

FINANCE COMMITTEE REPORT

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

PLEASE BRING THIS REPORT WITH YOU TO THE ANNUAL TOWN MEETING



ANNUAL FALL TOWN MEETING – MONDAY, NOVEMBER 8, 2021 AT 7:30 PM
MIDDLE/HIGH SCHOOL AUDITORIUM

PRE-TOWN MEETING – WEDNESDAY, NOVEMBER 3, 2021 AT 7:00 PM VIA ZOOM:
<https://us02web.zoom.us/j/88982917514> THE MEETING WILL BE BROADCAST LIVE ON THE MILLIS
COMMUNITY MEDIA CHANNELS

Annual Fall Town Meeting – 8 November 2021

Finance Committee Report

The Finance Committee (FINCOM) is pleased to provide residents of Millis with this report which outlines the Articles to be voted at the upcoming Fall Town Meeting. Representatives from various departments, committees and boards presented proposals and answered the FINCOM's questions over several weeks. The FINCOM considered and held extensive discussion of each article prior to voting the committee's recommendation.

Meeting materials can be accessed at:

<https://www.millisma.gov/meeting-materials/pages/fy22-meeting-materials>

There are 15 articles for Fall Town Meeting vote this year. It should be noted that the Operating Budget for the current fiscal year (FY22) was voted during the Spring Town Meeting (1 May 2021), and thus this Warrant contains mainly budget adjustments, discretionary spending from available funds or borrowing, and administrative and organizational changes. The following articles are called to voters' attention:

Article 3: Capital Items. This article contains 14 projects submitted by various town departments. Each project was evaluated for criticality by the Capital Planning Committee. The Select Board uses those ratings as well as other inputs to select projects for funding consideration and vote at Town Meeting. The FINCOM voted unanimously in favor of Article 3.

Article 4: Water Treatment Plant – PFAS. Millis' water supplies contain per- and polyfluoroalkyl substances (PFAS). PFAS are manmade chemicals that federal and state agencies mandated be removed once they are detected above a specified threshold. Of Millis' six municipal wells, two are shut-down due to higher than allowable levels of PFAS. This article authorizes appropriation of up to \$5.6 million for construction of an advanced water treatment plant at wells 1&2. It should be noted that the town anticipates receipt of at least \$2.4 million in federal funding to off-set this cost. The FINCOM voted unanimously in favor of Article 4.

Articles 5 & 6: New Fire Engine and Ambulance. These articles authorize purchase of an ambulance and fire truck, likely via borrowing. Each vehicle is beyond its programmed lifespan. It is important to authorize purchase of these replacements now because the lead time to receive each vehicle is over one year. The FINCOM voted unanimously in favor of Articles 5 & 6.

Article 9: Request Special Act – Town Charter Changes. This article proposes changes to the Town Charter. The town charter is intended to be long-lasting, more so than by-laws. The town formed the Charter Review Committee to review and propose changes which were then considered by the Select Board and FINCOM for vote by Town Meeting. Noteworthy changes proposed are; modifying the Town Clerk position from elected to appointed, modifying the composition of the Select Board from 3 to 5 members, modifying the duties and powers of the Town Administrator. The process to change the town charter consists of 3 steps; 1) vote at town meeting (Article 9), 2) vote by the State Legislature and then 3) vote by town ballot. The FINCOM voted 8 to 1 in favor of Article 9.

There are several other important warrant articles for vote on November 8th, including but not limited to, changes to Stormwater By-law Regulations, appropriation of funds for tree pruning, and increases to the Senior Work Tax Abatement program.

We look forward to meeting with our neighbors at Fall Town Meeting!

Respectfully Submitted,

Peter Berube, Chair

Joyce Boiardi

Sara Reyes

Jodie Garzon, Vice Chair

Jim Borgman

John Steadman

Doug Riley, Clerk

Cathy MacInnes

Peter Underhill

Article 1 Unpaid Bills

This is an semi-annual article to fund bills incurred in previous fiscal years which have not yet been paid. Fiscal Year 2021 ended June 30, 2021, and these bills listed in the Warrant were received after that date. The unpaid bills for this Town Meeting total \$14,348.02.

The Finance Committee recommends approval of this article.

Article 2 FY22 Operational Budget Adjustments

This article requests the transfer of \$50,000 from Free Cash to increase the Fire Repair Fund and \$15,000 to fund various changes to positions due to an approved SEIU Collective Bargaining Agreement. In addition, funds for various programs and staffing, including \$60,000 for a new Town-wide Social Worker, are requested totaling \$244,478 from Marijuana Impact Fees earned in previous fiscal years. Finally, this article will authorize the transfer of \$214,000 from Water Enterprise Receipts for water tank maintenance.

The Finance Committee recommends approving an amended article that would transfer \$184,478 from Marijuana Impact Fees, excluding \$60,000 for the new position of a Town-Wide Social Worker, but recommends approval of all other items included in Article 2.

Article 3 Capital Items

This article appropriates funding for 14 capital items and projects valued at \$532,875.00. The potential projects for funding include a project to make repairs at the Oak Grove playground, a police vehicle, repairs to a Middle/High-School elevator amongst other pieces of equipment and projects.

The Finance Committee recommends approval of this article.

Article 4 PFAS Water Treatment Plant

This article authorizes appropriation of up to \$5.6 million for construction of an advanced water treatment plant at wells 1&2. Currently wells 1 & 2 are shut down due to higher than permissible amounts of per- and polyfluoroalkyl substances (PFAS).

The Finance Committee recommends approval of this article.

Article 5 New Ambulance

If approved, this article will appropriate \$370,000 for a new ambulance for the Fire Department. Ambulance A-1 is a 2007 with 140,000 miles. The last two inspections have noted frame and body rot as an increasing concern. In the past, we have replaced ambulances every 10 years, this one has lasted 15 years. A new ambulance will take 285 days, so if approved now we will not receive the new ambulance until August 2022.

The Finance Committee recommends approval of this article.

Article 6: Fire Engine Purchase

This article appropriates funding for the purchase of a replacement for the 34-year old Engine 1 for the Fire Department. Engine 1 no longer meets State and Federal safety regulations. A replacement vehicle will cost \$750,000 and take nearly 1.5 years from order to delivery to Millis.

The Finance Committee recommends approval of this article.

Article 7 Senior Work Program Tax Abatement Adjustment.

This is an existing program which allows residents over 60 years of age to have their Property Tax Liability reduced in exchange for volunteering for the town. This Article is asking for the increase in

order to meet the new state minimum wage increase. There are currently only 21 slots available with 100 hours per slot (a maximum of \$1,500 per participant slot).

The Finance Committee recommends approval of this article.

Article 8 Stormwater ByLaw Regulation Amendment

If approved, this article will amend Article 1, Section 7.1B of the Town's Stormwater ByLaw Regulations by setting bottom floor elevations a minimum of 2 feet above Seasonal High Ground Water Elevation. This amendment was proposed by the Board of Health after consulting with several construction contractors in Town. This article will make future construction less likely to flood by avoiding groundwater by not digging into it. This is proposed to be tied to the Stormwater ByLaw so it would only be considered if development requires an acre or more of land disturbance (average single-family home on a standalone lot or building addition would most likely not trip this requirement).

The Finance Committee recommends approval of this article.

Article 9 Request Special Act – Town Charter Changes

This article seeks to approve amendments to the Millis Town Charter, including the number of members elected to the Select Board, method of selecting the Town Clerk, and clarification of the duties and authorities of the Town Administrator. If the article passes Town Meeting, it would then be sent to the State Legislature for approval per State Statute.

The Finance Committee recommends approval of this article.

Article 10 Tree Pruning/Removal

This Article is to see if the town will vote to transfer from free cash the sum of \$40,000.00 for tree trimming and removal.

The Finance Committee recommends approval of this article.

Article 11 FY21 Snow and Ice Deficit

This article, if approved, would appropriate \$78,810 from free cash to pay for expenses from last snow season. The Snow and Ice line of the budget is the only line which may run in deficit due to the unpredictability of required resources.

The Finance Committee recommends approval of this article.

Article 12 Unemployment Account

This article will fund the Unemployment Insurance fund. The total cost to be funded is \$25,000.

The Finance Committee recommends approval of this article.

Article 13 OPEB Actuarial Study

This article would appropriate \$7,300 for a required OPEB actuarial study. OPEB, or Other Post-Employment Benefits, refers to the benefits, other than pensions, that a local government employee receives as part of their retirement benefits.

The Finance Committee recommends approval of this article.

Article 14 Establish Ch. 41 Section 111F Injury Leave Indemnity Fund.

This Article is only requesting that this fund be established but it is not requesting that any funds be appropriated at this time. This fund will be used as a "Reserve Fund" in order to pay Police Officers and Fire Fighters who have sustained injuries in the performance of their duties at a base rate as well as the related shift coverage during the period of their injury leave instead of appropriating these funds from

the Police and Fire Department's Operating Budgets. The current average annual amount for paid injury leave in Millis is \$96,000.00.

The Finance Committee recommends approval of this article.

Article 15 Rescind Balance of Unneeded Borrowing Authorizations

This article will vote to rescind the following approved, but unissued debt authorizations. Each of the following three projects cost less than was approved to be borrowed. Therefore, the request to rescind the following approved, but unissued debt authorizations.

\$96,000 – Article 33 of Spring Annual Town Meeting of 05/12/14 for the Water Street Pump Station Sewer Design Study

\$28,000 – Article 25 of the Spring Annual Town Meeting of 05/09/16 for the Street Sweeper

\$11,800 – Article 29 of the Spring Annual Town Meeting of 05/13/13 for Water System Improvement (Chlorine Contact Loop)

The Finance Committee recommends approval of this article.

Millis Fall Town Meeting

Monday, November 8, 2021

Millis Middle/High School

Town Meeting is Monday, November 8th at the Millis Middle/High School in the auditorium and cafeteria at 245 Plain Street.

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

ANNUAL TOWN MEETING PROCEDURES:

- Entrance to Town Meeting will be at the main Middle/High School entrance. The doors near the gym will not be used.
- Town Meeting attendees will arrive and check in. Once you have been seated, please do not change your seat or move the chairs as the rooms have been set up to socially distance.
- **Mingling in the hallway is highly discouraged.** Please check in and sit down. When the meeting has concluded, please exit the building quickly as the school officials need to clean before the school day following the meeting
- **Per the School Committee, mask wearing is mandatory in the school building** unless you have a medical waiver. Those individuals that wish to attend Town Meeting unmasked with a medical waiver will need to provide written documentation to the Board of Health Nurse to enter the meeting. A letter from their health care provider stating that they have a mask exemption for medical reasons (no need to specify condition) on letter head is needed. Please call the BOH Nurse at 508-376-7042 with any questions related to documentation. **There will be a separate check in for unmasked attendees utilizing the cafeteria door off the main parking lot – Door 3. Please follow the signage**
- The microphones will be sanitized after each speaker. People who wish to speak may proceed to the microphones and line up with 6 ft between speakers. Mask must be always worn even when speaking. Once you have been recognized, please state your name and address. Please keep your comments or questions succinct and relevant to the article at hand and direct them to the Moderator.
- A Citizen's Guide to Town Meeting prepared by the Secretary of the Commonwealth Citizen Information Service is available at the Millis web site at https://www.sec.state.ma.us/cis/cispdf/Guide_to_Town_Meetings.pdf
- I look forward to seeing you on Monday, November 8th

Donna Cabibbo
Town Moderator



WARRANT

2021

FALL ANNUAL TOWN MEETING

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 eighth day of November, AD 2021 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**

WARRANT INSTRUCTIONS

OPENING MOTIONS

Pledge of Allegiance

Opening Comments (Moderator Donna Cabibbo, Finance Committee Chair Peter Berube)

Opening Motions

Moderator recognizes Finance Committee Chairperson

(Mr. Berube) I move that the reading of the warrant and return of service thereof be omitted

(Fin Com Vice Chair Jodie Garzon) Second

Discussion

Vote

Moderator recognizes Finance Committee Chairperson

(Mr. Berube) I move that the Moderator be granted unanimous consent to omit the reading of the articles and to refer to them by number and subject matter.

Second (Ms. Garzon)

Discussion

Vote

FALL 2021 TOWN MEETING ARTICLE LIST

- 1. Unpaid Bills**
- 2. FY22 Operational Budget Adjustments**
- 3. Capital Items**
- 4. Water Treatment Plant – PFAS**
- 5. New Ambulance**
- 6. New Fire Engine**
- 7. Senior Work Program Tax Abatement Adjustment**
- 8. Stormwater Bylaw Regulation Amendment**
- 9. Request Special Act - Town Charter Changes**
- 10. Tree Pruning/Removal**
- 11. Funding for FY21 Snow & Ice Deficit**
- 12. Unemployment Account**
- 13. OPEB Funding**
- 14. Establish Ch. 41 Section 111F Injury Leave Indemnity Fund**
- 15. Rescind Balance of Unneeded Borrowing Authorizations**

TOWN OF MILLIS
NOVEMBER 8, 2021 FALL ANNUAL TOWN MEETING WARRANT

ARTICLE 1. To see if the Town will vote to appropriate and raise by taxation, or by transfer from available funds the sum of **\$ \$14,348.02** for unpaid bills, or act in any manner relating thereto.
 (Submitted by Select Board)

DEPARTMENT	VENDOR	AMOUNT
Town Administrator	Eversource	\$5,568.99
Town Administrator	Eversource	\$2,432.41
Town Administrator	Verizon Wireless	\$86.45
Treasurer	The Boston Globe	\$1,510.01
Zoning Board	Gateway media	\$754.08
Board of Health	WB Mason	\$36.86
Building Dept	6/21 Mileage Reimb. Inspectors	\$174.44
DPW	Millis Police Dept. - Detail	\$204.00
Town Clerk	Election Systems & Software	\$30.00
DPW- Transfer Station	Geosphere Environmental Mgmt.	\$1,348.50
Police	CDW-G	\$936.00
Town Buildings	Direct Energy	<u>\$85.31</u>
TOTAL GENERAL FUND UNPAID BILLS		\$13,167.05
DPW	Millis Police Dept. - Detail	<u>\$357.00</u>
TOTAL SEWER ENTERPRISE UNPAID BILLS		\$357.00
DPW	Microbac Laboratories Inc	<u>\$465.00</u>
TOTAL WATER ENTERPRISE UNPAID BILLS		\$465.00

DPW	Millis Police Dept. - Detail	<u>\$358.97</u>
TOTAL STORMWATER ENTER. UNPAID BILLS		\$358.97
TOTAL UNPAID BILLS		\$14,348.02

ARTICLE 2. To see if the Town will vote to transfer from Marijuana Impact Fees (Free Cash) the sum of **\$244,478**, and transfer from Free Cash the sum of **\$65,000**, and transfer from Water Enterprise Receipts the sum of **\$214,000**, for a total sum of **\$523,478** for additional wages and expenses not sufficiently funded under Article 3 and Article 6 - Operating Budgets, of the May 1, 2021 Annual Town Meeting, as follows:

<u>Department</u>	<u>Description of Expense</u>	<u>Total Expenses</u>
Fire	Additional Fire Repair Fund	\$ 50,000
Water Enterprise	Water Tank Maintenance	\$214,000
Various	SEIU Collective Bargaining Agreement	\$ 15,000

<u>Department</u>	<u>Description of Expense</u>	<u>Total Expenses</u>
Administration	Administrative Support for HCA	\$ 9,200.00
Board of Health	Cannabis use in e-cigarettes/vaping	\$ 4,000.00
Library	Extend Library Hours on Thursday evenings	\$11,388.00
Library	Extend Library Hours on Friday evenings	\$11,388.00
Police	School Resource Officer Salary	\$26,300.00
Police	Marijuana Training	\$45,000.00
Recreation	Teen Program Coordinator	\$ 9,200.00
School	School Adjustment Counselor - 0.6 FTE	\$40,637.00
School	Bridge Therapeutic Program Grade 8-0.2 FTE	\$12,365.00
School	Afterschool activities - Extended Day Program	\$10,000.00
School	Mental health programs with link to substances	\$ 5,000.00
School	Town-wide Social Worker	<u>\$60,000.00</u>
Marijuana Impact Funds Request - FY2022		\$244,478.00

(Submitted by Select Board)

ARTICLE 3. To see if the Town will vote to appropriate and raise by taxation, transfer from available funds, or borrow the sum of **\$532,875** to fund the following capital items:

#	Department	Item	Cost
1.	Fire	Fire Alarm Master box at Library	\$ 15,000
2.	School	Walk in Freezer at Middle-Senior HS	\$ 45,000
3.	Police	Police Cruiser	\$ 51,444
4.	DPW	Snow Plow	\$ 12,850
5.	School	Elevator Upgrades at Middle-Senior HS	\$ 80,000
6.	COA	Freezer	\$ 8,031
7.	Oak Grove	Playground Renovation	\$127,006
8.	DPW	Excavator	\$ 50,035
9.	Assessors	iPad Software Update	\$ 22,762
10.	COA	Senior Center Upgrades	\$ 19,217
11.	Building	Filing System	\$ 18,000
12.	School	Steamer Kettle for Middle-Senior HS	\$ 50,000
13.	Energy	Charging Station	\$ 26,800
14.	Cons Comm	Picnic Tables & Benches & Signs at Pleasant Meadow Park	\$ 6,730
Total			\$ 532,875

(Submitted by Select Board)

ARTICLE 4. To see if the Town will vote to appropriate **\$5,600,000** to pay 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, and that to meet this appropriation, the Treasurer, with the approval of the Select Board, is authorized to borrow said amount under and pursuant to G.L. c. 44, §8(4) or any other enabling authority, and to issue bonds or notes of the Town therefor. All or any portion of the borrowing authorized by this vote may be obtained through the Massachusetts Clean Water Trust. The Select Board is authorized to apply for, accept and expend any state or federal aid that is or may become available for these purposes, and the total amount authorized to be borrowed by this vote shall be reduced to the extent of any federal or state grants received on account of this project. Any premium received upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with G.L. c. 44, §20 of the General Laws, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount or take any other action related thereto.

(Submitted by Select Board)

ARTICLE 5. To see if the Town will vote to appropriate **\$370,000** to pay costs of purchasing and equipping a new Ambulance (A-1), including the payment of all costs incidental and related thereto, and that to meet this appropriation, the Treasurer, with the approval of the Select Board, is authorized to borrow said amount under and pursuant to G.L. c. 44, §7(1) or any other enabling authority, and to issue bonds or notes of the Town therefor. Any premium received upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with G.L. c. 44, §20 of the General Laws, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount, or take any other action related thereto.

(Submitted by Select Board)

ARTICLE 6. To see if the Town will vote to appropriate **\$750,000** to pay costs of purchasing and equipping a new fire engine, including the payment of all costs incidental and related thereto, and that to meet this appropriation, the Treasurer, with the approval of the Select Board, is authorized to borrow said amount under and pursuant to G.L. c. 44, §7(1) or any other enabling authority, and to issue bonds or notes of the Town therefor. Any premium received upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with G.L. c. 44, §20 of the General Laws, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount, or take any other action related thereto.

(Submitted by Select Board)

ARTICLE 7. To see if the Town will vote to approve increasing the Senior Tax Work Program amount from **\$1,350** each year to **\$1,500** each year, pursuant to M. G. L. Ch. 59 § 5K. The current hourly rate is the state's minimum wage. The total amount to be used in the program will not exceed \$31,500 in any given fiscal year. Or to take any other action related thereto.

(Submitted by Select Board)

ARTICLE 8. To see if the Town will vote to amend ARTICLE 1, Section 7.1 B of the Town's Stormwater Regulations by adding subsection 10 as follows:

"10. Setting bottom floor elevation of buildings a minimum of 2 feet above Seasonal High Groundwater Elevation (SHGWE)."

Or take any other action related thereto.

(Submitted by Board of Health)

ARTICLE 9. To see if the Town will vote to petition the Massachusetts General Court to file for Special Legislation to amend the Town of Millis Charter, as follows:

Article IV. Elections and Other Elected Offices

Article IV-2: Other Elected Officers

By amending the language of subsection c. as follows:

- c. 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.

Article II. Legislative Branch

Section II-8 Finance Committee

By changing the title of "Finance Committee" to "Warrant and Finance Committee"

Article III. Executive Branch

Article III- 1 Board of Selectmen: Composition

By changing the title of "Board of Selectmen" to "**Select Board**".

By changing the number of members of the select board, as follows: The Executive powers of the town shall be vested in the select board consisting of **five** members; each elected by vote of the registered voters of the town for a three-year term. For transitional purposes, a fourth member of the board shall be elected to a two-year term and a fifth member shall be elected to a three-year term at the first annual election following the date of approval of the increase to five members. The terms shall be so arranged that the term of at least one member expires each year.

Article III- 3 Powers of Appointment

By amending both paragraphs to read as follows:

The select board shall have the power to appoint the town administrator, the finance director, town counsel, town auditor, registrars of voters, permanent building committee, and such other town boards, commissions or committees as may be required for the proper administration, health or safety of the town, as well as individuals who are to

serve as representatives of the town to the governing or advisory bodies of area, regional, or district authorities, and may terminate the same at their discretion.

Further, the select board shall have the power to appoint a three-member board of assessors for terms of three years, and may terminate the same at their discretion. The members of this board shall be made up of registered voters of the Town of Millis.

Section III-4: Town Administrator

1. By amending Heading to "Town Administrator - Chief Administrative Officer"
2. By deleting Sections III-4 and III-5 in their entirety and replace with the following:

Subsection 1: POWERS AND DUTIES

All executive powers of the town, except as otherwise provided in this Charter, shall be vested in the select board. It is the intent of this section that the select board shall exercise control over town affairs by recommending major courses of action to the town meeting and by setting policies to be carried out by the town administrator and other officers, boards, and commissions appointed by the select board. The select board shall appoint the town administrator, chief of police, fire chief, director of public works, finance director, and town clerk. The select board may request the town administrator to present candidates. The town administrator shall use best efforts to present the select board with at least two (2) candidates.

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 this Charter, by by-law, by town meeting vote, by vote of the select board, or otherwise.
- (b) To recommend appointments to the select board of chief of police, fire chief, director of public works, finance director, and town clerk.
- (c) To appoint, subject to the provisions of any collective bargaining agreements as may be applicable, all other department heads, officers, and employees for whom no other method of selection is provided by this Charter. Such appointments shall become effective on the fifteenth (15th) day following the day on which such notice of appointment is filed with the select board, unless the select board shall, within that

period by a majority of all of its members, vote to reject such appointment, or has sooner voted to affirm it. 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 this Charter.

(d) 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.

(e) To attend all regular and special meetings of the select board, including executive sessions, unless excused in advance by the chair of said board, and shall have a voice, but no vote, in all its proceedings. However, the select board shall in no way be prohibited from conducting a meeting because of the lack of attendance of the town administrator.

(f) To ensure that full and complete records of the financial and administrative activities of the town are kept.

(g) 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.

(h) 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.

(i) 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.

(j) 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.

(k) 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.

- (l) To see that the provisions of the general laws, this 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.
- (m) 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.
- (n) 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.
- (o) To attend all sessions of all town meetings, unless excused in advance by the chair of the select board, and respond, as directed by the Moderator, to questions raised by voters which relate to warrant articles and to matters over which the town administrator exercises any supervision.
- (p) 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. The town administrator shall have the right to attend and speak at any public meeting of any multiple member body (Except Executive Sessions).
- (q) To seek out and work to obtain resources from federal, state and other governmental jurisdictions that further town purposes.
- (r) To approve all payroll and expense warrants for payment of town funds. Such approval shall be sufficient authority to authorize payment of the same by the town treasurer. In the event of the absence of the town administrator, the select board shall approve such warrants. If a vacancy exists in the office of town administrator, the select board shall approve all such warrants, or, may delegate such responsibility to a temporary town administrator appointed pursuant to Subsection 3 of Article III Section III-4.
- (s) 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 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 the absence of the Town Administrator in excess of twenty (20) days, 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 related thereto.
(Submitted by Select Board)

ARTICLE 10. To see if the Town will vote to transfer from available funds the sum of **\$40,000** for tree trimming and removal, or take any other action related thereto.
(Submitted by Select Board)

ARTICLE 11. To see if the Town will vote to transfer from available funds the sum of **\$78,810** To fully fund the FY21 Snow & Ice Deficit, or take any other action related thereto.
(Submitted by Select Board)

ARTICLE 12. To see if the Town will vote to appropriate and raise by taxation, or transfer from available funds the sum of **\$25,000** to the Unemployment Account, or take any other action related thereto.
(Submitted by Select Board)

ARTICLE 13. To see if the Town will vote to transfer from available funds the sum of **\$7,300** for an OPEB/Actuarial Study, or take any other action related thereto.
(Submitted by Select Board)

ARTICLE 14. To see if the Town will vote to accept the fourth paragraph of MGL Chapter 41, Section 111F, which would allow the Town to create a special injury leave

indemnity fund to be expended by the Select Board, or take any other action related thereto.

(Submitted by Select Board)

ARTICLE 15. To see if the Town will vote to rescind the following approved but unissued debt authorizations:

\$96,000 – Article 33 of the Spring Annual Town Meeting of 05/12/14 for the Water Street Pump Station Sewer Design Study

\$28,000 – Article 25 of the Spring Annual Town Meeting of 05/09/16 for the Street Sweeper

\$11,800 – Article 29 of the Spring Annual Town Meeting of 05/13/13 for Water System Improvement (Chlorine Contact Loop)

Or take any other action related thereto.

(Submitted by Select Board)

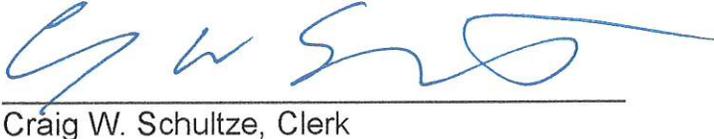
And, you are hereby directed to serve this Warrant by posting attested copies hereof fourteen days before time of said meeting as directed by the vote of the Town. Hereof fail not and make due return of this Warrant with your doings thereon at the time and place of said meeting.

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

**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

Capital Planning Committee Report – November 2021

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

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

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

	# of projects	Total estimated cost
Highest priorities	10	\$6,983,911
Medium priorities	9	363,520
Lower priorities	8	239,552
Total	27	\$ 7,586,983

High priorities include construction of advanced water treatment plants to treat for PFAS at Wells 1 & 2, a replacement of a fire engine and police car, a replacement of one of the Town's ambulances, elevator repairs at the Middle High School, a new walk-in freezer at the MHS as well as a freezer to support meal delivery for the Council on Aging. Medium priorities include a renovation of the playground at Oak Grove, a new excavator, upgrades to the current senior center and a new filing system for the building department.

The CPC does not choose projects for consideration at Town Meeting based on availability of funding. Rather, the CPC evaluates all projects submitted by town departments based on urgency of need. The Select Board selects projects for inclusion in the Warrant and the Finance Committee makes its recommendation for action at Town Meeting.

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. In particular, it should be 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. The Capital Planning Committee is working with various Town Departments and Committees to assess potential costs and funding options 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 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

Kerri Roche

Erin Underhill

Capital Planning Committee Priorities for November 2021 Town Warrant

Highest priorities			
Department	Description	Estimated Cost	Comment
DPW	Water treatment plant wells 1&2	5,590,000	Potential for some federal funding
Fire	Ambulance A-1	370,000	
Fire	Fire alarm master box library	15,000	
VMB	Fire panel replacement	63,024	Town awarded a grant to pay for this.
Fire	Replace Engine 1	750,000	
School	Walk in freezer	45,000	
Police	Cruiser - car 44	50,006	
DPW	Snowplow	12,850	
School	Elevator upgrades	80,000	
COA	Freezer	8,031	
Subtotal		\$6,983,911	
Medium priorities			
Oak grove	Playground renovation	127,006	
DPW	Excavator	50,035	
Town assessor	IPad software update	22,762	
COA	Senior center upgrades	19,217	
Bldg department	Filing system	18,000	
School	Computer replacement	30,000	
School	Computer replacement	30,000	
School	Replacement Chromebooks	16,500	
School	Steamer kettle	50,000	
Subtotal		\$363,520	
Lower priorities			
School	New skid steer	55,000	
DPW	Message board	17,022	
Library	Lighting system	15,000	
ConCom	Picnic tables benches, plus sign at pleasant meadow park	6,730	
School	MHS strippers, waxers, buffers	45,000	
Energy	Charging station	76,800	\$50k of state aid available for this project
School	Curriculum and instruction materials	10,000	
Rec committee	Pickleball court sound proofing	14,000	

		\$239,552	
	Subtotal		
Total		\$7,586,983	



Article 4 Water Treatment Plant PFAS Removal Efforts

Facility to reduce PFAS in Town's water supply



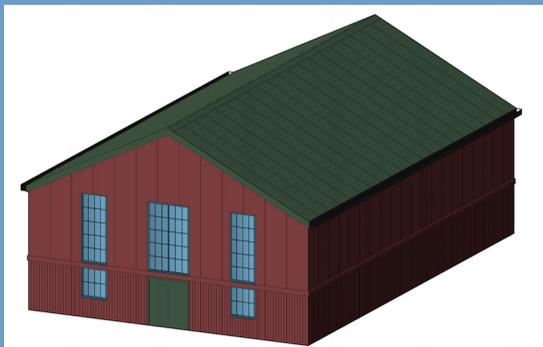
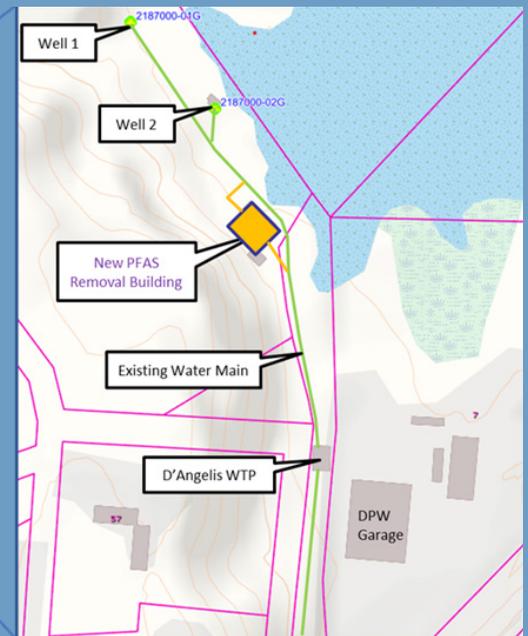
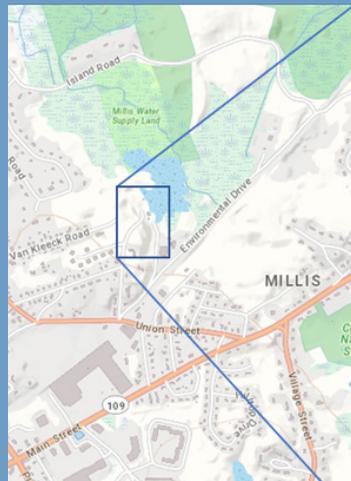
What is Article 4 on the November 8th Town Meeting?

- Article 4 will fund the construction of a new water treatment building for the D'Angelis Water Treatment Plant (WTP), which is served by Town Wells 1 & 2.
- The new treatment building is required to improve water quality and comply with new safe drinking water regulations. The new regulations apply to PFAS (per- and polyfluoroalkyl substances). PFAS will be removed by large granular-activated carbon vessels in the new facility.
- The new treatment process is required to operate the D'Angelis as a water source. Wells 1 and 2 are high-yielding wells and an important part of the Town's water supply. They can supply up to half of the Town's water needs.
- The D'Angelis WTP has been turned off since PFAS were identified and will remain off until the new treatment process is installed. Millis's other wells are providing water that meets new MassDEP health regulations.



What are the benefits of the new D'Angelis PFAS Plant?

- The carbon vessels in the new building are designed to remove PFAS from Wells 1 & 2 to non-detectable levels*.
- The new building is designed with extra space for flexibility to expand or modify treatment in the future if needed. The project will also include improvements to the wells and pump stations to improve water quality and performance.



From top left, clockwise: Example of typical granular-activated carbon vessel installation; existing and proposed infrastructure at D'Angelis Water Treatment Plant site; and architectural design sketch of proposed pre-engineered metal filter building.

**For current EPA testing methods*

What are PFAS?

PFAS are a group of numerous human-made chemicals used since the 1950s to manufacture stain-resistant, water-resistant, and non-stick products. Some examples include:



food packaging



non-stick cookware



waterproof clothing



personal care products



fire-fighting foam

PFAS stay in the environment for a long time and do not break down easily. As a result, PFAS may be widely detected in soil, water, air, and food. While consumer products and food are a significant source of exposure to these chemicals for most people, drinking water can be an additional source in communities where PFAS is present in water supplies.

In October 2020, MassDEP set a new drinking water limit for the sum of 6 PFAS compounds of 20 nanograms per liter. This standard is set to be protective against adverse health effects. PFAS limits are not yet set for food or consumer products.

What additional proactive steps is Millis taking to address this issue?

Building the D'Angelis PFAS Plant is a critical part of Millis's ongoing PFAS Response Plan. Other ongoing actions include:



Frequent testing of the other Town wells to ensure safe levels.



Developing a plan to prioritize and implement filtration at one or more of the other Town wells.



Working closely with MassDEP during their investigation into sources of the contamination.



Providing transparency in communication – through website updates, presentations, and newsletters – to give residents updates and information on how they can reduce their exposure to PFAS.



Obtaining grant funding to offset costs.

When will the new D'Angelis PFAS Plant be completed and what will the cost be?

- The Town of Millis's engineering consultant Kleinfelder recently completed the design under an accelerated schedule. The competitive contractor public bid process will take place during November and December. Construction will begin in early spring and is expected to be completed by spring 2023, unless extended by supply chain issues.
- The Article amount has been based on a detailed cost estimate using information from other similar projects. Since bids are not yet available, the estimate includes a contingency intended to cover uncertainty in the construction market.

More information

Millis Water System PFAS Updates/Details

<https://www.millisma.gov/public-works-highway-department/pages/pfas-drinking-water-information>

If you have additional questions, contact:

- Millis Public Works Director, Jim McKay, (508) 376-7040 or jmckay@millisma.gov

Millis DPW Water System: BY THE NUMBERS

The DPW maintains and operates:

6 wells	2 water storage tanks
3 water treatment plants	>50 miles of pipes
	440 hydrants

The Town of Millis is committed to providing reliable, high-quality drinking water that meets all state and federal safety standards.

Annual Fall Town Meeting
Middle/High School Auditorium
Monday, November 8, 2021 at 7:30 PM

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

Pre-Town Meeting
Wednesday, November 3, 2021 at 7:00 PM
Via Zoom: <https://us02web.zoom.us/j/88982917514>

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

To: Postal Customer
Millis, MA 02054