



TOWN OF MILLIS

Finance Committee
900 Main Street • Millis, MA 02054

*Peter Berube, Chair
Craig Schultze, Vice Chair
Doug Riley, Clerk
Joyce Boiardi
Jim Borgman
Jodie Garzon
Cathy MacInnes
Katie Tieu*

Meeting Agenda

Date: Wednesday, March 24, 2021
Time: 7:00 PM
Location: Remote

The Meeting will be broadcast live on: Zoom Virtual Platform: <https://us02web.zoom.us/j/84621748120>
The Meeting will be recorded and posted to the Town's Website at a later date.

Committee Attendees:

Peter Berube, Chair ☐; Craig Schultze, Vice Chair ☐; Doug Riley, Clerk ☐; Joyce Boiardi ☐; Jim Borgman ☐; Jodie Garzon ☐; Cathy MacInnes ☐; Katie Tieu ☐

Non-Committee Attendees: Deirdre Gilmore

Invited Guests: Mike Guzinski ☐; Carol Johnston ☐; John Moore ☐; Kris Fogarty ☐; Teri Gonsalves ☐; Lisa Hardin ☐; Select Board Member ☐

Current Reserve Fund Balance: \$ 36,000.00
Certified Free Cash: \$ 425,990.34
Stabilization Fund Balance as of December 31, 2020: \$1,834,244.59

Agenda		
Time	Topic	Speaker
~7:00	Call Meeting to Order	Pete Berube
~7:05	Veterans Services FY22 Budget Request Discussion	John Moore
~7:15	Recreation FY22 Budget Request Discussion	Kris Fogarty
~7:30	Assessors FY22 Budget Request and Warrant Articles Discussion	Teri Gonsalves
~7:40	Finance Offices: Accounting and Treasurer FY22 Budget Request Discussion	Carol Johnston
~7:50	IT Administration FY22 Budget Request Discussion	Carol Johnston
~8:05	Town Clerk, Elections and Registrars FY22 Budget Request Discussion	Lisa Hardin
~8:25	Spring 2021 Town Meeting Warrant Articles Discussion	Mike Guzinski
~8:45	Approve Bills Payable: Postmaster – Postage for Finance Committee Report	Committee
~8:50	Old Business/New Business	Committee
~9:00	Adjourn	Committee

Important Dates:

April 14, 2021 – Final Recommendations
April 19, 2021 – Finance Committee Report – Printer
April 26, 2021 – Finance Committee Report - Residents
April 28, 2021 – Pre-Town Meeting/Public Hearing
Spring Town Meeting – Saturday, May 1, 2021 or Monday, May 3, 2021

Upcoming Meetings:

Wednesday, March 31, 2021

To view Meeting Materials please click the link: <https://www.millisma.gov/meeting-materials/pages/fy21-meeting-materials>

Veterans

VETERANS 015430*Personnel Services*

Salary Department Head

	\$10,400	\$10,712	\$10,712	\$9,630	\$11,195	\$11,195	

Total

	\$10,400	\$10,712	\$10,712	\$9,630	\$11,195	\$11,195	\$0
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Expenses

Supplies and Expenses

	\$465	\$653	\$537	\$0	\$700	\$850	
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Veterans Benefits

	\$29,102	\$31,340	\$32,455	\$22,074	\$35,000	\$44,280	
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Burials

		\$0	\$0	\$0	\$3,000	\$3,000	
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Total

	\$29,567	\$31,993	\$32,992	\$22,074	\$38,700	\$48,130	\$0
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TOTAL BUDGET

	\$39,967	\$42,705	\$43,704	\$31,704	\$49,895	\$59,325	\$0
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BUDGET NARRATIVE

Description of Department Function

Describe the overall mission or purpose of the Department.

The Veterans Services Department is dedicated to securing and providing financial and medical aid assistance to veterans (and/or dependents) in need in accordance with Massachusetts General Laws Chapter 115, CMR 108, through the Commonwealth of Massachusetts Department of Veterans Services (DVS). The state will reimburse the Town 75% of the expense of authorized assistance provided to veterans in Millis. The Department is committed to informing veterans and their families of any and all benefits that are available to them, whether federal, state, local, or from national or local non-profits, which may have grants to assist Veterans in need.

The Director of Veteran Services/Veteran Services Officer (VSO) conducts public information and educational campaigns to ensure that the eligible client population is aware of current laws. The VSO maintains awareness with changes in the laws which affect veteran benefits and services by attending professional development programs and by communicating with the Massachusetts Department of Veterans' Services and participating in virtual DVS meetings.

The VSO coordinates and supervises the observance of Memorial Day, July 4th, Veterans' Day events within the community in conjunction with the member town veterans councils and organizations.

The VSO must maintain Massachusetts state certification and attend all required training.

Programs and Sub-Programs

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

Chapter 115 (MGL)
Veterans Administration Claims (Medical, Pensions, GI Bill)
Veterans Property Tax Work-off Program
VA Work Study Program
Supportive Services for Veterans and Families (SSVP) Program
FOOD4VETS

Accomplishments

Describe the major describable accomplishments or measurable activities in FY20 or CY21. Use statistics whenever possible.

1. Recouped over \$72,200 from the State's Chapter 115 Program for the town of Millis.
2. Ensured the Chapter 115 Program reimbursement from the State to the town which will ensure over \$30,000-\$34,000 annual reimbursement.
3. Became an authorized site with the VA Work Study Program.

4. Conducted numerous food deliveries from Gillette Stadium to Millis Veterans during COVID-19 in conjunction with the FOOD4VETS program and New England Patriots.
5. Established Millis as a location to conduct VA Claims by purchasing and operating the Vetraspec claims management information system.
6. Utilized the Brave Act to ensure increase of \$500 for Veterans Property Tax Work-Off and for Veterans Parking Spaces at the Town Hall.
7. Participated in VSO virtual meetings to ensure latest veterans initiatives and benefits.
8. Became State certified VSO through completed training and passed exams.

FY22 Departmental Goals

Describe the initiatives and accomplishments planned for FY22

- Expand outreach and information regarding services. Increase social media communication with town veterans especially recently discharged and retired veterans.
- Maintain Chapter 115 Benefit Program and ensure all paperwork submitted to the State for reimbursement to the Town.
- Begin to submit all Millis Veteran Veterans Administration Claims from Town Hall rather than a certified VA site. This is a significant capability for supporting town veterans.

Spending Highlights for FY22

Explain any significant budget changes from FY21

- Requesting a COLA funds increase for Chapter 115 Veterans Benefits and for one additional low-income veteran or widow(er) seeking assistance.
- Increase in supply expenses for the Vetraspec computer program.

Non-tax Funding

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

None as of the filing of this report.

PERSONNEL SUMMARY

\$11,195.00

Budget Request Above Level Service

Title:

Director of Veterans Services/Veteran Services Officer (VSO)

Description of Request:

Currently, the Director of Veterans Services is contracted for two-hours per work week. However, requirements to adequately manage and facilitate Chapter 115 benefits that ensures state reimbursement, file and manage Veterans Administration (VA) claims, and to attend weekly VSO virtual meetings exceed the amount of time contracted for this position.

Furthermore, with the additional capabilities of Vetraspec VA Claims Management System, more Millis residents will seek VA claim services locally that were formerly outsourced to other surrounding cities/towns. The increased veteran support capability will surely increase VSO action items and service requirements.

Detailed Cost Impact:

To better serve our community veterans, the Director's compensation should reflect more accurate time requirements to effectively manage current veteran benefit programs- including participation in Massachusetts VSO training/virtual meetings, and continued expansion and maintenance of veteran support capabilities from two hours/week to four hours/week.

Justification for Request

Attach copies of reports, master plans, or supporting documentation. Time Sheet

Program	Duties	# of Recipients (Veterans/Widow(er))	Work Hours per Veteran	Total hours
Chapter 115	Mail out request forms, interview, collect documents/information, input data into VSMIS, track packages, redo packages, close out, provide program documents that require signatures, receive back from veteran, input into VSMIS, verify, finalize, pay out via town warrant, close out for state reimbursement	7	15	105
VA Claims	Interview, providing correct form, fax, follow up, etc.	13	4	52
VSO Virtual Meetings	Attend Zoom MVSOA virtual meetings every Monday/Thursday	1	40	40
Property Tax Work Write Off	Send out request, receive, interview, verify, gather paperwork, monitor, submit paperwork	4	3	12
				209
As needed	Annual Training, VSO Certification, Veterans/Memorial Day/4th of July Events, lights, FOOD4VETS, ceremonies, Community outreach with Amer. Legion, Cemetery Flags, Flag disposal			56
				265

Recreation

	FY2017 ACTUAL	FY2018 ACTUAL	FY2019 ACTUAL	FY2020 ACTUAL	FY2021 TM ADOPTED	FY2022 REQUESTS	FY2022 PROPOSED
RECREATION 016300							
<i>Personnel Services</i>							
Department Head Salary	\$31,267	\$31,267	\$31,267	\$45,411	\$31,304	\$32,665	
Total	\$31,267	\$31,267	\$31,267	\$45,411	\$31,304	\$32,665	\$0
<i>Expenses</i>							
Supplies and Expenses	\$0	\$0	\$0	\$0	\$10,000		
Total	\$0	\$0	\$0	\$0	\$10,000		
TOTAL BUDGET	\$31,267	\$31,267	\$31,267	\$45,411	\$41,304	\$32,665	\$0

BUDGET NARRATIVE

Description of Department Function

Describe the overall mission or purpose of the Department.

The Recreation Department is dedicated to providing the Millis community with extracurricular, informative, educational, entertaining activities and recreation sports programs. The wide variety of opportunities the Recreation Department works to offer address the needs and preferences of the entire community, offering programs for all citizens from infancy to adulthood. In working to fulfill our mission, the Recreation Department stays in close contact with the community to ensure Department policy and activity reflects the community's interests and needs.

Programs and Sub-Programs

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

Pre-school: Soccer, T-ball, Toddler Playgroup, Karate, Yoga for Moms & Tots and Songs, Rhymes & Games, Swimming Lessons, Mommy and Me Music, Dance and Tumble, Ballet, Ice Skating Lessons, Messy Mixtures, Mini Sports and Gymnastics

Youth: American Ninja Warrior, Archery, Blast Babysitting, Junior Volleyball, Gymnastics, Performing the Arts, Karate, Basketball, Basic Drawing & Cartooning, Teen RAD class, Tennis Lessons, Home Alone Safety, Hip Hop, Ballet, Guitar Lessons, Horseback Riding, Learn to Skate, Nashoba Valley Ski and Snowboard Lessons, Kids Self Defense, Knitting, Sewing, Yoga, Boxing, Intro to Cheerleading, Robotics, Kung Fu, Floor Hockey, Soccer, Swim Team, STEM Programs.

Adults: Basketball, Cooking Classes, CPR Course, Evening Boot Camp, Hiking Club, Ladies Night Out Specials, Learn to Draw, Nutrition/Wellness Series, Sewing Lessons, Learn to Knit, Painting and Sketching, Preparing for Retirement, Photography, Pickleball, RAD, Self Defense, Stage Home to Sell, Tennis Lessons, Volleyball, Yoga.

Trips and Special Events: Adult Bowling Night, Cemetery Stroll, Newport Mansion Tour, School of Rock performance, MGM Casino, Father's Day Fishing Derby, NYC Trip, Mother of the Year Contest, Annual Easter Egg Hunt, Santa's Holiday House, Splash Day, Summer Concert Series and Halloween Touch a Truck.

Contests: Halloween House Decorating, Holiday House Decorating, Pet Photo, Elf on a Shelf, Nailed It Challenge, Chalk Your Walk

Accomplishments

Describe the major describable accomplishments or measurable activities in FY20 or CY21. Use statistics whenever possible.

Successful Inclusive Summer Camp Program using \$10,000 grant. Due to COVID-19 restrictions we were only allowed 10 participants each day. We are excited to expand on the program and increase participation.

The completion of the Tennis/Pickleball Courts allowed the Recreation Department to significantly increase programming for the residents. The courts were utilized everyday with Learn to Play clinics, Beginner Lessons, Intermediate Play and several Ladder Leagues. The feedback from the Town has been tremendous.

The Recreation Department has also been able to pivot during the pandemic with many programs and events while thinking "outside of the box". We collaborated with the Council on Aging to create the Sunshine Club, a pen pal program, the Fire Department to host the Santa in a Snow Globe, Millis Community Media to have Zoom calls with Santa and with Metrowest Departments to host eGame Tournaments.

FY22 Departmental Goals

Describe the initiatives and accomplishments planned for FY22

-
- Expand Pickleball Enrollment
 - Complete Basketball Court with donated funds
 - Expand Inclusive programming
 - Create a field use policy and develop a plan in conjunction with the school on field bookings.
 - Hire part-time program staff for increase in-house programming
 - Upgrade fields and facilities
 - Hire qualified sport instructors for summer sport clinics and camps.
 - Build or purchase a storage shed for recreation outdoor sports equipment.

Spending Highlights for FY22

Explain any significant budget changes from FY21

The salary of the Administrative Assistant of \$11,920.00 and Directors longevity of \$950 will be paid from the Revolving Fund. Any additional expenses will also be paid from the Revolving Fund.

INCLUSION SUPPORT

Millis Recreation strives to include participants of all abilities in as many programs as possible. Please fill out this form so we can support your child appropriately and provide the best possible experience for them!

If your child has typical abilities, please select "No- My child's abilities are typical for their age" in the first question and continue on with the registration process.

If your child has diverse abilities, and you think your child would benefit from receiving support from an inclusion specialist, please fill out this form in as much detail as possible. We will do our best to support as many children as possible on a first come first serve basis.

Thank you!

*Does your child(ren) have any disabilities we need to be aware of? If yes, please explain.

*Does your child(ren) receive any special services or care that our staff needs to know about to better help your child(ren) camp experience?

*Is there anything specific that helps your child cope with their disability that we need to know to help support your child(ren) while at camp?

*Is there anything else that you feel as the parent or guardian that our staff needs to know about your child(ren) that can improve their all around camp experience and help us adhere to our all inclusive approach?

If you have any questions, please contact Kris Fogarty, Recreation Director at 508-376-7050 or email kfogarty@millisma.gov

DEPARTMENT: Recreation

Budget Request Above Level Service**Title: Recreation****Description of Request:**

Recreation Department is requesting the Operational Budget line item be increased an additional \$11,920.00 for Part Time Salary Line Item.

Detailed Cost Impact:

\$11,920.00 – Department Assistant

Justification for Request

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

The Administrative Secretary was hired as a part time 10 hour/week position with no benefits. The Administrative Secretary has also taken a 20 hour/week position in another department which is considered full time. According to the Revolving fund that was voted in 2018 Town Meeting, all full time employees that are paid through the Revolving fund will also have to pay a portion of the fringe benefits. Creating a new line item, the Administrative Secretary will no longer be paid through the Revolving fund will in turn the department will not be responsible for paying the portion of benefits.

A cost saving to the Revolving Fund of \$ 5,334.39



Town of Millis

Host Community Agreement

Marijuana Impact Funds Request Form

Request Date	15-Jan
Requestor's Name	Kris Fogarty
E-mail	kfogarty@millisma.gov
Phone	508-376-7050
Department	Recreation

IMPORTANT NOTICE
By signing and submitting this form you agree that the requested funds will be used for the purposes stated in this form.

Category	Demographic Information	Classification
<input type="checkbox"/> Training <input checked="" type="checkbox"/> Materials <input checked="" type="checkbox"/> Staffing <input type="checkbox"/> Special Event <input type="checkbox"/> General	<input checked="" type="checkbox"/> Child <input checked="" type="checkbox"/> Middle School <input checked="" type="checkbox"/> High School <input type="checkbox"/> Adult/Parent <input type="checkbox"/> Senior <input type="checkbox"/> General	<input type="checkbox"/> Education <input type="checkbox"/> Law Enforcement <input type="checkbox"/> Security <input type="checkbox"/> Public Infrastructure <input type="checkbox"/> Traffic <input type="checkbox"/> Inspections <input type="checkbox"/> Municipal Officials Time

Description of Request:

See Attached

Funding Start Date	1-Jul-21
Funding End Date	30-Jun-22
Total Funding Requested	\$24,200.00

Detailed Cost Impact:

Type of Expense	Description of Expense	Daily Expenses (Except Airfare)	# of Days	Total Expenses
Salaries	Staff for Inclusive Camp		16	\$7,200.00
Salaries	Teen Program Coordinator			\$15,000.00
Ground Transportation				
Conference/Registration Fees			1	\$0.00
Lodging			1	\$0.00
Meals and Tips	Water/Pizza/Ice Cream		1	\$500.00
Capital Project				
Miscellaneous	Supplies, Equipment - Porta Potty		1	\$1,500.00
Grand Total				\$24,200.00

Justification for Request

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

See Attached

Requestor Signature	Kris Fogarty, Recreation Director	Date Signed	1/15/2021
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Approved By

Approval Signature

Date Approved



TOWN OF MILLIS

Recreation Department
900 Main Street • Millis, MA 02054
Phone: 508-376-7050
Fax: 508-376-7053

Kris Fogarty
Recreation Director
kfogarty@millisma.gov

To: Michael Guzinski, Town Administrator/Select Board/Finance Committee
From: Kris Fogarty
Date: January 15, 2021
Re: Marijuana Impact Funds Request

INCLUSIVE CAMP

Requested Amount: \$9,200

Camp Director:	\$25/hour (64 hours)	\$1,600
Lead Counselor:	\$20/hour (64 hours)	\$1,280
5 Camp Counselor	\$13.50/hour (320 hours)	\$4,320
Supplies/Equipment/Food/Porta-potty		\$2,000

Purpose: The Recreation Department and Committee has identified a shortfall in programming opportunity for community members with developmental and physical disabilities. The Recreation Department is committed to increasing programs for this targeted population. Programs would be offered at a substantial discount to ensure families can afford.

Goals:

To increase programming opportunities for participants with developmental and physical disabilities.

To increase the inclusive aspect of our programs to foster a better sense of belonging within a peer group and the community at large.

Plan:

In order to achieve the goals of increased inclusive program opportunity, the department will invest in program materials that are ability-appropriate for our patrons. In consultation with an adaptive programming specialist, we have identified a schedule and activities that will enrich the participants.

A key focus is ensuring that new programs have a strong inclusive effect. To accomplish this, we are looking to run programs that participants with disabilities can enjoy alongside their peers, both with or without a disability. The 4 week session that was offered last summer was very successful and received positive feedback. Due to COVID restrictions we were only allowed 10 participants each week. The families always asked to be put on a waitlist because the children

enjoyed the program and activities. The demand was very high and we are confident that we will have returning campers. We anticipate the guidelines this summer will allow for more participants and therefore providing more services to the Millis community.

“GET OUT AND PLAY ” - Millis Recreation

Millis Recreation is excited to announce the start of our new inclusive summer play group for all children with diverse abilities. We are looking forward to serving the community in a broader way and allowing all children to have an opportunity to experience some fun in the sun this summer. We have trained staff ready to make this the best summer yet with your support and input. Participants will be prompted to fill out a questionnaire on how we can best support your child/ren during the registration process, as applicable. Thank you, we look forward to seeing you soon!!

Millis Town Park/Town Hall Gym
Monday - Thursday

Grades: K-5
9:00 am - 12:00 pm

WEEK 1: FUN IN THE SUN -	7/19 - 7/22	Fee: \$60
WEEK 2: LET'S PLAY -	7/26-7/29	Fee: \$60
WEEK 3: SPORTS & GAMES -	8/2-8/5	Fee: \$60
WEEK 4: IN THE WATER	8/9-8/12	Fee: \$60

Teen Program Coordinator **15 hours @ \$19/hour** **\$14,820.00**

Summary

The Teen Program Coordinator performs responsible duties planning, organizing and conducting a variety of recreational, social, cultural and educational programs, projects and/or special events for the Millis Youth community.

Oversees special programs and events. Communicate directly with DARE Officer to implement specific needs for teen population. May be assigned special projects to manage or activities to facilitate.

Plans room set-up and directs staff in accordance to set-up needs.

By having an on-staff employee, the program fees will go directly into the Revolving Fund instead of outsourcing to private companies. It will also allow for more activities to engage our Teen population.

The funding for both requests are going directly back into the community.

ASSESSORS 011410*Personnel Services*

Salary Department Head
Salaries Clerical
Salaries Clerical OT
Wages Clerk for Minutes
Longevity

Total

Expenses

Map Updating
Printing
Supplies and Expenses
Postage
Dues and Subscriptions
Meetings
Administrative Expense
Mileage Reimbursement

Total

TOTAL BUDGET

	FY2017 ACTUAL	FY2018 ACTUAL	FY2019 ACTUAL	FY2020 ACTUAL	FY2021 TM ADOPTED	FY2022 REQUESTS	FY2022 PROPOSED
Salary Department Head	\$78,526	\$82,164	\$84,599	\$77,788	\$82,155	\$ 87,689	
Salaries Clerical	\$42,138	\$33,587	\$38,448	\$42,421	\$42,457	\$ 45,320	
Salaries Clerical OT		\$0	\$0	\$92	\$0	0	
Wages Clerk for Minutes	\$375	\$370	\$213	\$283	\$400	\$ 400	
Longevity	\$1,300	\$1,300	\$0	\$0	\$0	\$ 750	
Total	\$122,339	\$117,420	\$123,260	\$120,584	\$125,012	\$134,159	\$0
Map Updating	\$2,150	\$2,500	\$2,300	\$2,532	\$3,600	\$3,600	
Printing	\$39	\$1,052	\$0	\$0	\$800	\$800	
Supplies and Expenses	\$1,071	\$740	\$1,446	\$1,612	\$1,300	\$1,400	
Postage	\$297	\$146	\$241	\$467	\$600	\$600	
Dues and Subscriptions	\$130	\$150	\$200	\$235	\$275	\$300	
Meetings	\$842	\$653	\$1,508	\$1,733	\$1,400	\$1,600	
Administrative Expense	\$624	\$963	\$642	\$336	\$936	\$936	
Mileage Reimbursement	\$295	\$25	\$263	\$165	\$500	\$500	
Total	\$5,448	\$6,229	\$6,600	\$7,080	\$9,411	\$9,736	\$0
TOTAL BUDGET	\$127,787	\$123,650	\$129,860	\$127,664	\$134,423	\$143,895	\$0

BUDGET NARRATIVE**Description of Department Function**

Describe the overall mission or purpose of the Department.

To record, value and maintain current and correct information on all real estate and personal property located in Millis. Process excise tax information and abatements. Answer inquiries and providing information as requested from DOR, other Town Departments and the general public pertaining to the Assessor's Office. Providing required completed forms to DOR as needed/requested. Providing reports/information for the creation of bills for taxable property located in Millis.

Mailing, collecting and entering information to maintain correct and current income and expense information for all commercial and industrial properties. Mailing and collecting forms for list for personal property.

Programs and Sub-Programs

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

Data Collection

Data Entry

Chapter Land Valuation

Betterments

Excise Tax & Abatements

GIS

Accomplishments

Describe the major describable accomplishments or measurable activities in FY20 or CY21.

Use statistics whenever possible.

FY20 Information had been completed prior to my start date.

I did review and recommend changes that were need for abatement applications from FY2020 (50 applications received and reviewed)

Completed upgrade of real estate data base Vision 6 to Vision 8

Due to inspection restrictions updated information was obtained from street reviews, sales letters (implemented mailing of sales letters in February of 2020) and reviewing information in the building department.

Completed data information to update values for 2021 prior to billing. Value for FY2021 were submitted 10/13/20 and approved by DOR 10/14/20

All billing information for FY2021 was processed and completed prior to the requested dates

Additional

FY22 Departmental Goals

Describe the initiatives and accomplishments planned for FY22

Continue to maintain updated information/valuation on all new building and improvements taking place in Millis (currently two large condo projects taking place)

Begin the process for the FY2023 recertification (process starts in in fiscal year before recertification approval)

Spending Highlights for FY22

Explain any significant budget changes from FY21

Recertification for Millis is FY2023, the process begins in January/February of 2022. The cost for recertification for Vision is \$28,000 (to be covered in FY2022 and FY2023) (information attached)

RRC cost for FY2022 \$14,880 due to DOR changes for valuing net book values on class codes 504 and 508 there is a cost increase of \$6,000 (information attached)

Non-tax Funding

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

N/A

S:\BUDGET\FY 2022\Departmental Submissions\Assessor\#5 Equipment_Mobile Assessor & iPad



Quote
January 11, 2021

PO Box 2194, Springfield, OH 45501
service@datacloudsolutions.net

TO Town of Millis, ATTN: Teri Gonsalves, MAA
900 Main Street
Millis, MA 02054
tgonsalves@millisma.gov

SALES CONTACT	SITE	PRICE GUARANTEE	QUOTE EXPIRATION
Billy Burle	Assessor Office	240 days	9/08/2021

QTY	DESCRIPTION	UNIT PRICE (\$)	LINE TOTAL (\$)
1	CAMA Cloud SM Site License + Implementation; The one-time site fee for initial implementation covers all residential and commercial (RP) data-field mapping, screen layout, initial data uploads/synchronization logic, & remote training. Total account size of up to 3,700 parcels. (VGSi)	n/a	9,500.00 + 3,000.00
1	CAMA Cloud: MobileAssessor SM Licenses (min. 3+ year term); One-time license fee, UNLIMITED USE, iPad Package, w/ Data Collection, DynamicRoute SM , Interactive GIS, Touch Sketching, Instant PhotoBase SM .	2,800 X e. Mobile Lic's	2,800.00
2	CAMA Cloud: Admin Console Licenses; Field tracking and audit trail, Real-Time Q.C. Module, Real-Time Administrative Dashboard & Reports. MA license * 70% included.	\$1,000 X e. add Desk Lic's	0.00
3	Onsite Training Days + Travel Allowance; 1.25-1.75 days Mobile/appraisers, 1.25-1.75 days Admin Console/supervisors. 3 days.	n/a	4,945.00
1	iPad Gen. Pro 3 A12 chip 11" 64GB (or better) with WiFi + LTE (County Preference for Carrier? Verizon/AT&T?); The one-time fee for acquisition, setup, configuration for MobileAssessor; and, transfer and delivery from DCS to County. + Case and AntiGlare Screen Cover.	1,350	1,350
1	One-time discount applied to implementation and licenses		(\$3,000.00)
ESTIMATE TOTAL			\$18,595.00

Notes:

The first-year implementation costs will include a pro-rated maintenance fee based on the town's budget cycle. (see maintenance on next page)

For example: Since the town is on a July budget cycle and the go-live date is estimated to be October 1st, the year one costs would be \$18,595 (implementation and license fees) + \$4,166.66 (10 months maintenance). In this example, the total for year one would be \$22,761.66 and year 2 would be \$5,000. Firm dates and pro-rated maintenance fees for the first year would be finalized in a resulting contract based on the schedule.

* All prices quoted are based upon 3+ year contractual pricing terms which does have an option to be renewed at the same rate for an additional 2+ years. Any term less is subject to increased license costs.

Payment plans are available upon request

We look forward to hearing from you soon.
THANK YOU FOR YOUR INTEREST!



Quote
January 11, 2021

PO Box 2194, Springfield, OH 45501
service@datacloudsolutions.net

TO Town of Millis, ATTN: Teri Gonsalves, MAA
900 Main Street
Millis, MA 02054
tgonsalves@millisma.gov

ANNUAL MAINTENANCE & SUPPORT FEES

QTY	DESCRIPTION	UNIT PRICE (\$)	LINE TOTAL (\$)
1	SaaS Maintenance, Photo Repository, Field Audit History & Remote Support (min. 3+ year term); SSL, and Guaranteed no-loss data backups & secure storage. (8,000 parcels) * minimum \$1000 per year (VGSi)	50.08 x Est. Parcels	1,000.00
1	CAMA Cloud & MobileAssessor SM Maintenance 25% Site + 1 mobile + 2 desktop license fees (minimum \$4,000)	25% of License Fees	4,000.00
1	Pro-rated hosting discount (July Budget - est go-live date Oct-Dec)		(166.67)
1	Pro-rated maintenance discount (July Budget - est go-live date Oct-Dec)		(666.67)
TOTAL EST. ANNUAL COST			\$5,000.00 *4,166.66

I have read the information outlined in this form and authorize Data Cloud Solutions, LLC to make required arrangements in order to perform the above mentioned tasks and agree to pay all referenced costs.

Acceptance of Quote/Order:

Signature/Date

Printed Name

We look forward to hearing from you soon.
THANK YOU FOR YOUR INTEREST!

DEPARTMENT: Assessor

Budget Request Above Level Service**Title:****Description of Request:**

Funds to begin the FY2023 recertification process (starts Jan/Feb of 2022) \$14,000 (total \$28,000 for recertification) \$3,600 field review of all commercial/industrial properties (date unknown for last field review of this property type)

RRC \$6,000 increase to cover new regulations implemented by Department of Revenue

Detailed Cost Impact:**Justification for Request**

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

Vision: Funds to begin the FY2023 recertification process (starts Jan/Feb of 2022) \$14,000 (total \$28,000 for recertification) \$3,600 field review of all commercial/industrial properties (date unknown for last field review of this property type)

RRC: Increase to cover new regulations implemented by Department of Revenue

FINANCE DIRECTOR/ACCOUNTING 011350*Personnel Services*

Salary Department Head	\$106,188	\$109,164	\$132,070	\$125,000	\$122,190	\$127,500	
Salaries Clerical	\$94,077	\$93,627	\$97,404	\$121,143	\$128,417	\$134,954	
Salaries Clerical OT	\$878	\$5,185	\$11,408	\$2,308	\$956	\$1,000	
Longevity	\$4,150	\$4,250	\$750	\$850	\$850	\$850	
Total	\$205,294	\$212,227	\$241,632	\$249,301	\$252,413	\$264,304	\$0

Expenses

Supplies and Expenses	\$9,597	\$4,757	\$3,434	\$6,254	\$4,000	\$4,000	
Dues and Subscriptions	\$205	\$145	\$95	\$155	\$210	\$210	
Meetings	\$1,731	\$34	\$2,609	\$120	\$2,328	\$2,328	
Total	\$11,533	\$4,936	\$6,138	\$6,529	\$6,538	\$6,538	\$0

TOTAL BUDGET

	\$216,827	\$217,163	\$247,770	\$255,830	\$258,951	\$270,842	\$0
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BUDGET NARRATIVE

Description of Department Function

Describe the overall mission or purpose of the Department.

Responsible for all town accounts, appropriations and expenditures. Monitors expenditures for all town funds, reconciling cash and various receivables with the Treasurer/Collector's Office, Police/Fire Dept., School Dept. etc.

Responsible for periodic reporting to the Commonwealth of Massachusetts including the Schedule A, Balance Sheet, Free Cash certification, and Recap Sheet for tax rate setting.

Maintains comprehensive financial records.

Responsible for town wide payroll and accounts payable. Oversees the offices of the:

- Finance Department
- Treasurer/Collector
- Assessing Department
- IT Administration
- School Finance

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 FY20 or CY21.
Use statistics whenever possible.

The Finance Office has successfully converted the Munis General Ledger System to include a detail School General Fund.

In addition, the School Office Staff is now entering all school invoices to the Munis General Ledger System. They have the ability to run daily, monthly general ledger activity reports.

FY22 Departmental Goals

Describe the initiatives and accomplishments planned for FY22

Plan to include more departments within the town to have some access to the Munis system. This will include the Accounts Payable entry function and the Purchase Order functions and an Employee Self Service function.

Some administrative functions will be rolled out to the Department Heads such as but not limited to:

- AP Inquiry
- Budget Inquiry
- Account/Account History Inquiry
- Vendor Inquiry

DEPARTMENT: FINANCE DEPARTMENT

Form #2

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
C. Johnston	Finance Director	\$127,500.00	40			7/1	Contract	\$127,500.00	\$0.00	\$0.00	\$127,500.00
L. Morin	Town Accountant	\$80,600.00	40	13	4	10/1	#13wks*40hrs*\$40.59+39wks*40*41.52	\$85,878.00	\$332.16	\$850.00	\$87,060.16
							Budget 52wks + 1day		6/30/2019		
D. Broe	Payroll Administrator	\$45,721.01	35	7	4	6/8	#50.5wks*35hrs*\$26.66+#1.5wks*35*24.19+17hrs*27.27	\$48,553.23	\$190.89	\$0.00	\$48,744.12
							Budget 52wks + 1day		6/30/2019		
SUBTOTAL/TOTAL								\$261,931.23	\$523.05	\$850.00	\$263,304.28

\$263,304.28

TOWN OF MILLIS

FISCAL YEAR 2022 BUDGET

STAFFING HISTORY

Department: FINANCE DEPARTMENT

	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022
Position	FTE	FTE	FTE	FTE	FTE	FTE
FINANCE DIRECTOR	1.00	1.00	1.00	1.00	1.00	1.00
TOWN ACCOUNTANT				1.00	1.00	1.00
ASSISTANT TOWN ACCOUNTANT	0.75	0.75	0.75			
ACCOUNTS PAYABLE	0.25	0.25	0.25			
PAYROLL ADMINISTRATOR	1.00	1.00	1.00	1.00	1.00	1.00
SUBTOTAL/TOTAL						

TREASURER 011450*Personnel Services*

	FY2017 ACTUAL	FY2018 ACTUAL	FY2019 ACTUAL	FY2020 ACTUAL	FY2021 TM ADOPTED	FY2022 REQUESTS	FY2022 PROPOSED
Salary Department Head	\$84,442	\$88,384	\$90,350	\$ 97,811.08	\$ 96,227.98	\$ 100,411.92	
Salaries Clerical	\$101,735	\$104,446	\$97,601	\$ 117,609.27	\$ 121,124.01	\$ 126,385.12	
Salaries Clerical OT	\$115	\$1,542	\$5,848	\$ 97.02	\$ 2,395.88	\$ 2,500.00	
Longevity		\$650	\$1,300	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	
Total	\$186,291	\$195,022	\$195,098	\$217,017	\$221,248	\$230,797	\$0

Expenses

Services Note Certificates	\$250	\$376	\$2,650	\$12,292	\$4,000	\$10,000	
Printing	\$1,444	\$1,448	\$1,463	\$1,420	\$1,600	\$1,600	
Supplies and Expenses	\$5,742	\$3,222	\$4,587	\$3,853	\$5,000	\$5,000	
Postage	\$10,433	\$10,659	\$11,839	\$11,295	\$11,250	\$11,250	
Advertising	\$248	\$352	\$348	\$0	\$825	\$825	
Dues and Subscriptions	\$700	\$50	\$250	\$100	\$340	\$340	
Meetings	\$1,225	\$1,356	\$1,322	\$1,244	\$1,500	\$1,500	
Equipment	\$5,223	\$5,223	\$5,362	\$5,409	\$5,500	\$5,775	
Tax Title	\$304	\$303	\$608	\$742	\$4,460	\$4,800	
Total	\$25,570	\$22,989	\$28,429	\$36,355	\$34,475	\$41,090	\$0

TOTAL BUDGET

	\$211,861	\$218,011	\$223,527	\$253,372	\$255,723	\$271,887	\$0
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DEPARTMENT:

BUDGET NARRATIVE**Description of Department Function**

Describe the overall mission or purpose of the Department.

As the Town Treasurer/Collector, it is my responsibility as Treasurer to serve as the Town's cash manager. In this role, the Treasurer receives all revenue from all departments and outside sources, maintains all bank accounts and records of the Town's cash position. Reconciliation of cash is done internally with the Town Accountant on a monthly basis and an audit from an independent firm is completed annually. The Treasurer is responsible for the investment and disbursement of funds and overseeing the Town's cashflow. The Treasurer prepares the Town payroll and pays the Town's bills in an efficient and timely manner. The office handles health, life and dental benefits and acts as a liaison between the Group Insurance Commission and Town employees.

As the Town Treasurer/Collector, it is my mission as Collector to ensure efficient and timely collection of all monies due to the Town while providing professional courteous service to all. The department will answer all inquiries in a timely manner and take all necessary steps, allowable by law, to collect on all accounts. The department works closely with tax service bureaus, attorneys, the Deputy Tax Collector and the Assessing Department.

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 FY20 or CY21. Use statistics whenever possible.

1. As of 6-30-20, the last day of 2020 fiscal year, 97% of the FY2020 real estate tax levy had been collected.

2. As of 6-30-20, the last day of 2020 fiscal year, 97% of the FY2020 personal property tax levy had been collected.
3. As of 6-30-20, that last day of 2020 fiscal year, 90% of the FY2020 stormwater levy had been collected.
4. In fiscal year 2020, the office added 159 water/sewer accounts.
5. In fiscal year 2021, the office added 145 stormwater accounts.
6. The office works diligently to answer and explain all inquiries either by phone, walk-in or email.

FY22 Departmental Goals

Describe the initiatives and accomplishments planned for FY22

1. The Treasurer/Collector's office is committed to working with other departments to implement online payment processing for services offered in their respective departments.
2. Research and cleanup past receivables.
3. The Treasurer/Collector's Office is committed to cross training positions to ensure first rate service to all residents and business in Millis.
4. Review and update Payment Plan Agreements between Taxpayers and Residents.
5. Continue with Tax Title Project – Ongoing when time allows
6. Creating and updating the Treasurer/Collectors website.

Spending Highlights for FY22

Explain any significant budget changes from FY21

TOWN OF MILLIS
FISCAL YEAR 2022 BUDGET
DEPARTMENT:

Form 2

Form #2

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
Scannell	Treasurer/Collector	\$91,121		14	10	10/4	(52*1923.6)+(8*48.09)	\$100,411.92		\$750.00	\$101,161.92
Smith-Frye	Assistant Treasurer/Collector	\$52,092		7	7	8/19	(.27)+(40*45*28.01)+8*28.01	\$58,277.68		\$750.00	\$59,027.68
Marsha McNamara	Department Assistant II	\$33,315		6	3	2/4	(10)+(20*28*23.61)+(6*23.61)	\$34,060.86			\$34,060.86
Stacey Mill	Department Assistant II	\$33,301		6	3	2/11	(10)+(19*28*23.61)+(6*23.61)	\$34,046.58			\$34,046.58
	Salaries Clerical OT	\$2,250									\$2,500.00
SUBTOTAL/TOTAL								\$226,797.04	\$0.00	\$1,500.00	\$230,797.04

\$228,297.04

TOWN OF MILLIS					Form #3	
FISCAL YEAR 2022 BUDGET			STAFFING HISTORY			
Department:						
	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022
Position	FTE	FTE	FTE	FTE	FTE	FTE
Treasurer/Collector	1	1	1	1	1	1
Assistant Treasure/Collector	0.8	0.8	0.8	1	1	1
Department Assistant II	0.7	0.7	0.7	0.7	0.7	0.7
Department Assistant II	0.7	0.7	0.7	0.7	0.7	0.7

IT ADMINISTRATION 01155*Personnel Services*

	FY2017 ACTUAL	FY2018 ACTUAL	FY2019 ACTUAL	FY2020 ACTUAL	FY2021 TM ADOPTED	FY2022 REQUESTS	FY2022 PROPOSED
Salary Department Head	\$13,559	\$13,966	\$0	\$0	\$0	\$80,000	
Assistant Salary	\$2,377	\$2,449	\$2,449	\$612	\$0	\$0	
Total	\$15,936	\$16,415	\$2,449	\$612	\$0	\$80,000	\$0

Expenses

Hardware Maintenance	\$5,529	\$6,042	\$0	\$0	\$1,500	\$1,500	
Software Maintenance	\$96,870	\$104,694	\$104,402	\$104,258	\$115,857	\$130,935	
Annual License Fees				\$37,300	\$46,153	\$68,110	
Consulting Services		\$0	\$0	\$0	\$40,000	\$40,000	
Supplies and Expenses	\$7,080	\$1,808	\$14,597	\$6,074	\$4,000	\$4,000	
Meetings		\$0	\$0	\$0	\$1,000	\$1,000	
Equipment					\$8,000	\$8,000	
Equipment Repairs	\$12,872	\$1,602	\$3,544	\$0	\$1,500	\$1,500	
Total	\$122,351	\$114,145	\$122,544	\$147,632	\$218,010	\$255,045	\$0
TOTAL BUDGET	\$138,287	\$130,560	\$124,993	\$148,244	\$218,010	\$335,045	\$0

IT Administration

FY 2022 BUDGET

ACCOUNT		FY 2021 ACTUAL BUDGET	FY 2021 DETAIL	FY 2022 REQUESTED BUDGET DETAIL	
SALARY					
IT DIRECTOR 01155510-		0.00	0.00	80,000.00	
EXPENSES					
MAINTENANCE FOR HARDWARE	01155520-534050	1,500.00	1,500.00	1,500.00	
MAINTENANCE FOR SOFTWARE	01155520-534040	115,857.00			
TYLER (MUNIS)			55,000.00	68,524.00	\$17,131.00/qtr
VERIZON			2,000.00	2,100.00	\$159.99/month 5% addnl
VISION APPRAISAL			9,332.00	10,786.00	Teri
REAL ESTATE RESEARCH			1,500.00	1,500.00	Teri Personal Property Annual Support Fee
ESRI			400.00	400.00	Teri
CAI AXIS GIS HOSTING & SUPPORT			2,400.00	2,400.00	Teri
CARTOGRAPHICS PWIM SUPPORT			600.00	600.00	Teri
CIVICPLUS (VIRTUAL TOWN HALL)			3,300.00	3,300.00	Karen 3rd yr
SWIFTREACH 911			4,995.00	4,995.00	Karen
PEAK (SPORTSMAN SOFTWARE)			1,750.00	1,750.00	Kris Recreation scheduling
RETROFIT			31,800.00	31,800.00	Pete Server Monitoring/Sup Current \$2,650/mo
VIPRE			1,880.00	1,880.00	Pete Anti-Virus
DOTGOV			400.00	400.00	Pete .gov domain
GO DADDY			500.00	500.00	Pete domains, DNS, SSL certificates
			115,857.00	130,935.00	
ANNUAL LICENSES / support	01155520-530150	46,153.00			
MS EA O365 E3 LICENSES			8,914.63	10,322.83	Pete 46 @ \$210.67 + 3 Addnl
MS EA O365 E1 LICENSES			9,440.28	8,553.44	Pete 109 @ \$76.37 + 3 Addnl
MA EA Arch Shared Srv			298.00	2,791.80	Pete 107 @ \$25.38 + 3 Addnl
AZURE			20,000.00	34,650.00	Pete Currently Avg \$2,750/Month 5% Inc Added
WYSE DEVISE LICENSES			1,000.00	1,000.00	Pete Annual? Yes
WYSE MGMT STE SUPPORT			0.00	4,000.00	Pete Approx \$80*50 users
CARBONITE backup			0.00	0.00	Pete Annual? Yes
MICROSOFT WINDOWS 2019 LICENSE			1,500.00	1,500.00	Pete Annual? Yes
FIREWALLS.COM			5,000.00	5,292.00	Pete Currently \$420/Month 5% Inc Added
			46,152.91	68,110.07	
CONSULTING SERVICES	01155520-542040	20,000.00	20,000.00	40,000.00	
FTM Addnl Funding		20,000.00	20,000.00		
SUPPLIES & EXPENSES	01155520-558000	4,000.00	4,000.00	4,000.00	
MEETINGS	01155520-573600	1,000.00	1,000.00	1,000.00	
EQUIPMENT REPAIRS	01155520-542040	1,500.00	1,500.00	1,500.00	
EQUIPMENT	01155520-585020	8,000.00	8,000.00	8,000.00	
TOTAL EXPENSES		218,010.00	218,009.91	335,045.07	

APPENDIX B

(COMPENSATION FOR SERVICES)

A. Fee Schedule:

Fee will be based on the following:

I. 43% (15 hours/35 hours) of contracted salary for the position, plus

II. 43% of total employer paid expenses as listed:

1. Health Insurance
2. NCRS Pension Apportioned Amount
3. Medicare Tax Withholding
4. Life Insurance
5. Workers Compensation

B. Invoice Procedure:

Fees will be billed quarterly, July 1, October 1, January 1 and April 1.

C. Payment:

Payment shall be made to the Town of Millis within thirty days of receipt of invoice.

Town Clerk

TOWN CLERK 011610

Personnel Services

Salary Department Head
Salaries Clerical
Salaries Clerical OT
Longevity

Total

Expenses

Book Binding
Supplies and Expenses
Postage
Dues & Subscriptions
Equipment Repairs

Total

TOTAL BUDGET

FY2017 ACTUAL	FY2018 ACTUAL	FY2019 ACTUAL	FY2020 ACTUAL	FY2021 TM ADOPTED	FY2022 REQUESTS	FY2022 PROPOSED
\$6,078	\$12,413	\$12,413	\$12,723	\$12,413	\$25,000	
\$78,188	\$72,070	\$70,596	\$77,032	\$76,556	\$81,580	
\$1,391	\$2,417	\$6,412	\$10,181	\$6,133	\$6,400	
\$1,185	\$750	\$750	\$750	\$850	\$850	
\$86,842	\$87,649	\$90,170	\$100,686	\$95,953	\$113,830	\$0
\$1,335	\$693	\$1,601	\$2,389	\$2,450	\$2,450	
\$3,880	\$2,083	\$2,663	\$1,695	\$2,500	\$2,500	
\$175	\$303	\$409	\$1,787	\$500	\$500	
\$185	\$596	\$808	\$895	\$1,200	\$1,200	
	\$0	\$887	\$86	\$800	\$800	
\$5,575	\$3,674	\$6,368	\$6,852	\$7,450	\$7,450	\$0
\$92,417	\$91,324	\$96,538	\$107,538	\$103,403	\$121,280	\$0

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
- Perform 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 FY20 or CY21. Use statistics whenever possible.

This past year has been unusual, due to the building being closed to the public for most of the year. Our present staff is managing to keep up with day-to-day activities so residents are not inconvenienced, but with all the new reporting and record keeping requirements and new election regulations that the state and federal governments keep giving us (for example: Real ID requirements have tripled the number of birth and marriage records requested, and emergency election regulations allowed for 3x the usual number of voters requesting absentee ballots), we are not able to do any future planning. We were not able to fully utilize our senior "volunteers" in order to assist with the extra work related to dog licenses and processing the annual census. However, we were able to run all elections and town meetings safely.

FY22 Departmental Goals

Describe the initiatives and accomplishments planned for FY22.

I am again proposing to start a transition in FY22 to get the Town Clerk position to eventually be full-time 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 insufficient staffing levels. These areas include addressing campaign financing reports, improving our filing system for town records, 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. I would also like to be able to fully staff the office so that we can be open all day every day. We currently are often closed if one person is at lunch, on vacation or out sick.

I have been and plan to continue to pursue additional 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. I have also been sending my staff to training classes for the same purpose.

Spending Highlights for FY22

Explain any significant budget changes from FY21.

I am proposing that the Town Clerk position transition toward a full-time salaried position for an additional cost of \$12,587 (no additional health insurance required). See Form #6 for additional information.

Staff salary increases are in their union contract.

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 2

Form #2

FISCAL YEAR 2022 BUDGET

DEPARTMENT: Town Clerk

PERSONNEL SUMMARY

NAME	POSITION-PAY ITEM	CURRENT TOTAL ANNUAL SALARY	HRS/ WEEK	GRADE	STEP	ANNIV DATE	ANNUAL SALARY # WKS/HR @ SAL	BASE SALARY	OTHER PAY	LON-GEVITY	TOTAL SALARY
Lisa Hardin	Town Clerk (elected)	\$12,413.00		stipend				\$25,000.00			\$25,000.00
first proposal to make the Town Clerk position an elected full-time 40 hr/wk salaried position							(+ \$67,587=\$80,000)				
alternative proposal to increase stipend gradually each year for part-time hours until reach full-time							(+ \$12,587=\$25,000)				
Kathi Smith	Assistant Town Clerk	\$52,110.00	35	8	8		20.5 wk @(30.63 x 35hr)	\$21,977.03			\$21,977.03
				8	9	11/21	31.5 wk @(31.24 x 35hr)	\$34,442.10			\$34,442.10
								\$218.68			\$218.68
	Longevity	\$850.00								\$850	\$850.00
Sue Vara	Dept. Asst. II	\$24,447.00	20	6	4		24.5 wk @(23.61 x 20hr)	\$11,568.90			\$11,568.90
				6	5	12/19	27.5 wk @(24.14 x20hr)	\$13,277.00			\$13,277.00
								\$96.56			\$96.56
Overtime budget (100 hours each position)		\$6,133.00							\$6,400		\$6,400.00
Clerical subtotal		\$83,540.00									
SUBTOTAL/TOTAL		\$95,953.00						\$106,580.27	\$6,400	\$850	\$113,830.27

\$113,830.27

TOWN OF MILLIS FISCAL YEAR 2022 BUDGET Department: TOWN CLERK						Form #3
	<u>STAFFING HISTORY</u>					
	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022
Position	FTE	FTE	FTE	FTE	FTE	FTE
Town Clerk (elected)	0.00	0.00	0.00	0.00	0.00	0.25
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 make the Town Clerk position an elected full-time 40 hr/wk salaried position (1.00 FTE)						
alternative proposal to increase stipend for the current Town Clerk with part-time hours (0.25 FTE?)						
SUBTOTAL/TOTAL	1.50	1.50	1.50	1.50	1.50	1.75

Budget Request Above Level Service

Title: Dog licensing software and annual service contract

Description of Request:

**Dog licensing software and annual service contract from
NEXT Pet Licensing System (GoPetie).**
(Quote attached)

Detailed Cost Impact:

Estimated cost for initial start-up cost is \$2,000 (one time fee)

Migration Fee of \$0.15 per dog is about \$200 (one time fee)

Estimated cost for annual service contract is \$1,800/year

Additional service fees and on-line payment fees paid by pet owner or town (\$3.25/dog)

Justification for Request

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

Residents want to be able to handle this annual licensing procedure on-line. This software would allow the office staff to handle this time-consuming task in an efficient manner.

The Town of Medway has been using this system for several years. Their office staff likes it, as does Brenda Hamelin, our Animal Control Office, whom we share with Medway. The company is responsive to issues during initial start-up and after. The Medway Police Department also appreciates the ease of use.

Therefore, this system would benefit the town residents, Town Clerk staff, the Animal Control Officer and the Police Department.

Budget Request Above Level Service

Title: Proposal to increase stipend of current Town Clerk

Description of Request:

I am proposing increasing the stipend of the current Town Clerk to allow for an increase in hours (gradual increase of hours and stipend/salary over five years until a full-time salary is reached). As is true of all other departments, the office needs a full-time department head for proper planning, staffing, supervising, budgeting, etc.

Detailed Cost Impact:

Proposed additional cost in FY22 is \$12,587. No additional health insurance required.

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 10 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.

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 as well as they could be, such as organizing and preserving 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, it would be part of the job description of a full-time department head to address future planning, supervision of staff, budgeting, improved communication and relations with other departments, etc.



Next Pet

LICENSING SYSTEM

125 Cambridgepark Drive, Suite 301 - Cambridge, MA 02140.

www.nextpetls.com - (617) 250-7749.

Municipality Name: Town of Millis MA

Date: 02/02/2021

Contact Info: Diego Alves

Address: 125 Cambridgepark Drive, Suite 301 - Cambridge, MA 02140

Phone: (617) 250-7749

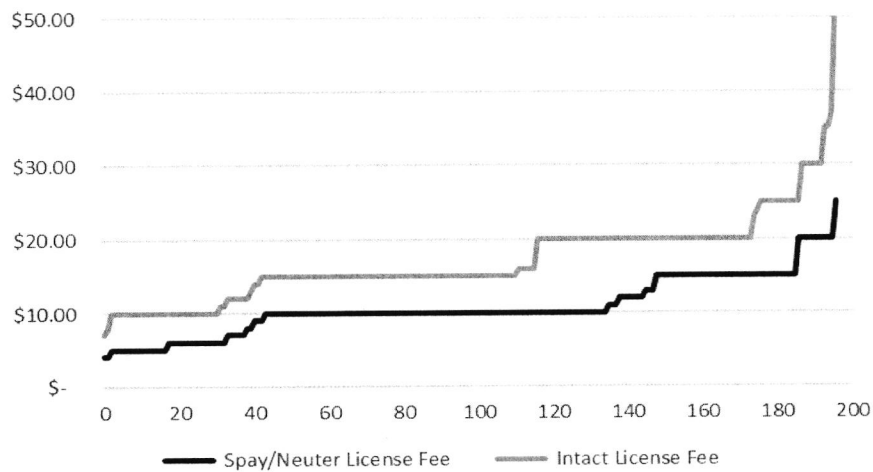
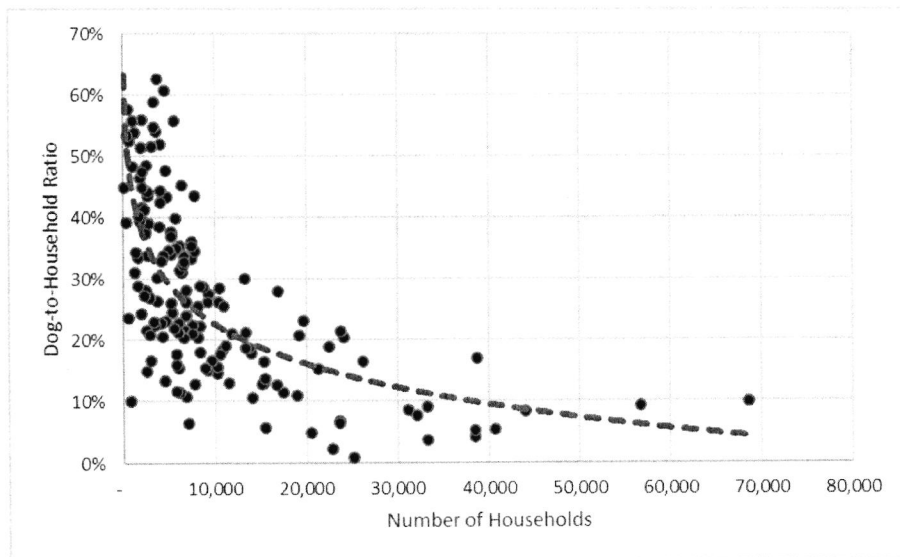
Email: diego.alves@nextpetls.com

Pricing Proposal

<u>Category</u>	<u>Fee Description</u>	<u>Fees</u>
Start-up & Migration Fee	This is a one-time fee to cover expenses such as training, data migration, initial customization, online payment integration with STRIPE and deployment of the Software in your municipality.	\$ 2,000
Annual Subscription	Annual subscription is based on the number of the municipality's households and estimated number of dogs. It covers expenses related to maintaining, supporting, and enhancing the software and its features. Technical standard support for municipal employees and residents is included and it is available on normal business hours.	\$ 1,800 annually Unlimited number of municipal users and residents
Service Fee	A service fee is charged per paid license application processed. This fee can be paid by the municipality or passed along to the pet owner. This fee is waived for complementary licenses such as service pets.	\$2.00 per paid application
Payment Processing Fee	GoPetie offers payment integration at no additional cost with Stripe, which is usually more convenient and cheaper than what local banks offer. We will tell Stripe to send the funds to your municipality's preferred checking account. Client may indicate another payment processing system for an additional implementation fee. The pet owner frequently pays the payment-processing fee.	3% + \$0.40 per transaction

Understanding the Dog Licensing Market in MA

GoPetie has taken the time to research the dog licensing environment to help our clients both estimate the number of dogs in their municipality as well as understand the licensing fee situation. When working with clients, NextPet uses our rich dataset to help municipalities and towns maximize their dog/pet licensing revenue.



	Spay / Neuter Fee	Intact Fee
State-wide Average	\$10.99	\$17.48
Minimum	\$4.00	\$7.00
Maximum	\$25.00	\$50.00

Town Clerk

REGISTRARS 011630

Personnel Services

Salaries
Wages Clerical Overtime

Total

Expenses

Postings
Printing
Postage

Total

TOTAL BUDGET

FY2017 ACTUAL	FY2018 ACTUAL	FY2019 ACTUAL	FY2020 ACTUAL	FY2021 TM ADOPTED	FY2022 REQUESTS	FY2022 PROPOSED
\$644	\$557	\$663	\$663	\$680	\$680	
	\$0	\$115	\$0	\$600	\$600	
\$644	\$557	\$778	\$663	\$1,280	\$1,280	\$0
	\$0	\$192	\$264	\$260	\$260	
\$2,029	\$1,444	\$2,716	\$2,132	\$2,000	\$2,000	
\$1,796	\$1,735	\$55	\$1,360	\$1,800	\$1,800	
\$3,825	\$3,179	\$2,963	\$3,755	\$4,060	\$4,060	\$0
\$4,469	\$3,736	\$3,741	\$4,418	\$5,340	\$5,340	\$0

TOWN OF MILLIS						
FISCAL YEAR 2022 BUDGET	STAFFING HISTORY					
Department: BOARD of REGISTRARS						
	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022
Position	FTE	FTE	FTE	FTE	FTE	FTE
Note: This is an appointed Board that only gets a stipend paid twice/year.						
Clerical costs are paid to the Town Clerk's office staff.						
SUBTOTAL/TOTAL						

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.

The Board of Registrars approve all nomination and petition papers and are in charge of overseeing any election recounts.

Programs and Sub-Programs

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

Voter registration (approximately 6,500 but individuals change constantly). Thousands of duplicate voter registrations are now generated and processed every year due to people renewing their driver's license or any other transaction at the Registry of Motor Vehicles.

Annual Town Census (approximately 8,500 residents but individuals change constantly)
(3,683 households this year)

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

Certifying nomination papers. Election recounts when necessary.

Accomplishments

Describe the major describable accomplishments or measurable activities in FY20 or CY21. Use statistics whenever possible.

The Town Clerk and staff, with the assistance of volunteers, do the work of this Board. The Census and street list are processed and mailed/published on time. Voter registration and street list changes are processed in a timely fashion on a constant basis at least weekly and daily near Elections.

Census data is collected annually from 3600 households and updated in the computer database. This involves second mailings as well as some in-person contact (by phone usually) to verify information. Voter registrations are updated on a weekly basis (daily when near an election). We have two volunteers (under the Senior tax abatement program) to assist with this, but their time was cut short due to the building being closed due to covid issues.

FY22 Departmental Goals

Describe the initiatives and accomplishments planned for FY22

The annual town census to 3683+ 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.

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 FY22

Explain any significant budget changes from FY21

Level service budget.

Clerical salary (approximately 20 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 to accept voter registrations or petitions and nomination papers on the deadline day.

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
FISCAL YEAR 2022 BUDGET
DEPARTMENT: BOARD of REGISTRARS

Form 2

Form #2

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	Registrar - Chair	\$353.00		stipend			353	\$353.00			\$353.00
Karen Bouret	Registrar	\$109.00		stipend			109.00	\$109.00			\$109.00
Marc Conroy	Registrar	\$109.00		stipend			109.00	\$109.00			\$109.00
H. Robert Yeager	Registrar	\$109.00		stipend			109.00	\$109.00			\$109.00
Clerical budget paid to Town Clerk staff		\$600.00							\$600.00		\$600.00
(20 hours at straight time estimated)											
SUBTOTAL/TOTAL		\$1,280.00						\$680.00	\$600.00	\$0.00	\$1,280.00

\$1,280.00

Town Clerk

ELECTIONS 011620

Personnel Services

Salaries Clerical
Wages
Wages Clerical Overtime

Total

Expenses

Postings
Printing
Supplies and Expenses
Postage
Food
Advertising
Equipment Repairs

Total

TOTAL BUDGET

FY2017 ACTUAL	FY2018 ACTUAL	FY2019 ACTUAL	FY2020 ACTUAL	FY2021 TM ADOPTED	FY2022 REQUESTS	FY2022 PROPOSED
\$9,180	\$1,601	\$1,184	\$2,864	\$4,100	\$4,100	
\$13,157	\$6,215	\$9,170	\$15,421	\$21,401	\$10,414	
\$110	\$0	\$1,305	\$0	\$1,300	\$1,300	
\$22,447	\$7,816	\$11,658	\$18,284	\$26,801	\$15,814	\$0
\$392	\$288	\$336	\$256	\$350	\$300	
\$3,770	\$2,094	\$3,472	\$1,891	\$3,200	\$2,100	
\$2,813	\$447	\$1,040	\$3,206	\$3,000	\$2,500	
\$62	\$406	\$543	\$71	\$600	\$1,400	
\$1,891	\$568	\$1,878	\$1,208	\$2,400	\$1,200	
\$180	\$365	\$234	\$455	\$350	\$350	
\$1,521	\$2,180	\$4,514	\$5,341	\$4,500	\$4,500	
\$10,630	\$6,347	\$12,016	\$12,429	\$14,400	\$12,350	\$0
\$33,077	\$14,164	\$23,674	\$30,713	\$41,201	\$28,164	\$0

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.

Programs and Sub-Programs

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

Annual Town Election (May 2022)

Fall Annual Town Meeting (November 2021)

Spring Annual Town Meeting (May 2022)

Accomplishments

Describe the major describable accomplishments or measurable activities in FY20 or FY21.
Use statistics whenever possible.

All elections and town meetings have been running smoothly.

Due to restrictions on in-person contact and social distancing due to covid, we had a large increase in the number of people who participated in our elections, mainly using the mail. We came up with efficient methods of handling and processing large numbers of absentee ballot applications and ballots compared with prior years.

We assisted with planning and running two town meetings in new ways, the Spring town meeting in the High School Gym and the Fall town meeting in the high school parking lot.

We were open a total of 114 hours for voting for the November State Election (101 for early voting and 13 hours on Election Day). In addition, voters could deposit absentee ballots in an outdoor receptacle for several weeks prior to Election Day. This was well received.

FY22 Departmental Goals

Describe the initiatives and accomplishments planned for FY22

One Town Election in May 2022 and two town meetings in Fall 2021 and Spring 2022 will run smoothly. As far as we know, there will be no in-person early voting for the Town Election, but I expect similar use of absentee ballots as the current year.

I 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. Current rate is \$13.50/hr for all positions, so perhaps \$0.50/hr higher for Clerks and \$1.00/hr higher for Wardens could be contemplated.

Spending Highlights for FY22

Explain any significant budget changes from FY21

The Elections budget is driven by the number of elections and town meetings during the Fiscal Year. There are no significant budget changes.

FY22 has one town election and 2 town meetings. Early Voting is currently an unfunded state mandate, with some refunds distributed later, for certain expenses. However, there is no Early Voting in FY22.

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.

We receive reimbursement from the State for 3 hours of staffing for each state election, but there are none in FY22.

FISCAL YEAR 2022 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	\$3,100.00		for 1 election and 2 town meetings				\$4,100			\$4,100.00
	Clerical overtime			for one election and 2 town meetings				\$1,300			\$1,300.00
24 positions	Election worker	\$14.25/hr		\$14.25/hr x 18 hrs = \$256.50 each position x 24 = \$6,156.00 per election							
	(Minimum wage increased from \$12.75 to \$13.50 on Jan. 1, 2021 and to \$14.25 on 1/1/2022)										
				for town election (set up & take down)							
3 positions	Election worker	\$14.25/hr		\$14.25/hr x 10 hr = \$142.50 each position x 3 = \$427.50 per election							
				for town election (assist with processing mailed ballots)							
3 positions	Election worker	\$14.25/hr		\$14.25/hr x 20 hr = \$285.00 each position x 3 = \$855.00 per election							
				1 election = \$6,156.00 + \$427.50 + \$855.00 = \$7,438.50							\$7,438.50
				for each town meeting							
10 positions	Town Meeting worker	\$13.50/hr		\$13.50/hr x 10 hr = \$135.00 each position x 10 = \$1,350.00 per town meeting							\$1,350.00
10 positions	Town Meeting worker	\$14.25/hr		\$14.25/hr x 10 hr = \$142.50 each position x 10 = \$1,425.00 per town meeting							\$1,425.00
1 position	Constable	\$100 stipend		2 town meetings = 2 x \$100 = \$200							\$200.00
Note: minimum wage raised to \$13.50 on January 1, 2021, \$14.25 on January 1, 2022											
SUBTOTAL/TOTAL								\$5,400	\$0.00	\$0.00	\$15,813.50

\$15,813.50



Town of Millis

Host Community Agreement

Marijuana Impact Funds Request - FY2022

Department	Description of Expense	Total Expenses
Board of Health	Cannabis use in e-cigarettes/vaping	\$4,000.00
Council on Aging	Educate Seniors to the Benefits of Marijuana	\$45,672.38
Library	Extend the hours Library is open to the public on Thursday evening until 8 pm	\$11,388.00
Library	Extend the hours Library is open to the public on Saturdays during July & August	\$2,096.55
Library	Extend the hours Library is open to the public on Friday evening until 8 pm	\$11,388.00
Police	School Resource Officer Salary	\$94,059.92
Police	Marijuana Stipend - per Contract FY22	\$10,800.00
Police	Marijuana Training	\$25,000.00
Recreation	Summer program for participants with developmental and physical disabilities	\$9,200.00
Recreation	Teen Program Coordinator	\$15,000.00
School	School Adjustment Counselor - 0.6 FTE	\$40,637.00
School	Bridge Therapeutic Program - Grade 8 - 0.2 FTE	\$12,365.00
School	After-school activities through Extended Day Program	\$10,000.00
School	Programs for all constituencies mental health link to substances	\$5,000.00
School	Town-wide Social Worker	\$60,000.00
Marijuana Impact Funds Request - FY2022		\$356,606.85

Town of Millis
May 2021 Annual Town Meeting Article List

		Funding	
#	Article	Amount:	Rec: Source: FinCom
1	Unpaid Bills		Katie
2	FY21 Additional Wages and Expenses		Pete
3	FY22 Operating Budget		Pete
4	<i>Service Employees International Union #888 Contract Ratification</i>		Jim
5	<i>Professional Firefighters Local #4704 Contract Ratification</i>		Jim
6	Sewer Enterprise Fund:		Pete
	Salaries		
	Expenses		
7	Water Enterprise Fund:		Pete
	Salaries		
	Expenses		
8	Stormwater Enterprise Fund:		Pete
	Salaries		
	Expenses		
9	Consent Agenda:		Katie
	Amendments to Personnel Plan	See Addendum	
	Board of Health Appointing Authority	N/A	
	Revolving Funds:		
	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	
	Veterans Memorial Building Custodial/Maintenance Fund	\$6,000.00	
	School Department Food Service Fund	\$360,000.00	
	School Department Transportation Fund	\$500,000.00	
	Stormwater Management Fund	\$10,000.00	
	Board of Health Medical Services/Vaccinations Fund	\$20,000.00	
	Board of Health Rabies Clinic/Program Fund	\$2,500.00	
	School Athletic Fields Fund	\$35,000.00	
	School Extracurricular Fund	\$8,000.00	
	Library Special Use Fund	\$10,000.00	
	Recreation Fund	\$200,000.00	
	Tobacco Control Program	\$1,000.00	
	Community Preservation Fund:		
	FY22 Administrative Expenses	\$12,549.00	CPA
	Long Term Debt - Principal	\$20,000.00	CPA
	Long Term Debt - Interest	\$9,950.00	CPA
	FY22 Estimated Revenues for Historic Resources Reserve	\$25,098.00	CPA
	FY22 Estimated Revenues for Community Housing Reserve	\$25,098.00	CPA
	FY22 Estimated Revenues for Open Space Reserve	\$25,098.00	CPA
	FY22 Estimated Revenues for Budgeted Reserve	\$80,000.00	CPA
10	Community Preservation Historic Resource Reserve Fund - Phase II Walling Map Rehab	\$1,469.00	CPA Craig

Town of Millis

May 2021 Annual Town Meeting Article List

#	Article	Amount:	Rec:	Source:	FinCom
11	Community Preservation Open Space/Recreation Reserve Fund - MHS Dugout Project	\$10,300.00		CPA	Craig
12	Independent Audit				Joyce
13	FY22 Personal Property Interim Year Inspections - Board of Assessors				Joyce
14	FY23 Recertification Process - Board of Assessors				Joyce
15	Capital Items:				Pete
16	<i>Tree Pruning and Removal</i>				Joyce
17	<i>Road Maintenance and Repair</i>				Cathy
18	<i>Previously Approved School Committed Bus Lease - Year 4 of 5</i>				Jim
19	<i>Previously Approved School Committed Computer Lease - Year 2 of 3</i>				Jim
20	<i>New School Computer Lease - Year 1</i>				Jim
21	61A Purchase - Braun Property, Village Street	\$1,000,000.00			Craig
22	Street Acceptance - Hickory Hills Subdivision	N/A			Doug
23	Zoning ByLaw Amendment - Performance Based Solar Ordinance	N/A			Doug
24	Zoning ByLaw Amendment - Parking Dimensions	N/A			Doug
25	Zoning ByLaw Amendment - Compact Car Parking	N/A			Doug
26	<i>Zoning ByLaw Amendment - Cannabis Delivery</i>				Doug
27	Town ByLaw Addition - Waiver of Town Building Project Permit Fees				Cathy
28	Town ByLaw Amendment - Sewer				Cathy
29	Update Emergency Response Plan				Craig
30	PFAS Treatment Design				Craig
31	Design/Construction of Drainage Village Street and Birch Street				Doug
32	Authorize the Sale of Town Land - Acorn Street				Jodie
33	<i>PILOT Agreement - Clyde F. Brown Solar</i>				Jodie
34	Medicare/Medicaid Reimbursement Services				Katie
35	Unemployment Insurance Fund				Jodie
36	OPEB Fund				Jodie
37	Stabilization Fund				Jodie
	<i>Unofficial Articles/Placeholders</i>				

Free Cash:	\$425,990.34
Appropriated:	
Balance:	\$425,990.34


TO THE TOWN ACCOUNTANT:

DATE: **March 24, 2021**

LINE ITEM NUMBER	AMOUNT	VENDOR ID	INVOICE NUMBER	INVOICE DATE	PAY TO	ACCT USE ONLY
Postage						
01131520-542010	\$ 681.22	8423	Spring 2021	03/24/21	Postmaster	
Total of Bills	\$ 681.22					

United States Postal Service
Every Door Direct Mail (EDDM) Retail®

Post Office Note Mail Arrival Date & Time
 (Do Not Round Stamp)

Mailer	Name and Address of Individual or Organization for Which Mailing is Prepared		Telephone (508) 376-5424		Name and Address of Mailing Agent (if other than mailer)		Telephone																	
	Town of Millis 900 MAIN ST MILLIS, MA, 02054																							
		Customer Registration I.D. (CRID) 25890048		Customer Registration I.D. (CRID)																				
Mailing	Post Office of Mailing MILLIS		Processing Category <input checked="" type="checkbox"/> EDDM Flats		Mailer's Mailing Date 04/20/2021		Total # of Bundles																	
							Total # of Pieces per Bundle																	
	Type of Postage <input type="checkbox"/> EDDM Retail Indicia <input type="checkbox"/> Metered <input type="checkbox"/> Meter Strip		Delivery Type Residential		Weight of a Single Piece _____ ounces Max Weight 3.3 ounces		Every Door Direct Mail Barcode																	
			Route Type(s) Rural,CTY,PBOX		Incentive/Discount Claimed		 1100000000002589004800000078398110354805																	
<table border="1"> <thead> <tr> <th>Entry</th> <th>Price Category</th> <th>Price</th> <th>No. of Pieces</th> <th>Subtotal Postage</th> <th>Incentive/Discount Amount</th> <th>Total Postage</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>DDU</td> <td>Saturation</td> <td>0.192</td> <td>3,548</td> <td>\$681.22</td> <td></td> <td></td> <td>UNPAID</td> </tr> </tbody> </table>									Entry	Price Category	Price	No. of Pieces	Subtotal Postage	Incentive/Discount Amount	Total Postage	Status	DDU	Saturation	0.192	3,548	\$681.22			UNPAID
Entry	Price Category	Price	No. of Pieces	Subtotal Postage	Incentive/Discount Amount	Total Postage	Status																	
DDU	Saturation	0.192	3,548	\$681.22			UNPAID																	
<p>The mailer's signature certifies acceptance of liability for and agreement to pay any revenue deficiencies assessed on this mailing, subject to appeal. If an agent signs this form, the agent certifies that he or she is authorized to sign on behalf of the mailer and that the mailer is bound by the certification and agrees to pay any deficiencies. In addition, agents may be liable for any deficiencies resulting from matters within their responsibility, knowledge, or control. The mailer hereby certifies that all information furnished on this form is accurate, truthful, and complete; that the mail and the supporting documentation comply with all postal standards and the mailing qualifies for the prices and fees claimed; and that the mailing does not contain any matter prohibited by law or postal regulation. I understand that anyone who furnishes false or misleading information on this form or who omits information requested on this form may be subject to criminal and/or civil penalties, including fines and imprisonment.</p> <p style="text-align: center;"><i>Privacy Notice: For information regarding our Privacy policy visit www.usps.com</i></p>																								
<table border="1"> <tr> <td colspan="4">Signature of Mailer or Agent</td> <td colspan="3">Printed Name of Mailer or Agent Signing Form</td> <td colspan="2">Telephone</td> </tr> </table>									Signature of Mailer or Agent				Printed Name of Mailer or Agent Signing Form			Telephone								
Signature of Mailer or Agent				Printed Name of Mailer or Agent Signing Form			Telephone																	
Acceptance USPS Use Only	Postmaster: Report Total Postage in AIC 207				Subtotal Postage		Incentive/Discount Amount																	
	Weight of a Single Piece _____ ounces				Total Number of Pieces		Total Postage																	
	USPS Acceptance Employee Signature						Round Date (Required) Payment Date																	
	USPS Acceptance Employee Printed Name																							
Verification USPS Use Only	Number of Bundles		Any postage figures adjusted from mailer's entries? If yes, reason <input type="checkbox"/> Yes <input type="checkbox"/> No				Round Date (Required) Verification Date																	
	I CERTIFY that this mailing has been inspected for each item below if required: (1) eligibility for postage prices claimed; (2) proper preparation (and presort where required); (3) proper completion of postage statement		Date Mailer Notified		Contact																			
			By (Initials)		Time AM PM																			
	USPS Verification Employee Signature		Print USPS Verification Employee Printed Name																					