



TOWN OF MILLIS

Finance Committee
900 Main Street • Millis, MA 02054

*Jonathan Loer, Chair
Michael Krone, Vice Chair
Peter Underhill, Clerk
Peter Berube
Joyce Boiardi
Jodie Garzon
Cathy MacInnes
Sara Reyes
Jen Zarutskie*

Meeting Agenda

Date: Wednesday, March 13, 2024
Time: 7:00 PM
Location: 900 Main Street – Room #229

The Meeting will be broadcast live on Millis Community Media. Participation is available via
Zoom: <https://us02web.zoom.us/j/85202162785>

Committee Attendees:

Jonathan Loer, Chair ☐; Michael Krone, Vice Chair ☐; Peter Underhill, Clerk ☐; Peter Berube ☐; Joyce Boiardi ☐; Jodie Garzon ☐; Cathy MacInnes ☐; Sara Reyes ☐; Jen Zarutskie ☐

Non-Committee Attendees: Deirdre Gilmore

Invited Guests: Michael Guzinski ☐; Carol Johnston ☐; Erin Mallette ☐; James Donovan ☐; Lisa Hardin ☐

Current Reserve Fund Balance: \$ 20,000.00
Free Cash Balance: \$ 893,335.09
Stabilization Fund Balance as of November 30, 2023: \$2,458,364.03

Agenda		
Time	Topic	Speaker
~7:00	Call Meeting to Order	Jon Loer
~7:05	Animal Control FY25 Budget Presentation	Erin Mallette
~7:30	IT FY25 Budget Presentation	James Donovan
~7:50	Town Clerk FY25 Budget Presentation	Lisa Hardin
~7:25	Finance Committee Meeting Minutes Approval – March 6, 2024	Committee
~8:30	Board and Committee Liaison Updates	Committee
~8:40	Old Business/New Business	Committee
~8:45	Adjourn	Committee

Important Dates:

April 10, 2024 Final Recommendations
April 22, 2024 Finance Committee Report to Printer
Tuesday, May 7, 2024 Spring Town Meeting

Upcoming Meetings:

Wednesday, March 20, 2024
Wednesday, March 27, 2024

To view Meeting Materials please click on the link: <https://www.millisma.gov/meeting-materials/pages/fy24-meeting-materials>

BUDGET NARRATIVE

Description of Department Function

Describe the overall mission or purpose of the Department.

The purpose of Animal Control is to enforce all Town bylaws, State laws, and Town rules and regulations regarding domestic animals and livestock.

To answer and resolve calls from the public regarding barking complaints, leash law violations, and questions concerning wildlife, etc.

Animal Control also removes and disposes of deceased animals from roadways.

Investigates cases of animal cruelty.

Assists other town agencies such as DPW, Fire, Rescue and Police.

Programs and Sub-Programs

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

The Animal Control Department oversees the Town's annual rabies clinics.

Accomplishments

Describe the major describable accomplishments or measurable activities in FY24 or CY23. Use statistics whenever possible.

CY 23 brought on community outreach and education. Starting with a wildlife presentation for residents at the library. The department gave various educational talks to students within the schools and Girl Scout Troops. The department teamed up with Millis Boy Scouts and cleaned up the exterior landscape of the kennel. As well as building outdoor sheltering for the feral cat colony that resides there.

The department established a mutual aid agreement with the Town of Milford.

FY25 Departmental Goals

Describe the initiatives and accomplishments planned for FY25

Animal Control looks forward to continuing its goal of community outreach and education.

The department would like to explore training opportunities that would better assist in the safety of the department and day- to day functions.

Spending Highlights for FY25

Explain any significant budget changes from FY24

There are no significant changes in the budget for FY 25. A debit of \$100.00 from the propane was requested and credited to the water/sewer. The department is looking for funding for a part time Animal Control Officer/Animal Inspector. The department is also requesting funding for a suitable vehicle for the department. The current vehicle is 7 years old with 115,000 miles on it.

Non-tax Funding

ANIMAL CONTROL (012925X)

ANIMAL CONTROL (012925X)

Personnel Services

	FY2020 ACTUAL	FY2021 ACTUAL	FY2022 ACTUAL	FY2023 ACTUAL	FY2024 TM ADOPTED	FY2025 REQUESTS	FY2025 PROPOSED
Salary Full Time ACO	\$61,159	\$62,046	\$66,797	\$54,450	\$59,908	62,647 ✓	
Wages Part Time	\$10,686	\$10,771	\$12,122	\$12,247	\$12,185	10,400 ✓	
Wages Overtime	\$6,265	\$9,038	\$6,172	\$4,404	\$5,000	5,000 ✓	
Night Stipend	\$665	\$660	\$896	\$1,549	\$1,500	1,500 ✓	
Longevity	\$1,050	\$1,050	\$1,050	\$0	\$0	0	
Total	\$79,825	\$83,566	\$87,037	\$72,650	\$78,593	79,547 ✓	0.00

Expenses

Supplies and Expenses	\$1,809	\$1,849	\$1,777	\$1,413	\$2,300	2,300	
Propane Gas Heat	\$3,021	\$2,296	\$890	\$211	\$1,300	1,200	
Equipment	\$2,788	\$1,853	\$2,453	\$1,570	\$2,700	2,700	
Vehicle Supply/Repair	\$0	\$274	\$727	\$610	\$1,000	1,000	
Gasoline/Oil	\$2,648	\$2,993	\$2,198	\$2,652	\$3,300	3,300	
Training			\$600	\$0	\$0	0	
Water/Sewer	\$545	\$479	\$501	\$629	\$700	800	
Total	\$10,812	\$9,744	\$9,147	\$7,086	\$11,300	11,300	0.00
TOTAL BUDGET	\$90,637	\$93,309	\$96,184	\$79,736	\$89,893	90,847	0.00

**01292510 - ANIMAL CONTROL
FORM 2
FY2025 Payroll Budget Calculation Worksheet**

	Current Grade	Step At S.O.Y.	Weekly Hours	Step Date	Weeks At 1st Rate	Weeks At 2nd Rate	06/30/25 Monday Hours	1st Rate	2nd Rate	Wages 1st Rate	Wages 2nd Rate	6/30/2025 Wages	Base Dollars For FY2025	Longevity	Total Dollars For FY2025
Erin Mallette 01/11/2022	5	2	40.00	2/1	32	21	8	\$ 29.71	\$ 30.45	\$ 37,434.80	\$ 24,969.00	\$ 243.60	\$ 62,647.20		\$ 62,647.20
Kelly Ward 7/1/22	Deputy ACO		2 days	7/1	52	0		\$ 100.00		\$ 5,200.00	\$ -		\$ 5,200.00		\$ 5,200.00
Open Position	Deputy ACO		2 days	7/1	52	0		\$ 100.00		\$ 5,200.00	\$ -		\$ 5,200.00		\$ 5,200.00

% increase to PP

SEIU FY24 New Contract

FY24-FY25 FY25 2%

\$ 73,047.20	\$ -	\$ 73,047.20
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0129251-510100	Salary F/T ACO	\$ 62,647.20	
0129251-510510	Wages PT	\$ 10,400.00	Deputy ACO and coverage for F/T ACO w/e-holiday-vacation
0129251-510560	Night Coverage	\$ 1,500.00	
0129251-510600	Longevity	\$ -	
0129252-510550	Wages OT	\$ 5,000.00	
		\$ 79,547.20	

 DEPARTMENT HEAD/DATE

Form #2

TOWN OF MILLIS

FISCAL YEAR 2025 BUDGET

FORM #5

EQUIPMENT DETAIL

DEPARTMENT:

[illegible]

Budget Request Above Level Service

Title:

Part time Animal Control Officer and Animal Inspector

Description of Request: The department is requesting a part time Animal Control Officer to work a total of 21 hours per week. The scheduled work hours would vary week to week based on the needs of the department. The positions wages would include compensation as an Animal Inspector.

Detailed Cost Impact:

\$15.00 x 20 hours=\$300.00 weekly

\$15,600.00 annual salary

\$20,268.00 health insurance

Justification for Request

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

The full time Animal Control Officer/Inspector is paid for 40 hours a week. She is on call after hours without compensation unless she receives a call. She rotates weekends with the Assistant Animal Control Officer. Hiring a part time Animal Control Officer/Inspector would allow us to extend our regular office hours Spring, Summer and Fall to accommodate the increase in evening call volume that we experience during these seasons. Also, reducing the use of overtime in the full-time position. The part time position would also add an additional inspector to both towns to assist in quarantines, rabies testing, barn inspections, and assist with other domestic animal disease quarantines in the event of an outbreak. Since 2021 the call volume for our jurisdiction has increased by 200 calls a year. The total number of barn inspections is over 100 and growing and 54 rabies quarantines were issued. Granting a part time position would allow the department to better service our growing towns and animal populations. Decrease the amount of burnout and provide a better working environment to increase the longevity of this department.

CAPITAL PROJECT DETAIL SHEET

Project Title: **Animal Control Vehicle**

Department: **Animal Control**

Category:

Description and Justification:

The current vehicle is 7 years old with 115,000.00 miles on it. The repairs to the vehicle are becoming more frequent and will be more costly. The current set up is not safe for the animals or the officers. It does not provide appropriate housing for animals and is not secure. There is no where to secure an aggressive animal and keep them away from the officer. The new vehicle would have built in kennels appropriate for housing animals while ensuring officer safety.

Please send a photo depicting the capital request as a separate file. Do not drop it in to this template.

RECOMMENDED FINANCING

	Source of Funds	Total Six -Year Cost	Estimated Expenditures by Fiscal Year					
			FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030
A. Feasibility Study								
B. Design								
C. Land Acquisition								
D. Construction								
E. Furnishings/Equipment								
F. Departmental Equipment								
G. Contingency								
H. Other	6	70,000.00						
TOTAL		\$70,000						

Source of Funds Legend

- | | | | |
|------------------------|-----------------|-----------------------------|-------------------------------------|
| (1) Operating Revenues | (3) State Aid | (5) EMS Revolving Fund Fees | (7) Sewer Enterprise Fund Fees |
| (2) Municipal GO Bonds | (4) Trust Funds | (6) Free Cash / Other | (8) Water Enterprise Fund Fees |
| | | | (9) Stormwater Enterprise Fund Fees |



Purchasing Sales Agreement

CUSTOMER

CB-0000

Contact Name: Erin Mallette
 Company/Dept: Millis / Medway Animal Control Officer
 Street Address: 155 Village Street
 City, State, Zip: Medway, Ma, 02053
 Phone: 508-533-3251
 E-Mail: emallette@townofmedway.org

Date: 1/10/2023
 Valid for: 60 days
 Customer #:
 Contract: PCC
 Sales Rep: Chad Page

Vehicle & Equipment:

CONTRACT LINE REFERENCE	LINE DESCRIPTION	UNIT PRICE	QTY.	EXTENDED PRICE
U1G/102A	Ford Expedition XL 4x4 SSV	\$ 53,042.02	1	\$ 53,042.02
Color:	Agate Black	\$ -	1	\$ -
Engine:	3.5L EcoBoost V6	\$ -	1	\$ -
Transmisson	10-Speed Auto W/ SelectShift	\$ -	1	\$ -
Interior	Black Onyx, Cloth Front Captain's Chairs	\$ -	1	\$ -
Wheels	17" Steel Tire: P265/70R/AT OWL	\$ -	1	\$ -
21B	2nd Row 40/20/40 Cloth Bench Seat	\$ 107.80	1	\$ 107.80
18B	Black Platform Running Board	\$ 396.90	1	\$ 396.90
153	Front License Plate Bracket	\$ -	1	\$ -
MY24	MY24 Estimated Increase	\$ 2,500.00	1	\$ 2,500.00
				Vehicle Total: \$ 56,046.72
Service	Paint 2 Doors White Only Below Window Line	\$ 725.00	1	\$ 725.00
Service	MHQ Graphics Package B	\$ 550.00	1	\$ 550.00
Service	Vent Shades 4 Doors	\$ 160.00	1	\$ 160.00
Service	WeatherTech Floor Mats 1st Row	\$ 195.00	1	\$ 195.00
Service	Activate Wig-Wag	\$ 95.00	0.5	\$ 47.50
1834	Tremco Anti-Theft Module	\$ 195.00	1	\$ 195.00
TAB3	Life Hammer	\$ 24.50	1	\$ 24.50
TAB3	Tiger Tough Seat Cover Driver Seat	\$ 214.92	1	\$ 214.92
361	Whelen Vertex Series Solo White (2) Mounted in Headlights	\$ 248.00	1	\$ 248.00
338	Whelen ION Series Duo Color Blue/White in Grill	\$ 155.00	4	\$ 620.00
66	Whelen Liberty 2 Duo WCX Lightbar Series B/W Rear B/A	\$ 2,786.00	1	\$ 2,786.00
143	Whelen SA315 Series Siren Speaker & Bracket	\$ 350.00	1	\$ 350.00
146	Whelen Core Siren System Base C399	\$ 1,000.00	1	\$ 1,000.00
TAB3	Whelen Core Siren System Control Head CCTL6	\$ 329.00	1	\$ 329.00
TAB3	Whelen Core Siren System OBD2 Plug for Vehicle Inputs	\$ 117.00	1	\$ 117.00
429	Whelen Core Siren SYNC Module CV2V	\$ 240.00	1	\$ 240.00
428	Whelen Core Siren Expansion Module CEM16	\$ 215.00	1	\$ 215.00
TAB3	Havis 12.5" Wide Flat 30" Vehicle-Specific Console For 2022-2024 Ford Expedition SSV	\$ 1,099.98	1	\$ 1,099.98
463	Havis Side Mounted Armrest C-ARM-102	\$ 80.00	2	\$ 160.00
TAB3	Havis USB-C Charger Port	\$ 88.00	1	\$ 88.00

489	Havis Dual Cupholder	\$ 48.00	1	\$ 48.00
TAB3	Whelen 3SR LED Dome Lights R/W -Overhead Console	\$ 144.00	1	\$ 144.00
TAB3	Magnetic Mic Clip	\$ 45.00	3	\$ 135.00
1586	Lund Loft Equipment Tray for PIU 20+	\$ 995.00	1	\$ 995.00
757	On-Dash Tablet / Keyboard mount	\$ 699.00	1	\$ 699.00
TAB3	Havis Extended K9 Transport System For 2020-2024 Ford Expedition – White K9-F27-XL	\$ 7,077.35	1	\$ 7,077.35
TAB3	Havis K9 Dual Divider Door White K9-A-112	\$ 1,271.40	1	\$ 1,271.40
TAB3	Havis K9 Hot & Pop with Temp Alarm // Door Popper and Window drop	\$ 2,897.00	1	\$ 2,897.00
TAB3	Havis Remote Pager Kit for use with Hot & Pop Units	\$ 832.00	1	\$ 832.00
TAB3	Havis 10" Fan with Fan guard	\$ 534.00	1	\$ 534.00
337	Whelen T-ION Series Solo Blue Mounted Bottom of the Gate	\$ 141.00	2	\$ 282.00
338	Whelen T-ION Series Duo Color Blue/White in Rear 1/4 Glass	\$ 158.00	2	\$ 316.00
TAB3	Whelen 3SR LED Dome Lights R/W Under Liftgate	\$ 144.00	2	\$ 288.00
361	Whelen Vertex Series Solo Red (2) Mounted in Tail-Lights	\$ 248.00	1	\$ 248.00
352	Whelen Inner Edge Series WCX RST Rear Duo Blue/Amber	\$ 1,232.00	1	\$ 1,232.00
2005	Transfer Two-Way Radio	\$ 275.00	2	\$ 550.00
2104	Transfer MDT Equipment	\$ 395.00	1	\$ 395.00
Budget	Estimate Increase for 2024 Equipment	\$ 3,596.95	1	\$ 3,596.95
Trade Vehicle				
-	-	\$ -	1	\$ -
			TOTAL:	\$86,952.32

TERMS AND CONDITIONS

Deferrals and Cancellations of Sales Orders In all cases where vehicles, products, and labor are purchased against government and public contracts, the terms and conditions of that contract shall prevail and bind McGovern MHQ. In cases where contract terms on deferral and/or cancellation are not defined, and for non- contract sales, the following McGovern MHQ policy shall prevail.

Deferrals

For this discussion, "deferral" refers to a customer-initiated action to delay the delivery of purchased items* beyond the delivery date confirmed to the customer in writing (Purchase Order confirmation). All deferral requests must be communicated to McGovern MHQ in writing.

McGovern MHQ, at their sole discretion, reserves the right to accept or reject deferral requests. Once the subject item has started the production / fabrication process, delivery deferrals are not allowed - the item will be built, shipped, and billed upon completion. For deferral requests on items not yet in production, McGovern MHQ shall negotiate deferral terms with the customer's purchasing or sourcing authority (not the requisitioner). Consequences of order deferrals may include, but not be limited to, loss of scheduled production timeslot and reallocation of vehicles and/or materials to other active jobs or other customers.

Special Order and Non-Cancellable/Non-Returnable Items (NCNR)

Certain items and material are categorized as "Special Order" or "NCNR." Attempts to cancel shall be handled on an individual basis.

Depending on the stage of production of a special-order item, and the suppliers involved, special order items may incur cancellation charges based on supplier purchase liabilities. McGovern MHQ shall always act in the interest of our customers to minimize or eliminate cancellation charges whenever possible. Special Order items will be identified as such at the time of quoting and order acceptance to assure an understanding of risk to the customer.

NCNR items are not cancellable with our suppliers. McGovern MHQ will make a reasonable attempt to minimize the financial impact of cancelling NCNR items, but no assurance is offered that the customer's purchase liability for these item types can be reduced in any way. NCNR items will be identified as such at the time of quoting and order acceptance to assure an understanding of risk to the customer.

Cancellations

For this discussion, "cancellation" refers to a customer-initiated action to cancel a customer committed order** or any part thereof. All cancellation requests must be communicated to McGovern MHQ in writing. Cancellations will be accepted, without penalty, until the point in time where material has been ordered to support production of the ordered item(s). Once components or material is ordered against a committed customer order, cancellation charges may apply based on supplier purchase liabilities. McGovern MHQ shall always act in the interest of our customers to minimize or eliminate cancellation charges whenever possible. Depending on the type of material/components and the suppliers involved, the range of customer purchase liability can range from complete release of purchase liability, up to and including full liability of the original material cost.

Supplier Failure to Perform

McGovern MHQ shall be held harmless in cases where their suppliers fail to source, build, or deliver quoted or ordered products required to satisfy customer committed orders. McGovern MHQ shall also be held harmless in cases where a supplier discontinues availability of a product, places a product on allocation, or delivery times extend beyond their normal quoted delivery times such that the subject product becomes unavailable, or experiences extended delivery times. In these cases, McGovern MHQ shall offer alternatives, where commercially available, to the customer for consideration as acceptable substitutes.

***Purchased Items**

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****Customer Committed Order**

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ORDER ACKNOWLEDGEMENT

By signing this document you are agreeing to the above terms and conditions of this order from McGovern MHQ, Inc.

x

PRINT NAME

x

TITLE

x

SIGNATURE

x

DATE



Purchasing Sales Agreement

CUSTOMER

23-5973

Contact Name: Erin Mallette
 Company/Dept: Millis / Medway Animal Control Officer
 Street Address: 155 Village Street
 City, State, Zip: Medway, Ma, 02053
 Phone: 508-533-3251
 E-Mail: emallette@townofmedway.org

Date: 1/9/2023
 Valid for: 60 days
 Customer #:
 Contract: PCC
 Sales Rep: Chad Page

Vehicle & Equipment:

CONTRACT LINE REFERENCE	LINE DESCRIPTION	UNIT PRICE	QTY.	EXTENDED PRICE
K8A	Ford Utility PI - AWD - Hybrid Engine	\$ 44,452.00	1	\$ 44,452.00
Color:	UM: Agate Black	\$ -	1	\$ -
Engine:	3.3L V6 Hybrid Engine	\$ -	1	\$ -
Headlights	Pre-drilled head lamp housings	\$ -	1	\$ -
Rear View	Back up camera monitor in rear view mirror	\$ -	1	\$ -
549	Heated Side Mirrors	\$ 58.80	1	\$ 58.80
76R	Reverse Sensing	\$ 269.50	1	\$ 269.50
51R	Driver Only LED Spot Lamp (Unity)	\$ 387.10	1	\$ 387.10
17A	Rear Aux Climate Controls	\$ 597.80	1	\$ 597.80
52P	Rear Lock Rods and Plungers	\$ 156.80	1	\$ 156.80
43D	Dark Car Feature	\$ 24.50	1	\$ 24.50
153	Front License Plate Bracket	\$ -	1	\$ -
Wheels	Small Wheel Covers	\$ -	4	\$ -
			Vehicle Total:	\$ 45,946.50
Service	Paint 2 Doors White Only Below Window Line	\$ 725.00	1	\$ 725.00
Service	MHQ Graphics Package B	\$ 550.00	1	\$ 550.00
Service	Vent Shades 4 Doors	\$ 160.00	1	\$ 160.00
Service	WeatherTech Floor Mats 1st Row	\$ 195.00	1	\$ 195.00
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428	Whelen Core Siren Expansion Module CEM16	\$ 215.00	1	\$ 215.00
445	Havis VS Angle Console Series VS-1012 Series for PIU 20+	\$ 525.00	1	\$ 525.00

465	Havis Side Mounted Armrest Arm-103	\$ 130.00	1	\$ 130.00
TAB3	Havis USB-C Charger Port	\$ 88.00	1	\$ 88.00
489	Havis Dual Cupholder	\$ 48.00	1	\$ 48.00
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Budget	Estimate Increase for 2024 Equipment	\$ 3,596.95	1	\$ 3,596.95
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x

PRINT NAME

x

TITLE

x

SIGNATURE

x

DATE

BUDGET NARRATIVE

Description of Department Function

Describe the overall mission or purpose of the Department.

The IT department is responsible for technical computer, phone and mobile device support to all town employees including but not limited to the Police, Fire, DPW and COA for Millis. Collaborate with and oversee contractor hosted computer services (not including schools). Coordinate and manage external support company utilized in Millis for help desk services.

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 FY24 or CY23. Use statistics whenever possible.

Full Time Information Technology Director

The proposal for a full-time IT Director position was presented to the Select Board and Finance Committee and subsequently received approval at the Town Meeting. This position officially became effective on October 1, 2024

Evaluations of E-Permitting Software

Last year, the Town received a grant totaling \$53,000 to assess, implement, and acquire E-Permitting software. IT has completed discussions with 4 potential providers and commenced the evaluation process to assess costs, capabilities, implementation support, update frequency, and other factors in order to identify the most suitable option.

Installed and deployed DPW Camera Systems

Worked with Jim McKay, Director of DPW to compare and evaluate Camera software and Systems. Once a system was chosen, worked with DPW and the company on design, IT needs and infrastructure. Installation has been completed.

Azure Changes to improve security and efficiency

We have established a new Azure environment to enhance how users connect to and utilize computers, focusing on improving security, reliability, and cost efficiency. The process of maintaining security through regular software upgrades and enhancing efficiencies is ongoing and requires consistent evaluation and adaptation.

Cyber Security Training

In the interest of being proactive rather than reactive to cybersecurity concerns, Millis has applied for a grant from the Executive Office of Technology Services and Security (EOTSS) for the calendar year 2024. This initiative is committed to educating employees about potential threats and the tactics of cybercriminals, positioning them as the first line of defense in identifying possible threats before they escalate into attacks. This educational approach is a key part of our strategy to fortify our cybersecurity posture.

Multi-Factor Authentication MFA

Implementation of multi-factor authentication or location specific allowed use for staff at Town Hall to improve network security. Working towards entire workforce adoption.

FY25 Departmental Goals

Describe the initiatives and accomplishments planned for FY25

Fiber Grant

The primary objective under the Fiber Grant initiative is to design, develop, and implement fiber connectivity infrastructure. This project is focused on establishing a robust network that connects all town buildings, aiming to significantly enhance communication efficiency and network reliability across the town's infrastructure.

E-Permitting

Coordinating and scheduling the implementation of E-Permitting software, pending budget approval. If sanctioned at the town meeting, we anticipate the project to be completed by the winter of 2025. This initiative is a critical step towards streamlining our permit processing, enhancing both efficiency and user experience.

Video Monitoring Systems

Planning and coordinating the installation of additional cameras at various DPW locations, with this expansion being directly contingent on the availability of fiber connectivity

Azure Improvements

Actively transitioning all Town Hall users to the new Azure environment, enhancing security, efficiency, and user experience.

Documentation Development

Creating standardized documentation for IT processes and procedures. This includes the development of detailed network diagrams. The goal is to provide clear, consistent, and accessible documentation for all IT operations, enhancing transparency and efficiency.

Security improvements with MFA

Advancing the ongoing implementation of Multi-Factor Authentication (MFA) for staff members. This initiative is aimed at significantly bolstering network security across the Town.

Cybersecurity

Given the susceptibility of government networks to cyberattacks, particularly due to the sensitive data we hold about infrastructure and residents, it's critical to educate our town employees about potential threats. We are committed to ongoing cybersecurity training, which will be facilitated through the EOTSS program, to ensure all staff are well-informed and prepared to protect our town's digital assets.

Grants

Ongoing assessment of available and suitable grants, along with the submission of applications for grant opportunities, as required for various projects.

Training

Ongoing assessment and identification of potential training deficiencies, development of training materials as practicable and exploration of available external training as needed.

Spending Highlights for FY25

Explain any significant budget changes from FY24

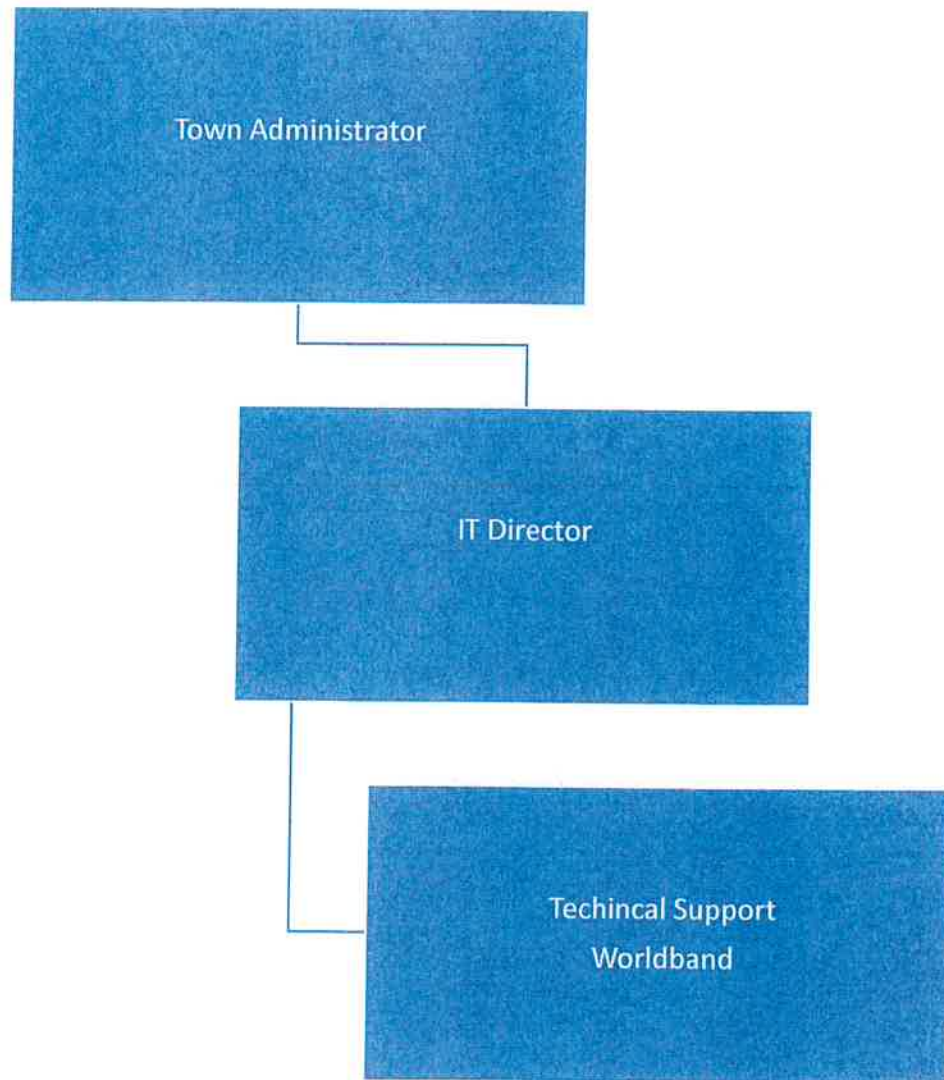
The budget request for the upcoming period reflects an increase of \$31,193. This rise reflects an evaluation and adjustment of forecasted expenses associated with the potential introduction of E-Permitting software (subject to approval), the adoption of an advanced level of Antivirus protection (EDR) mandated by MIIA, and a rise in various software maintenance costs. Apart from these aspects, all other budget items have remained unchanged, showing consistency with no notable alterations.

Non-tax Funding

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

Additional grant funding needs are undetermined; however, as additional project and associated grant opportunities are available, IT is committed to the continued identification of such opportunities and providing the necessary documentation and application for non-tax funding as practicable.

Information Technology FY25 – Organizational Chart



IT ADMINISTRATION 01155*Personnel Services*Salary Department Head
Assistant Salary

FY2020 ACTUAL	FY2021 ACTUAL	FY2022 ACTUAL	FY2023 ACTUAL	FY2024 TM ADOPTED	FY2025 REQUESTS	FY2025 PROPOSED
\$0	\$0	\$73,580	\$77,545	\$85,092	\$87,422	
\$612	\$0	\$0	\$0	\$0	\$0	
Total						
\$612	\$0	\$73,580	\$77,545	\$85,092	\$87,422	\$0

*Expenses*Hardware Maintenance
Software Maintenance
Annual License Fees
Special IT Projects & Consulting
Supplies and Expenses
Meetings
Equipment
Equipment Repairs

\$0	\$0	\$0	\$0	\$1,500	\$1,500	
\$104,258	\$95,935	\$96,318	\$80,422	\$126,136	\$157,636	
\$37,300	\$68,508	\$85,417	\$107,233	\$88,841	\$86,204	
\$0	\$2,400	\$0	\$300	\$40,000	\$40,000	
\$6,074	\$2,325	\$3,625	\$724	\$4,000	\$4,000	
\$0	\$0	\$263	\$0	\$1,000	\$1,000	
	\$2,373	\$7,086	\$7,994	\$8,000	\$8,000	
\$0	\$572	\$0	\$0	\$1,500	\$1,500	
Total						
\$147,632	\$172,113	\$192,708	\$196,673	\$270,977	\$299,840	
TOTAL BUDGET						
\$148,244	\$172,113	\$266,288	\$274,219	\$356,069	\$387,262	\$0

**TOWN OF MILLIS
FISCAL YEAR 2025 BUDGET
DEPARTMENT:**

Form 2

Form #2

PERSONNEL SUMMARY

[illegible]

BUDGET NARRATIVE

Description of Department Function

Describe the overall mission or purpose of the Department.

The Town Clerk's Office has many functions: to register voters, run all state and local elections, perform the annual town census; issue dog licenses, business certificates, and marriage licenses; preserve vital records and other historical town records; take and preserve minutes of town meetings and preserve minutes of other boards' meetings; provide certified copies of vital records and Zoning Board and Planning Board decisions; provide information to the general public, residents, and other communities; communicate with the Attorney General's office and Secretary of State.

Programs and Sub-Programs

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

The Town Clerk's Office has many duties and responsibilities, including the following:

- Register voters, maintain voting lists,
- Issue dog licenses, maintain lists of dog owners, license dog kennels
- Issue Business Certificates, maintain list of business owners
- Collect and input data for Annual Town Census
- Preserve vital records: births, marriages, deaths, and other historical town records
- Issue marriage licenses in accordance with state law
- Run all elections, state and local, and Town Meetings
- Take minutes of Town meetings and keep minutes of all other departments' meetings
- Provide certified copies of vital records, Planning Board and Zoning Board decisions
- Keep Selectmen's Storm Water management information available to public
- Accept applications for Zoning Board and Plan. Board & file their decisions and plans
- Information resource for other communities and the general public.

Accomplishments

Describe the major describable accomplishments or measurable activities in FY24 or CY23. Use statistics whenever possible.

For dog licensing on-line, we are now using LLData which is currently on-line and usable by residents. The IT department and Town Administrator used their funds to cover the first year expenses of \$3,200. I have added the annual subscription cost of \$1,000 to the budget going forward.

The Fall Town Meeting had a small turnout (132). Plans are in the works for the Spring Town Meeting and Annual Town Election. The Town needs to look into getting better audio-visual at the High School for use at Town Meetings to allow overflow crowds in the cafeteria and in the gym.

Special Elections for Tri-County Vocational High School.

FY25 Departmental Goals

Describe the initiatives and accomplishments planned for FY25.

I am proposing to increase the Town Clerk position hours to 40/week (average) so I can get the office running properly and be able to address many areas that have not been able to be addressed in the past due to low staffing levels. These areas include addressing campaign financing reports, preserving town history, making historic records more accessible to the public with appropriate archiving and indexing, improving communication with other departments, improving communication with town residents via the office webpage and investigating possible sources for grants and other outside funding. While I do think the Town Clerk is the right person to be Records Access Officer (RAO) I cannot continue after June 30 without more hours, I do not have time to do the job in a timely manner.

I have been and plan to continue to pursue professional training courses to make sure the Town of Millis is aware of the latest additions and changes to our responsibilities and the most cost-effective methods for accomplishing the many duties and responsibilities of the Town Clerk's Office. My staff has been attending training classes via Zoom for the same purpose.

Spending Highlights for FY25

Explain any significant budget changes from FY24.

I am proposing that the Town Clerk position be made a full-time stipend position for an additional cost of **\$87,277** (no additional benefits, already have health insurance). In FY25 the position should be full-time as the office needs one full-time Department Head, one full-time Assistant staff and one part-time Dept. Asst. II. (See Form #6.)

Our new dog licensing software program with LLData requires an annual subscription of \$1,000. We have approximately 1,000 dogs. There is an additional small fee to the dog owner to use the online payment system thru Unibank, in addition to the actual cost of the license, which is \$10 or \$15. Increase in funding for postage and book binding because costs have gone up, for town reports and street lists.

Staff wages increased by **\$4,474**. Additional expenses of **\$2,500** better reflect actual costs.

Non-tax Funding

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

None. All fees generated from this office for dog licenses, copies of vital records, resident listings and voter lists, zoning and general by-laws, and issuing business certificates, and marriage licenses go into the General Fund. In addition, due to the new regulations of the public records law, many records that we were previously able to charge a fee for are now issued at no charge.

This office mainly provides services and record keeping to the Town's residents.

TOWN OF MILLIS					Form #3	
FISCAL YEAR 2025 BUDGET			STAFFING HISTORY			
Department: TOWN CLERK						
	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025
Position	FTE	FTE	FTE	FTE	FTE	FTE
Town Clerk	0.00	0.00	0.00	0.00	0.00	0.00
Assistant Town Clerk	1.00	1.00	1.00	1.00	1.00	1.00
Dept. Asst. II	0.50	0.50	0.50	0.50	0.50	0.50
Proposal to increase stipend for the current Town Clerk position with 40 hrs/wk required						
If stays as stipend, this would not require benefits to be added.						
I am already on health and dental insurance.						
Note: Elected positions are not in the Union. I do not recommend that Town Clerk position be in the Union. And the position should require a Millis residency which elected office requires.						
SUBTOTAL/TOTAL	1.50	1.50	1.50	1.50	1.50	1.50

Budget Request Above Level Service

Title: Proposal to increase stipend of current Town Clerk to allow for more hours

Description of Request:

I am again proposing increasing the stipend of the current Town Clerk to allow for an increase in hours. As is true of all other departments, the office needs a full-time department head for proper planning, staffing, supervising, budgeting, etc. The Department can no longer pretend that it is able to offer "Level Service" without more staff hours for the Department Head. I cannot continue as Records Access Officer without more hours. I cannot do the job in a timely manner as currently staffed.

Detailed Cost Impact:

Proposed additional cost in FY25 is **\$87,277**. No additional health insurance required (already have).

No additional benefits required if kept as a stipend. If it becomes a salaried/ personnel plan position, this would require sick time and holiday benefits, plus longevity. The Town Clerk should not be a union position and should be a Millis resident.

Justification for Request

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

I have been requesting additional hours of staffing in the office for the last 12 years. There has not been an increase in staffing in this office in over 30 years. Meanwhile, there has been a significant increase in the population and workload. Evening and weekend hours are often required. The Clerk must be flexible and often needs to work outside regular business hours and with little advance notice.

I am proposing increasing the stipend of the current Town Clerk to provide for additional hours in the office. The office needs to address some issues that are currently not being done, such as organizing and preserving (including digital preservation) town clerk and other town department records, collecting and preserving other town history and getting more of our historical records preserved professionally to prevent them from deteriorating. We could pursue grants for historic preservation to help pay for this, as well as applying to the Community Preservation Committee. I think it would be beneficial to the community for us to spend time educating our students (in coordination with the schools) as well as the general public on the value of civics, town government and voting to promote a more engaged citizenry. We need to keep the town clerk page on the town website up to date and make it more user friendly. There are other areas that could be addressed, such as better record keeping for records requested by the public, and addressing candidate finance reports. We also need improved supervision of election workers and senior volunteers.

In addition, in future a full-time department head can better address future planning, supervision of staff, budgeting, improved communication and relations with other departments, etc.

		Town Clerk					FY2025 REQUESTS	FY2025 PROPOSED
		FY2020 ACTUAL	FY2021 ACTUAL	FY2022 ACTUAL	FY2023 ACTUAL	FY2024 TM ADOPTED		
TOWN CLERK 011610								
<i>Personnel Services</i>								
	Salary Department Head	\$12,723	\$12,413	\$12,723	\$12,723	\$12,723	\$12,723	
	Salaries Clerical	\$77,032	\$77,645	\$81,530	\$86,115	\$104,388	\$108,789	
	Salaries Clerical OT	\$10,181	\$15,558	\$8,199	\$4,356	\$4,927	\$5,000	
	Longevity	\$750	\$850	\$850	\$1,700	\$2,000	\$2,000	
	Total	\$100,686	\$106,466	\$103,302	\$104,894	\$124,038	\$128,512	\$0
<i>Expenses</i>								
	Book Binding	\$2,389	\$890	\$1,459	\$2,989	\$3,000	\$4,000	
	Supplies and Expenses	\$1,695	\$2,795	\$5,670	\$2,099	\$7,000	\$7,000	
	Postage	\$1,787	\$2,638	\$819	\$1,980	\$2,500	\$4,000	
	Dues & Subscriptions	\$895	\$681	\$1,025	\$2,070	\$4,800	\$4,800	
	Equipment Repairs	\$86	\$1,948	\$1,935	\$573	\$1,000	\$1,000	
	Total	\$6,852	\$8,952	\$10,909	\$9,712	\$18,300	\$20,800	\$0
TOTAL BUDGET		\$107,538	\$115,418	\$114,211	\$114,606	\$142,338	\$149,312	\$0
		-	-	-	-	-		

FISCAL YEAR 2025 BUDGET

DEPARTMENT: Town Clerk

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
Lisa Hardin	Town Clerk (elected)	\$12,723.00		stipend				\$12,723.00			\$12,723.00
Kathi Smith	Assistant Town Clerk	\$75,231.00	37.5	6	7	7/1	52 wk @(40.33 x 37.5hr)	\$78,643.50			\$78,643.50
						6/30	10.5 hrs x 40.33	\$423.47			\$423.47
	Longevity	\$1,100.00								\$1,100	\$1,100.00
Sue Vara	Dept. Asst. II	\$28,292.50	20	6	7		24.5 wk @(28.07 x 20hr)	\$13,754.30			\$13,754.30
				6	8	12/19	27.5 wk @(28.77 x20hr)	\$15,823.50			\$15,823.50
						6/30	5 hrs x 28.77	\$143.85			\$143.85
	Longevity	\$900.00								\$900	\$900.00
Overtime budget (100 hours each position)		\$4,927.00							\$5,000		\$5,000.00
Overtime including for sufficient coverage to keep office open when Kathi is out due to 5 weeks vacation and sick-time.											
Clerical subtotal without overtime		\$105,523.50									
(includes longevity)											
SUBTOTAL/TOTAL		\$123,173.50						\$121,511.62	\$5,000	\$2,000	\$128,511.62

\$128,511.62

BUDGET NARRATIVE

Description of Department Function

Describe the overall mission or purpose of the Department.

This department runs all state and local elections and has staff in attendance at all town meetings to record voters and minutes and to ensure the meeting runs smoothly.

Staff and election workers assist with set up and take down of equipment and supplies in Town Hall gym for elections and in Room 130 for Early Voting and at the high school for town meetings in addition to school personnel.

Programs and Sub-Programs

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

Early Voting Periods in person (one week prior to State Primary, two weeks prior to State/Presidential Election)

State Primary Election (Sept. 3, 2024) will require staffing over Labor Day weekend.

State/Presidential Election (Nov. 5, 2024)

Annual Town Election (May 12, 2025)

Fall Annual Town Meeting (November 4, 2024) We would like to request that you consider changing the date for this town meeting since it is the night before the State/Presidential Election. The same people will be working both events.

Spring Annual Town Meeting (May 5, 2025)

We run Special Elections also, such as the two Tri-County elections on Oct. 24, 2023, but there are none currently scheduled for FY25.

Accomplishments

Describe the major describable accomplishments or measurable activities in FY24 or CY23. Use statistics whenever possible.

All elections and town meetings have been running smoothly due to advance planning and training sessions without major problems.

Due to residents' positive experience with new voting protocols during the Covid emergency, plus the postcards that the State now sends out to every voter, we have a large increase in the number of people using mail-in ballots and voting early in person. We have enacted efficient methods of handling and processing large numbers of absentee/early voting ballot applications and ballots compared with prior years (i.e. 3,000 vs. 300).

Voter turnout at Town Election was 215 (3%). Turnout for the Special Tri-County elections was 1,007 (14.3%).

We assisted with planning and running two town meetings, the Spring 2023 town meeting and the November 2023 town meeting in the High School Auditorium and Cafeteria, due to the increase in attendance in reaction to some large expenses projected. The next town meeting in May 2024 is not yet planned. Attendance in the Spring was 385 and in the Fall 132.

FY25 Departmental Goals

Describe the initiatives and accomplishments planned for FY25

Three elections, two early voting periods and two town meetings will run smoothly.

Would like to discuss having more than one pay rate for election workers, i.e. higher rates for Wardens and Clerks due to more experience and more responsibilities. Normal rate is currently \$15.00/hr. I am recommending the Clerk rate be increased to \$1 more/hr and the Warden be \$2/hr more, but this is not reflected in the current budget. This may be a Personnel Plan issue.

Spending Highlights for FY25

Explain any significant budget changes from FY24

Minimum wage is currently \$15.00.

Elections budget is driven by the number of elections and town meetings during the Fiscal Year.

FY25 has the same number of events as FY24 (total of 3 elections and 2 town meetings) plus the 3 weeks for early voting period (as opposed to 1 week in the current fiscal year) Early Voting is currently an unfunded state mandate, with some refunds sometimes distributed later, for certain expenses. The early voting period requires election worker staffing plus additional clerical hours. The large increase in voting by mail also requires more staff hours to process mailing and receiving all the ballots.

Increase in all wages of **\$14,970** due to all above factors.

Expenses increase of **\$4,400** to better reflect actual costs, especially increase in printing, postage, food and supplies.

Non-tax Funding

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

This department does not collect any fees. Voting is free.

We receive reimbursement from the State for 3 hours of staffing for each state election (2 in FY25). Estimate \$1,800 to be received for FY25. Credit is accounted for in my budget. We received a refund (about \$4,500) of the expenses for the Special Tri-County Election in October 2023, but the Special Town Election to pass an override to pay for the school was not eligible for any refund from Tri-County.

The State Auditor has determined that some of the requirements for Early Voting in person are an unfunded mandate and should be reimbursed. We may receive some additional funds for partial reimbursement of the cost of Early Voting. Whether this will be done, or will continue in future years will be determined by the State Legislature.

TOWN OF MILLIS FISCAL YEAR 2025 BUDGET Department: ELECTIONS					Form #3 <u>STAFFING HISTORY</u>	
	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025
Position	FTE	FTE	FTE	FTE	FTE	FTE
About 30 Election worker positions for each election and 8-10 at each town meeting.						
Clerical budget (100 hours at straight time estimated) paid to Town Clerk staff.						
SUBTOTAL/TOTAL						

		Town Clerk					FY2025	FY2025
ELECTIONS 011620		FY2020	FY2021	FY2022	FY2023	FY2024	REQUESTS	PROPOSED
		ACTUAL	ACTUAL	ACTUAL	ACTUAL	TM ADOPTED		
<i>Personnel Services</i>								
	Salaries Clerical	\$2,864	\$0	\$1,004	\$5,153	\$4,500	\$4,500	
	Wages	\$15,421	\$14,628	\$8,023	\$20,466	\$30,000	\$53,420	
	Wages Clerical Overtime	\$0	\$4,093	\$1,816	\$12,118	\$2,600	\$2,600	
	Total	\$18,284	\$18,721	\$10,843	\$37,737	\$37,100	\$60,520	\$0
<i>Expenses</i>								
	Postings	\$256	\$516	\$503	\$210	\$500	\$500	
	Printing	\$1,891	\$1,689	\$2,165	\$285	\$4,600	\$5,000	
	Supplies and Expenses	\$3,206	\$3,272	\$3,741	\$6,813	\$3,000	\$5,000	
	Postage	\$71	-\$1,477	\$360	\$2,508	\$4,000	\$4,500	
	Food	\$1,208	\$3,008	\$1,297	\$4,372	\$3,500	\$5,000	
	Advertising	\$455	\$587	\$0	\$464	\$800	\$800	
	Equipment Repairs	\$5,341	\$3,620	\$4,058	\$4,667	\$5,000	\$5,000	
	Total	\$12,429	\$11,214	\$12,124	\$19,319	\$21,400	\$25,800	\$0
TOTAL BUDGET		\$30,713	\$29,935	\$22,967	\$57,056	\$58,500	\$86,320	\$0

TOWN OF MILLIS

Form 2

Form #2

FISCAL YEAR 2025 BUDGET

DEPARTMENT: ELECTIONS

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
2 positions	Clerical	\$4,500.00						\$4,500			\$4,500.00
	Clerical overtime	\$2,600.00		for three elections and two town meetings				\$2,600			\$2,600.00
25 positions	Election worker	\$15.00/hr		\$15.00/hr x 20 hrs = \$300.00 each position x 25 = \$7,500.00 per election (three)							
8 positions	Election worker	\$15.00/hr		\$15.00/hr x 10 hr = \$150.00 each position x 8 = \$1,200.00 per election (three)							
(for each election (set up & take down)		(each election (assist w/ get out & in mailed ballots)									
			3 elections = (3 x \$7,500.00) + (3 x \$1,200.00) = \$22,500.00 + \$3,600.00 = \$26,100.00								
											\$26,100.00
For Early Voting for State Primary Election (for 8 days before Election Day)											
10 positions	Election worker	\$15.00/hr		\$15.00/hr x 72 hr = \$1,080.00 each position x 10 = \$10,800.00							\$10,800.00
For Early Voting for Presidential Election (for 14 days before Election Day)											
10 positions	Election worker	\$15.00/hr		\$15.00/hr x 72 hr = \$1,080.00 each position x 14 = \$15,120.00							\$15,120.00
10 positions	Town Meeting worker	\$15.00/hr		\$15.00/hr x 10 hr = \$150.00 each position x 10 = \$1,500.00 per town meeting							
(for each town meeting)				2 town meetings = \$1,500.00 x 2 = \$3,000.00							\$3,000.00
1 position	Constable	\$100 stipend		2 town meetings = 2 x \$100 = \$200							\$200.00
				less \$900 per state election paid by state = \$1,800							(\$1,800.00)
SUBTOTAL/TOTAL											\$60,520.00

\$0.00

DEPARTMENT: BOARD of REGISTRARS

BUDGET NARRATIVE**Description of Department Function**

Describe the overall mission or purpose of the Department.

This department is responsible for voter registration, the annual town census and publishing the annual street list, all of which are required by state law.

The Town Clerk and office staff do all the work required, including certifying voter signatures on nominations and petitions. There is also interaction and training with the Federal Census Office to ensure that they have an up-to-date address list. And re-precincting is often required after the Federal Census is completed to ensure that all precincts have approximately the same number of residents. No changes in precincts were necessary after the 2020 Census.

The Board of Registrars approve all nomination and petition papers and are in charge of overseeing any election recounts (most recent was for June 2013 election.)

Programs and Sub-Programs

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

Voter registrations (total about 7,042 but individuals change constantly). Thousands of new and duplicate voter registrations are now generated and processed every year due to people renewing their driver's license and other business with the Department of Motor Vehicles and contact with other state agencies such as Food Stamps.

Annual Town Census (total about 9,000 residents but individuals change constantly)
(about 3,800 households this year)

Annual Street List published of all residents seventeen years of age and older.

Election recounts when necessary.

Accomplishments

Describe the major describable accomplishments or measurable activities in FY24 or CY23. Use statistics whenever possible.

The Town Clerk and staff (with the assistance of two senior volunteers during January – April), do the work of this Board. The Census and street list are processed and mailed/published on time. Voter registration is processed in a timely fashion on a constant basis. When individuals interact with the Registry of Motor Vehicles, they register to vote at the same time.

Data is collected annually from 3,800 households (9,000 residents) and updated in the computer database. This involves second mailings as well as some personal contact (by phone usually) to verify information. Voter registrations (7,042 total) are updated on a weekly or daily basis (daily when near an election). We have two volunteers (under the Senior tax abatement program) assisting us at this time (usually January – April). These people also assist with Town Clerk office tasks (filing, dog licenses, etc.).

FY25 Departmental Goals

Describe the initiatives and accomplishments planned for FY25

The annual town census to 3800+ households to be mailed on time at beginning of January and returned census forms processed by mid-May.

Encourage complying with answering and returning the annual census.

The annual street list to be published by the end of June with updated information from Census.

Voter registrations processed on a weekly basis and daily when near an election.

Encourage voter registration and promote voting as a civic duty.

Spending Highlights for FY25

Explain any significant budget changes from FY24

Level service budget. Increased clerical overtime budget by 6 hours (+\$1,300). Increases in expenses of \$2,350 due to increase in costs for postings, printing and postage.

Clerical wages (for approximately 50 hours at straight time) estimated for overtime costs due to state requirements that the office be open until 5 pm or 8 pm on various days (plus several Saturdays 9-5) to accept voter registrations or petitions and nomination papers on the deadline day.

In addition, checking voter signatures on nomination papers taking an increasing amount of time due to new methods of gathering signatures (so often only one signature on a page). (Certified over 1,000 pages in Nov./Dec. 2023).

There are no requests for equipment, capital items or changes in personnel in this budget.

Non-tax Funding

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

None. This department is funded solely through the General Fund.

Fees this department collects (for copies of the street list) go into the General Fund.

TOWN OF MILLIS						Form #3
FISCAL YEAR 2025 BUDGET			STAFFING HISTORY			
Department: BOARD of REGISTRARS						
	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025
Position	FTE	FTE	FTE	FTE	FTE	FTE
Note: This is an appointed Board of 4 members that gets a small stipend paid twice/year.						
Clerical costs are paid to the Town Clerk's office staff.						
SUBTOTAL/TOTAL						

		Town Clerk					FY2025	FY2025
		FY2020	FY2021	FY2022	FY2023	FY2024	REQUESTS	PROPOSED
REGISTRARS 011630		ACTUAL	ACTUAL	ACTUAL	ACTUAL	TM ADOPTED		
<i>Personnel Services</i>								
	Salaries	\$663	\$663	\$714	\$728	\$743	\$743	
	Wages Clerical Overtime	\$0	\$94	\$315	\$0	\$700	\$2,000	
	Total	\$663	\$758	\$1,029	\$728	\$1,443	\$2,743	\$0
<i>Expenses</i>								
	Postings	\$264	\$234	\$180	\$450	\$400	\$450	
	Printing	\$2,132	\$2,466	\$1,793	\$1,628	\$2,500	\$3,000	
	Postage	\$1,360	\$1,436	\$1,637	\$1,775	\$3,000	\$3,500	
	Total	\$3,755	\$4,136	\$3,610	\$3,853	\$5,900	\$6,950	\$0
TOTAL BUDGET		\$4,418	\$4,894	\$4,639	\$4,581	\$7,343	\$9,693	\$0
		-	-	-	-	-		

Form #2

\$2,743.00



May 7, 2024

**ANNUAL
TOWN MEETING WARRANT MOTIONS
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 Tuesday, the seventh day of May, AD 2024 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 2024 TOWN MEETING

1. Unpaid Bills
2. FY24 Additional Wages and Expenses
3. FY25 Operating Budget
4. Supplemental FY25 Budget – Proposition 2-1/2 Override
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. Sewer Enterprise - Infiltration & Inflow Investigation Project
10. Water Enterprise – Lead Service Line Inventory Compliance Project
11. Community Preservation - Open Space/Recreation Reserve Fund - Oak Grove Farm Trail Improvements
12. Community Preservation – Oak Grove Farmhouse Renovations
13. Capital Items
14. Establish Opioid Settlement Special Revenue Account/Transfer of Funds
15. New Police Cruiser Lease – Year One
16. Library Parking Lot – Environmental Study/Monitoring
17. Rescind Debt Authorization for Drainage Improvements at Village St./Birch St.
18. Special Act – Authorize Town Administrator to Approve Payroll/Expense Warrants
19. Increase Maximum Tax Abatement for Senior Tax Work-off Program
20. M.G.L. Chapter 41 Section 111F Injury Leave Indemnity Fund
21. Unemployment Insurance
22. Stabilization Fund

TOWN OF MILLIS

May 7, 2024 SPRING ANNUAL TOWN MEETING WARRANT

ARTICLE 1. To see if the Town will vote to transfer from available funds the sum of **\$0,000.00** to pay the following **unpaid bills** incurred by Town departments from previous fiscal year(s), or take any other action in relation thereto.

Department	Vendor	Amount
	Total	\$0,000.00

(Submitted by The Select Board)

4/5ths Majority

ARTICLE 2. To see if the Town will vote to transfer from available funds a sum of money for **additional operating expenses** not sufficiently funded under Article 3, Operating Budget, of the May 3, 2023 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, 2024, or take any other action in relation thereto.

(Submitted by The Select Board)

2/3rds Majority if stabilization funds used

ARTICLE 4. To see if the Town will vote to raise and appropriate from the tax levy for the Fiscal Year beginning July 1, 2024, for departmental operating purposes and other town expenses contingent upon passage of a Proposition 2-1/2 Ballot Question under Massachusetts General Laws Chapter 59, Section 21C.

PURPOSE

RECOMMENDED

School Department	\$?,???,???
Police Department - Wages	\$???,???
Fire Department - Wages	\$???,???
<u>Dept. of Public Works - Wages</u>	<u>\$??,???</u>

Total Contingent Appropriations **\$?,???,???**

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, 2024**, 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, 2024**, 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, 2024**, 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 and Schedule C-Employee Benefits of the Town of Millis Personnel Plan** effective July 1, 2024, as shown in the FY25 Finance Committee Report, or take any other action in relation thereto.
(Submitted by The Select Board)
Simple Majority
2. To see if the Town will vote in accordance with M.G.L., Chapter 41, section 4A, and Chapter 268A, to authorize the **Board of Health to appoint any of its members to another town office or position for which it has appointing authority**, for the term provided by law, if any, otherwise for a term not exceeding one year, and fix the salary of such appointee, notwithstanding the provision of M.G.L. Chapter 41, Section 108, or act in any manner in relation thereto.
(Submitted by the Board of Health)
Simple Majority
3. To see if the Town will vote pursuant to the provisions of M.G.L. Chapter 44, Section 53E½, to establish the following fiscal year spending limit for the Town's established revolving funds for Fiscal year 2025:

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
VMB 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

BOH Food Fund	\$ 4,500.00
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 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 committee administrative expenses, community preservation projects and/or other expenses in fiscal year 2025, with each item to be considered a separate appropriation; or act in any manner relating thereto.

Appropriations:

From 2025 estimated revenues for Committee Administrative expenses	\$16,131.00
(To be divided equally: \$8,065.50 CPC Salary Account: \$8,065.50 CPC Expenses)	
From Undesignated Fund Balance for Long Term Debt- Principal (VMB)	\$20,000.00
From Undesignated Fund Balance for Long Term Debt- Interest (VMB)	\$6,950.00

Reserves:

From FY2025 estimated revenues for Historic Resources Reserve	\$32,262.00
From FY2025 estimated revenues for Community Housing Reserve	\$32,262.00
From FY2025 estimated revenues for Open Space Reserve	\$32,262.00
From FY2025 estimated revenues for Budgeted Reserve	\$80,000.00

(Submitted by Community Preservation Committee)

Simple majority

ARTICLE 9. To see if the Town will vote to transfer from available funds the sum of **\$137,630** to fund the FY25 Sewer Infiltration & Inflow Investigation of the sewer system in Millis, or take any other action in relation thereto.

(Submitted by The Select Board)

Simple Majority

ARTICLE 10. To see if the Town will vote to transfer from available funds the sum of **\$187,000** to fund a Lead Service Line Inventory of the water system in Millis, or take any other action in relation thereto.

(Submitted by The Select Board)

Simple Majority

ARTICLE 11. To see if the Town will vote to transfer the sum of **\$17,000 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 Community Preservation Committee) *Simple Majority*

ARTICLE 12. To see if the Town will vote to transfer the sum of **\$?????? from the Community Preservation Historical Reserve Fund for Phase I of the Oak Grove Farmhouse Renovation Project**, or take any other action in relation thereto.

(Submitted by Community Preservation Committee) *Simple Majority*

ARTICLE 13. To see if the Town will vote to raise and appropriate or transfer from available funds the sum of **\$442,232 to fund the following capital items:**

Department	Capital Item	Amount
DPW	Safety Equipment	\$40,000
Fire	Chevy Tahoe	\$85,000
Fire	Portable Radios	\$26,232
Library	Library Exterior Building Repairs	\$35,000
School	MPS Server Project	\$65,000
School	MPS Switch Project	\$70,000
School	Skid Steere	\$68,000
Town Buildings	Aerial Boom Lift	\$53,000
Total		\$442,232

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 transfer a sum of money from Free Cash into the Opioid Settlement Revenue Fund, such sum of money shall be equal to that amount allocated to date by the State to the Town from the opioid litigation settlements resulting from the Town's participation in the national Opioid Multi-District Litigation, or take any other action in relation thereto.

(Submitted by The Select Board)

Simple Majority

ARTICLE 15. 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 **\$68,816 for the lease/purchase(s) of one Police Cruiser**, or take any other action in relation thereto.

(Submitted by Select Board)

2/3rds Majority

ARTICLE 16. To see if the Town will vote to raise and appropriate, or transfer from available funds the sum of **\$???????????** To fund the environmental study and DEP reporting of areas of the Library Parking Lot, or take any other action related thereto.

(Submitted by the Select Board)

Simple Majority

ARTICLE 17. To see if the Town will vote to rescind the debt authorization of **\$711,728** for drainage improvements at the intersection of Village Street and Birch Street, which was approved under Article 19 of the Annual Town Meeting of May 1, 2021, or take any other action related thereto.

(Submitted by the Select Board)

Simple Majority

ARTICLE 18. Special Act – Town Administrator to Approve Warrants

(Submitted by the Select Board)

Simple Majority

ARTICLE 19. To see if the Town will vote approve increasing the **Senior Tax Work Program amount from \$1,500 each year to \$2,000 each year**, pursuant to M.G.L. Chapter 59, Section 5K, or take any other action related thereto.

(Submitted by the Select Board)

Simple Majority

ARTICLE 20. To see if the Town will vote to transfer from available funds, a sum of money for **the MGL Chapter 41, Section 111F Injury Leave Indemnity Fund**, or take any other action related thereto.

(Submitted by Select Board)

ARTICLE 21. 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 22. To see if the Town will vote to raise and appropriate or transfer from available funds, a sum of money for the **Stabilization Fund**, or take any other action in relation thereto.

(Submitted by the Select Board)

Simple Majority

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

Given under our hands this 8th day of April in the year two thousand and twenty-four.

**TOWN OF MILLIS
SELECT BOARD**

Craig W. Schultze, Chair

Ellen Rosenfeld, Vice-Chair

Erin T. Underhill, Clerk

A True Copy, Attest

Lisa J. Hardin, Town Clerk

**Helen R. Kubacki, Constable
Town of Millis**

Finance Committee Meeting

March 6, 2024 7:00 PM EST
Veterans Memorial Building – Room #229
900 Main Street Millis, MA 02054

Committee Members In Attendance:

Jonathan Loer, Chair
Michael Krone, Vice Chair
Peter Underhill, Clerk
Peter Berube
Joyce Boiardi
Jodie Garzon
Cathy MacInnes
Sara Reyes

Invited Guest in Attendance:

Michael Guzinski, Town Administrator
Carol Johnston, Finance Director
Robert Mullaney, School Superintendent
Marc Conroy, School Committee Chair

Jon Loer called the meeting to order at 7:01 PM, the meeting is available to view on the Town's Website <https://millismedia.org/>.

Millis Schools FY25 Budget Update:

Marc Conroy made the committee aware there is a Public Hearing scheduled for Tuesday, March 12, 2024 at 7:30 PM to present the Schools FY25 Budget. Bob Mullaney and Marc Conroy provided the committee with the anticipated shortfall in FY25 estimated at \$1.1 million. The shortfall is based on Revenues presented and discussed at the Tri-Board Meeting and CBAs (Collective Bargaining Agreements). The Clyde Brown Elementary School is in need of a RBT (Registered Behavioral Therapist). This need is based on the IEP (Individualized Educational Program) of students. The district received \$200,000.00 in additional Circuit Breaker Funding. The district provides a "Life Skills Program" for 18 – 22 year olds. Out of District costs increased 14% in FY24 and are expected to increase 4.6% in FY25. Other Expenses are expected to increase 3%. There is no room to cut Administrative or Janitorial Staff. The SRO's (School Resource Officer) Salary is paid with HCA Marijuana Impact Funds which will expire in FY26. The School Committee has discussed including the salary in their FY26 Operating Budget. The SRO's role is vital to students and parents. The Town Social Worker provides support after hours; the Adjustment Counselors do not. The School and Municipal Departments are working to centralize Human Resources functions in the Town Administrator's office. The Choice In Program generates revenue and has increased by \$5,000.00.

If the override fails, the district will need to reduce staff by 7 Full-time Teachers and 8 Full-time Paraprofessionals. Approval of the override would keep level service staff.

The cost per student attending Tri-County is \$19,153.00 per year. Tri-County Enrollment has increased in recent years. Norfolk County Agricultural High School Tuition Rate per student is \$4,507.00.

The School Department will have more detailed information at the April 3, 2024 Finance Committee Meeting.

Current School Enrollment is available on the town's website: https://www.millisma.gov/sites/g/files/vyhlf901/f/uploads/school_enrollment.pdf

Draft Warrant Review:

Mike Guzinski elaborated on some of the Draft Warrant Articles. Jon Loer noted some of the items are placeholders.

Article #1	Unpaid Bills
Article #2	FY24 Additional Wages and Expenses
Article #3	FY25 Operating Budget
Article #4	Proposition 2 ½ Operational Override <ul style="list-style-type: none">• This is needed to support the FY25 School Department Shortfall estimated at \$1.1 million.• Additional Municipal Services will be included in the override specifically for Police, Fire and Rescue and DPW.• The Select Board will determine what articles will be included in the May Town Meeting Warrant.
Article #5	Sewer Enterprise Fund
Article #6	Water Enterprise Fund

Article #7	Stormwater Enterprise Fund
Article #8	Consent Agenda: <ul style="list-style-type: none"> • Amendments to Personnel Plan • Board of Health Appointing Authority • Revolving Funds • Community Preservation Fund
Article #9	Water Enterprise - Lead Service Line Inventory Compliance Project
Article #10	Oak Grove Farm Trail Improvements (Community Preservation Committee) <ul style="list-style-type: none"> • The improvements are in their third phase, the request and detail can be viewed at the below link: https://www.millisma.gov/sites/g/files/vyhliif901f/uploads/oak_grove_farm_trail_improvements_project_3_evaluation_guide_1-31-2024.pdf
Article #11	Oak Grove Farmhouse Renovations (Community Preservation Committee) <ul style="list-style-type: none"> • This article will address the much-needed repairs to the Oak Grove Farmhouse, the cost is estimated at \$875,000.00.
Article #12	Capital Items <ul style="list-style-type: none"> • The Capital Planning Committee will present their Capital Items Recommendations to the Finance Committee at their April 3, 2024 meeting.
Article #13	Zoning Bylaw Amendment – MBTA Communities Multi-Family Overlay District (MCMOD)
Article #14	Zoning Bylaw Amendment – MCMOD Inclusionary Zoning

The MBTA Advisory Committee will present Article #13 & #14 to the Finance Committee at their March 27, 2024 meeting.

Article #15	Establish Opioid Settlement Special Revenue Account & Transfer Funds Into Account
Article #16	Library Parking Lot Contamination Environmental Study – Funding <ul style="list-style-type: none"> • During the construction of the Library, some contaminants were remediated. However, an Environmental Study mandated by the DEP will need to be funded for further testing. This came as a result of a complaint from an abutting neighbor to the property. A LSP (Licensed Site Professional) has been hired to oversee the testing.
Article #17	Rescind Debt Authorization for Village & Birch Drainage Improvements <ul style="list-style-type: none"> • The Auditors recommended this article to clean up the accounts.
Article #18	Special Act – Authorize Town Administrator to Sign Warrants <ul style="list-style-type: none"> • This article would authorize the Town Administrator to sign Warrants: Accounts Payables and Payroll. Currently, the Select Board is tasked with signing both.
Article #19	Increase Maximum Abatement Amount for Senior Work off Programs <ul style="list-style-type: none"> • This article would increase the abatement amount from \$1,500.00 to \$2,000.00.
Article #20	Unemployment Insurance Fund
Article #21	Stabilization Fund

A more detailed Warrant will be available next Wednesday. Carol Johnston noted the Enterprise Funds' Indirect Costs are an agreed upon 2.5% increase for FY25.

Finance Committee Meeting Minutes Approval:

Peter Underhill made a motion to approve the February 28, 2024 Finance Committee Meeting Minutes as written; Joyce Boiardi seconded. Vote: 8/0. Motion carries unanimously.

Board and Committee Liaison Updates:

Jon Loer noted the four important upcoming projects/decisions facing the town:

- FY25 Operational Override
- MS/HS Building Project
- Tri-County Building Project Assessment
- PFAS Facility at Well #3

He thanked the DPW Crew for saving the day on Tuesday, Election Day, they utilized their Vactor Truck to free the sewer lines at Town Hall.

A list of Liaisons to the Town's Boards and Committees is updated by the Town Administrator's Office. A request will be made to review the list and the committee will consider reassigning its members.

Old Business/New Business:

The committee will invite the School Building Committee to a meeting as the project's milestone approaches.

It was suggested the committee invite the Police, Fire & Rescue and DPW to a meeting in the Fall to provide an update on their needs and their Operating Budgets.

Adjourn Meeting:

Mike Krone made a motion to adjourn the Finance Committee Meeting at 8:12 PM; Jon Loer seconded. Vote: 8/0. Motion carries unanimously.

Respectfully submitted,
Deirdre Gilmore

DRAFT