



# 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  
Shawn Power  
Katie Tieu*

## Meeting Agenda

**Date:** Wednesday, March 3, 2021  
**Time:** 7:00 PM  
**Location:** Remote

The Meeting will be broadcast live on: Zoom Virtual Platform: <https://us02web.zoom.us/j/84987907793>

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 ☐; Shawn Power ☐; Katie Tieu ☐

**Non-Committee Attendees:** Deirdre Gilmore

**Invited Guests:** Mike Guzinski ☐; Carol Johnston ☐; Patty Kayo ☐; Nate Maltinsky ☐; Select Board Member ☐

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

Agenda		
Time	Topic	Speaker
~7:00	Call Meeting to Order	Pete Berube
~7:05	Council on Aging FY22 Budget Request Discussion	Patty Kayo
~7:25	Community Preservation Act Committee Warrant Article Discussion	Nate Maltinsky
~7:45	Review Select Board's FY22 Operating Budget Priorities	Committee
~8:10	May 3, 2021 Town Meeting Warrant Article Discussion	Mike Guzinski
~8:35	Vote Finance Committee Policies and Procedure Handbook Sub-Committee Members	Pete Berube
~8:50	Old Business/New Business	Committee
~8:55	Finance Committee Meeting Minutes Approval: February 24, 2021	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 10, 2021  
Wednesday, March 17, 2021

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

						DIRECTOR \$64,094
						OUTREACH \$24,733
						DRIVERS \$21,645
						LONGEVITY \$950
						DISPATCH \$4,351
						\$115,773
LEVEL FUNDED	MONDAY 8:00-2	TUESDAY 8:00-3:30	WEDNESDAY 8:00-2	THURSDAY 8:00-2	FRIDAY 8:00-12:30	
DIRECTOR	7:30-2 (6.5)	7:30-3:30 (7.5)	7:30-2 (6.5 )	7:30-2 (6.5)	7:30-12:30 (5)	32
OUTREACH	9-2:00 (5)	9-3:30 (6.5)		9:00-2:00 (5)	9-12:30 (3.5)	20
DISPATCH RECEPTIONIST	9-1	9-12 12-1	9-1	9-1	9-12:30	7 Town funded 9 Grant Tax Work Off
DRIVERS	8-2 (6)	8-2 (6)	8-2 (6)	8-2 (6)	8-2 (6)	30

						DIRECTOR \$ 74,070
						Oper. Manager \$ 35,696
						Outreach \$ 24,733
						Drivers \$ 21,645
						Longevity \$ 950
						Dispatch \$4,351
						\$161,445
ABOVE LEVEL REQUEST	MONDAY 8-4	TUESDAY 8-4	WEDNESDAY 8-4	THURSDAY 8-4	FRIDAY 8-12:30	
DIRECTOR	7:30-4:00 8	7:30-4:00 8	7:30-4:00 8	7:30-4:00 8	7:30- 12:30 5	37
OUTREACH	9-4 (6.5)	8:30-4 (7)		9-4 (6.5)		20
OPERATION MANAGER	9-4 6.5	9-4 6.5	9-4 6.5	9-4 6.5	9-12:30 3.5	29.5
DISPATCH	9-1	9-12 12-1	9-1	9-1	9-12:30	7 9 Grant 3.5 Tax Work Off
DRIVERS	8-2	8-2	8-2	8-2	8-2	30

						DIRECTOR \$70,831 OPERATIONS MAN \$21,176 OUTREACH \$24,733 DRIVERS \$ 21,645 LONGEVITY \$ 950 DISPATCH \$ 4,351 \$143,686
STAFFING POSSIBILITIES	MONDAY 8:00 -4	TUESDAY 8:00 -4	WEDNESDAY 8-2	THURSDAY 8:00 -4	FRIDAY 8:00 -12:30	
DIRECTOR	7:30-4:00 (8)	7:30-4:00 (8)	7:30- 2 (6.5)	7:30-4:00 (8)	7:30-12:30 (5)	35.5
OUTREACH	9-4 (6.5)	8:30- 4 (7)		9-4 (6.5)		20
OPERATIONS MANAGER	8-4 (7.5)		8:30-2 (5.5)		8-12:30 (4.5)	17.5
DISPATCH RECEPTIONIST	9-1	9-12 12-1	9-1	9-1	9-12:30	7 9 Grant 3.5 Tax Work Off
DRIVERS	8-2	8-2	8-2	8-2	8-2	30

						DIRECTOR \$ 79,810 OPER. MAN \$ 39,327 OUTREACH \$ 24,733 DRIVERS \$ 21,645 LONGEVITY \$ 950 DISPATCH \$ 5,303 \$171,768
MONDAY- FRIDAY 8 -4	MONDAY 8:00 -4	TUESDAY 8:00 -4	WEDNESDAY 8:00 -4	THURSDAY 8:00 -4	FRIDAY 8:00 -4:00	
DIRECTOR	7:30-4:00 (8)	7:30-4:00 (8)	7:30-4:00 (8)	7:30-4:00 (8)	7:30-4:00 (8)	40
OUTREACH	9-4 (6.5)	8:30- 4 (7)		9-4 (6.5)		20
OPERATIONS MANAGER	9-4 (6.5)	9-4 (6.5)	9-4 (6.5)	9-4 (6.5)	9-4:00 (6.5)	32.5
DISPATCH RECEPTIONIST	9-1 (4)	9-1 (4)	9-1 (4)	9-1 (4)	9-12:30 (3.5)	19.5
DRIVERS	8-2	8-2	8-2	8-2	8-2	30

## COMMUNITY PRESERVATION COMMITTEE

CPC Warrant Article(s) for May 3, 2021 Town Meeting:

**Article \_\_\_\_.** To see if the Town will vote to appropriate a sum of money from the **Community Preservation Historic Resource Reserve Fund** for the Preservation & Rehabilitation of the Henry F. Walling Map Phase II, or take any other action in relation thereto. (Submitted by the Community Preservation Committee)

On a motion made by Mr. McKay, seconded by Mr. Baker, it was unanimously voted (6-0) to approve **\$1,469.00** from the Community Preservation Historic Resource Reserve Fund for the Preservation & Rehabilitation of the Henry F. Walling Map Phase II Project. By Roll Call Vote: Maltinsky – aye; Baker – aye; Hayes – aye; McKay – aye; Riley – aye; Underhill – aye.

### PLACEHOLDER:

**Article \_\_\_\_.** To see if the Town will vote to appropriate a sum of money from the **Community Preservation Open Space/Recreation Resource Reserve Fund** for the Millis High School Dugout Project, or take any other action in relation thereto. (Submitted by the Community Preservation Committee)

**\$10,300.00** from the Open Space/Recreation Resource Reserve Fund requested. To be voted on at the March 4, 2021, CPC meeting.



## COMMUNITY PRESERVATION COMMITTEE

CPC Article(s) for May 3, 2021 Town Meeting:

**Article \_\_\_\_:** 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 2022, with each item to be considered a separate appropriation; or act in any manner relating thereto. (Submitted by Community Preservation Committee)

Appropriations:

From 2022 estimated revenues for Committee Administrative Expenses	\$12,549.00
(To be divided equally: \$6,274.50 CPC Salary Account: \$6,274.50 CPC Expenses)	
From Undesignated Fund Balance for Long Term Debt- Principal	\$20,000.00
From Undesignated Fund Balance for Long Term Debt- Interest	\$ 9,950.00

Reserves:

From FY2022 estimated revenues for Historic Resources Reserve	\$25,098.00
From FY2022 estimated revenues for Community Housing Reserve	\$25,098.00
From FY2022 estimated revenues for Open Space Reserve	\$25,098.00
From FY2022 estimated revenues for Budgeted Reserve	\$80,000.00

At the regularly scheduled meeting of the Community Preservation Committee on March 4, 2021, on a motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, it was unanimously voted ( - ) in favor of appropriating the amounts listed above for the FY2022 Community Preservation Fund.

**TOWN OF MILLIS  
COMMUNITY PRESERVATION FUND  
THROUGH 11/30/2020**

TOTAL CASH RECEIVED FY 2008	\$101,695.01
TOTAL CASH RECEIVED FY 2009	\$179,671.27
TOTAL CASH RECEIVED FY 2010	\$145,237.14
TOTAL CASH RECEIVED FY 2011	\$138,468.83
TOTAL CASH RECEIVED FY 2012	\$137,684.53
TOTAL CASH RECEIVED FY 2013	\$142,525.75
TOTAL CASH RECEIVED FY 2014	\$178,900.71
TOTAL CASH RECEIVED FY 2015	\$164,736.51
TOTAL CASH RECEIVED FY 2016	\$169,675.91
TOTAL CASH RECEIVED FY 2017	\$169,543.82
TOTAL CASH RECEIVED FY 2018	\$177,319.91
TOTAL CASH RECEIVED FY 2019	\$195,481.22
TOTAL CASH RECEIVED FY 2020	\$233,675.44
TOTAL CASH RECEIVED FY 2021	\$153,327.33

**TOTAL LIFE TO DATE** **\$2,287,943.38**

<b>FY 2021</b>	<b>06/30/20</b>	<b>appropriation</b>	<b>transfer</b>	<b>11/30/20</b>
RESERVED FOR OPEN SPACE	\$89,365.05	\$21,492.00	(\$74,558.49)	\$36,298.56
RESERVED FOR HISTORIC RESOURCE	\$57,974.37	\$21,492.00	(\$600.00)	\$78,866.37
RESERVED FOR COMMUNITY HOUSING	\$107,586.00	\$21,492.00	\$0.00	\$129,078.00
BUDGETED RESERVE	\$0.00	\$80,000.00	\$0.00	\$80,000.00
UNDESIGNATED FUND BALANCE 11/30/20	\$458,999.48			\$470,875.27
<b>TOTAL</b>	<b>\$713,924.90</b>	<b>\$144,476.00</b>	<b>(\$75,158.49)</b>	<b>\$795,118.20</b>

<b>FY 2021</b>	<b>07/01/20 BUDGETED</b>	<b>EXPENDED</b>	<b>11/30/20 AVAILABLE</b>
<b>OPERATING BUDGET</b>			
SALARY BUDGET	\$5,373.00	\$1,672.76	\$3,700.24
EXPENSE BUDGET	\$5,373.00	\$0.00	\$5,373.00
LONG TERM DEBT PRINCIPAL	\$25,000.00	\$25,000.00	\$0.00
SHORT TERM DEBT PRINCIPAL	\$0.00	\$0.00	\$0.00
LONG TERM DEBT INTEREST	\$11,075.00	\$5,850.00	\$5,225.00
SHORT TERM DEBT INTEREST	\$0.00	\$0.00	\$0.00
<b>SUB-TOTAL</b>	<b>\$46,821.00</b>	<b>\$32,522.76</b>	<b>\$14,298.24</b>

<b>ARTICLES</b>			
NIAGRA FIRE HOUSE PHASE 4	\$11,333.79	\$0.00	\$11,333.79
HOUSING PRODUCTION	\$0.00	\$0.00	\$0.00
NIAGARA HALL RECORD PRESERVATON	\$6,317.55	\$0.00	\$6,317.55
DIGITIZATION OF HINDY ROSENFELD COLLECTION	\$161.06	\$0.00	\$161.06
PRESERVATION & REHAB H.F. WALLING MAP	\$600.00	\$0.00	\$600.00
MEMORIAL FIELDS IMPROVEMENTS PROJECT	\$74,558.49	\$0.00	<del>\$74,558.49</del> 26,608.49
<b>SUB-TOTAL</b>	<b>\$92,970.89</b>	<b>\$0.00</b>	<b>\$92,970.89</b>

**TOTAL OPERATING BUDGET & ARTICLES** **\$139,791.89** **\$32,522.76** **\$107,269.13**



## Project Summary

I plan on doing this project at Millis High School at the baseball field, located next to the front parking lot. The dugout will be constructed where the old dugouts are currently located. I plan on constructing the dugout using mostly wood so it will be a more natural look. This dugout will be 30' by 8'. We will use 6"x6" wood posts for our main support, we will make a roof, and will be making a back wall to protect players from wind and rain.

This will benefit the town for a few reasons, it will bring a sense of pride to students and players, they will feel a little more proud of their facilities, I know many kids who talk about how Millis has terrible fields and bad facilities, so I think these dugouts will provide kids with something to be proud of. Also players will appreciate this, because as a player I know how much it stinks to either be sitting on the bench in the hot sun, or the opposite and probably the worse of the two, sitting in the rain during a game. I believe these dugouts will definitely help players and make them enjoy the game more.



# **TOWN OF MILLIS**

## **Community Preservation Committee**

### **Project Evaluation Criteria**

**and**

### **Application Guidance**

**March 4, 2009**

(Revised 1-6-2014)



## **I. Introduction**

The Massachusetts Community Preservation Act (“CPA”), G.L.c.44B, was adopted by the Town of Millis in 2006. After a \$100,000 deduction from the assessed value of a property, a one percent surcharge on the assessed balance has been adopted to be used in accordance with the CPA to promote the creation of recreation opportunities, community housing, preservation of historic buildings and landscapes, and open space preservation.

As required by the CPA, Town Meeting adopted a bylaw creating the Committee, known as the Community Preservation Committee (CPC). The members of the CPC, as provided in the Bylaw, include representatives of the Board of Selectmen, Conservation Commission, Historical Commission, Planning Board, Recreation Committee, Housing Authority, and citizens appointed by the Board of Selectmen. The CPC is required to carry out its duties and responsibilities under the CPA and the Bylaw including:

- Reviewing all project proposals;
- Voting to approve or reject projects for submittal to Town Meeting;
- Reviewing the needs, possibilities and resources of the Town regarding community preservation, and making recommendations to Town Meeting for the use of CPA funds.

The CPC is now soliciting project proposals, which may be submitted by any resident or group of citizens for projects in the Town of Millis. The purpose of this document is to provide guidance on the process to submit project proposals to the CPC. All project applicants shall meet with the CPC prior to submitting a formal proposal for CPA project funding.

## **II. Project Eligibility**

All project proposals must fall within at least one of the following categories:

- The acquisition, creation, preservation, restoration and rehabilitation of land for recreational use;
- The acquisition, creation, preservation and support of community housing; and to rehabilitate and/or restore community housing if purchased with CPA funds;



- The acquisition, preservation, rehabilitation and restoration of historic resources;
- The acquisition, creation and preservation of open space; and to rehabilitate and/or restore open space if purchased with CPA funds;

The CPC requires that all project proposals be submitted in writing and such proposals shall meet the requirements contained in this guidance and the CPA. The CPC will evaluate all project proposals on a case by case basis.

### **III. Funding of CPA Projects**

At least 10% of the Community Preservation Fund estimated annual revenues received in each fiscal year must be spent or reserved by Town Meeting for each of the following three purposes: open space, historic resources, and community housing. The remaining 70% of each year's funds may be allocated by Town Meeting to any one or a combination of the three main uses, or land for recreational use, or left unallocated.

In addition, subject to appropriation, up to 5% of the annual Community Preservation revenues may be spent on CPC administrative and operating expenses. Other than the required 10% that must be spent or set aside for each of the three purposes of the CPA (a total of 30% of the Community Preservation Fund estimated annual revenues), there is no minimum or maximum that must be spent each year, and all unused funds remain in the Community Preservation Budgeted Reserve at the close of the fiscal year.

CPA funds cannot be spent on maintenance or be used to supplement funding already appropriated for projects consistent with Community Preservation Act purposes. Further limitations exist on the use and availability of CPA funds. All projects must be approved by Town Meeting prior to the expenditure of any CPA funds. In addition, the CPC reserves the right to recommend approval or dismissal of any application in whole or in part based on the criteria in this document and for other reasons not specified in this document.



## **IV. Project Applications**

### *General Requirements*

All proposals must comply with the Community Preservation Act;

All proposals must be consistent with Town of Millis regulations, the Town master plan, zoning bylaws, the open space plan, and other applicable documents as identified by the CPC;

All proposals shall be submitted to the CPC using the project submission form in Appendix 1. An original and 12 copies of the application shall be submitted;

All proposals shall include quotes for project costs whenever possible. If quotes are unavailable, estimates may be used if the basis of the estimate is fully explained;

Applicants with multiple proposals shall submit one project submission form for each proposal requested. Applicants shall prioritize multiple proposals;

Where determined applicable by the CPC, proposals must be submitted for review to Town boards and committees with jurisdiction over the subject matter of the proposal;

Once proposal submissions are complete, reviewed, and acted on by the CPC, a recommendation will be made by the CPC to the Board of Selectmen;

Applicants shall be present at the CPC meeting at which their proposals are considered to answer questions.

### *Substantive Criteria Applicable to All CPA Proposals*

The CPC has determined that proposals submitted under this guidance shall meet at least one of the following criteria to be eligible for funding, and further, that such criteria are essential to community preservation;

- Preserves the essential character of the Town as described in the currently adopted Master Plan;
- Serves more than one CPA purpose (especially in linking open space, recreation and community housing);



- Demonstrates practicality and feasibility, and can be implemented expeditiously and within budget;
- Produces an advantageous cost/benefit value;
- Leverages additional public and/or private funds;
- Preserves or utilizes currently owned town assets;
- Receives endorsement by other municipal boards or departments.

## **V. Category Specific Criteria**

**A. Open space and recreation:** The CPC encourages submission of proposals that address as many of the following specific criteria as possible, which criteria the CPC has determined are essential to community preservation:

Protects wildlife habitat and Town biodiversity;

Preserves the character of the Town;

Provides opportunities for recreation and environmental education;

Protects or enhances wildlife corridors, promote connectivity of habitat or prevent fragmentation of habitats;

Provides connections with existing trails or potential trail linkages;

Protects current and future drinking water quantity and quality;

Preserves important surface water bodies, including wetlands, streams, vernal pools or riparian zones;

Preserves a priority parcel in the open space and/or master plan;

Supports multiple recreation uses and expands the range of recreational opportunities available to Millis residents of all ages;

Serves a significant number of residents;

Promotes the creative, safe, environmentally friendly, and healthful use of railways and other corridors for non motorized transportation use.



**B. Historical proposals:** The CPC encourages submission of proposals that address as many of the following criteria as possible, which criteria the CPC has determined are essential to community preservation:

Listed on the State register of historic places; or a finding by the Millis Historical Commission that the subject building, structure, vessel, real property, document or artifact is significant in the history, archeology, architecture or culture of the Town;

Protect, preserve, enhance, restore and/or rehabilitate:

- Historic, cultural, architectural or archaeological resources of significance, especially those that are threatened, which preserves the historical heritage and culture of Millis;
- Town-owned properties, features or resources of historical significance;
- The historical function of a property or site;

Project is within a historic district, on the State or National Historic Register, or is eligible for placement on such Registers, or on the Millis Historic Properties list;

Project demonstrates the ability to provide permanent protection for maintaining the historic resource.

**C. Community Housing:** The CPC encourages submission of proposals that address as many of the following criteria as possible, which criteria the CPC has determined are essential to community preservation:

Contribute to the goal of 10% affordable housing as recommended by the State;

Promote a socioeconomic environment that encourages a diversity of income, ethnicity, religion, and/or age;

Provide housing that is harmonious in design and scale with the surrounding community;



Intermingle affordable and market rate housing at levels that exceed state requirements for percentage of affordable units<sup>1</sup>;

Ensure long-term affordability<sup>1</sup>;

Promote use of existing buildings or construction on previously-developed or Town-owned sites;

Convert market rate to affordable units;

Give priority to Millis residents and Town employees<sup>2</sup>.

### *Criteria For Privately-Owned Projects*

All CPA funding for private projects shall be provided pursuant to a grant agreement between the applicant, or his or her designee, and the Town. To ensure that CPA funds are expended for a public purpose, applicants seeking CPA funding for private projects shall agree to provide the Town with an appropriate permanent deed restriction in the property that is the subject of the proposal that meets the requirements of G.L. c.184.

### *Criteria for Approval or Rejection*

The provisions applicable to proposal submissions contained in this document and the requirements of the CPA constitute the minimum criteria necessary to make a proposal eligible for approval by the CPC. The CPC reserves the right, however, to recommend approval or dismissal of any proposal, in whole or in part, based upon the criteria in this document, the requirements of the CPA, or for any other reason.

In the case of a rejected application, applicants shall be notified of the CPC's decision, and shall be given an opportunity to reappear before the CPC and provide additional information, should the CPC deem the same to be appropriate.

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<sup>1</sup> Note that CPA funds may only be expended for the purpose of "community housing" as that term is defined in the statute, "low and moderate income housing for individuals and families, including low or moderate income senior housing." In term, "low income housing" is defined as, "housing for those persons and families whose annual income is less than 80 per cent of the areawide median income. The areawide median income shall be the areawide median income as determined by the United States Department of Housing and Urban Development." Further, "low or moderate income senior housing" is defined as, "housing for those persons having reached the age of 60 or over who would qualify for low or moderate income housing." Note that any real property acquired by the Town, including an interest in real estate such as a restriction, must be bound by a permanent deed restriction meeting the requirements of G.L. c.184.

<sup>2</sup> If a proposed project is using state funding, or the Town wishes to add the units to the Town's inventory of affordable housing, then, the project may only provide priority for local residents up to 70%.



## Appendix 1 – Millis Community Preservation Funding Request

**Date:** 1-8-2021

**Project Title:** Millis High School Dugout Project

**Full Name of Entity Submitting Application:** Brian Nichols

**Contact Person:** Brian Nichols, Richard Nichols

**Address:** 47 Grove St Millis Ma

**Telephone:** Brian Nichols: 508-745-4114  
Richard Nichols: 508-254-1200

**Email:**

Purpose: Please check all that apply:

☐ Open Space

☐ Community Housing

☐ Historic Preservation

☒ Open Space / Recreation

Amount of CPA Funding Requested: \$ \$10,300.00 ( Provide summary below)

Estimated Costs:

Fiscal Year*	Total Project Cost	CPA Funds requested	Other Funding Sources and Amounts
2020			
2021	\$10,300.00	\$10,300.00	\$0.00
2022			
2023			
2024			

\* Fiscal year begins on July 1 of the previous calendar year



Please provide a full description of the project on a separate sheet stapled to this application. This could include available information such as:

- Property address including assessor's map;
- Lot and block number;
- Name of current owner;
- Copy of recorded deed of current owner;
- A statement of need, to be documented with appropriate support information;
- A brief narrative indicating
  - how this proposal meets the goals of the Community Preservation Act,
  - how it benefits the Town of Millis, and
  - any other information you feel the CPC should consider when reviewing your application.
- Additional or alternative sources of funding for this project;
- Description of natural features of the property, if applicable;
- Maps, visual aids and other supplemental information;
- Surveys;
- Appraisals and agreements.

For CPC Use:

Application received on and by:

(Name)

(Date)

Project presented to CPC on:

(Date)

Initial review by:

Recommendation: (please write addition comments on the back or on another sheet)

APPROVE:

☐

DISMISS:

☐

DATE:



# Millis High School Dugout Project Cost Estimate

## Cost total:

Lumber: \$4741.62

Concrete: \$718.00

Fencing: \$600.00

Benches: \$2250.00

Miscellaneous: \$2000.00

Total: \$10,309.62

## Concrete:

Concrete was quoted at \$118.00 per yard- we need 6 yards: \$718.00 total

## Lumber:

\$4741.62 (quote below)

## Fencing:

\$300.00- Galvanized steel chain link fencing

\$200.00- Steel polls

\$100.00- Connectors

## Benches:

\$2250.00- benches- \$750.00 per 8 ft bench

## Miscellaneous:

\$300.00- trash removal

\$200.00- building permits

-Excavation Costs

-Paint



# -Nails, Fasteners

## Lumber Cost Quote

### Arlington Coal and Lumber Co.

41 Park Avenue, Arlington, MA, 02476

(781) 643-8100

**Sold To**  
WELLEN CONSTRUCTION, INC.  
P.O. BOX #5967  
MARLBOROUGH, MA, 01752

**Ship To**  
WELLEN CONSTRUCTION, INC.  
P.O. BOX #5967  
MARLBOROUGH, MA, 01752

### Quotation

**Quote No** 198460  
**Quote Date** 01/07/2021  
**Customer** 2294000  
**Cust PO**  
**Date Req'd** On 01/07/2021  
**Taken By** Tim Martin  
**Sales Rep** Mark N. Thomas



**Expiration** 01/21/2021

Special Instructions		Notes				
Contact Name: BEVERLY A/P - ROBERT WELLEN Contact Number: (508) 460-9506						
Ln	Product Code	Description	Qty/Footage	Price	Per	Total
1		Wall				
2	12020496	2 X 4 X 96' #1 & 2 KD SPRUCE S4S *** PREMIUM GRADE ***	35 PC	6.34	PC	221.90
3	12020410	2 X 4 X 10 FT #1 & 2 KD SPRUCE S4S *** PREMIUM GRADE ***	10 PC	8.48	PC	84.80
4	12020416	2 X 4 X 16 FT #1 & 2 KD SPRUCE S4S *** PREMIUM GRADE ***	6 PC	14.22	PC	85.32
5	07020416	2 X 4 X 16 FT #1 PRIME SYP KD PRES TREATED, GROUND CONTACT (104PC)	3 PC	21.64	PC	64.92
6	07060608	6 X 6 X 8 #2 SYP KD PRES TREATED, GROUND CONTACT	4 PC	51.04	PC	204.16
7	07060610	6 X 6 X 10 #2 SYP KD PRES TREATED, GROUND CONTACT	4 PC	69.40	PC	277.60
8	42594804	19/32" 4 X 8 DOUGLAS FIR TEXTURE 1-11 (4" OC) ROUGH FACE, APA RATED 303-6 SIDING, SHIPLAP EDGE 3/8"W X 1/4"D GROOVE	10 EA	68.34	EA	683.40
9		End of Wall				1,622.10
10		Roof Frame				
11	12020812	2 X 8 X 12 FT #1 & 2 KD SPRUCE S4S	40 PC	17.13	PC	685.20
12	12021216	2 X 12 X 16 FT #1 & 2 KD SPRUCE S4S *** PREMIUM GRADE ***	4 PC	38.52	PC	154.08
13	39344822	3/4" (23/32) 4 X 8 C-D DOUGLAS FIR PLYWOOD 48/24 SPAN RATED APARTD EXP 1	12 EA	39.80	EA	477.60
14	29LMCB	CERTAINTED LANDMARK CHARCOAL ROOF SHINGLE (3 BND SQ) 230# SQ	12 BDL	32.08	BDL	384.96
15	46810200	L&R 8" X 10 FT WHITE ALUMINUM DRIP EDGE 26GA (STANDARD)	8 EA	10.83	EA	86.64
16	11C0110	1 X 10 X 16 FT KLEER PVC TRIMBOARD (3/4" X 9-1/4")	6 PC	74.57	PC	447.42
17	47TYJR	SIMPSON H2-5A2 (Z-MAX) HURRICANE TIE (100 PC PER BOX)	1 BOX	42.41	BOX	42.41
18	55516DG	SENCO 16D (131) H/D GALV SMOOTH C/H STICK NAIL (2.5M) KC29-ASBX	1 BOX	109.44	BOX	109.44
19	5558DRG	SENCO 8D (113) H/D GALV RING STICK (2.5) GE24-ASBX **** GE24-ASBX ****	1 BOX	63.06	BOX	63.06
20	54CR3DGALG	1-1/4" GALV COIL ROOF NAIL (7.2M)	1 BOX	38.10	BOX	38.10
21	22_88888818_22710	MT516	8 EA	1.16	EA	9.28
22	47BC6	SIMPSON BC6Z POST CAP/BASE CONNECTOR ZMAX COATING (5-1/2" TO 5-1/2")	4 EA	21.98	EA	87.92

This quote is valid until 01/21/2021. This is an estimate only. Please verify all dimensions and quantities.  
This Quotation does not represent any guarantee of total price or quantity.

1/7/2021 10:00:19AM

(REPRINT)

Page 1 of 2



# Arlington Coal and Lumber Co.

41 Park Avenue, Arlington, MA, 02476

(781) 643-8100

## Quotation

Quote No **198460**  
Quote Date 01/07/2021

**Sold To**  
WELLEN CONSTRUCTION, INC.  
P.O. BOX #5967  
MARLBOROUGH, MA, 01752

**Ship To**  
WELLEN CONSTRUCTION, INC.  
P.O. BOX #5967  
MARLBOROUGH, MA, 01752

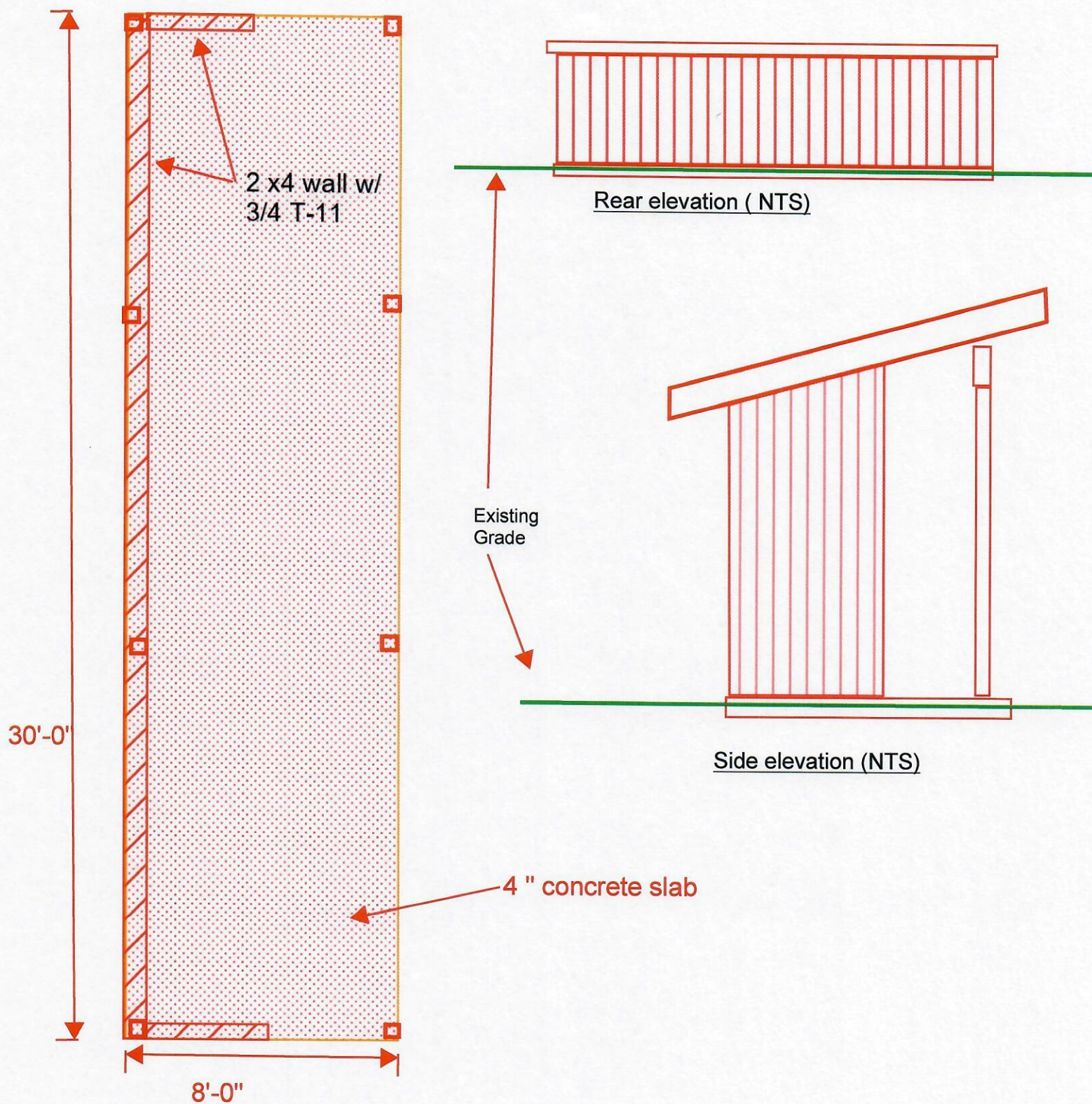
Customer 2294000  
Cust PO  
Date Req'd On 01/07/2021  
Taken By Tim Martin  
Sales Rep Mark N. Thomas



Ln	Product Code	Description	Qty/Footage	Price	Per	Total
23	47ABU66	SIMPSON ABU-66Z HEAVY DUTY 6X6 POST BASE	3 EA	41.83	EA	125.49
24		Z-MAX				
25		End of Roof Frame				2,711.60
26	60MS	Slab				
26	60MS	5' X 10' WIRE MESH SHEET 6X6 MESH GRID; 10/10 GA.	8 EA	11.05	EA	88.40
27	62120400	12" X 4 FT (.115) CONCRETE FORM TUBE	4 EA	10.15	EA	40.60
28		End of Slab				129.00

Total Amount	\$4,462.70
Sales Tax	\$276.92
Quotation Total	\$4,741.62



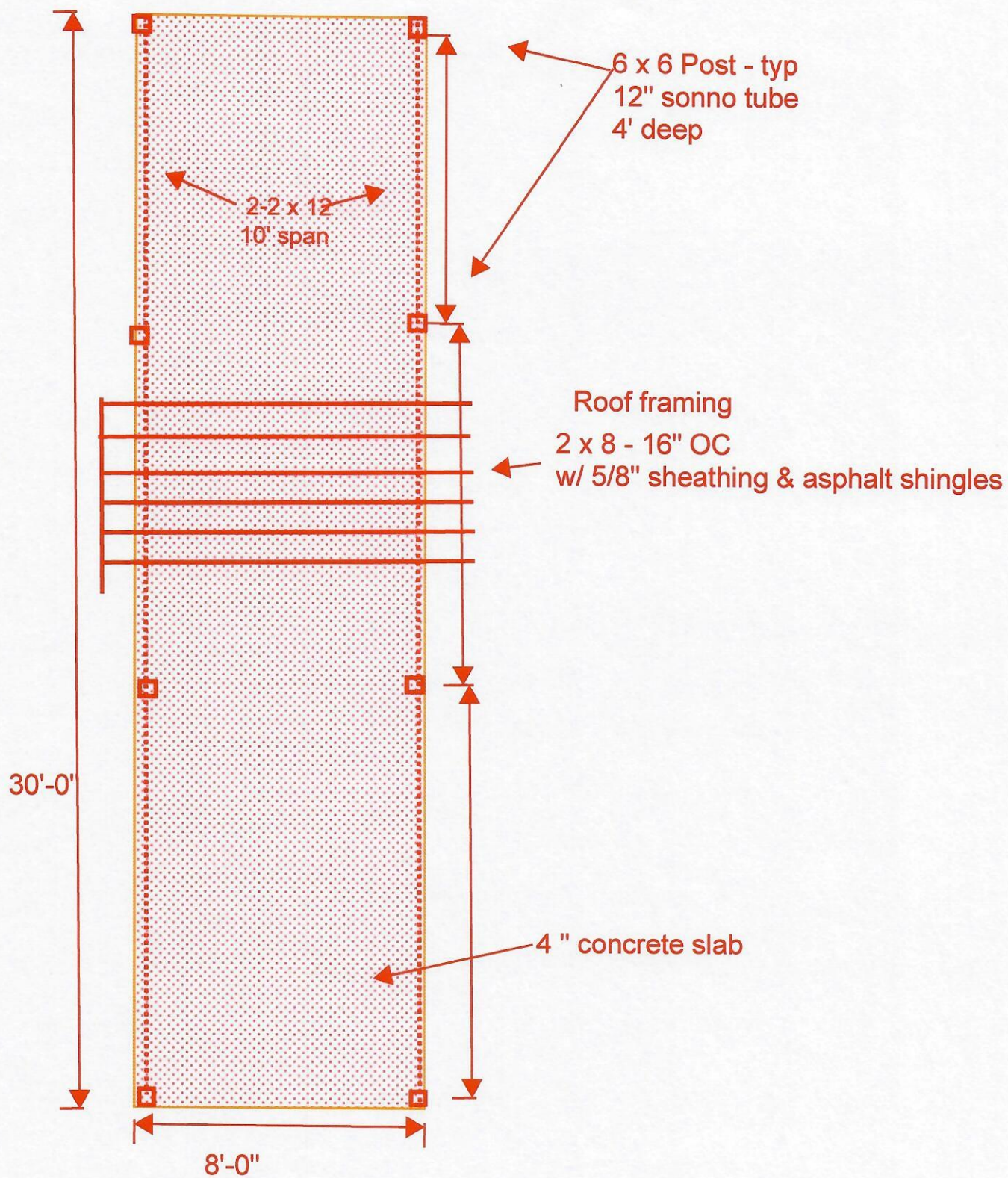


## Millis High School Dugout project

A-2 Wall plan /  
section

Scale - 1/4" = 1'-0"



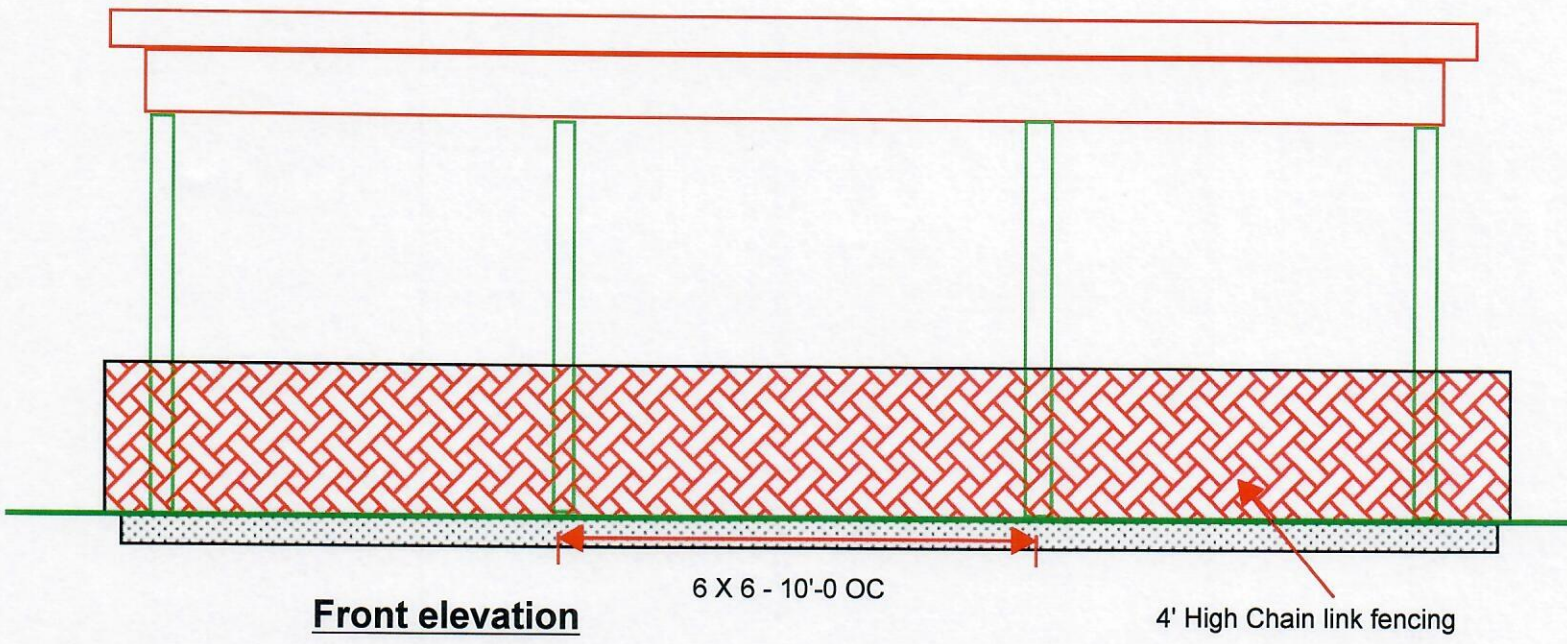


## Millis High School Dugout project

A-1 Roof plan

Scale - 1/4" = 1'-0"





**Front elevation**

6 X 6 - 10'-0 OC

4' High Chain link fencing



# Appendix 1 – Millis Community Preservation Funding Request

Date: 1/21/21

Project Title: Henry F. Walling Map Preservation Phase II

Full Name of Entity Submitting Application:

Millis Public Library

Contact Person: Wendy Barry

Chair, Trustees of the Millis Public Library (MPL)

Address: 961 Main St  
Millis, MA 02054

Telephone: Library 508-376-8282  
Wendy 617-388-7632

Email: wendybarry@comcast.net

Purpose: Please check all that apply:

☐ Open Space

☐ Community Housing

☒ Historic Preservation

☐ Open Space / Recreation

Amount of CPA Funding Requested: \$ 1469- (Provide summary below)

Estimated Costs:

Fiscal Year*	Total Project Cost	CPA Funds requested	Other Funding Sources and Amounts
2020			
2021	\$1469-	\$1469-	
2022			
2023			
2024			

\* Fiscal year begins on July 1 of the previous calendar year

Please provide a full description of the project on a separate sheet stapled to this application. This could include available information such as:

- Property address including assessor's map;
- Lot and block number;
- Name of current owner;
- Copy of recorded deed of current owner;
- A statement of need, to be documented with appropriate support information;
- A brief narrative indicating
  - how this proposal meets the goals of the Community Preservation Act,
  - how it benefits the Town of Millis, and
  - any other information you feel the CPC should consider when reviewing your application.
- Additional or alternative sources of funding for this project;
- Description of natural features of the property, if applicable;
- Maps, visual aids and other supplemental information;
- Surveys;
- Appraisals and agreements.

For CPC Use:

Application received on and by:

<u>CS</u>	<u>1/28/21</u>
(Name)	(Date)

Project presented to CPC on:

(Date)

Initial review by:

--

Recommendation: (please write addition comments on the back or on another sheet)

APPROVE:

☐

DISMISS:

☐

DATE:

--



## Henry F. Walling Map Preservation Project Phase II

### Background

Earlier this year the Millis Public Library was gifted an 1852 Henry F. Walling map of the Town of Medway. The map is of historic significance to the residents of Millis. The town of Millis was part of the town of Medway when the map was surveyed and is detailed on the map as East Medway and Rockville. The map was a gift from former Library Trustee and lifelong Millis resident Nancy Gittins who is a decedent of the Adams family who were early residents in Medway and later Millis. According to Ms. Gittins this map has been an interesting family item that was stored in attics and closets alternatively over the years. She reports that many of her Adams grandfathers held office in the towns of Medway and, after 1885, in Millis. Her understanding is that this map hung in the office of her great, great grandfather Edward Adams.

The following information on Walling is from the Boston Rare Maps website:

"Henry Walling was perhaps the most accomplished and interesting American mapmaker of the mid-late 19th century, in no small part because of his prolific output: Between 1848 and 1888 he produced perhaps 150 large-scale, separately-issued maps of American towns and counties; several seminal state maps; numerous state and county atlases; and many maps for the U.S. Geological Survey. But arguably his greatest impact was as a serial innovator. He helped pioneer new models of partnership between commercial, local, state and Federal mapping enterprises; demonstrated that commercial mapmakers could produce high-quality, low-cost maps by drawing on the work of government scientific agencies; was a leading advocate of applying geodetic survey methods and tools to local and regional surveys; and catalyzed the first topographical (i.e., three dimensional) survey of an American state."

The goal of the Millis Public Library Trustees is to put the map on display in the Local History room at the library. This is in keeping with the assumed original use of the map as a wall mounted reference for town officials. The map is currently attached at the top to a wooden molding stick and bottom rod that would have been part of a retraction mechanism – rolling the map up when not in use. The map suffers from some water damage, creasing damage and vermin chewing on the edges due to its haphazard storage over the years. The first step is to have the map stabilized – retaining its aged character and the original wooden hanging devices. After this is accomplished a second phase of the project will be to have the map mounted and framed for display in a historically sensitive way to ensure it is available for future generations.



## Henry F. Walling Map Preservation Project Phase II

The trustees have had the map valued by Boston Rare Maps. This appraisal was completed through high resolution digital review. The estimated as-is condition is \$250 and as-restored \$1,500-1,750.

### Phase I

As a result of CPA funding Phase I of the Henry F. Walling Map Preservation Project is complete. The map was stabilized and minimally repaired as part of that stabilization at the cost of \$450. Please note that the original wooded hanging devices and the map edging was in such ill repair that the devices could not be reattached to the stabilized map. The map is now in a "stand alone" (flat) condition, not suitable for "rolling-up" as required by the original hanging devices. The CPC committee had approved \$600 for this project, leaving \$150 unexpended.

### Phase II

As previously stated, the goal of the Trustees is to have the map preserved **and** available to the public. There are several ways public access is envisioned:

1. Have a high-resolution digital file of the map created. This will allow the map to be shared electronically with the public in various ways and will ensure the historical information on the map will be preserved in perpetuity.
2. Produce two high resolution dry-mounted reproductions of the map. The Trustees would provide one of these reproductions to the Town and the other to the Historic Society for display. Note: Framing of these prints would be in a later phase of this project as a definitive quote for the framing could not be obtained without the actual item to be framed.
3. Mounting and framing of the original map in a preservation sensitive manner so it can be displayed in the Local History Room at the Millis Public Library and will remain available for future generations.

As with Phase I, the Trustees consulted with the President of Boston Rare Maps for vendor recommendations for Phase II. Based on those recommendations, the Trustees obtained quotes for items 1 and 2 above from Morin's Studio & Camera Shop in Milford and for item 3 from Michael's in Bellingham:

1. Digitization - \$55
2. 2 Dry-mounted Prints - \$703
3. Preservation Framed Original Print - \$711 (Note: This price is with discounted pricing offered periodically by the vendor. The Trustees would wait for discounted pricing to complete the framing. Full price quoted was \$1,527.)

## **Henry F. Walling Map Preservation Project Phase II**

The Trustees are seeking Community Preservation Committee funding in the amount of \$1,469 for Phase II of the map project.

This project meets the Community Preservation Act goals. Phase II, as described above, will preserve, and provide improved public access to the map, a historic town document. It will be available for future generations of Millis citizens.



## STATEMENT

## Morin's Studio &amp; Camera Shop

14 PINE STREET, MILFORD, MA. 01757  
508-473-0211DATE 10/15 2020M Town of Millis- quote -  
C/O Wendy Barry

Photograph custom				
Size large document			\$	25 00
hi-resolution digital				
file				30 00
2 Custom size				
PRINTS approx.				
24x36				
@299.00 each				598 00
2 drymounting				
@40-				80 00
Shipping & handling				25 00
			\$	
TOTAL				758 00
AX EXEMPT #				



# ESTIMATE

ORDER  
P55240

CUSTOMER  
Wendy Barry (508) 376-9633

TAKEN BY  
Anne

ORDER DATE  
10/8/2020



Total Size: 42 3/4" x 31 3/4"

~~Your order is estimated to be completed on:~~

~~Thursday, October 22, 2020~~

We'll call you at (508) 376-9633 when it's ready for pickup.

Your framer Anne is available to answer any questions about your order, just call (508) 966-0463 or drop by Michaels Stores, Inc. #1034 at 251 Hartford Ave Bellingham, MA 02019-3007.

#### Privacy Policy:

Michaels Stores, Inc. collects information about you when placing a framing order. This information may include your name, mailing address, e-mail address, or phone number. It may also include any other personal or preference information that you provide. You consent to Michaels Stores, Inc. and its related affiliates using this information to share special opportunities and offers that may be of interest to you. You may withdraw your consent to use this information at any time.

#### Damage and Return Policy:

Michaels Stores, Inc.'s total liability for any loss or damage to a customer's property shall not exceed \$250, and Michaels Stores, Inc. shall have no liability for any property left over 60 days from today. All returns will be processed based upon the original payment method. If the order is cancelled the same day, a full refund will be issued. Refunds on orders cancelled after the original order date are limited to unprocessed custom components only.

Artwork	Size	Condition	Mounts
Medway Map	36" x 25"	OK	Preservation
Description	List Price	Price	
1 3/16 Acid Free Foam Core Backing	\$9.00	\$0.00	
1 MP Acrylic (36" x 48")	\$855.00	\$0.00	
1 COUNTESS PLUS Claret 4Ply	\$356.00	\$0.00	
1 Plain Air Charcoal with Gold Lip 3873015	\$695.00	\$0.00	
1 Preservation	\$49.00	\$0.00	
1 Preservation Fit	\$53.00	\$0.00	
1 Ebony - 4 Ply Rag:B8644	\$179.00	\$0.00	
1 Basic(36" X 48")	--	\$279.00	
1 Upgrade Frame to Deluxe	--	\$71.00	
1 Upgrade Mat to Specialty Mat	--	\$15.00	
1 Upgrade Glass to Masterpiece Acrylic	--	\$189.00	
1 Add a HW Fabric Mat	--	\$115.00	

#### NOTES:

SUBTOTAL	\$669.00
QUANTITY	1
TAX	\$41.81

**TOTAL: \$710.81**

**You saved \$1,527.00**

2/ package pricing  
10/8, 1pm



# TOWN OF MILLIS

**TO:** Select Board

**FROM:** Michael Guzinski, Town Administrator

**DATE:** February 2021

**RE: Municipal Needs**

---

## List of Municipal needs:

- *Expand Hours of Senior Center to 40 Hours per week*
- *Expand Library Operation to 7 Days per week*
- *Expand Recreation Department Operations*
- *Develop Shared Services with School Dept. for*
  - *HR Director and IT Director*
- *Establish Budget for Road Construction/Maintenance*
  - *outside of Ch. 90 Grant Funding*
- *Increase Tree Trimming/Removal Budget*
- *Additional DPW Staff (2)*
- *Additional SB/TA Office Staff Hours*
- *Additional Treasurer's Office Staff Hours*
- *Municipal Facilities Director*

## Long Term Objectives:

- *OPEB Funding*
- *Stabilization Fund Level at 5% of Operating Budget*
- *Open Space Funding*



## SPRING 2021 TOWN MEETING ARTICLE LIST

1. Unpaid Bills
2. FY21 Additional Wages and Expenses
3. FY22 Operating Budget
4. Service Employees International Union #888 Ratification\*
5. Professional Firefighters Local #4704 Contract Ratification\*
6. Sewer Enterprise Fund
7. Water Enterprise Fund
8. Stormwater Enterprise Fund
9. Consent Agenda:
  - Amendments to Personnel Plan
  - Board of Health Appointing Authority
  - Revolving Funds
  - Community Preservation Fund
10. Community Preservation Historic Resource Reserve Fund – Phase II Walling Map Rehab
11. Community Preservation Open Space/Recreation Reserve Fund – MHS Dugout Project
12. Independent Annual Audit
13. FY22 Personal Property Interim Year Inspections (BOA)
14. FY23 Recertification Process (BOA)
15. Capital Items
16. Previously Approved Bus Lease - Years 4/5\*
17. Previously Approved Computer Lease – Years 2/3\*
18. New Computer Lease – Year One\*
19. 61A Purchase – Braun Property/Village Street
20. Street Acceptance – Hickory Hills Subdivision
21. Zoning Bylaw Amendment – Performance Based Solar Ordinance
22. Zoning Bylaw Amendment – Parking Dimensions
23. Zoning Bylaw Amendment - Compact Car Parking
24. Zoning Bylaw Amendment – Cannabis Delivery\*
25. Town Bylaw Addition – Waiver of Town Building Project Permit Fees
26. Town Bylaw Amendment – Sewer
27. Update Emergency Response Plan
28. PFAS Treatment Design
29. Design/Construction of Drainage Rehab at Village Street and Birch Street
30. Authorize the Sale of Town Land – Acorn Street
31. PILOT Agreement – CFB Solar \*
32. Medicare/Medicaid Reimbursement Services
33. Unemployment Insurance Fund
34. OPEB Fund
35. Stabilization Fund

\*unofficial article – SB will consider at future meeting



# Town of Millis

## Host Community Agreement

### Marijuana Impact Funds Request - FY2022

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



## Finance Committee Meeting

February 24, 2021 7:00 PM EST  
Zoom Remote Meeting Platform  
Millis, MA 02054

### In Attendance:

Pete Berube, Chairman  
Craig Schultze, Vice Chairman  
Doug Riley, Clerk  
Joyce Boiardi  
Jim Borgman  
Jodie Garzon  
Cathy MacInnes  
Shawn Power  
Katie Tieu

### Invited Guest:

Michael Guzinski, Town Administrator  
Carol Johnston, Finance Director  
James F. McKay, DPW Director

Jodie Garzon called the Finance Committee Meeting to order at 7:03 PM.

### Election of Officers:

Jodie Garzon announced she is stepping down as Chairman and welcomed any nominations or a member stepping forward to serve as Chairman. Cathy MacInnes nominated Pete Berube as Chairman; Joyce Boiardi seconded. Pete Berube is willing and made the committee aware he is running for the open Select Board Member seat. Typically, the committee tries to have the Chairman in place for a two-year tenor. Craig Schultze is also running for the open Select Board Member seat and is willing to serve as Vice Chairman. Whomever wins the Select Board seat the other candidate can then step into the role as Chairman of the Finance Committee.

Vote for Pete Berube as Chairman 8/0 1 abstained. Motion Carries. Vote for Craig Schultze as Vice Chairman 9/0. Motion Carries. Doug Riley will remain Clerk unless another member is interested in the role. Vote for Doug Riley as Clerk Vote 9/0 Motion Carries.

### Snow and Ice Budget Update:

Jim McKay congratulated Pete Berube on his nomination as Chairman and gave an overview of the FY21 Snow and Ice Salaries and Expenses expended to date with the exception of the School Department's Overtime and Expenses for Snow and Ice removal. Four Town Building employees remove snow and ice from the Library, Town Hall and Police Station. The Fire and Rescue Crew Members remove the snow and ice at the Fire Station.

This is the first Fiscal Year Salaries and Expenses for Town Buildings are included in the DPW's Snow and Ice Budget. In FY20, the Snow and Ice Budget turned back funds to the General Fund however, the salt shed was not full at the start of FY21. Salt prices for FY21 are \$43.18 per ton; approximately \$1.00 less than FY20. The town participates in a consortium for road salt.

Snow and Ice Expenses are budgeted for \$170,727.00 and Salaries \$48,000.00. Expenses are in deficit \$99,252.37 and the Salaries deficit is \$48,080.44. Expenses include road salt, contractors and repairs to vehicles and equipment. A \$9,000.00 expense was incurred to replace a Front-End Loader Plow. The DPW has eleven crew members and contractual obligations require double overtime after a 12-hour shift. The December storm and a January storm were two-day events. This last storm, ½ foot, was a three-day event. The town employees Kenneth "Alec" McColl, a retired DPW employee for snow removal when needed. The Millis Police Department makes the

determination when the roads need to be treated with salt for Public Safety prior to the DPW Crew being dispatched. The ten- year average annual deficit for Snow and Ice removal is \$150,000.00. The Hickory Hills development, once accepted as a town road, will increase Snow and Ice removal costs. This will require an additional snow removal contractor; the town currently hires eight contractors with various pieces of equipment. The hourly rate for the contractors ranges from \$85.00 to \$150.00 which includes the cost to maintain the vehicle, labor, fuel and insurance. The town offers higher rates for contractors than Mass Highway but comparable to surrounding towns. One contractor is hired strictly for snow removal in town owned parking lots. The town requires \$500,000.00 in Bodily Injury Auto Insurance and \$100,000.00 in Property Damage and Workers Compensation Insurance. The Insurance Certificate must name the Town of Millis as additionally insured for snow plow operations. Under the town's Personnel Plan, the DPW Director receives a stipend after eight to twelve snow emergencies. The DPW FY22 Budget Request includes one additional DPW Crew Member.

#### Vote to Authorize Spending in Excess of Appropriation – Snow and Ice:

Cathy MacInnes made a motion to authorize spending in excess of appropriation for Snow and Ice, not to exceed \$250,000.00; Craig Schultze seconded. Roll Call Vote: Joyce Boiardi – aye, Cathy MacInnes – aye, Doug Riley – aye, Craig Schultze – aye, Jim Borgman – aye, Katie Tieu – aye, Shawn Power – aye, Jodie Garzon – aye and Pete Berube – aye. Motion carries unanimously.

Pete Berube asked Jim McKay to give an overview of the PFAS Water situation in town and inquired why it is not being addressed with more urgency. Jim McKay made the committee aware the town has applied for a grant to address PFAS treatment. The town's wells are tested for PFAS on a monthly basis. The Enterprise Fund Committee reviews and discusses the results and possible treatment options at their monthly meetings. Once a well's PFAS level reaches 20 PPT (Parts Per Trillion) the well is taken offline. In the event another well is taken offline, the town would seek emergency funding through the Finance Committee and Select Board or the Department of Revenue to keep water distribution operating.

#### Possible Reserve Fund Transfer Requests:

Mike Guzinski made the committee aware the Recreation Department will seek a Reserve Fund Transfer to bridge a gap between March and June of this Fiscal Year. The department's programs were halted during the COVID-19 Pandemic. In addition, water damage to the Town Hall Gymnasium floor, which was covered by the town's insurance, affected some Winter Programs resulting in loss of revenues. The dollar amount will be calculated in the next couple of weeks.

#### Review Select Board's FY22 Operating Budget Priorities – Postponed until March 3, 2021

#### Spring Town Meeting Warrant Articles Discussion:

Mike Guzinski presented the current Warrant Article List; it is subject to change:

Article #1 Unpaid Bills – previous Fiscal Years

Article #2 FY21 Additional Wages and Expenses

Article #3 FY22 Operating Budget

Article #4 Sewer Enterprise Fund

Article #5 Water Enterprise Fund

Article #6 Stormwater Enterprise Fund

Article #7 Consent Items:

- Amendments to the Personnel Plan
- Board of Health Appointing Authority
- Revolving Funds
- Community Preservation Fund

Article #8 Community Preservation Historic Reserve Fund – Phase II Walling Map Rehabilitation

Article #9 Community Preservation Open Space/Recreation Reserve Fund – MHS Dugout Project



Article #10 Independent Annual Audit

Article #11 FY22 Personal Property Interim Year Inspections – Board of Assessors

Article #12 FY23 Recertification Process – Board of Assessors

Article #13 Capital Items

The Capital Planning Committee is working on the report and will present it to the Finance Committee on March 31, 2021.

Article #14 Previously Approved School Bus Lease – Year four of five

Article #15 Previously Approved School Computer Lease – Year two of three

Article #16 New Computer Lease

Article #17 61A Purchase – Braun Property on Village Street

The Select Board will hold a Public Hearing on the purchase, \$1,000,000.00, on Monday, March 1, 2021, at 7:00 PM. Funding and possible uses of the property will be discussed.

Article #18 Street Acceptance – Hickory Hills Subdivision

Article #19 Zoning ByLaw Amendment – Performance Based Solar Ordinance

Article #20 Zoning ByLaw Amendment – Parking Dimensions

Article #21 Zoning ByLaw Amendment – Compact Car Parking

Article #22 Zoning ByLaw Amendment – Cannabis Delivery

Article #23 Town ByLaw Addition – Waiver of Town Building Project Permit Fees

The waiver is generally approved by the Select Board per project. Adding the ByLaw would eliminate the Select Board's approval to waive all future Town Building Project Permits.

Article #24 Town ByLaw Amendment – Sewer

The Enterprise Fund Committee has discussed the town's sewer capacity limits at the Charles River Pollution Control District and will be presenting a proposal to the Select Board.

Article #25 Update Emergency Response Plan – Water Treatment and Distribution

Article #26 PFAS Treatment Design

Article #27 Design/Construction of Drainage – Birch and Village Street Intersection

This article addresses Stormwater issues at the intersection.

Article #28 Authorize the Sale of Town Land – Acorn Street

A resident has asked to purchase a section, less than an acre, of town owned land.

Article #29 Medicare/Medicaid Reimbursement Services

Article #30 Unemployment Insurance Fund

Article #31 OPEB (Other Post-Employment Benefits) Fund

Article #32 Stabilization Fund

Craig Schultze made the committee aware the Charter Review Committee will be presenting their recommendations to the Select Board in the next few weeks which could possibly add other Spring Town Meeting Articles to the list.

Mike Guzinski made the committee aware that the Monday, May 3, 2021 Spring Town Meeting may need to be changed to possibly the Saturday before or after in order to hold the meeting outdoors. This will not affect the scheduled Town Election on Monday, May 10, 2021.

#### Finance Committee's Policies and Procedures Handbook Discussion:

Jodie Garzon made the committee aware links to the Town Charter and Town ByLaws are available on the Town's Website under the Finance Committee. Neither document fully describes what the Finance Committee's purpose is, what their responsibilities are or Committee Officers. In the past few weeks, she has drafted a Finance Committee Policy Document for discussion. A Sub-Committee could work on finalizing the document for presentation to the entire committee for approval.

The approach could be a five-page document, similar to the Select Board's Policy, as well as a more comprehensive document outlining the Chairman's role, etc.; there are a lot of unwritten rules and expectation. This would enable broader discussion with members who have recently moved to town or are not well versed in local government procedures. Cathy MacInnes submitted a memo to the committee with various questions that could be answered in a Finance Committee Policy and Procedure document. Select Board Chairman, Jim McCaffrey, has also suggested a document should be available for residents as well as Finance Committee members.

Peter Berube agreed, a succinct and concise document outlining the committee's role, how Operating Budgets are formulated and presented to the committee etc. would be very helpful for newer members to the committee. Shawn Power agreed it would help members joining the committee midcycle and would gladly be part of the Sub-Committee. Katie Tieu agreed, a document outlining the committee's role and its procedures would be very helpful. Doug Riley suggested identifying items during this budget cycle to be included in the manual. Joyce Boiardi expressed her frustration with the unknown of committee procedures and how inquiries should be addressed. Craig Schultze clarified the Open Meeting Law; discussions cannot transpire with a quorum, five, Finance Committee Members. Jim Borgman agreed as well, there is a lot of history that new members are not aware of; the 65/35 Revenue Split for example.

Peter Berube suggested members email him if they are interested in participating in the Sub-Committee, which will be a 3 or 4-member committee and asked Jodie Garzon to be a member.

Cathy MacInnes asked to discuss how the Finance Committee reviews the Operating Budget and Warrant Articles prior to their recommendations to Town Meeting. The town is seeing an influx in revenues, the HCA Marijuana Impact Fees, 3% of sales have restrictions on their use, however the Sales Tax Revenues could be used for road improvements. Craig Schultze noted the change in how Operating Budgets and Warrant Articles are presented to the Finance Committee changed after Town Administrator, Charlie Aspinwall, resigned. The Finance Committee was presented with all Operating Budget and Warrant Article Request, giving options to the Finance Committee and participants at Town Meeting to either approval or dismissal.

The Interim Town Administrator, Suzanne Kennedy, implemented a process in which the Select Board make their recommendations for the upcoming Fiscal Year's Operating Budget and Warrant Articles prior to review by the Finance Committee. This process does not allow for options for the Finance Committee or the voters at Town Meeting; it's a certain amount of funds available and is allocated based on the Select Board and School Committee's recommendations.

With an array of Warrant Articles for the Finance Committee consider, it gives the committee options; not a rubber stamp of the Select Board's recommendations. Doug Riley agreed, the Finance Committee can only make recommendations on the Warrant Articles and Operating Budget presented by the Select Board. Pete Berube suggested the committee ask Mike Guzinski, Town Administrator, questions and/or express concerns on Warrant Articles which can be then be communicated to the Select Board. He also expressed the Tri-Board Meetings importance in planning and executing the town's goals and objectives moving forward. Craig Schultze asked that the Capital Planning Committee present all items requested so that the Finance Committee has the ability to make its recommendations based on their views, funding for road improvements for example. Having a limited list ties the hands of the Finance Committee; if it is not listed on the Warrant, it cannot be voted at Town Meeting.

Although there is not a current Warrant Article to increase the number of Select Board Members, the Charter Review Committee will be bringing their recommendations to Select Board. The Charter Review Committee voted unanimously to increase the number of Select Board Members from three to five. Ultimately, it is up to the Select Board to decide if those recommendations will be included in the Spring Town Meeting Warrant.

Jodie Garzon asked the committee to review the FY22 Department Requests posted to the Finance Committee's Webpage at [www.millisma.gov/finance-committee](http://www.millisma.gov/finance-committee). Hard copies will be provided upon a Finance Committee Member's request.

Doug Riley asked for clarification on the HCA Impact Fees department requests and the amount available from the Sales Tax Revenues, which are part of the base budget, discussed at the February 18, 2021 Tri-Board Meeting.

Craig Schultze asked that a Select Board Member attend the Finance Committee Meetings going forward; Pete Berube concurred.



Tri-Board Meeting Minutes Approval:

Jodie Garzon made a motion to approve the January 28, 2021 Tri-Board Meeting Minutes; Craig Schultz seconded. Vote: 8/0 1 abstained. Motion Carries

Jodie Garzon made a motion to approve the February 18, 2021 Tri-Board Meeting Minutes; Cathy MacInnes seconded. Vote: 5/0 4 abstained. Motion Carries

Old Business/New Business:

Pete Berube intends to continue to be a member of the Capital Planning Committee. As a member, it is helpful to get a bird's eye view into the overall Capital Needs of the community.

Pete Berube and the committee members thanked Jodie Garzon for all her hard work as Chairman for the last several years and developing the Millis Finance and Budget Glossary as well as her vast knowledge of the OPEB and Stabilization Fund Policies.

The next Finance Committee Meeting is scheduled for Wednesday, March 3, 2021 at 7:00 PM and invited guests include Nate Maltinsky, Community Preservation Act Committee Chairman. Topics for discussion will include the 61A Property Purchase, Millis Lansing Building and the CPA's available funds. Shawn Power is the Finance Committee's liaison to the CPA.

Adjourn Meeting:

Cathy MacInnes made a motion to adjourn the Finance Committee Meeting at 8:50 PM; Craig Schultze seconded. Vote: 9/0 motion carries unanimously.

Respectfully submitted,  
Deirdre Gilmore