1,094,155.10	\$1,131,733.83	\$1,134,223.09	\$2,489.26	0.2%
LINE 6 HLTH/HUMN SERV	\$270,837.13	\$288,741.57	\$371,630.33	\$391,365.77	\$19,735.44	5.3%
LINE 7 CULTURE & RECREATION	\$471,178.17	\$471,863.12	\$565,295.79	\$688,512.15	\$123,216.36	21.8%
LINE 8 DEBT SERVICE	\$4,500,483.42	\$3,891,937.06	\$3,822,814.53	\$3,728,077.83	-\$94,736.70	-2.5%
<b>TOTAL BUDGET</b>	\$34,613,107.98	\$35,804,053.44	\$37,696,621.68	\$39,781,034.96	\$2,084,413.27	5.5%
DISCRETIONARY NON-DISCRETIONARY** Includes General Insurance, Benefits, Tri-County & Debt	\$23,656,358.45	\$24,837,169.54	\$26,322,562.70	\$28,141,652.39	\$1,819,089.69	6.9%
<b>TOTAL BUDGET</b>	\$34,613,107.98	\$35,804,053.44	\$37,696,621.68	\$39,781,034.96	\$2,084,413.27	5.5%

(2) Overview of the town's debt schedules

Debt Totals FY2023 thru FY2046	Outstanding Principal June-2022	Outstanding Interest June-2022	Outstanding Principal & Interest June-2022
General Fund	\$36,761,666.67	\$13,234,902.12	\$49,996,568.79
Sewer Enterprise	\$2,111,666.67	\$514,445.83	\$2,626,112.50
Water Enterprise	\$4,386,666.67	\$1,177,350.83	\$5,564,017.50
CPA	\$240,000.00	\$50,775.00	\$290,775.00
Long Term Total	\$43,500,000.00	\$14,977,473.79	\$58,477,473.79

(3) Estimate of Free Cash available

Balance Available Free Cash	\$361,011.37
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(4) Accounting of the reserve fund for the previous fiscal year

Balance as of 1 July 2021	\$50,000.00
Subtotal of FY22 expenditures	\$0.00
Balance as of 1 April 2022	\$50,000.00

There are also several Warrant Articles which do not directly impact town finances, but could impact Millis citizens. These articles seek authority to enter into leases for school computers and police vehicles. Others propose changes to zoning by-laws, change the Town Clerk position from an elected to appointed position, amend by-laws to provide specific Town Administrator authorities, and allow basic maintenance services of town buildings and the schools to be consolidated. There are also two Citizen Petition Warrant Articles to create an elected Water and Sewer Commission.

Pete Berube, Chairperson  
Joyce Boiardi  
Cathy MacInnes

Jodie Garzon, Vice Chairperson  
Jim Borgman  
Sara Reyes

Peter Underhill, Clerk  
Jonathan Loer  
John Steadman

**Article #1: Unpaid Bills**

This Article funds bills incurred in previous Fiscal Years but not received until after the Fiscal Year ended. The bills for this Town Meeting total \$3,464.51.

*The Finance Committee recommends approval of this Article.*

**Article #2: FY22 Additional Wages and Expenses**

This Article authorizes re-allocation of FY22 funds via Inter-Departmental Transfers to fund various departments through the end of the Fiscal Year.

*The Finance Committee will make its recommendation at Town Meeting.*

**Article #3: FY23 Operating Budget**

This Article appropriates funding necessary to operate the Town of Millis for Fiscal Year 2023 in the amount of \$39,781,035.00. The Fiscal Year begins July 1, 2022 and ends June 30, 2023.

*The Finance Committee recommends approval of this Article.*

**Article #4: Town of Millis and SEIU Local 888, Professional Firefighters of Millis Local #4704 and AFSCME Council 93 Local 3901 Collective Bargaining Agreements (CBA)**

This Article will fund the estimated first-year costs for each CBA in the amount of \$115,000.00.

*The Finance Committee recommends approval of this Article.*

**Article #5: Sewer Enterprise Fund**

This Article appropriates funding for personnel costs, expenses and debt service necessary to operate the Town's Sewer System and Infrastructure. The Utility Enterprise Revenues are generated by User Fees.

*The Finance Committee recommends approval of this Article.*

**Article #6: Water Enterprise Fund**

This Article appropriates funding for personnel costs, expenses and debt service necessary to operate the Town's Water System and Infrastructure. The Utility Enterprise Revenues are generated by User Fees.

*The Finance Committee recommends approval of this Article.*

**Article #7: Stormwater Enterprise Fund**

This Article appropriates funding for personnel costs, expenses and debt service necessary to operate the Town's Stormwater Management Program. The Stormwater Enterprise Revenues are based on billing units of impervious square footage for each property in Millis.

*The Finance Committee recommends approval of this Article.*

**Article #8: Consent Agenda which includes the following four Articles:**

The four items included in this Article require annual approval at Town Meeting:

- Amendments to the Town of Millis' Personnel Plan, Schedule A Salary Schedule, for non-union/non-contracted employees.
- Authorize the Board of Health to appoint any of its members to another town office or position for which it has appointing authority.
- Authorize the spending limit of Town Revolving Funds and eliminate the Recreation Revolving Fund.
- Appropriate 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 the Fiscal Year 2023.

*The Finance Committee recommends approval of this Article.*

**Article #9: Community Preservation Soundproofing for Pickleball/Tennis Courts**

This Article will appropriate funding of \$21,035.16 from Community Preservation Open Space/Recreation Reserve Fund to soundproof the new tennis and pickle ball courts.

*The Finance Committee recommends approval of this Article.*

**Article #10: Community Preservation Town Owned Properties Inventory and Management Plan**

This Article would appropriate funds from the Community Preservation Open Space/Recreation Reserve Fund for a study of thirty five Town Owned Properties.

*The Finance Committee will make its recommendation at Town Meeting.*

**Article #11: Community Preservation Oak Grove Farm Trail Improvement Project**

This Article appropriates funds, \$16,900.00, from the Community Preservation Open Space/Recreation Reserve Fund to improve the trails at Oak Grove Farm.

*The Finance Committee recommends approval of this Article.*

**Article #12: FY23 Recertification Process**

This Article will fund the second half of the MA Department of Revenue Recertification Audit in the amount of \$17,800.00. The first half of funding was approved at the May 2021 Millis Town Meeting and the process commenced in FY22. The required recertification is conducted every five years and takes place over two Fiscal Years.

*The Finance Committee recommends approval of this Article.*

**Article #13: Capital Items**

This Article appropriates funds for five Capital Items in the amount of \$264,095.00. The items include a Public Safety Radio Console, Public Safety Radio Backup Generators, DPW Truck with Plow, DPW Skid Steer and a DPW Mobile Message Board.

*The Finance Committee recommends approval of this Article.*

**Article #14: PFAS Water Treatment Bonding Amendment**

This Article increases the previously authorized funding by \$500,000.00 to construct the D'Angelis Water Treatment Plant for PFAS mitigation by restoring the contingency based on construction bids received.

*The Finance Committee recommends approval of this Article.*

**Article #15: Design and Construction of Sidewalks and Roads**

This Article would appropriate \$160,000.00 for engineering and surveying services for the design of sidewalks and road improvements, specifically on Main Street and Pleasant Street.

*The Finance Committee recommends approval of this Article.*

**Article #16: Tree Removal/Maintenance**

This Article will appropriate \$50,000.00 for the continued removal of dangerous trees throughout town.

*The Finance Committee recommends approval of this Article.*

**Article #17: New Computer Lease**

This Article authorizes the town to enter into a new 3-year lease for Millis School Computers. The total cost for the 3-year lease is \$69,900.00. The first-year cost of \$23,300.00 is included in Article #3 FY23 Operating Budget.

*The Finance Committee recommends approval of this Article.*

**Article #18: Lease to Purchase two Police Cruisers**

This Article authorizes the town to enter into a lease to purchase agreement for two new replacement Police Cruisers in the amount of \$104,000.00. The first-year cost of \$34,667.00 is included in Article #3 FY23 Operating Budget.

*The Finance Committee recommends approval of this Article.*

**Article #19: General ByLaw – Powers and Duties of the Town Administrator**

This Article would amend the Town's ByLaw Article V Section 31 amending the powers and duties of the Town Administrator. These duties would be in addition to the duties already established within the Millis Town Charter Section III-4. The core responsibilities and duties of the Town Administrator would still be contained within the Town Charter, subject to more stringent requirements for change.

*The Finance Committee recommends approval of this Article.*

**Article #20: Charter Amendment – Change Town Clerk from Elected to Appointed**

This Article would amend the Town Charter Section IV-2, changing the position of Town Clerk to an Appointed Position rather than Elected Position. If approved at the May 2022 Spring Town Meeting, the Charter Amendment will require approval at an Annual Town Election before it is enacted. The current Elected Town Clerk would finish out the term.

*The Finance Committee recommends approval of this Article.*

**ARTICLE #21: Zoning Bylaw – Amend Associate Planning Board Member**

This Article will authorize Associate Planning Board members to vote on Site Plans when a quorum of Elected Planning Board Members is not present. Associate Planning Board members may currently vote on Special Permit applications, and this will extend their authority to also vote on Site Plans.

*The Finance Committee recommends approval of this Article.*

**Article #22: Zoning Bylaw – Add I-P-2 District to Tables 2 & 3**

This Article will amend Tables 2 and 3 of the Town of Millis' Zoning ByLaws to include Zoning District I-P-2, which was omitted in the printing of the tables in the Zoning ByLaws due to an oversight.

*The Finance Committee recommends approval of this Article.*

**Article #23: Acceptance of MGL Ch. 71 Section 37M Authorization for Consolidated Town Wide Facilities Maintenance**

This Article will authorize the consolidation of Facilities Maintenance for all Town-Owned Buildings. It requires a majority vote for approval from the School Committee and Town Meeting.

*The Finance Committee recommends approval of this Article.*

**Article #24: Unemployment Insurance**

This Article would appropriate \$10,275.00 to the Town's Unemployment Insurance Fund. The Town appropriates a reasonable amount of Free Cash to the Unemployment Insurance Fund each year. The Town follows Massachusetts State Guidelines for adequate coverage for any FY23 claims.

*The Finance Committee recommends approval of this Article.*

**Article #25: Other Post-Employment Benefits (OPEB) Fund**

This article would appropriate funds to the OPEB Fund. Currently the town is covering claims as needed from the General Operating Budget but should be setting aside additional funds for future OPEB obligations.

*The Finance Committee recommends dismissal of this Article.*

**Article #26: 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. This Article would transfer from available funds to the Stabilization Fund to maintain the percentage set forth.

*The Finance Committee recommends dismissal of this Article.*

**Article #27: Petition Article (Amend Town of Millis Home Rule Charter for Board of Water and Sewer Commissioners)**

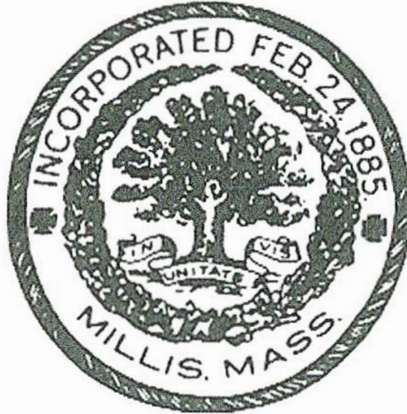
This is a Petitioned Article proposing an amendment of the Town of Millis Home Rule Charter in order to authorize an Elected Board of Water and Sewer Commissioners.

*The Finance Committee recommends dismissal of this Article.*

**Article #28: Petition Article (Amend General Bylaws for Board of Water and Sewer Commissioners)**

This is a Petitioned Article proposing an amendment to the General ByLaws in order to define the composition and powers and duties of an Elected Board of Water and Sewer Commissioners.

*The Finance Committee recommends dismissal of this Article.*



**May 2, 2022**

**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 Monday, the second day of May, AD 2022 at 7:30 p.m. in the Middle-Senior High School Auditorium in said Millis:

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

## **SPRING 2022 TOWN MEETING ARTICLE LIST**

1. Unpaid Bills
2. FY22 Additional Wages and Expenses
3. FY23 Operating Budget
4. SEIU #888, Firefighters Local #4704, AFSCME Council 93 Local #1301 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 Open Space/Recreation Reserve Fund – Soundproofing for Pickleball/Tennis Courts
10. Community Preservation Open Space/Recreation Reserve Fund – Town-Owned Properties Inventory and Management Plan
11. Community Preservation Open Space/Recreation Reserve Fund – Oak Grove Farm Trail Improvement Project
12. FY23 Recertification Process (BOA) - for remaining \$17,800
13. Capital Items
14. PFAS Water Treatment Bonding Amendment
15. Design and Construction of Sidewalks and Roads
16. Tree Removal/Maintenance
17. New Computer Lease for Schools – Year One
18. New Police Cruiser Lease – Year One
19. General Bylaw – Powers and Duties of the Town Administrator
20. Charter Amendment – Change Town Clerk from Elected to Appointed
21. Zoning Bylaws Amendment – Amendment to Associate Planning Board Member
22. Zoning Bylaws Amendment – Add I-P-2 District to Tables 2 & 3



- 23. Acceptance of MGL Ch. 71 Section 37M Authorization for Consolidated Town wide Facilities Maintenance
- 24. Unemployment Insurance
- 25. OPEB Fund
- 26. Stabilization Fund
- 27. Petition Article
- 28. Petition Article

## TOWN OF MILLIS

### May 2, 2022 SPRING ANNUAL TOWN MEETING WARRANT

**ARTICLE 1.** To see if the Town will vote to transfer from available funds the sum of **\$3,464.51** to pay the following **unpaid bills** incurred by Town departments from previous fiscal year(s), or take any other action in relation thereto.

COA/BOH	WB Mason	\$399.96
COA/BOH	WB Mason	\$599.94
COA/BOH	WB Mason	\$919.98
COA/BOH	WB Mason	\$199.98
COA/BOH	WB Mason	\$199.98
COA/BOH	WB Mason	\$399.96
Building	Timothy Costello	\$100.00
DPW	WB Mason	\$18.66
BOH	Biscom	\$33.48
Fire	Comcast	\$555.25
DPW/WE	WB Mason	\$18.66
DPW/SE	WB Mason	\$18.66

(Submitted by The Select Board)

*4/5 majority*

**ARTICLE 2.** To see if the Town will vote to transfer from available funds a sum of money for **additional wages or expenses** not sufficiently funded under Article 3, Operating Budget, of the May 1, 2021 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, 2022, 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 **\$115,000** to fund the estimated first-year cost items contained in the contracts between the **Town of Millis and SEIU Local 888, Professional Firefighters of Millis Local #4704, and AFSCME Council 93 Local 3901**, all to be effective July 1, 2022, 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, 2022**, 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, 2022**, 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, 2022**, 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, 2022, as shown in the FY23 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:

Amend Article VI, Section 12 of the Town's General Bylaws by deleting the following revolving fund from the existing table of revolving funds as follows:

**Recreation Fund - Fees from Recreation Programs - Recreation Department**

And to establish the following fiscal year spending limit for the Town's established revolving funds for Fiscal year 2023:

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 Services/Vax 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
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 2023, with each item to be considered a separate appropriation or act in any manner in relation thereto.

Appropriations:

From 2023 estimated revenues for Committee Administrative Expenses	\$13,734.00
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(To be divided equally: \$6,867.00 CPC Salary Account: \$6,867.00 CPC Expenses)

From Undesignated Fund Balance for Long Term Debt- Principal	\$20,000.00
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From Undesignated Fund Balance for Long Term Debt- Interest	\$ 8,950.00
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Reserves:

From FY2023 estimated revenues for Historic Resources Reserve	\$27,469.00
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From FY2023 estimated revenues for Community Housing Reserve	\$27,469.00
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From FY2023 estimated revenues for Open Space Reserve	\$27,469.00
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From FY2023 estimated revenues for Budgeted Reserve	\$80,000.00
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(Submitted by the Community Preservation Committee)

*Simple majority*

**ARTICLE 9.** To see if the Town will vote to appropriate the sum of **\$21,035.16** from the Community Preservation Open Space/Recreation Reserve Fund for **Soundproofing for the Pickleball/Tennis Courts**, 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 Town Owned Properties Inventory and Management Plan**, 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 transfer the sum of **\$16,900** from the **Community Preservation Open Space Reserve Fund** for the **Oak Grove Farm Trail Improvement Project**, or take any other action in relation thereto.

(Submitted by the Community Preservation Committee)

*Simple majority*

**ARTICLE 12.** To see if the Town will vote to raise and appropriate, or transfer from available funds, the sum of **\$17,800 to conduct the FY23 Recertification Process**, or take any other action in relation thereto.

(Submitted by Board of Assessors) *Simple majority*

**ARTICLE 13.** To see if the Town will vote to raise and appropriate or transfer from available funds the sum of **\$264,095 to fund the following capital items:**

<b>Department</b>	<b>Capital Item</b>	<b>Amount</b>
Police/Fire	Public Safety Radio Console Update	\$112,580
Emerg. Man.	Public Safety Radio Backup Generators	\$25,000
DPW/Enterprises	Chevy Silverado with Plow	\$54,416
DPW/Enterprises	Skid Steer	\$52,699
DPW/Enterprises	Message Board	<u>\$19,400</u>
<b>Total</b>		<b>\$264,095</b>

And to authorize the Select Board to dispose of old vehicles or equipment by outright sale, trade, auction, or otherwise and that the proceeds from such disposal be applied to the purchase price of the vehicle or equipment, or take any other action in relation thereto.

(Submitted by The Select Board)

*Simple majority*

**ARTICLE 14.** To see if the Town will vote to appropriate **\$500,000** or any other amount, to pay additional costs of making water treatment plant improvements at the D'Angelis Water Treatment Plant to address excessive levels of PFAS identified in Wells 1 and 2, including the payment of all costs incidental and related thereto, which amount shall be expended in addition to the \$5,600,000 previously appropriated for this project under Article 4 of the Warrant at the Fall Annual Town Meeting; to determine whether this amount shall be raised by borrowing or otherwise, or to take any other action relative thereto.

(Submitted by Select Board) *2/3 majority if stabilization funds or borrowing used*

**ARTICLE 15.** To see if the Town will vote to raise and appropriate, or transfer from available funds, the sum of **\$160,000 for the Design and Construction of Sidewalks and Roads**, or take any other action in relation thereto.

(Submitted by Select Board)

*Simple majority*

**ARTICLE 16.** To see if the Town will vote to raise and appropriate, or transfer from available funds, the sum of **\$50,000 for Tree Removal/Maintenance**, or take any other action in relation thereto.

(Submitted by Select Board)

*Simple majority*

**ARTICLE 17.** To see if the Town will vote to borrow under the provisions of M.G.L. Chapter 44 or any other enabling authority, a sum of **\$69,900 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 18.** To see if the Town will vote to borrow under the provisions of M.G.L. Chapter 44 or any other enabling authority, the sum of **\$104,000 for the lease/purchase(s) of two Police Cruisers**, or take any other action in relation thereto.

(Submitted by Select Board)

*2/3 majority*

**ARTICLE 19.** To see if the Town will vote to establish the following General Bylaw:

**“ARTICLE V. TOWN OFFICERS Section 31. Town Administrator”**

In addition to the powers and duties enumerated in Section III-4 of the Millis Town Charter “Position of Town Administrator”, the Town Administrator shall have the following powers and duties:

**Subsection 1: POWERS AND DUTIES**

The town administrator shall be the chief administrative officer of the town, directly responsible to the select board for the administration of all town affairs for which the office of town administrator is given responsibility by this Charter. The powers and duties of the town administrator shall include, but are not intended to be limited to the following:

- (a) To supervise, direct, and be responsible for the efficient administration of all functions and activities for which the office of town administrator is given authority, responsibility or control by the Charter, by this by-law, by town meeting vote, by vote of the select board, or otherwise.
- (b) To appoint, and in appropriate circumstances, to remove, subject to ratification by the Select Board, all department heads, officers, and employees for whom no other method of selection is provided by the Charter and this Bylaw. Except as otherwise provided herein, all offices under the supervision of the town administrator as set forth in this section shall have the powers and duties set forth in the General Laws, the town bylaws and the Charter.
- (c) To be entrusted with the administration of the town personnel system; to administer the personnel policies and procedures and rules and regulations; and to administer the personnel by-law, the personnel plan, and collective bargaining agreements entered into by the town.
- (d) To keep the select board fully advised as to the needs of the town and recommend to the select board and to other elected town officers and agencies for adoption such measures requiring action by them or by the town meeting as the town administrator may deem necessary or expedient. The town administrator shall keep the select board informed regarding issues affecting the administration and governance of the town, in a timely manner.
- (e) The town administrator shall be responsible for the maintenance, repair, and use, of all town land and buildings which fall under the jurisdiction of the select board.
- (f) To prepare and present to the select board an annual operating budget for the town; and to work in conjunction with the capital planning committee and the finance director to prepare a proposed capital improvement plan for the five (5) fiscal years next ensuing.



- (g) To negotiate, on behalf of the select board, all personnel contracts and collective bargaining agreements involving any subject within the jurisdiction of the office of the town administrator or select board, including contracts with town employees involving wages, hours and other terms and conditions of employment. All such contracts and agreements shall be subject to the approval of the select board.
- (h) To coordinate the activities of all town agencies serving under the office of the town administrator and the office of the select board with those under the control of other officers and multiple member bodies elected directly by the voters.
- (i) To perform any other duties as are required to be performed by the town administrator by by-laws, administrative code, votes of the town meeting, or votes of the select board, or otherwise.
- (j) To be the chief procurement officer for the town, in accordance with the provisions of the Massachusetts General Laws, and to appoint such assistant procurement officers as provided in Chapter 30B of the Massachusetts General Laws.
- (k) To see that the provisions of the general laws, the Charter, town by-laws, votes of the town meeting and of the select board which require enforcement by the town administrator are faithfully executed, performed or otherwise carried out.
- (l) To prosecute, defend and compromise, subject to the approval of the select board, all litigation to which the town is a party, and to direct Town or Special Counsel with respect to such litigation.
- (m) To inquire and make investigation, at any time, into the conduct and operation of office or performance of duties of any officer or employee, department, board, commission or other town agency.
- (n) To coordinate the activities of all town agencies serving under the office of the town administrator and the office of the select board with those under the control of other officers and multiple member bodies elected directly by the voters.
- (o) To seek out and work to obtain resources from federal, state and other governmental jurisdictions that further town purposes.
- (p) To perform any other duties as are required to be performed by the town administrator by by-laws, administrative code, votes of the town meeting, or votes of the select board, or otherwise.

## **Subsection 2: ACTING TOWN ADMINISTRATOR**

- (a) Temporary Absence - With the approval of the select board, the town administrator may designate a qualified town administrative officer or employee to exercise the powers and perform the duties of the town administrator during an absence of the town administrator of not more than twenty (20) days, including Saturdays, Sundays and

holidays. Such delegation shall be made by letter filed with the town clerk, the municipal finance director, and the select board.

(b) Powers and Duties - The powers and duties of the temporary or acting town administrator, under subsection (a), above, shall be limited to matters not admitting of delay and shall include authority to make temporary, emergency appointments or designations to town office or employment but not to make permanent appointments, and designations, or to effectuate terminations.

(c) Interim Town Administrator. In the event of resignation or termination of the Town Administrator, the select board may appoint an Interim Town Administrator to serve in such position until a permanent Town Administrator is appointed. Such Interim Town Administrator shall have all the powers of the Town Administrator, except as may be limited by the engagement with the Select Board.

Or take any other action in relation thereto.

(Submitted by the Select Board)

*Simple Majority*

**ARTICLE 20.** To see if the Town will vote to make the following changes to the Town Charter (with ratification by Annual Election):

#### **Section IV-2: Other Elected Officers**

By amending the language as follows:

- a. The Town Clerk shall be appointed, with said appointment to be made following the end of the term of Town Clerk who was elected as of the date of this amendment.

Or take any other action related thereto.

(Submitted by Select Board)

*2/3 Majority*

**ARTICLE 21.** 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, or to take any other action related thereto.

- 1) By amending Section XII Administration and Enforcement, T. Associate Member to the Planning Board:

From:

"An associate Member to the Planning Board shall be appointed by the Board of Selectmen for a term of one year, such Associate Member to act on Special Permits."

To:

"An Associate Member to the Planning Board shall be appointed by the Select Board for a term of one year, such Associate Member to act on Special Permits and Site Plans."

(Submitted by Planning Board)

*2/3 Majority*

**ARTICLE 22.** To see if the Town will vote to amend Table 2: Area Regulations and Table 3: Height and Bulk Regulations in Section VI of the Town of Millis Zoning By-Law to insert I-P-2 District to the I-P

Column shown below, or take any action relative thereto.

**Table 2. Area Regulations**

(See following page for notes.)

(Amended May 13, 1985) (Amended May 10, 2004) (Amended May 9, 2005)

(Amended May 8, 2006) (Amended June 14, 2010)(Amended May 12, 2014)

District	Use	Area (sq. ft.)	Base Density <sup>1</sup> (units per acre or FAR) (10)	Lot (2)  Frontage (ft.)	Lot  Depth (ft.)	Yards <sup>(3-7)</sup>		
						Front (ft.)	Side (ft.)	Rear <sup>11</sup> (ft.)
R-T	Any permitted principal	60,000		200	30 0	40	40	40

<sup>1</sup> Base density refers to the allowable density before any density bonus.

	structure or use							
R-S	Any permitted principal structure or use	25,000		125	20 0	40	20	40
R-V	1-family dwelling	15,000		100	15 0	40	15	20
				125		40	15	20
	2-family dwelling	18,750		250	15 0	50	50	50
	Multi- family dwellings	217,800			40 0			
	5 acres (for develop ments of up to 22 dwelling units) Each dwelling unit thereaft er 10,000							
R-V-C <sup>(12)</sup>	1-family dwelling	15,000	2.9	100	15 0	40	15	20
	2-family dwelling	18,750	4.7	125	15 0	40	15	20
				250		50	50	50

	Multi-family dwellings	217,800	5 acre minimum area and not to exceed 4 units/acre		400			
C-V	Any permitted principal structure or use	30,000	---	150	200	40	20	30
C-V-2 <sup>(12)</sup>	As-of-Right Development, Commercial	30,000	0.20 <sup>(10)</sup>	150	200	40	20	30
C-V/MCEOD Millis Center Economic Opportunity District	Mixed use development under Section XIII.P	30,000		120	25	Minimum 5 to Maximum 15	0 (zero)	25
I-P/I-P-2	Any permitted principal structure or use	43,560 (1 acre)		200	250	40	20	30
V-B	Any permitted structure or use	90,000		150	200	50	30	30

**Table 3. Height and Bulk Regulations**

**(Amended May 13, 1985) (Amended May 10, 2004) (Amended May 9, 2005)**

**(Amended May 8, 2006) (Amended June 14, 2010)(Amended May 12, 2014)**

**(See notes)**

<b>District</b>	<b>Maximum Permitted Height (1) (ft.)</b>	<b>Maximum Permitted Height (stories)</b>	<b>Maximum Building Coverage of Lot<sup>(4)</sup>(covered area as percent of total lot area)</b>	<b>Minimum net floor area per unit for multi-family use or residential unit in mixed use (sq. ft.)</b>
R-T	35	2 ½	20	
R-S	35	2 ½	25	
R-V	35	2 ½	35	500
R-V-C	35	2 ½ /3	35 <sup>(3)</sup>	500
C-V	30	2	50	Not Permitted
C-V-2	30/35	2/3	50 <sup>(3)</sup>	500
C-V/ MCEOD	35	2 ½	50	500
I-P/I-P-2	45	3	40	Not permitted
V-B	35	2 ½	50	Not permitted

(Submitted by Planning Board)

*2/3 Majority*

**ARTICLE 23.** To see if the Town will vote to accept the provisions of M.G.L. Chapter 71 Section 37M and **authorize the consolidation of the facilities maintenance functions of the school committee with those of the town**, provided that such consolidation only occur upon a majority vote of the School Committee. If so accepted by the Town Meeting and School Committee. Or take any other action in relation thereto.

(Submitted by the Select Board)

*Simple Majority*

**ARTICLE 24.** To see if the Town will vote to raise and appropriate or transfer from available funds, a sum of money **for the Unemployment Insurance Fund**, or take any other action in relation thereto.

(Submitted by the Select Board)

*Simple Majority*

**ARTICLE 25.** 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 26.** 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*

**ARTICLE 27.** To see if the Town will vote to amend the Town of Millis Home Rule Charter, as most recently amended, as follows:

**Article IV. Elections and Other Elected Offices**

**Section IV-2: Other Elected Offices.**

By adding a new subsection h. as follows:

h. There shall be a board of water and sewer commissioners composed of three members, each elected for a term of three years, so arranged that the term of one member expires each year.

The approval of this Charter amendment is contingent upon acceptance by majority vote of the whole town at regular or special election of the town officers in accordance with the General Laws, or act in any manner related thereto.

(Submitted by Petition)

*2/3 Majority*

**ARTICLE 28.** To see if the Town will vote to amend the General Bylaws, as most recently amended, as follows:

By adding a new Article as follows:

**ARTICLE XXV –BOARD OF WATER AND SEWER COMMISSIONERS**

Section 1. Composition: Term of office. There shall be a Board of Water and Sewer Commissioners consisting of three (3) members, each elected by vote of the registered voters of the Town for a three (3) year term. At the next regular election after approval of the Home Rule Charter amendment, one member shall be elected for a one-year term, one member shall be elected for a two-year term, and one member shall be elected for a three-year term.

Section 2. Powers and Duties.

1. The Board of Water and Sewer Commissioners shall have exclusive charge and control of the Water Department and water systems and pursuant thereto, may establish fountains and hydrants, may take by eminent domain or acquire by purchase or otherwise the waters or any portion thereof of any pond, brook, spring, stream, or ground water sources within the limits of the Town for the purpose of establishing and/or maintaining a water supply system or a water distribution system; may hold all lands, rights of way, and other easements necessary for collecting, storing, holding, purifying thereof, and for conveying the same to any part of the Town, provided that no source of water supply and no lands necessary for protecting and preserving the purity of the water shall be used without first obtaining the advice and approval of the Department of



Environmental Protection; may regulate the use of the water and fix and collect just and equitable prices and rates; may cooperate or act jointly with any other city or town in the Commonwealth of Massachusetts in carrying out the powers and duties as herein set forth; and may make reasonable rules and regulations in connection with any of the duties and responsibilities hereinabove set forth.

2. The Board of Water and Sewer Commissioners shall have exclusive charge and control of the installation and maintenance of the sewers, sewage treatment plants and appurtenances located in the Town, and in connection with said responsibilities , shall have all the powers reasonably necessary to effectuate same, and may from time to time adopt reasonable rules and regulations.

The Board of Water and Sewer Commissioners shall have all the powers and duties given to sewer and water commissioners under the Constitution and General Laws of the Commonwealth and such additional powers and duties as may be authorized by the Home Rule Charter, by by-law, or by other vote of the Town Meeting. The Board of Water and Sewer Commissioners shall assign all work and maintenance projects to the Town Administrator or the Town Administrator's designee for performance as its Agent.

And further, amending Article V, number 27, to delete the words, "and shall be authorized to act as Water and Sewer Commissioners" and "water and sewer maintenance."

And further, amending Article V, to delete number 28. Water and Sewer Advisory Committee

(Submitted by Petition)

*Simple Majority*

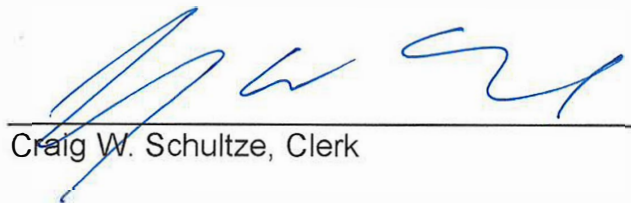
And, you are hereby directed to serve this Warrant by posting attested copies hereof fourteen days before time of said meeting as directed by the vote of the Town. Hereof fail not and make due return of this Warrant with your doings thereon at the time and place of said meeting.

Given under our hands this 11th day of April in the year two thousand and twenty-two.

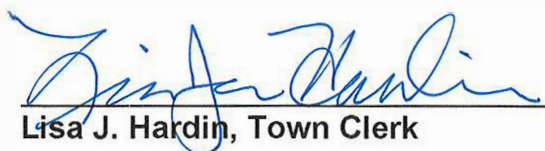
**TOWN OF MILLIS  
SELECT BOARD**

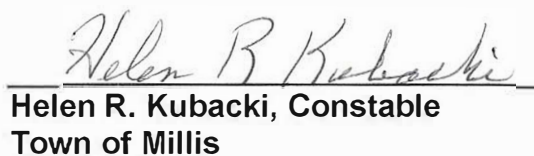
  
Peter C. Jurmain, Chair

  
Erin T. Underhill, Vice-Chair

  
Craig W. Schultze, Clerk

**A True Copy, Attest**

  
Lisa J. Hardin, Town Clerk

  
Helen R. Kubacki, Constable  
Town of Millis

April 14, 2022

Department Detail for Reference

<i>Department Breakdown</i>		FY20 ACTUAL	FY21 ACTUAL	FY22 TM ADOPTED	FY23 TA/SB BUDGET	FY23 vs FY22 \$ Variance	FY23 vs FY22 % Variance
<b>GENERAL GOVERNMENT</b>							
SELECTMEN/TA							
	SALARIES	\$283,942.15	\$304,505.74	\$352,443.41	\$385,807.08	\$33,363.67	9.5%
	EXPENSES	\$80,465.85	\$61,975.92	\$68,785.00	\$124,365.00	\$55,580.00	80.8%
	TOTAL	\$364,408.00	\$366,481.66	\$421,228.41	\$510,172.08	\$88,943.67	21.1%
FINANCE DIR/ACCOUNTANT							
	SALARIES	\$249,301.00	\$253,131.66	\$267,703.14	\$275,451.50	\$7,748.36	2.9%
	EXPENSES	\$6,529.43	\$2,639.61	\$6,538.00	\$9,515.00	\$2,977.00	45.5%
	TOTAL	\$255,830.43	\$255,771.27	\$274,241.14	\$284,966.50	\$10,725.36	3.9%
ASSESSORS							
	SALARIES	\$120,584.05	\$125,012.33	\$137,494.00	\$136,739.47	-\$754.53	-0.5%
	EXPENSES	\$7,079.65	\$9,411.00	\$9,736.00	\$37,842.00	\$28,106.00	288.7%
	TOTAL	\$127,663.70	\$134,423.33	\$147,230.00	\$174,581.47	\$27,351.47	18.6%
TREASURER/COLLECTOR							
	SALARIES	\$217,017.37	\$224,008.66	\$236,529.47	\$239,629.66	\$3,100.19	1.3%
	EXPENSES	\$36,355.07	\$40,241.27	\$41,090.00	\$46,090.00	\$5,000.00	12.2%
	TOTAL	\$253,372.44	\$264,249.93	\$277,619.47	\$285,719.66	\$8,100.19	2.9%
IT ADMINISTRATION							
	SALARIES	\$612.28	\$0.00	\$82,000.00	\$78,418.88	-\$3,581.12	-4.4%
	EXPENSES	\$147,631.64	\$172,113.33	\$255,045.07	\$259,850.28	\$4,805.21	1.9%
	TOTAL	\$148,243.92	\$172,113.33	\$337,045.07	\$338,269.16	\$1,224.09	0.4%
TOWN COUNSEL							
	EXPENSES	\$101,032.79	\$81,943.73	\$95,000.00	\$95,000.00	\$0.00	0.0%
	TOTAL	\$101,032.79	\$81,943.73	\$95,000.00	\$95,000.00	\$0.00	0.0%
TOWN CLERK							
	SALARIES	\$100,685.90	\$106,466.05	\$103,752.72	\$109,775.93	\$6,023.21	5.8%
	EXPENSES	\$6,852.18	\$8,951.61	\$11,450.00	\$17,100.00	\$5,650.00	49.3%
	TOTAL	\$107,538.08	\$115,417.66	\$115,202.72	\$126,875.93	\$11,673.21	10.1%

Department Detail for Reference

<i>Department Breakdown</i>		FY20 ACTUAL	FY21 ACTUAL	FY22 TM ADOPTED	FY23 TA/SB BUDGET	FY23 vs FY22 \$ Variance	FY23 vs FY22 % Variance
REGISTRARS							
	SALARIES	\$663.00	\$757.54	\$1,298.00	\$1,414.10	\$116.10	8.9%
	EXPENSES	\$3,755.44	\$4,136.48	\$4,060.00	\$4,800.00	\$740.00	18.2%
	TOTAL	\$4,418.44	\$4,894.02	\$5,358.00	\$6,214.10	\$856.10	16.0%
ELECTIONS							
	SALARIES	\$18,284.47	\$18,720.64	\$15,949.00	\$32,192.50	\$16,243.50	101.8%
	EXPENSES	\$12,428.63	\$11,214.49	\$12,350.00	\$14,300.00	\$1,950.00	15.8%
	TOTAL	\$30,713.10	\$29,935.13	\$28,299.00	\$46,492.50	\$18,193.50	64.3%
PLANNING BOARD							
	SALARIES	\$22,370.20	\$22,035.98	\$23,516.51	\$23,512.75	-\$3.76	0.0%
	EXPENSES	\$3,189.81	\$7,181.99	\$9,425.00	\$9,425.00	\$0.00	0.0%
	TOTAL	\$25,560.01	\$29,217.97	\$32,941.51	\$32,937.75	-\$3.76	0.0%
CONSERVATION							
	SALARIES	\$16,921.15	\$16,505.08	\$17,736.72	\$17,733.90	-\$2.82	0.0%
	EXPENSES	\$2,396.11	\$3,905.07	\$4,777.00	\$4,777.00	\$0.00	0.0%
	TOTAL	\$19,317.26	\$20,410.15	\$22,513.72	\$22,510.90	-\$2.82	0.0%
ZONING BOARD							
	SALARIES	\$4,810.68	\$4,987.58	\$5,144.35	\$5,144.00	-\$0.35	0.0%
	EXPENSES	\$1,674.86	\$1,435.68	\$1,900.00	\$1,900.00	\$0.00	0.0%
	TOTAL	\$6,485.54	\$6,423.26	\$7,044.35	\$7,044.00	-\$0.35	0.0%
TOWN BUILDINGS							
	SALARIES	\$84,217.72	\$84,666.70	\$92,800.13	\$38,323.15	-\$54,476.98	-58.7%
	EXPENSES	\$229,370.40	\$222,358.89	\$208,480.00	\$203,000.00	-\$5,480.00	-2.6%
	TOTAL	\$313,588.12	\$307,025.59	\$301,280.13	\$241,323.15	-\$59,956.98	-19.9%

Department Detail for Reference

<i>Department Breakdown</i>	FY20 ACTUAL	FY21 ACTUAL	FY22 TM ADOPTED	FY23 TA/SB BUDGET	FY23 vs FY22 \$ Variance	FY23 vs FY22 % Variance
FINANCE COMMITTEE						
SALARIES	\$7,323.54	\$8,478.50	\$6,970.00	\$8,650.00	\$1,680.00	24.1%
EXPENSES	\$14,368.25	\$15,183.77	\$17,300.00	\$15,620.00	-\$1,680.00	-9.7%
TOTAL	\$21,691.79	\$23,662.27	\$24,270.00	\$24,270.00	\$0.00	0.0%
RESERVE FUND						
EXPENSES	\$42,000.00	\$50,000.00	\$50,000.00	\$50,000.00	\$0.00	0.0%
TOTAL	\$42,000.00	\$50,000.00	\$50,000.00	\$50,000.00	\$0.00	0.0%
GENERAL INSURANCE						
EXPENSES	\$505,272.00	\$529,283.00	\$569,040.82	\$623,900.00	\$54,859.18	9.6%
TOTAL	\$505,272.00	\$529,283.00	\$569,040.82	\$623,900.00	\$54,859.18	9.6%
EMPLOYEE BENEFITS						
EXPENSES	\$5,143,037.11	\$5,495,989.84	\$6,026,267.63	\$6,410,848.73	\$384,581.10	6.4%
TOTAL	\$5,143,037.11	\$5,495,989.84	\$6,026,267.63	\$6,410,848.73	\$384,581.10	6.4%
<b>LINE 1 - GENERAL GOVT</b>	<b>\$7,470,172.73</b>	<b>\$7,887,242.14</b>	<b>\$8,734,581.97</b>	<b>\$9,281,125.93</b>	<b>\$546,543.96</b>	<b>6.3%</b>
<b>PUBLIC SAFETY</b>						
POLICE DEPARTMENT						
SALARIES	\$1,818,448.41	\$1,914,030.65	\$2,092,442.54	\$2,169,342.70	\$76,900.16	3.7%
EXPENSES	\$243,401.57	\$275,849.61	\$241,524.00	\$315,602.61	\$74,078.61	30.7%
TOTAL	\$2,061,849.98	\$2,189,880.26	\$2,333,966.54	\$2,484,945.31	\$150,978.77	6.5%
FIRE/RESCUE DEPARTMENT						
SALARIES	\$1,498,613.59	\$1,632,067.23	\$1,618,659.59	\$1,663,317.83	\$44,658.24	2.8%
EXPENSES	\$186,568.96	\$234,864.14	\$277,350.00	\$284,600.00	\$7,250.00	2.6%
TOTAL	\$1,685,182.55	\$1,866,931.37	\$1,896,009.59	\$1,947,917.83	\$51,908.24	2.7%

Department Detail for Reference

<i>Department Breakdown</i>	FY20 ACTUAL	FY21 ACTUAL	FY22 TM ADOPTED	FY23 TA/SB BUDGET	FY23 vs FY22 \$ Variance	FY23 vs FY22 % Variance
DISPATCH						
SALARIES	\$254,952.80	\$288,041.51	\$286,677.68	\$298,940.01	\$12,262.33	4.3%
EXPENSES	\$10,707.00	\$6,232.88	\$9,250.00	\$10,500.00	\$1,250.00	13.5%
TOTAL	\$265,659.80	\$294,274.39	\$295,927.68	\$309,440.01	\$13,512.33	4.6%
BUILDING DEPT.						
SALARIES	\$242,467.80	\$241,515.79	\$234,949.59	\$255,006.36	\$20,056.77	8.5%
EXPENSES	\$8,395.36	\$7,178.88	\$8,775.00	\$9,675.00	\$900.00	10.3%
TOTAL	\$250,863.16	\$248,694.67	\$243,724.59	\$264,681.36	\$20,956.77	8.6%
SEALER W&M						
SALARIES	\$3,262.92	\$3,345.00	\$3,428.63	\$3,429.00	\$0.37	0.0%
EXPENSES	\$63.07	\$0.00	\$150.00	\$150.00	\$0.00	0.0%
TOTAL	\$3,325.99	\$3,345.00	\$3,578.63	\$3,579.00	\$0.37	0.0%
EMERG MGMT COMM						
SALARIES	\$756.00	\$1,500.00	\$1,537.50	\$1,500.00	-\$37.50	-2.4%
EXPENSES	\$0.00	\$2,263.76	\$2,500.00	\$2,500.00	\$0.00	0.0%
TOTAL	\$756.00	\$3,763.76	\$4,037.50	\$4,000.00	-\$37.50	-0.9%
ANIMAL CONTROL						
SALARIES	\$79,824.91	\$83,565.54	\$84,952.15	\$72,640.40	-\$12,311.75	-14.5%
EXPENSES	\$10,812.35	\$9,743.75	\$11,300.00	\$11,200.00	-\$100.00	-0.9%
TOTAL	\$90,637.26	\$93,309.29	\$96,252.15	\$83,840.40	-\$12,411.75	-12.9%
<b>LINE 2 - PUBLIC SAFETY</b>	<b>\$4,358,274.74</b>	<b>\$4,700,198.74</b>	<b>\$4,873,496.68</b>	<b>\$5,098,403.91</b>	<b>\$224,907.23</b>	<b>4.6%</b>

Department Detail for Reference

<i>Department Breakdown</i>	FY20 ACTUAL	FY21 ACTUAL	FY22 TM ADOPTED	FY23 TA/SB BUDGET	FY23 vs FY22 \$ Variance	FY23 vs FY22 % Variance
<b>EDUCATION</b>						
MILLIS SCHOOLS						
SALARIES	\$13,355,755.27	\$14,433,529.46	\$14,198,696.94	\$15,474,593.76	\$1,275,896.82	9.0%
EXPENSES	\$2,377,414.25	\$1,986,712.25	\$3,042,435.61	\$3,108,176.51	\$65,740.90	2.2%
TOTAL	\$15,733,169.52	\$16,420,241.71	\$17,241,132.55	\$18,582,770.27	\$1,341,637.72	7.8%
<b>LINE 3 - MILLIS SCHOOLS</b>	<b>\$15,733,169.52</b>	<b>\$16,420,241.71</b>	<b>\$17,241,132.55</b>	<b>\$18,582,770.27</b>	<b>\$1,341,637.72</b>	<b>7.8%</b>
TRICOUNTY SCHOOL						
EXPENSES	\$807,957.00	\$1,049,674.00	\$955,936.00	\$876,556.00	-\$79,380.00	-8.3%
TOTAL	\$807,957.00	\$1,049,674.00	\$955,936.00	\$876,556.00	-\$79,380.00	-8.3%
<b>LINE 4 - TRI-COUNTY</b>	<b>\$807,957.00</b>	<b>\$1,049,674.00</b>	<b>\$955,936.00</b>	<b>\$876,556.00</b>	<b>-\$79,380.00</b>	<b>-8.3%</b>
<b>PUBLIC WORKS</b>						
DPW HIGHWAY						
SALARIES	\$249,292.76	\$257,945.96	\$338,416.79	\$337,298.00	-\$1,118.79	-0.3%
EXPENSES	\$400,348.06	\$389,623.60	\$386,771.00	\$388,271.00	\$1,500.00	0.4%
TOTAL	\$649,640.82	\$647,569.56	\$725,187.79	\$725,569.00	\$381.21	0.1%
STREET LIGHTS						
EXPENSES	\$37,564.40	\$43,383.52	\$38,850.00	\$38,850.00	\$0.00	0.0%
TOTAL	\$37,564.40	\$43,383.52	\$38,850.00	\$38,850.00	\$0.00	0.0%
TRANSFER STATION						
SALARIES	\$24,530.07	\$25,216.90	\$60,821.04	\$58,754.26	-\$2,066.78	-3.4%
EXPENSES	\$83,517.20	\$80,448.12	\$88,148.00	\$92,148.00	\$4,000.00	4.5%
TOTAL	\$108,047.27	\$105,665.02	\$148,969.04	\$150,902.26	\$1,933.22	1.3%

Department Detail for Reference

<i>Department Breakdown</i>	FY20 ACTUAL	FY21 ACTUAL	FY22 TM ADOPTED	FY23 TA/SB BUDGET	FY23 vs FY22 \$ Variance	FY23 vs FY22 % Variance
SNOW & ICE						
SALARIES	\$53,342.69	\$96,443.81	\$48,000.00	\$48,174.83	\$174.83	0.4%
EXPENSES	\$152,440.09	\$201,093.19	\$170,727.00	\$170,727.00	\$0.00	0.0%
TOTAL	\$205,782.78	\$297,537.00	\$218,727.00	\$218,901.83	\$174.83	0.1%
<b>LINE 5 PUBLIC WORKS</b>	<b>\$1,001,035.27</b>	<b>\$1,094,155.10</b>	<b>\$1,131,733.83</b>	<b>\$1,134,223.09</b>	<b>\$2,489.26</b>	<b>0.2%</b>
<b>HEALTH &amp; HUMAN SERVICES</b>						
BOARD OF HEALTH						
SALARIES	\$129,283.82	\$127,700.88	\$142,606.12	\$147,724.72	\$5,118.60	3.6%
EXPENSES	\$5,319.09	\$3,576.29	\$11,575.00	\$16,775.00	\$5,200.00	44.9%
TOTAL	\$134,602.91	\$131,277.17	\$154,181.12	\$164,499.72	\$10,318.60	6.7%
COUNCIL ON AGING						
SALARIES	\$92,268.13	\$100,055.65	\$141,385.21	\$150,932.05	\$9,546.84	6.8%
EXPENSES	\$12,262.00	\$8,148.71	\$9,934.00	\$9,934.00	\$0.00	0.0%
TOTAL	\$104,530.13	\$108,204.36	\$151,319.21	\$160,866.05	\$9,546.84	6.3%
VETERANS						
SALARIES	\$9,630.12	\$11,195.00	\$18,000.00	\$18,000.00	\$0.00	0.0%
EXPENSES	\$22,073.97	\$38,065.04	\$48,130.00	\$48,000.00	-\$130.00	-0.3%
TOTAL	\$31,704.09	\$49,260.04	\$66,130.00	\$66,000.00	-\$130.00	-0.2%
<b>LINE 6 HLTH/HUMN SERV</b>	<b>\$270,837.13</b>	<b>\$288,741.57</b>	<b>\$371,630.33</b>	<b>\$391,365.77</b>	<b>\$19,735.44</b>	<b>5.3%</b>



Department Detail for Reference

<i>Department Breakdown</i>		FY20 ACTUAL	FY21 ACTUAL	FY22 TM ADOPTED	FY23 TA/SB BUDGET	FY23 vs FY22 \$ Variance	FY23 vs FY22 % Variance
<b>CULTURE &amp; RECREATION</b>							
MEMORIAL DAY							
	EXPENSES	\$1,797.46	\$1,690.28	\$1,828.00	\$2,000.00	\$172.00	9.4%
	TOTAL	\$1,797.46	\$1,690.28	\$1,828.00	\$2,000.00	\$172.00	9.4%
LEGION							
	EXPENSES	\$4,053.00	\$4,053.00	\$4,053.00	\$4,100.00	\$47.00	1.2%
	TOTAL	\$4,053.00	\$4,053.00	\$4,053.00	\$4,100.00	\$47.00	1.2%
LIBRARY							
	SALARIES	\$268,378.02	\$270,807.48	\$324,677.30	\$329,301.15	\$4,623.85	1.4%
	EXPENSES	\$140,297.14	\$142,506.54	\$152,709.00	\$161,223.00	\$8,514.00	5.6%
	TOTAL	\$408,675.16	\$413,314.02	\$477,386.30	\$490,524.15	\$13,137.85	2.8%
RECREATION							
	SALARIES	\$45,411.18	\$31,303.83	\$60,699.49	\$101,041.70	\$40,342.21	66.5%
	EXPENSES	\$0.00	\$9,997.97	\$9,200.00	\$58,798.30	\$49,598.30	539.1%
	TOTAL	\$45,411.18	\$41,301.80	\$69,899.49	\$159,840.00	\$89,940.51	128.7%
HISTORICAL							
	EXPENSES	\$6,432.17	\$6,523.22	\$6,493.00	\$8,993.00	\$2,500.00	38.5%
	TOTAL	\$6,432.17	\$6,523.22	\$6,493.00	\$8,993.00	\$2,500.00	38.5%
OAK GROVE FARM COMM							
	EXPENSES	\$4,809.20	\$4,980.80	\$5,636.00	\$23,055.00	\$17,419.00	309.1%
	TOTAL	\$4,809.20	\$4,980.80	\$5,636.00	\$23,055.00	\$17,419.00	309.1%
<b>LINE 7 CULTURE &amp; RECREATION</b>		<b>\$471,178.17</b>	<b>\$471,863.12</b>	<b>\$565,295.79</b>	<b>\$688,512.15</b>	<b>\$123,216.36</b>	<b>21.8%</b>

Department Detail for Reference

<i>Department Breakdown</i>	FY20 ACTUAL	FY21 ACTUAL	FY22 TM ADOPTED	FY23 TA/SB BUDGET	FY23 vs FY22 \$ Variance	FY23 vs FY22 % Variance
<b>DEBT SERVICE</b>						
PRINCIPAL	\$2,192,800.50	\$2,210,933.00	\$2,274,052.33	\$2,272,452.67	-\$1,599.66	-0.1%
INTEREST	\$2,307,682.92	\$1,681,004.06	\$1,548,762.20	\$1,455,625.16	-\$93,137.04	-6.0%
TOTAL	\$4,500,483.42	\$3,891,937.06	\$3,822,814.53	\$3,728,077.83	-\$94,736.70	-2.5%
<b>LINE 8 DEBT SERVICE</b>	<b>\$4,500,483.42</b>	<b>\$3,891,937.06</b>	<b>\$3,822,814.53</b>	<b>\$3,728,077.83</b>	<b>-\$94,736.70</b>	<b>-2.5%</b>
<b>TOTAL BUDGET</b>	<b>\$34,613,107.98</b>	<b>\$35,804,053.44</b>	<b>\$37,696,621.68</b>	<b>\$39,781,034.96</b>	<b>\$2,084,413.27</b>	<b>5.5%</b>
<b>TOTAL BUDGET</b>	<b>\$34,613,107.98</b>	<b>\$35,804,053.44</b>	<b>\$37,696,621.68</b>	<b>\$39,781,034.96</b>	<b>\$2,084,413.27</b>	<b>5.5%</b>
<b>DISCRETIONARY</b>	\$23,656,358.45	\$24,837,169.54	\$26,322,562.70	\$28,141,652.39	\$1,819,089.69	6.9%
NON-DISCRETIONARY** Includes						
General Insurance, Benefits,						
Tri-County & Debt	\$10,956,749.53	\$10,966,883.90	\$11,374,058.98	\$11,639,382.56	\$265,323.58	2.3%
	<b>\$34,613,107.98</b>	<b>\$35,804,053.44</b>	<b>\$37,696,621.68</b>	<b>\$39,781,034.96</b>	<b>\$2,084,413.27</b>	<b>5.5%</b>

	FY2018 ACTUAL	FY2019 ACTUAL	FY2020 ACTUAL	FY2021 ACTUAL	FY2022 TM ADOPTED	FY2023 REQUESTS	FY2023 PROPOSED
<b>WATER ENTERPRISE</b>							
<i>Personnel Services</i>							
Salary Department Head	\$42,817	\$48,967	\$51,941	\$54,259	\$55,615	\$59,892	\$59,892
Salaries Clerical	\$29,715	\$30,026	\$32,187	\$32,932	\$43,707	\$47,982	\$47,982
Salaries Clerical Overtime	\$1,996	\$1,954	\$4,379	\$5,585	\$5,000	\$5,000	\$5,000
Wages	\$190,010	\$204,280	\$193,982	\$215,248	\$234,177	\$206,117	\$206,117
Water License Fee	\$7,665	\$7,626	\$7,967	\$7,695	\$1,456	\$1,492	\$1,492
Wages Overtime	\$45,693	\$63,087	\$34,755	\$61,849	\$50,000	\$50,000	\$50,000
Longevity	\$1,458	\$0	\$2,108	\$2,591	\$2,941	\$2,591	\$2,591
Stipends	\$8,970	\$9,163	\$9,185	\$9,390	\$17,620	\$17,620	\$17,620
Total	\$328,323	\$365,102	\$336,504	\$389,548	\$410,515	\$390,694	\$390,694
<i>Expenses</i>							
Testing Water	\$9,310	\$9,069	\$42,435	\$66,329	\$30,000	\$80,000	\$80,000
Services Engineering	\$15,694	\$14,485	\$44,152	\$58,971	\$30,000	\$50,000	\$50,000
Police Details	\$5,119	\$5,524	\$815	\$1,414	\$9,000	\$9,000	\$9,000
Training	\$470	\$2,240	\$1,016	\$925	\$4,000	\$4,000	\$4,000
Inspections	\$0	\$170	\$1,800	\$0	\$4,000	\$4,000	\$4,000
Equipment Hired	\$28,785	\$38,883	\$19,964	\$31,117	\$33,000	\$40,000	\$40,000
Supplies & Expenses	\$111,717	\$129,506	\$111,159	\$77,238	\$110,000	\$110,000	\$110,000
Propane Gas	\$5,632	\$5,851	\$2,505	\$5,863	\$7,331	\$7,331	\$7,331
Stormwater		\$3,744	\$0	\$3,532		\$3,744	\$3,744
Water/Sewer	\$612	\$661	\$684	\$600	\$0	\$0	\$0
Telephone	\$5,036	\$4,839	\$4,524	\$3,641	\$7,000	\$9,000	\$9,000
Electricity	\$106,764	\$97,156	\$96,287	\$93,139	\$106,651	\$106,651	\$106,651
Postage	\$1,948	\$2,683	\$3,326	\$3,255	\$4,450	\$4,450	\$4,450
Clothing	\$2,986	\$3,917	\$3,436	\$3,152	\$5,000	\$5,000	\$5,000
Advertising	\$557	\$1,068	\$495	\$5,361	\$2,000	\$4,000	\$4,000
Membership	\$770	\$895	\$1,008	\$595	\$1,000	\$1,000	\$1,000
Equipment	\$7,708	\$11,996	\$23,409	\$23,505	\$22,000	\$22,000	\$22,000
Vehicle Supply/Repair	\$9,367	\$4,742	\$7,111	\$10,600	\$12,000	\$15,000	\$15,000
Diesel Fuel	\$5,484	\$10,744	\$9,906	\$11,164	\$10,000	\$10,000	\$10,000
Farm & Walnut St Tank Maintenance					\$214,000	\$214,000	\$214,000
Miscellaneous Expense	\$23,168	\$22,088	\$22,346	\$39,325	\$28,958	\$28,958	\$28,958
Water LTD Principal	\$287,645	\$292,080	\$392,843	\$418,000	\$448,334	\$571,667	\$571,667
Water STD Principal	\$50,000	\$0	\$0	\$0	\$0	\$0	\$0
Water LTD Interest	\$91,581	\$83,902	\$186,132	\$174,189	\$195,876	\$251,529	\$251,529
Water STD Interest	\$13,110	\$0	\$13,165	\$3,250	\$0	\$0	\$0
Special Projects						\$200,000	\$200,000
Reserve Fund				\$0	\$50,000	\$50,000	\$50,000
Transfer to General		\$241,436	\$247,840	\$261,248	\$294,833	\$302,204	\$302,204
Total	\$783,462	\$987,680	\$1,236,356	\$1,296,410	\$1,629,433	\$2,103,534	\$2,103,534
TOTAL BUDGET	\$1,131,886	\$1,406,738	\$1,660,534	\$2,095,322	\$2,538,522	\$2,494,228	\$2,494,228

		FY2018 ACTUAL	FY2019 ACTUAL	FY2020 ACTUAL	FY2021 ACTUAL	FY2022 TM ADOPTED	FY2023 REQUESTS	FY2023 PROPOSED
<b>SEWER ENTERPRISE</b>								
<i>Personnel Services</i>								
	Salary Department Head	\$25,064	\$28,664	\$30,405	\$31,761	\$33,369	\$35,059	\$35,059
	Salaries Clerical	\$22,398	\$23,272	\$25,127	\$25,631	\$33,061	\$37,664	\$37,664
	Salaries Clerical Overtime	\$1,305	\$1,460	\$2,729	\$3,448	\$3,000	\$3,000	\$3,000
	Wages	\$158,982	\$168,798	\$165,848	\$183,341	\$192,576	\$191,380	\$191,380
	Wages Overtime	\$12,762	\$13,350	\$11,225	\$17,932	\$15,392	\$15,392	\$15,392
	Longevity	\$832	\$750	\$1,723	\$2,171	\$2,521	\$2,171	\$2,171
	Sewer License Fees							
	Stipends	\$8,220	\$9,163	\$9,469	\$9,390	\$9,300	\$9,300	\$9,300
	Total	\$229,563	\$245,457	\$246,524	\$273,674	\$289,219	\$293,966	\$293,966
<i>Expenses</i>								
	Services Engineering	\$14,686	\$11,011	\$24,942	\$20,913	\$24,000	\$45,000	\$45,000
	Maintenance Contract	\$0	\$3,583	\$7,400	\$2,252	\$12,000	\$0	\$0
	Police Details	\$0	\$0	\$0	\$303	\$4,000	\$4,000	\$4,000
	Sewer Cleaning	\$0	\$0	\$795	\$2,290	\$10,175	\$10,175	\$10,175
	EQUIPMENT HIRED	\$3,000	\$0	\$0	\$737	\$0	\$0	\$0
	Supplies & Expenses	\$36,658	\$19,419	\$38,311	\$40,508	\$30,000	\$45,000	\$45,000
	Stormwater		\$1,085	\$0	\$1,024	\$0	\$15,000	\$15,000
	Water/Sewer	\$612	\$661	\$684	\$600	\$0	\$0	\$0
	Telephone	\$2,996	\$3,316	\$3,527	\$5,052	\$4,000	\$5,500	\$5,500
	Electricity	\$18,933	\$20,608	\$19,180	\$15,286	\$21,850	\$21,850	\$21,850
	Natural Gas/Oil				\$1,630	\$0	\$0	\$0
	Postage	\$1,948	\$1,934	\$2,053	\$1,605	\$2,000	\$2,000	\$2,000
	Clothing	\$2,349	\$2,813	\$2,756	\$2,513	\$3,075	\$3,075	\$3,075
	Equipment	\$6,999	\$995	\$12,308	\$456	\$5,000	\$5,000	\$5,000
	Equipment Repairs & Maintenance	\$1,608	\$1,629	\$554	\$30,030	\$13,620	\$20,000	\$20,000
	Gasoline	\$0	\$323	\$0	\$0	\$2,000	\$3,000	\$3,000
	Vehicle Supply/Repairs						\$5,000	\$5,000
	CRPCD O&M Costs	\$247,728	\$312,300	\$276,580	\$290,676	\$354,000	\$372,390	\$372,390
	CRPCD Assessment	\$228,279	\$241,880	\$230,000	\$178,150	\$196,520	\$184,040	\$184,040
	Sewer LTD Principal	\$244,000	\$195,000	\$253,290	\$240,000	\$228,333	\$226,667	\$226,667
	Sewer STD Principal	\$12,677	\$0	\$0	\$0	\$0	\$0	\$0
	Sewer LTD Interest	\$158	\$61,075	\$68,140	\$51,975	\$97,631	\$67,934	\$67,934
	Sewer STD Interest	\$67,465	\$0	\$0	\$3,250	\$0	\$0	\$0
	Special Projects						\$140,000	\$140,000
	Reserve Fund	\$0	\$0	\$0	\$0	\$50,000	\$50,000	\$50,000
	Transfer to General Fund	\$173,719	\$197,539	\$202,778	\$213,749	\$241,227	\$247,258	\$247,258
	Total	\$1,063,816	\$1,075,170	\$1,143,297	\$1,102,998	\$1,299,431	\$1,472,889	\$1,472,889
	TOTAL BUDGET	\$1,322,882	\$1,504,318	\$1,390,021	\$1,750,151	\$1,601,516	\$1,766,855	\$1,766,855

					FY2018 ACTUAL	FY2019 ACTUAL	FY2020 ACTUAL	FY2021 ACTUAL	FY2022 TM ADOPTED	FY2023 REQUESTS	FY2023 PROPOSED
<b>STORMWATER ENTERPRISE 7200</b>											
<i>Personnel Services</i>											
	Salary Department Head		\$21,498	\$22,803	\$23,821	\$24,417				\$26,294	\$26,294
	Salaries Clerical		\$7,317	\$7,725	\$7,910	\$15,085				\$15,085	\$15,085
	Salaries Clerical Overtime				\$910	\$2,000				\$2,000	\$2,000
	Wages		\$103,398	\$112,015	\$92,824	\$116,204				\$118,642	\$118,642
	Wages Overtime		\$2,357	\$1,570	\$3,820	\$23,000				\$23,000	\$23,000
	Longevity		\$0	\$918	\$954	\$1,000				\$1,000	\$1,000
	Stormwater License Fees		\$0	\$0	\$0	\$0					
	Total		\$134,570	\$145,031	\$130,238	\$181,706				\$186,021	\$186,021
<i>Expenses</i>											
	SERVICES ENGINEERING		\$34,005	\$87,072	\$66,676	\$74,000				\$84,000	\$84,000
	POLICE DETAILS		\$2,761	\$3,508	\$4,782	\$3,000				\$5,000	\$5,000
	TRAINING		\$5,825	\$4,066	\$3,825	\$4,000				\$4,000	\$4,000
	INSPECTIONS		\$6,594	\$12,350	\$6,442	\$23,000				\$23,000	\$23,000
	EQUIPMENT HIRED		\$22,688	\$19,089	\$16,349	\$24,080				\$24,080	\$24,080
	SUPPLIES & EXPENSES		\$9,579	\$2,573	\$8,190	\$10,000				\$15,000	\$15,000
	HEAT & FUEL		\$0	\$0	\$0	\$9,563				\$9,563	\$9,563
	GASOLINE									\$3,000	\$3,000
	POSTAGE		\$2,510	\$116	\$1,329	\$2,500				\$2,500	\$2,500
	UNIFORM/CLEANING		\$1,517	\$1,632	\$1,435	\$1,600				\$1,600	\$1,600
	PUBLIC ED & OUTREACH		\$20,501	\$13,553	\$0	\$12,000				\$12,000	\$12,000
	VEHICLE SUPPLY/REPAIR		\$8,206	\$9,326	\$7,499	\$25,000				\$25,000	\$25,000
	MISCELLANEOUS EXPENSE		\$2,493	\$15,685	\$2,058	\$4,298				\$10,000	\$10,000
	STORMWATER ST PRINCIPAL									\$0	\$0
	STORMWATER ST INTEREST									\$14,235	\$14,235
	RESERVE FUND				\$0	\$50,000				\$50,000	\$50,000
	TRANSFER TO GENERAL FUND		\$129,272	\$132,266	\$139,173	\$157,340				\$161,274	\$161,274
	Total	\$0	\$245,951	\$301,237	\$257,758	\$400,381				\$444,252	\$444,252
	TOTAL BUDGET	\$0	\$536,509	\$604,111	\$515,143	\$594,954				\$630,273	\$630,273

Enterprise Indirects FY23

			Enterprise	45%	55%		100%	
	FY23 Total	Indirect Allocation Rate	Allocation Amount			Indirect Allocation		
Department	Budget	Water/Sewer	Water/Sewer	Sewer	Water	Rate Storm Water	Storm Water	
Town Admin/BOS Office	\$510,172	10.0%	\$51,017	\$22,958	\$28,059	3.3%	\$16,836	
Legal	\$95,000	10.0%	\$9,500	\$4,275	\$5,225	3.3%	\$3,135	
Accounting	\$284,967	10.0%	\$28,497	\$12,823	\$15,673	3.3%	\$9,404	
Treasurer/Collector	\$285,720	20.0%	\$57,144	\$25,715	\$31,429	6.7%	\$19,143	
Assessor	\$174,581	5.0%	\$8,729	\$3,928	\$4,801	1.8%	\$3,055	
IT Administration	\$293,869	5.0%	\$14,693	\$6,612	\$8,081	1.8%	\$5,143	
Contract Neg Related	\$0 mix		\$0	\$0	\$0 mix		\$0	
<i>Subtotal Department</i>			<u>\$169,580</u>	<u>\$76,311</u>	<u>\$93,269</u>		<u>\$56,716</u>	
<b>Expenses</b>								
Health Insurance	\$3,516,956	3.10%	\$109,026	\$49,062	\$59,964	0.85%	\$29,805	
Pension	\$2,391,581	12.30%	\$294,164	\$132,374	\$161,790	3.42%	\$81,903	
Worker's Com	135,000	3.10%	\$4,185	\$1,883	\$2,302	0.85%	\$1,144	
<i>Subtotal Expenses</i>			<u>\$407,375</u>	<u>\$183,319</u>	<u>\$224,056</u>		<u>\$112,852</u>	
<b>Total Indirect Allocation</b>			<u><b>\$576,955</b></u>	<u><b>\$259,630</b></u>	<u><b>\$317,325</b></u>		<u><b>\$169,568</b></u>	<b>\$746,523</b>
<b>FY2023 Indirect Allocations based on 2.5% Increase from FY2022</b>			<b>\$549,461</b>	<b>\$247,258</b>	<b>\$302,204</b>		<b>\$161,274</b>	<b>\$710,735</b>
<b>Variance</b>			<b>\$27,494</b>	<b>\$12,372</b>	<b>\$15,122</b>		<b>\$8,294</b>	<b>\$35,788</b>

## MILLIS PERSONNEL PLAN SCHEDULES

**FY2023****7/1/22 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	\$ 2,279.90	\$ 2,338.25	\$ 2,398.22	\$ 2,459.83	\$ 2,523.07	\$ 2,585.90	\$ 2,650.78	\$ 2,716.87	\$ 2,784.60	\$ 2,854.37
16	ASSISTANT TOWN ADMINISTRATOR	\$ 2,058.29	\$ 2,099.46	\$ 2,141.44	\$ 2,184.27	\$ 2,227.96	\$ 2,272.52	\$ 2,317.97	\$ 2,364.33	\$ 2,411.61	\$ 2,459.85
15	VACANT	\$ 1,735.77	\$ 1,775.38	\$ 1,814.99	\$ 1,856.21	\$ 1,897.93	\$ 1,940.77	\$ 1,984.64	\$ 2,028.56	\$ 2,074.58	\$ 2,121.66
12	VACANT	\$ 1,417.80	\$ 1,450.03	\$ 1,481.86	\$ 1,516.54	\$ 1,549.18	\$ 1,584.26	\$ 1,620.17	\$ 1,656.89	\$ 1,693.20	\$ 1,731.55
11	COA DIRECTOR* (35.5hour/wk)	\$1,164.88	\$1,192.04	\$1,218.48	\$1,246.35	\$1,273.15	\$1,303.56	\$1,330.97	\$1,362.88	\$1,391.82	\$1,424.12
9C*	PLUMBING&GAS INSPECTOR ELECTRICALINSPECTOR	Stipend of \$6,566/year plus \$40 per inspection Stipend of \$6,566/year plus \$40 per inspection									
8A*	DEP. BUILDING INSPECTOR DEP. PLUMB/GAS INSPECTOR 1 DEP. PLUMB/GAS INSPECTOR 2 DEP. ELECTRICAL INSPECTOR 1 DEP. ELECTRICAL INSPECTOR 2 LOCAL BUILDING INSPECTOR	Stipend of \$12,839/year plus \$40 per inspection Stipend of \$628/year plus \$40 per inspection Stipend of \$628/year plus \$40 per inspection Stipend of \$628/year plus \$40 per inspection Stipend of \$628/year plus \$40 per inspection Stipend of \$628/year plus \$40 per inspection									

\* = Part time

**HOURLY  
GRADE**

	POSITION	1	2	3	4	5	6	7	8	9	10
4	DISPATCHER/PART TIME	\$ 19.29	\$ 19.73	\$ 20.21	\$ 20.66	\$ 21.12	\$ 21.61	\$ 22.09	\$ 22.59	\$ 23.10	\$ 23.63
<b>PUBLIC SAFETY</b>											
GRADE	POSITION	1	2	3	4	5	6	7	8	9	10
PS9	DEPUTY FIRE CHIEF/EMT*										
	FF STIPEND/YEAR	\$ 33.93	\$ 34.68	\$ 35.48	\$ 36.24	\$ 37.09	\$ 37.89	\$ 38.76	\$ 39.64	\$ 40.53	\$ 41.42
		\$ 1,596.48									
PS8	VACANT										
		\$ 31.43	\$ 32.12	\$ 32.83	\$ 33.58	\$ 34.33	\$ 35.10	\$ 35.88	\$ 36.70	\$ 37.53	\$ 38.36
PS6	FIRE CAPTAIN/EMT										
	FF STIPEND/YEAR	\$ 27.99	\$ 28.62	\$ 29.25	\$ 29.92	\$ 30.58	\$ 31.27	\$ 31.97	\$ 32.69	\$ 33.42	\$ 34.18
		\$ 1,017.28									
PS4	FIRE LIEUTENANT/EMT										
	FF STIPEND/YEAR	\$ 24.69	\$ 25.23	\$ 25.81	\$ 26.37	\$ 27.00	\$ 27.56	\$ 28.20	\$ 28.82	\$ 29.47	\$ 30.13
		\$ 813.40									
PS2	FIREFIGHTER/EMT										
	FF STIPEND/YEAR	\$ 21.98	\$ 22.48	\$ 22.82	\$ 23.48	\$ 24.00	\$ 24.54	\$ 25.10	\$ 25.64	\$ 26.22	\$ 26.83
		\$ 607.44									
PS2	PERM. INTER. POLICE OFFICER LOCKUP KEEPER	\$ 21.33	\$ 21.80	\$ 22.14	\$ 22.81	\$ 23.32	\$ 23.83	\$ 24.36	\$ 24.92	\$ 25.46	\$ 26.04
	EMT STIPEND	\$ 1,199.19									
	SCHOOL TRAFFIC SUPERVISORS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

**APPOINTED SPECIALS**

EMERG. MGMT DIR. Fire Chief Contract	\$ 1,500	PER	YEAR	CLASS A MOTOR VEHICLE OPERATOR	\$ 1,141.11	PER	YEAR
EMERG. MGMT CLERICAL	\$ -	PER	YEAR	DIR. VETERANS SERVICES	\$ 18,360	PER	YEAR
SEALER WEIGHTS MEASURE	\$ 3,498	PER	YEAR	ELECTION WORKER-CENSUS TAKER	STATE MIN. WAGE		

MILLIS PERSONNEL PLAN SCHEDULES

**FY2023**

**7/1/22 Effective Date**

**SCHEDULE A**

**CLASSIFICATION PLAN**

**SALARIED-WEEKLY AND STIPENDS**

**GRADE POSITION**

PART TIME IT ADMINISTRATOR	\$	46	PER	HOURLY	ON-CALL LIBRARY ASSISTANT	\$	15.85	PER	HOURLY
ASST. DATA PROC. MANAGER	\$	2,560	PER	YEAR	RESERVE POLICE DETAIL RATE	\$	56.15	PER	HOURLY
CERTIFIED WATER OPERATOR I	\$	1,522	PER	YEAR	DPW SEASONAL WORKER	**	STATE MIN. WAGE		
CERTIFIED WATER OPERATOR II	\$	1,903	PER	YEAR	LIBRARY PAGE	**	STATE MIN. WAGE		
ZONING BOARD OF APPEAL MEMBER	\$	174.60	PER	YEAR	BOARD OF REGISTRARS -CHAIR	\$	378.75	PER	YEAR
RESPITE CARE PROGRAM MANAGER	\$	21.03	PER	HOURLY	BOARD OF REGISTRARS MEMBER	\$	116.55	PER	YEAR
RESPITE CARE ACTIVITIES COORDINATOR	**	STATE MIN. WAGE			SNOW CONTRACTOR 7AM-6PM	\$	24.21	PER	HOURLY
COA VAN DRIVER	**	STATE MIN. WAGE			SNOW CONTRACTOR NIGHTS, WEEKEND	\$	36.31	PER	HOURLY
COA DISPATCHER	\$	16.33	PER	HOURLY	SNOW MANAGEMENT STIPEND AFTER 8 STORMS	\$	2,472.37	PER	YEAR
PLANNING BOARD MEMBER	\$	55.03	PER	YEAR	SNOW MANAGEMENT STIPEND AFTER 12 STORMS	\$	1,236.18	PER	YEAR
					BOARD OF ASSESSORS MEMBER	\$	352.60	PER	YEAR
					DEPUTY ANIMAL CONTROL WEEKEND COVERAGE	\$	97.92	PER	DAY
					DEPUTY ANIMAL CONTROL WEEKNIGHT COVERAGE	\$	23.79	PER	NIGHT

\*\* Change to State Min Wage 1/1/2023 15.00





# Town of Millis

## Host Community Agreement

### Marijuana Impact Funds Request - FY2023

Department	Description of Expense	Total Expenses	Date of Proposed Funding
Administration	Administrative Support for HCA	\$9,200.00	Spring TM May 22
Administration	Administrative Support for HCA	\$9,200.00	Fall TM Nov 22
Administration	Social Work Services for the Town of Millis - Entire Community Support	\$35,000.00	Spring TM May 22
Administration	Social Work Services for the Town of Millis - Entire Community Support	\$35,000.00	Fall TM Nov 22
Board of Health	Cannabis use in e-cigarettes/vaping	\$4,000.00	Spring TM May 22
Library	Extend the hours Library is open to the public on Thursday evening until 8 pm	\$10,400.00	Spring TM May 22
Library	Extend the hours Library is open to the public on Saturdays during July & August	\$2,188.89	Spring TM May 22
Library	Extend the hours Library is open to the public on Friday evening until 8 pm	\$10,400.00	Spring TM May 22
Oak Grove Farm	Grounds improvements to encourage active outdoor recreation for children	\$17,055.00	Spring TM May 22
Police	School Resource Officer Salary	\$52,781.00	Spring TM May 22
Police	School Resource Officer Salary	\$40,678.92	Fall TM Nov 22
Police	Marijuana Stipend - per Contract FY23	\$10,800.00	Spring TM May 22
Police	Marijuana Training	\$45,000.00	Spring TM May 22
Recreation	Teen Program Coordinator-20 hours (\$23/hour)	\$11,960.00	Spring TM May 22
Recreation	Teen Program Coordinator-20 hours (\$23/hour)	\$11,960.00	Fall TM Nov 22
Recreation	2/3 of Benefits (\$1,247.37/month) Teen Coordinator	\$14,968.44	Spring TM May 22
Recreation	Staff for Inclusive Camp- 4 weeks	\$10,880.00	Spring TM May 22
Recreation	Supplies , Equipment, Porta Potty, Water/Pizza/Snacks	\$2,000.00	Spring TM May 22
School	School Adjustment Counselor - 1.0 FTE	\$71,631.00	Fall TM Nov 22
School	Social Emotional Learning Program Teacher - 1.0 FTE	\$35,815.50	Spring TM May 22
School	Social Emotional Learning Program Teacher - 1.0 FTE	\$35,815.50	Fall TM Nov 22
School	After-school activities through Extended Day Program	\$10,000.00	Spring TM May 22
School	Vaping Detectors Middle/High School Bathrooms/Locker Rooms	\$21,000.00	Spring TM May 22
<b>Marijuana Impact Funds Request - FY2023</b>		<b>\$507,734.25</b>	

	Marijuana Impact Funds Request - FY2023	\$303,448.83	Spring TM May 22
	Marijuana Impact Funds Request - FY2023	\$204,285.42	Fall TM Nov 22
<b>Marijuana Impact Funds Request - FY2023</b>		<b>\$507,734.25</b>	

## Capital Planning Committee Report – May 2022

The Capital Planning Committee (CPC) is pleased to present the Town with our capital planning report for May 2022. 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 CPC has worked with the Select Board, Town Administrator, School, DPW, COA, Police, Fire and other town departments to compile the information provided in this report.

For those items considered, the CPC 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. It should be noted that the CPC does not choose projects for consideration at Town Meeting based on availability of funding. The Select Board selects projects for inclusion in the Warrant and the Finance Committee makes its recommendation for action at Town Meeting.

The department requests for fiscal year 2023 that the CPC considered are shown in the table below:

	# of projects	Total estimated cost
Highest priorities	5	\$464,284
Medium priorities	4	206,989
Lower priorities	3	89,921
Total	12	\$761,194

Highest priorities include replacement of the public safety radio communication system, backup power generators for the public safety system, sidewalk design and road repair, replacement of computer servers for the School Department and a pickup truck with plow for the DPW. Medium priorities include a skid steer for the DPW, a skid steer for the School Department, a pickup truck for the School Department and replacement of the lighting management system at the Library. It is noted that there were vehicle requests made across different departments, and the Capital Planning Committee urges town administration to work with all departments across the community to determine the most efficient utilization of capital assets and develop an integrated plan that can cover the needs of Millis.

It is also noted that a request from the recreation department regarding soundproofing of the Town pickleball courts was reviewed by the committee and determined to be a lower priority request per our criteria. That said, the CPC recognizes the concerns of residents who abut these courts and recommend the Select Board consider options that could help to address this situation.

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 \$78 million.

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 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. It is also noted that there are several projects on the horizon which will likely require resources beyond available discretionary funding and debt capacity. In particular, it is noted that the Town is currently assessing potential options for the long-term needs of the Middle/High School, a new Senior Center, options for the Lansing Millis Building, and use of open space, including athletic fields. Due to the preliminary stages of current planning, a potential project for the Middle/High School is not currently included in the summary. Millis was recently invited to participate in the State MSBA program to assess options for the Middle/High School and the first financial component of the process would be potential funding for a feasibility study which would need to be approved by the Town by the first quarter of 2023. The Capital Planning Committee is working with various Town Departments and Committees to assess potential costs for these projects and have included preliminary estimates in our long-term capital plan.

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 Select 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 one open position 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

Marc Conroy

Erin Underhill

### Capital Planning Committee Priorities for May 2022 Town Warrant

<b>Highest priorities</b>			
Department	Description	Estimated Cost	Comment
Emergency management office	Public safety radio backup power generators	25,000	
Police/Fire	Public safety radio console update	112,580	
DPW	Sidewalk design and road repair	160,000	
DPW	Chevy Silverado with Plow	54,416	
School	Computer Server Replacement for School District	112,288	
Subtotal		\$464,284	
<b>Medium priorities</b>			
DPW	Skid Steer	52,699	
Library	Replacement of lighting management system	30,000	
School	Replacement of pickup truck with plow, dump body, and sander	61,470	
School	Skid steer	62,820	
Subtotal		\$206,989	
<b>Lower priorities</b>			
School	Replacement of John Deere Tractor	51,399	
DPW	Message board	19,400	
Rec committee	Pickelball court sound proofing	19,122	
	Subtotal	\$ 89,921	
Total		\$761,194	

## Town of Millis

Capital Planning Committee

Summary of Capital Needs for FY 2023-2031

Row Labels	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 2032	Sum of Indefinite	Sum of 10-Year total
<b>Facilities</b>	<b>827,225</b>	<b>487,697</b>	<b>791,159</b>	<b>1,078,450</b>	<b>50,000</b>	<b>50,000</b>	<b>50,000</b>	<b>76,878</b>	<b>50,000</b>	<b>50,000</b>	<b>24,117,754</b>	<b>27,629,163</b>
COA											15,000,000	15,000,000
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	83,120	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	114,254	647,374
Fire												-
<b>Other</b>	<b>95,000</b>	<b>68,000</b>	<b>50,000</b>	<b>25,000</b>	<b>25,000</b>	<b>25,000</b>	<b>75,000</b>	<b>25,000</b>	<b>25,000</b>	<b>25,000</b>	<b>9,170,000</b>	<b>9,608,000</b>
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												-
COA		25,000					50,000					75,000
Equipment												-
Fields											7,170,000	7,170,000
Lansing Millis											2,000,000	2,000,000
Library	30,000	18,000	25,000									73,000
Oak Grove												-
Town Clerk	40,000											40,000
<b>Public Safety</b>	<b>344,990</b>	<b>212,500</b>	<b>332,350</b>	<b>220,500</b>	<b>257,450</b>	<b>243,500</b>	<b>592,480</b>	<b>82,495</b>	<b>212,500</b>	<b>500</b>		<b>2,499,265</b>
Equipment	178,990	500	76,350	220,500	204,450	125,500	111,480	82,495	500	500		1,001,265
Vehicle	166,000	212,000	256,000	-	53,000	118,000	481,000		212,000			1,498,000
<b>Public Works</b>	<b>3,102,958</b>	<b>2,942,334</b>	<b>2,920,333</b>	<b>2,397,000</b>	<b>2,422,000</b>	<b>2,487,000</b>	<b>2,397,000</b>	<b>2,397,000</b>	<b>2,552,000</b>	<b>1,840,000</b>	<b>6,733,000</b>	<b>32,190,625</b>
Equipment	129,499	160,000	120,000						155,000		63,000	627,499
Infrastructure	2,867,043	2,730,334	2,730,333	2,397,000	2,397,000	2,397,000	2,397,000	2,397,000	2,397,000	1,700,000	6,520,000	30,929,710
Vehicle	106,416	52,000	70,000	-	25,000	90,000				140,000	150,000	633,416
<b>Schools</b>	<b>858,891</b>	<b>749,858</b>	<b>664,409</b>	<b>747,974</b>	<b>531,610</b>	<b>395,399</b>	<b>364,886</b>	<b>608,062</b>	<b>594,536</b>	<b>150,600</b>		<b>5,826,125</b>
Equipment	475,709	307,058	236,433	335,034	254,570	179,870	244,358	517,798	534,536			3,085,366
School	125,000	60,000	60,000	60,000	60,000	60,000	60,000	60,000	60,000	60,000		665,000
Vehicle	258,182	382,800	367,976	352,940	217,040	155,529	60,528	30,264		90,600		2,075,759
<b>DPW</b>	<b>19,400</b>											<b>19,400</b>
Equipment	19,400											19,400
<b>Police/Fire</b>	<b>137,580</b>							<b>120,000</b>				<b>257,580</b>
Police/Fire	137,580							120,000				257,580
<b>Rec</b>	<b>19,122</b>											<b>19,122</b>
Equipment	19,122											19,122
<b>(blank)</b>												<b>-</b>
<b>(blank)</b>												<b>-</b>
<b>Grand Total</b>	<b>5,405,166</b>	<b>4,460,389</b>	<b>4,758,251</b>	<b>4,468,924</b>	<b>3,286,060</b>	<b>3,200,899</b>	<b>3,479,366</b>	<b>3,309,436</b>	<b>3,434,036</b>	<b>2,066,100</b>	<b>40,020,754</b>	<b>78,049,280</b>

## **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.

### **ARPA Funds (American Rescue Plan Act)**

On March 11, 2021, the American Rescue Plan Act (ARPA) was signed into law and provided \$350 billion of funding to states, territories, tribal and local governments to respond to the COVID-19 public health emergency and its economic impacts. Eligible uses of the funds are as follows: water and sewer infrastructure, broadband infrastructure, public sector revenue loss, premium pay for essential workers, assistance to impacted workers, families, and businesses, and to support public health responses to COVID-19. Millis was allocated \$869,795.68 in ARPA funds from the Federal government and \$1,614,120 from Norfolk County.

### **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 (all defined herein).

### **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. Bond Anticipation Notes (BANs) are executed by the Select Board. 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. Examples of projects Millis has recently bonded include: Clyde Brown School and Dover Road Water Main reconstruction.

### **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.

### **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.

### **CARES Act Funds (FY20 and FY21)**

The federal Coronavirus Aid, Relief, and Economic Security Act (the “CARES Act”) provides federal funding to cities and towns to be directed towards helping alleviate pressure from COVID-19 related costs, including funding for first responders, PPE procurement, social distance learning, field hospitals, food assistance, and other related costs. Eligible Uses under federal law, eligible uses must meet three conditions. They must be:

1. “Necessary expenditures incurred due to the public health emergency with respect to COVID-19.” Funds may not be used to substitute for lost revenue
2. Not budgeted as of March 27, 2020 when the CARES Act was enacted and may not supplant state or municipal spending
3. Incurred on or after March 1, 2020, up to December 30, 2020

### **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 (definition follows).

### **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 as certified by the Massachusetts Highway Department (MHD), local employment level derived the Department of Employment and Training (DET), and population estimates from the US Census Bureau.

## **Millis Municipal Finance / Budget Glossary**

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.

### **Consent Agenda**

Articles on the Consent Agenda are exceptions to the general process of Town Meeting. In every Town Meeting warrant the Select Board, in consultation with Town Counsel, the Moderator and the Finance Committee, identify those articles they feel should generate no controversy and can be properly voted without debate. These articles are put on the Consent Agenda to allow motions under these articles to be acted upon as one unit and to be passed without debate. At the call of the Consent Agenda, the Moderator will read out the numbers of the articles, one by one. If one or more voters object to any particular article being included in the Consent Agenda, they say "Hold" in a loud voice when the number is called. The article will then be removed automatically from the Consent Agenda and restored to its original place in the warrant, to be debated and voted upon in the usual manner. After the calling of the individual items in the Consent Agenda, the Moderator will ask for a motion that the voters pass all items remaining AS A UNIT on one vote. Use of the Consent Agenda process makes the Town Meeting more efficient by speeding up the handling of what are typically non-controversial items.

### **Debt Exclusion**

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

### **Debt Service**

The repayment cost, usually stated in annual terms and based on an amortization schedule, of the principal and interest on any outstanding bonds payable by the Town of Millis and its departments.

### **DESE (Massachusetts Dept. of Elementary and Secondary Education)**

Often pronounced as "Desi," this state agency governs strategic policy, professional licensing, Ch. 70 state funding, standardized testing and quality standards for public school education. In a fiscal budget context, DESE's compliance requirements and budgetary decisions greatly impact the Millis School District and decisions brought to Town Meeting by the Millis School Committee.

### **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 three Enterprise Funds: Water, Sewer and Stormwater.

### **Elementary School Building Committee (ESBC)**

The Massachusetts School Building Authority (MSBA) as our State school funding partner, 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 (PBC), representatives from the School Committee, Board of Selectmen (or Select Board), Finance Committee, school officials, and one community member with a building construction background.

## **Millis Municipal Finance / Budget Glossary**

### **Fiscal Year (FY)**

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, payroll taxes, insurance, and debt service.

### **Foundation Budget**

The local town 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 fiscal year. Unpaid property taxes reduce the amount that can be certified as free cash. Free cash must be certified by the State Bureau of Accounts and is not available for appropriation (use) until this is complete and communicated to the town. Free cash is offset by property tax receivables and certain deficits, and thus can be a negative number.

### **GAAP (Generally Accepted Accounting Principles)**

These describe financial reporting practices that provide accountability between a government and its citizens, legislative, auditing, creditor and oversight bodies.

### **GASB (Governmental Accounting Standards Board)**

This is independent organization establishes accounting and financial reporting standards that are recognized as authoritative and state and local governments. These standards are intended to provide transparent, useful financial reporting information to taxpayers, public officials and lenders.

### **Level Funded Budget**

A "level funded" fiscal budget appropriates the same amount of money to each municipal department as the prior fiscal year. This is tantamount to a budget cut from the prior year due to increases in mandated annual fixed costs that are subject to inflation or contract negotiations (health insurance, special education, union/executive contracts with increases). A level funded budget usually results in cuts in personnel and services as well as cuts to the general municipal operating budget.

### **Levy**

The amount a municipal government raises through the property tax. The new levy cannot exceed an annual increase of 2.5% in order to comply with "Prop 2 ½" (definition follows).

### **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 tax, 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 (Municipal Separate Storm Sewer Systems)**

The U.S. Environmental Protection Agency (EPA) and the Massachusetts Department of Environmental Protection (DEP) regulate how small Municipal Separate Storm Sewer Systems (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".



## **Millis Municipal Finance / Budget Glossary**

### **MSBA (Massachusetts School Building Authority)**

This 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.

### **MUNIS Software**

Munis is an Enterprise Resource Planning (ERP) software system designed to handle public sector needs. The software is designed to integrate different areas of administrating Town departments and resources and is used by government agencies and schools. The MUNIS system manages financials, procurement, human resources, payroll, and revenues.

### **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 Post-Employment 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 post-employment benefits is a pension. Post-employment 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 over \$30 million. 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 to support a specific capital initiative, e.g., the new Clyde Brown School. 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.

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### **Prop 2½ (Proposition 2 ½, MGL Ch. 59 §21C)**

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 when compared to the prior fiscal year.

- 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.

### **Quorum**

The Millis Town Charter, effectively the constitution of our town, establishes that a quorum, or a percentage of registered resident voters, is required to conduct town business as Town Meeting. These percentages for a Quorum and required voting percentages for approval of Articles are defined in the Town By-Laws.

### **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.

### **Recurring Revenue**

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

### **Revolving Fund**

This is analogous to having separate savings accounts to collect inbound revenue in order that it be earmarked and/or reinvested by the sponsor committee or department, without the need for formal appropriation proceedings. For departmental revolving funds, MGL Ch. 44 §53E½ stipulates that each fund must be reauthorized each year at annual town meeting. The State establishes balance and spending restrictions.

### **Special Town Meeting**

When an important decision must be brought to the voters, a Special Town Meeting may be called by the Select Board, by a signed petition by two-hundred registered voters, or as otherwise provided by MGL. All prevailing open meeting laws apply for advance notification. According to Millis Town By-Laws, 4% of then legal resident voters shall constitute a quorum for any business at Special Town Meeting, except that a number less than that may adjourn.

### **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.

### **Stormwater Utility**

In November 2017, Millis approved the creation of a stormwater utility fee in order to help the town pay for compliance with EPA and MassDEP clean water regulations. Like water and sewer utility fees, the stormwater fee pays into a separate stormwater enterprise fund. The funding in the stormwater enterprise fund may only be used for stormwater programs and administration. The Stormwater Utility Fee rates are assessed by square footage of impervious area on each property in Millis.

## **Millis Municipal Finance / Budget Glossary**

### **Surplus Revenue**

The total amount of cash, accounts receivable, and other assets that exceed liabilities and reserves, computed at the end of a fiscal year.

### **Town Meeting**

This is both an event and an entity. As an event, attending "the Town Meeting" is to join a scheduled gathering of our town's eligible registered voters. When assembled, as "Town Meeting," these voters serve as the town's legislative authority to act upon, deliberate and vote on financial and bylaw decisions as the corporate decision stewards of the town. The State offers a downloadable handbook, *The Citizen's Guide to Town Meetings*, via the Secretary of State's web page: [http://www.sec.state.ma.us/cis/cispdf/Guide\\_to\\_Town\\_Meetings.pdf](http://www.sec.state.ma.us/cis/cispdf/Guide_to_Town_Meetings.pdf)

### **Voting**

Open Town Meeting empowers *each* eligible voter to have an *equal* vote for each Warrant Article. These votes occur as directed by the Moderator and as described in *Town Meeting Time: A Handbook of Parliamentary Law*. The majority as renders each decision varies between: a) simple majority (budgeted spending); b) 2/3 majority (bylaws, borrowing, zoning, etc.); and c) 4/5 majority to authorize the payment of any bills unpaid from prior periods.

### **Warrant**

An authorization for an action. A Town Meeting Warrant establishes the matters that may be acted on by that Town Meeting, the legislative branch of the town.

*The Massachusetts Department of Revenue's expanded glossary can be found at*

[https://www.mass.gov/doc/municipal-finance-glossary/download?\\_ga=2.130041803.592443920.1592231586-1102096423.1557337561](https://www.mass.gov/doc/municipal-finance-glossary/download?_ga=2.130041803.592443920.1592231586-1102096423.1557337561)

Annual Spring Town Meeting  
Middle/High School Auditorium  
Monday, May 2, 2022 at 7:30 PM

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

Pre-Town Meeting  
Wednesday, April 27, 2022 at 7:00 PM  
Veterans Memorial Building – Room #229  
Zoom Meeting ID: 870 0154 6470  
Passcode: 638249

Millis Select Board  
Peter Jurmain, Chair  
Erin Underhill, Vice Chair  
Craig Schultze, Clerk

To: Postal Customer  
Millis, MA 02054