

Conservation

FY2015 ACTUAL	FY2016 ACTUAL	FY2017 ACTUAL	FY2018 ACTUALS	FY2019 TM ADOPTED	FY2020 REQUESTS	FY2020 PROPOSED
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**CONSERVATION 011710**

*Personnel Services*

Salaries Clerical	\$12,319	\$13,570	\$15,102	\$13,226	\$13,026	\$15,631	
Longevity	\$150	\$150	\$325	\$325	\$375	\$375	
<b>Total</b>	<b>\$12,469</b>	<b>\$13,720</b>	<b>\$15,427</b>	<b>\$13,551</b>	<b>\$13,401</b>	<b>\$16,007</b>	<b>\$0</b>

*Expenses*

Supplies and Expenses	\$1,695	\$3,200	\$2,346	\$2,856	\$4,777	\$4,777	
<b>Total</b>	<b>\$1,695</b>	<b>\$3,200</b>	<b>\$2,346</b>	<b>\$2,856</b>	<b>\$4,777</b>	<b>\$4,777</b>	<b>\$0</b>

**TOTAL BUDGET**

<b>TOTAL BUDGET</b>	<b>\$14,164</b>	<b>\$16,920</b>	<b>\$17,773</b>	<b>\$16,408</b>	<b>\$18,178</b>	<b>\$20,784</b>	<b>\$0</b>
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# TOWN OF MILLIS

Robert Cantoreggi, *Chairman*  
George Yered, *Clerk*  
James McKay  
Nicole Riley  
Richard Nichols  
Carlo Molinari, *Associate*

## OFFICE OF THE PLANNING BOARD

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Camille Standley  
Administrative Assistant  
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January 7, 2019

**To:** Michael Guzinski, Town Administrator  
Board of Selectmen  
Finance Committee

**From:** Camille Standley, Administrative Assistant  
Planning Board & Conservation Commission

**Re:** FY20 Budgets for Planning Board & Conservation Commission – “Salaries Clerical”

Please find attached the FY20 Budgets for the Planning Board and Conservation Commission. In an effort to avoid the Planning Board and Conservation Commission Salaries Accounts from being depleted before the end of the fiscal year, the accurate hours worked for each Board are being submitted. The administrative hours worked for the Planning Board are 16 hours per week and the Conservation Commission hours worked are 12 hours per week. Please note that these have been the hours worked for over 3-4 years and there is no request to increase any hours – it is simply to adequately fund what is - and has been - the amount of hours worked.

The attached FY20 Budgets propose only that which is necessary to maintain efficient operations for the office of the Planning Board and Conservation Commission.

Thank you.

Respectfully,

Camille Standley  
Administrative Assistant

cc: Carol Johnston, Finance Director  
Karen Bouret, Operations Support Manager

DEPARTMENT: Conservation Commission

**BUDGET NARRATIVE**

**Description of Department Function**

Describe the overall mission or purpose of the Department.

The Millis Conservation Commission is responsible for the enforcement of the regulations associated with the Massachusetts Wetlands Protection Act (Chapter 131 of the MA General Laws), Article XIX, Town of Millis Wetlands Protection Bylaw and associated Wetlands Protection Rules and Regulations. In addition, it is also charged with the plan of the Open Space Program for the Town of Millis.

**Programs and Sub-Programs**

Consider and list the actual Programs and Sub-Programs Executed by the Department

**Accomplishments**

Describe the major describable accomplishments or measurable activities in FY18 or CY19. Use statistics whenever possible.

The Conservation Commission typically meets once to twice monthly to conduct public hearings, address wetland concerns, review applications/plans, and issue Order of Conditions and numerous other permits, etc. on proposed projects. Additionally, members of the Commission participate in numerous site visits.

**FY20 Departmental Goals**

Describe the initiatives and accomplishments planned for FY20

The Conservation Commission proposes the following ongoing activities for FY20 in addition to its routine jurisdictional responsibilities:

Continued maintenance and improvements to properties administered by the Conservation Commission. Development and maintenance of trails, bicycles and cross-country skiing routes on properties administered by the Commission.

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**Spending Highlights for FY20**

Explain any significant budget changes from FY19

The Conservation Commission proposes only that which is absolutely necessary for the adequate protections of the environment and natural resources of the Town of Millis.

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**Non-tax Funding**

List any expected non-tax revenues that will be used to fund department activities, including an estimate to be received.

The Millis Conservation Commission approved and adopted the Town of Millis Wetlands Protection Rules and Regulations to be promulgated under Article XIX, Wetlands Protection Bylaw, effective August 6, 2007. The Commission can require applicants to cover the cost of engineers, wetland scientists, wildlife biologists or other experts in cases where they are needed. Wetland filing fees are collected under the Wetlands Protection Act.

TOWN OF MILLIS  
FISCAL YEAR 2020 BUDGET

Form 2

Form #2

DEPARTMENT: Conservation Commission PERSONNEL SUMMARY

NAME	POSITION-PAY ITEM	CURRENT TOTAL ANNUAL SALARY	HRS/WEEK	GRADE	STEP	ANNIV DATE	ANNUAL SALARY # WKS/HRS @ SAL	BASE SALARY	OTHER PAY	LON-GEVITY	TOTAL SALARY
Camille Standley	Dept. Asst. II	\$13,401.00	12	6	10	9/14	52wksX12hrsX25.05/hr	\$15,631.20		\$375.00	\$16,006.20
<b>SUBTOTAL/TOTAL</b>								\$15,631.20	\$0.00	\$375.00	\$16,006.20





**Budget Request Above Level Service**

**Title:**

**Description of Request:**

**Detailed Cost Impact:**

**Justification for Request**

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