



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 31, 2021
Time: 7:00 PM
Location: Remote

The Meeting will be broadcast live on: Zoom Virtual Platform: <https://us02web.zoom.us/j/84198106258>
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 ☐; Jon Barry ☐; Karen Bouret ☐; Robert Mullaney ☐; Terry Wiggin ☐; School Committee ☐; 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	Capital Planning Committee Presentation	Jon Barry
~7:25	Town Buildings FY22 Budget Request Discussion	Karen Bouret
~7:35	Debt Services, Employee Benefits and General Insurance FY22 Budget Request Discussion	Carol Johnston
~7:50	Executive Office/Select Board and Town Counsel FY22 Budget Request Discussion	Mike Guzinski
~8:00	School Department FY22 Budget Request Discussion	Robert Mullaney
~8:45	Spring 2021 Town Meeting Warrant Articles Discussion and Recommendations	Mike Guzinski and Committee
~9:10	Finance Committee Policies and Procedures Handbook Discussion	Committee
~9:20	Old Business/New Business	Committee
~9:25	Finance Committee Meeting Minutes Approval	Committee
~9:30	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 at Noon – MS/HS Parking Lot

Upcoming Meetings:

Wednesday, April 7, 2021

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

Capital Planning Committee Report – May 2021

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

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

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

	# of projects	Total estimated cost
Highest priorities	8	\$ 1,911,752
Medium priorities	5	264,867
Lower priorities	5	162,508
Total	18	\$ 2,339,127

High priorities include engineering studies to assess options for PFAS remediation, a replacement of one of the Town's ambulances, special education vans, stormwater upgrades in the Village/Birch street area, and a state-mandated water systems emergency response plan. Medium priorities include a new police car, upgrades to kitchen equipment for the senior center and a replacement school bus.

It is noted that there are many capital needs that appear on the attached schedule that need to be deferred into the future when funding is available to proceed on these items.

Also included in this report is a schedule that summarizes the Town's known long-term capital needs for the next 10-years and beyond that have been identified by the various departments. The intent of the Committee is to provide the citizens of Millis with as much transparency as possible to the evolving future capital needs of the town, and as you will see, they are significant, totaling approximately \$73.2 million, which is a significant increase from our 2020 report, which identified approximately \$54.6 million of projects. The roughly \$19 million increase is due to a number of placeholders that have been added to the list including the potential cost of a senior center (\$7.5M), costs related to renovating the Lansing Millis building (\$2M). Also included in the plan is approximately \$8M towards design and construction of new water treatment plants that will likely be necessary for PFAS mitigation mandated by the Massachusetts Department of Environmental Protection. The report breaks down the capital items into several categories, including Facilities, Public Safety, Public Works, Schools and other. The items are then subcategorized by department.

It should be noted that this long-term report does not represent a recommendation from the Committee to proceed with any particular capital item on the list, nor does it presume what source(s) of

funding would be needed to proceed with these capital items. It should also be noted that this long-term report will be updated periodically as new capital needs are identified, or items are removed from the list. The report will also be updated to reflect updated cost estimates for items as they become closer to reality. In particular, it should be noted that the Town is currently assessing potential options for the long-term needs of the Middle/High School and as of the writing of this report, we do not have enough information to provide a cost estimate and will update the report as more information is available.

The Committee had intended to hold a public meeting in advance of the Town Meeting to review the report with interested parties, but the current logistics related to social distancing and have made that impractical. We will look to hold a meeting at some point in the future once it is feasible to have a public gathering.

Since the Committee first compiled information on the Town's capital needs, we have refined the prioritization process, however, we recognize that there are areas that will need to be further developed within the capital planning process, and as such, the Committee expects that the long term capital plan and the annual recommendation process will evolve over time to meet the needs of the Board, other relevant committees, department heads, and most importantly, the citizens of the Town of Millis.

The members of the Committee have regularly scheduled meetings where the public is welcome to attend and ask any questions regarding this report and we look forward to working with all interested parties on this important initiative. We also note that the Committee currently has two positions open for additional members and would be happy to meet with any member of the community who might be interested in taking a seat on the Committee.

Respectfully submitted,

Town of Millis Capital Planning Committee

Jonathan Barry – Chair

Peter Berube

John Corcoran

James McCaffrey

Kerri Roche

Capital Planning Committee Priorities for May 2021 Town Warrant

Highest priorities			
Department	Description	Estimated Cost	Comment
DPW	PFAS Design - D'Angelis water treatment plan Phase 1	\$197,900	Grant funding has been obtained to cover this cost
DPW	PFAS Design – D'Angelis water treatment plan Phase 2	200,000	
DPW	PFAS Design - Wells 3-6	255,600	
Fire	Ambulance Replacement	350,000	
School	2 Special education vans	103,500	
DPW	Water Systems Emergency Response Plan Update	30,000	
Town Administration	VMB Fire Alarm Replacement	63,024	
DPW	Village/Birch street stormwater upgrades	711,728	
	Subtotal	\$1,911,752	
Medium priorities			
Police	Cruiser (to replace car 44)	\$47,872	
Council on Aging	Kitchen update	25,000	
Assessor's office	iPad and software for assessor's office	18,595	
School	Apple computer lease	69,900	
School	Bus replacement	103,500	
	Subtotal	\$264,867	
Lower priorities			
School	Skid Steer	\$57,135	Recommend deferral to later date
COA	Handicapped Van	60,000	Recommend deferral to later date
Council on Aging	Flooring VMB Room 21	8,000	Recommend deferral to later date
COA	Vehicle	30,000	Recommend deferral to later date
Building department	Filing system	7,373	Recommend deferral to later date
	Subtotal	\$162,508	
Total		\$2,339,127	

Town of Millis

Capital Planning Committee

Summary of Capital Needs for FY 2022-2031

Row Labels	Sum of 2022	Sum of 2023	Sum of 2024	Sum of 2025	Sum of 2026	Sum of 2027	Sum of 2028	Sum of 2029	Sum of 2030	Sum of 2031	Sum of Indefinite	Sum of 10-Year total
Facilities	71,024	827,225	487,697	791,159	1,078,450	50,000	50,000	50,000	76,878	50,000	16,692,754	20,225,187
COA	8,000										7,525,000	7,533,000
DPW											500,000	500,000
Facilities												-
Multi												-
School	-	744,105	437,697	741,159	1,028,450				26,878		8,503,500	11,481,789
VMB	63,024	83,120	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	164,254	710,398
Other	110,970	103,000	43,000	50,000	25,000	25,000	25,000	75,000	25,000	25,000	9,195,000	9,701,970
Administration	-	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	250,000
Building Department	7,375											7,375
COA	85,000		-					50,000				135,000
Equipment	18,595											18,595
Fields											7,170,000	7,170,000
Lansing Millis											2,000,000	2,000,000
Library		15,000	18,000	25,000								58,000
Oak Grove	-	23,000										23,000
Town Clerk		40,000										40,000
Public Safety	445,572	898,990	500	266,350	380,500	204,450	190,500	486,480	82,495	500		2,956,337
Equipment	30,000	148,990	500	76,350	220,500	204,450	125,500	111,480	82,495	500		1,000,765
Vehicle	415,572	750,000		190,000	160,000		65,000	375,000				1,955,572
Public Works	1,595,149	3,193,254	2,982,255	3,067,850	2,478,976	2,506,878	2,574,882	2,487,993	2,397,000	2,552,000	10,116,444	35,302,681
Equipment	-	160,000		120,000						155,000	63,000	498,000
Infrastructure	1,595,149	2,970,254	2,930,255	2,877,850	2,478,976	2,481,878	2,484,882	2,487,993	2,397,000	2,397,000	9,903,444	34,354,681
Vehicle	-	63,000	52,000	70,000	-	25,000	90,000				150,000	450,000
Schools	256,035	676,594	411,058	361,712	462,272	473,824	477,208	417,830	781,586	594,536	125,000	5,037,655
Equipment	127,035	382,030	282,058	236,433	335,034	254,570	179,870	194,358	467,798	534,536	125,000	3,118,722
School	60,000	80,000	60,000	60,000	60,000	60,000	60,000	60,000	60,000	60,000		620,000
Vehicle	69,000	214,564	69,000	65,280	67,238	159,254	237,338	163,472	253,788			1,298,933
Grand Total	2,478,750	5,699,063	3,924,510	4,537,071	4,425,198	3,260,152	3,317,590	3,517,303	3,362,960	3,222,036	36,129,198	73,223,830

Town Building

FY22
TOWN BUILDINGS 01198

Personnel Services

	FY2017 ACTUAL	FY2018 ACTUAL	FY2019 ACTUAL	FY2020 ACTUAL	FY2021 TM ADOPTED	FY2022 REQUESTS	FY2022 PROPOSED
Wages	\$69,678	\$71,744	\$87,513	\$81,199	\$82,639	\$88,291	
Wages Overtime (50)	\$3,853	\$6,287	\$7,505	\$2,269	\$1,917	\$1,514	
On-Call Wages	\$0	\$0	\$0	\$0	\$0	\$0	
Longevity	\$0	\$0	\$650	\$750	\$750	\$750	
Total	\$73,531	\$78,031	\$95,668	\$84,218	\$85,306	\$90,555	\$0

Expenses

VMB Repairs	\$29,266	\$33,742	\$41,950	\$36,834	\$35,000	\$35,000	
Maintenance Contracts*	\$5,056	\$5,101	\$10,822	\$18,187	\$7,000	\$70,000	
VMB Maintenance Contracts	\$18,945	\$20,468	\$14,909	\$24,005	\$55,000	\$0	
Supplies and Expenses	\$1,379	\$10,103	\$5,453	\$11,264	\$7,730	\$7,730	
Heat and Fuel	\$8,824	\$0	\$0	\$0	\$0	\$0	
Water/Sewer	\$3,981	\$0	\$0	\$0	\$0	\$0	
Electricity	\$60,843	\$38,445	\$0	\$0	\$0	\$0	
Special Expenditure	\$5,650	\$24,127	\$13,383	\$9,178	\$12,000	\$12,000	
VMB Supplies and Expenditures	\$6,207	\$0	\$946	\$617	\$1,000	\$0	
VMB Heating and Fuel	\$11,871	\$12,436	\$13,330	\$20,930	\$15,000	\$15,000	
VMB Water and Sewer	\$2,144	\$2,662	\$2,834	\$3,055	\$3,000	\$3,000	
VMB Electricity	\$39,950	\$0	\$35,718	\$40,122	\$39,000	\$40,000	
Library Electricity	\$35,718	\$37,214	\$39,163	\$35,723	\$31,000	\$30,000	
Auto Reimbursement	\$185	\$172	\$357	\$270	\$250	\$250.00	
Energy Manager Consultant	\$33,244	\$35,737	\$37,076	\$29,186	\$0	\$0	
NEW - CONTRACTUAL Clothing Allowance	n/a	n/a	n/a	n/a	n/a	\$500	
Total	\$263,263	\$220,207	\$215,940	\$229,370	\$205,980	\$213,480	\$0

TOTAL BUDGET

	\$336,794	\$298,238	\$311,608	\$313,588	\$291,286	\$304,035	\$0
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*all maintenance contracts including VMB Contracts

BUDGET NARRATIVE

Description of Department Function

Describe the overall mission or purpose of the Department.

The Town Buildings account provides for various costs associated with the Veterans Memorial Building (Town Hall) including but not limited to building repairs, water/sewer, heat/fuel, electricity and electricity for the Library. The account also covers the maintenance agreement for cleaning services at the Library, Police Station and Fire Station, as well as the salary of the Energy Manager. Additionally, some maintenance contracts for other town buildings are included such as trash disposal.

Programs and Sub-Programs

Consider and list the actual Programs and Sub-Programs Executed by the Department
n/a

Accomplishments

Describe the major describable accomplishments or measurable activities in FY21 or CY20.
Use statistics whenever possible.

Town Hall Updates:

New Gym floor

New Roof

HVAC Climate Control Improvements

Additional Exterior lighting

New Sidewalk Installed behind Gym

Security Cameras

Expanded Energy Management System at Fire Station

Enhanced Energy Efficient Lighting at Library

FY22 Departmental Goals

Describe the initiatives and accomplishments planned for FY22

Fire alarm system update at Town Hall

Complete Energy Management System at Town Hall

Spending Highlights for FY22

Explain any significant budget changes from FY21

Senior Building Maintenance Position for Police/Fire/Library was eliminated. A cleaning contractor now provides cleaning services for those buildings.

Snow removal – shoveling walkways at Town Hall, Police Station, and Library now paid from Snow & Ice budget instead of Building Maintenance OT for proper tracking

Non-tax Funding

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

Green Communities Grant and Utility Incentives – total of \$250, 332*

CARES Act funds to be used for additional cleaning and disinfecting

FLEX Grant from MIIA

*includes some school building projects

TOWN OF MILLIS
FISCAL YEAR 2022 BUDGET
DEPARTMENT: Town Buildings

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
Paul Sims	Sr. Building Maintenance Worker	\$53,235.12	40	6	7	9/12	10 weeks @ step 5/42 @ step 6	\$52,485.12		\$750.00	\$53,235.12
Robert Weiss	Energy Manager	\$35,806.32	21	10A	6	7/1	\$35,806.32	\$35,806.32			\$35,806.32
SUBTOTAL/TOTAL								\$88,291.44	\$0.00	\$750.00	\$89,041.44

\$89,041.44

TOWN OF MILLIS						Form #3
FISCAL YEAR 2022 BUDGET			<u>STAFFING HISTORY</u>			
Department: Town Buildings						
	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022
Position	FTE	FTE	FTE	FTE	FTE	FTE
Senior Building Maintenance Worker VMB	1.00	1.00	1.00	1.00	1.00	1.00
Energy Manager	0.00	0.00	0.00	0.00	0.52	0.52
Senior Building Maintenance Worker	0.00	0.00	0.88	1.00	1.00	0.00
SUBTOTAL/TOTAL	1.00	1.00	1.88	2.00	2.52	1.52

CAPITAL PROJECT DETAIL SHEET

Project Title: Veterans Memorial Building Fire Alarm System Update								
Department: Town Buildings				Category: Health & Safety				
<u>Description and Justification:</u> The current fire alarm system at town hall is outdated and over 20 years old. This includes the detectors. The old master box system is no longer being used and the Town has moved to a Radio Box which must also be installed. Both are safety issues and need to be addressed this coming year per the Fire Chief. A quote is attached.				<i>Please send a photo depicting the capital request as a separate file. Do not drop it in to this template.</i>				
RECOMMENDED FINANCING								
	Source of Funds	Total Six -Year Cost	Estimated Expenditures by Fiscal Year					
			FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027
A. Feasibility Study								
B. Design								
C. Land Acquisition								
D. Construction								
E. Furnishings/Equipment								
F. Departmental Equipment								
G. Contingency								
H. Other - Health & Safety		63024	63024					
TOTAL		\$63,024	\$63,024					
<u>Source of Funds Legend</u> (1) Operating Revenues (3) State Aid (5) EMS Revolving Fund Fees (7) Sewer Enterprise Fund Fees (2) Municipal GO Bonds (4) Trust Funds (6) Free Cash / Other (8) Water Enterprise Fund Fees								



February 6, 2020

Karen Bouret
Town of Millis
900 Main St.
Millis, MA 02054
508-376-7040
kbouret@millisma.gov

RE: Town Hall
900 Main St.
Millis, MA 02054

Fire alarm system update

1-Firelite ES-200 fire alarm control / communicator
1-Standby power supply
1-SIGCOM radio box
1-NAC booster
 Connect all existing horn / strobes
48-Addressable photoelectric smoke detectors – replace all existing units
2-Addressable heat detectors – replace existing units
12-Addressable pull stations – replace existing units
65-Horn/strobes
Utilize existing cables

1-SIGCOM Radio box Millis High School
1-SIGCOM Radio box Millis Library
1-SIGCOM Radio box Millis DPW

Total installed cost for above

\$63,024.00

Permits invoiced as incurred

SELECTMEN/TOWN ADMINISTRATOR 01121/01129*Personnel Services*

	FY2017 ACTUAL	FY2018 ACTUAL	FY2019 ACTUAL	FY2020 ACTUAL	FY2021 TM ADOPTED	FY2022 REQUESTS	FY2022 PROPOSED
Salary Town Administrator	\$151,985	\$144,000	\$148,320	\$152,770	\$159,083	\$168,495	
Salary Department Head	\$66,590	\$70,038	\$73,001	\$77,105	\$76,861	\$82,023	
Salary Economic Dev/Planner			\$0	\$28,535	\$38,034	\$42,457	
Wages Clerical	\$10,791	\$14,538	\$18,484	\$21,501	\$21,178	\$22,595	
Longevity	\$650	\$650	\$750	\$850	\$850	\$850	
Wages Clerical OT		\$852	\$534	\$980	\$960	\$900	
Sick Leave Buy Back	\$3,800	\$7,049	\$5,413	\$2,200	\$6,600	\$6,600	
Total	\$233,817	\$237,126	\$246,501	\$ 283,942	\$ 303,567	\$ 323,920	

Expenses

Physical Exams	\$1,977	\$4,575	\$2,800	\$3,938	\$3,000	\$3,000	
Maintenance Contract	\$9,990	\$10,354	\$10,412	\$12,428	\$11,400	\$12,000	
Printing	\$37	\$870	\$59	\$554	\$0	\$0	
Supplies and Expenses	\$30,399	\$64,489	\$8,257	\$2,149	\$6,500	\$6,000	
Telephone	\$13,389	\$12,792	\$11,720	\$17,587	\$17,200	\$19,200	
Postage	\$1,326	\$1,818	\$1,785	\$1,127	\$1,500	\$1,500	
Copy Machine Supplies	\$685	\$1,371	\$1,342	\$754	\$1,300	\$1,300	
Advertising	\$2,657	\$675	\$1,693	\$1,739	\$1,500	\$1,500	
Dues and Subscriptions	\$3,596	\$3,606	\$4,272	\$3,939	\$4,000	\$4,120	
Meetings	\$952	\$4,524	\$2,505	\$5,035	\$4,350	\$4,350	
Equipment	\$713	\$1,000	\$0	\$381	\$1,000	\$1,000	
Administrative Expenses	\$1,615	\$1,615	\$1,615	\$1,631	\$1,615	\$1,615	
Auto/Mileage Reimbursement	\$1,000	\$5,065	\$5,959	\$5,319	\$5,050	\$5,200	
Consulting Services			\$39,023	\$21,595	\$16,000	\$16,000	
Police Details		\$2,042	\$2,688	\$2,290	\$1,500	\$3,000	
Total	\$68,335	\$114,796	\$94,129	\$80,466	\$75,915	\$79,785	\$0

TOTAL BUDGET

	\$302,151	\$351,923	\$340,630	\$364,408	\$379,482	\$403,705	
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DEPARTMENT: Select Board/Town Administrator

BUDGET NARRATIVE**Description of Department Function**

The Executive Office of the Town of Millis is made up of the Select Board and Town Administrator. The Select Board is recognized by the General Laws of the Commonwealth of Massachusetts as the Town's body of chief elected officials with the authority to enact rules and regulations establishing Town policies not otherwise governed by bylaw, Town Charter, or by statute. The Board is composed of three members who are elected to staggered three-year terms. The powers and duties of the Select Board include appointing the Town Administrator, Town Counsel, Town Auditor, Finance Director, various boards, committees, commissions and the ratification of appointments made by the Town Administrator.

The Town Administrator is appointed by the Select Board and is the senior appointed officer of the Town. The Town Administrator, assisted by the Operations Support Manager and clerical staff, is responsible for managing day-to-day operations of municipal government as outlined in Article III of the Town Charter as well as Article V section 27 and Article XIII of the Town General Bylaws. The Town Administrator appoints and removes department heads, subordinates and employees, and members of certain boards and commissions for which no other method is provided in the Town Charter or general laws. The Town Administrator works closely with the Select Board to develop and implement policies and goals for the efficient and effective administration of Town government.

Programs and Sub-Programs

Collective bargaining and labor relations
Worker's Compensation and Police/Fire Injured on Duty claims management
Insurance Administration
Manage and update Personnel Plan; maintain personnel files
Oversee Procurement and provide assistance to departments
Promote Economic Development
Direct & Coordinate Town operations
Provide citizen assistance & information
Legislative advocacy
Select Board support & relations
Alcohol Licensing, Common Victualler Licensing and other licensing as required
Board & Committee Appointments
Operating budget development & implementation
Capital improvement program development and implementation
Strategic planning & fiscal policy development
Prepare Town meeting warrants and Annual Town Report
Administrative oversight of municipal law department
Administrative oversight of building maintenance

Accomplishments

List of Accomplishments

- Changed the name of the Town's executive Board from "Board of Selectmen" to "Select Board"
- Conducted comprehensive study of the operations of the Department of Public Works
- Participated in several Tri-Board meetings (Select Board, School Committee, Finance Committee) to discuss town wide operational and budgetary issues
- Adopted Select Board Policies and Procedures Manual
- Adopted new Social Media Policy
- Established Town Facebook site
- Establish Enterprise Committee
- Negotiated and Executed License Agreement with Verizon FIOS
- Applied for and received a grant through the CARES Act for \$729,000 to address COVID-19 related costs
- Voted to adopt Section 10 and 11 of Chapter 53 of the Acts of 2020 providing for the extension of due dates for 4th Quarter Real Estate Bills
- Successfully organized and conducted the Spring Annual Town Meeting at the High School Gymnasium.
- Successfully organized and conducted the first Outdoor Town Meeting in Millis (in HS parking lot) in order to meet COVID-19 protocol requirements
- Worked with all Town Boards and Committees to successfully establish remote meeting systems through the Zoom Platform during State of Emergency
- Approved Outdoor Restaurant Service and Liquor Sales Policy/Application to assist local businesses during COVID-19 Pandemic
- Sought and received Deficit Spending Approval from the Department of Revenue for FY20 if needed
- Negotiated and executed collective bargaining agreement with DPW Union (AFCSME)
- Negotiated and executed successor employment agreements with Town Administrator, Fire Chief, and Library Director
- Appointed Firm to conduct Feasibility Study of 64 Exchange Street (Lansing Millis Building)
- Approved the contract for the construction of the DPW Building Project
- Accepted Federal SAFER Grant to fund 4 fulltime Firefighter/Paramedics for three years
- Processed and supervised insurance claims for, and the construction of, a new roof and gymnasium floor at the Veterans Memorial Building
- Negotiated Host Community Agreement with GTE Millis, LLC at 1480 Main Street (Cannabis Facility)
- Negotiated and executed 3-year agreement with the Town of Norfolk for shared IT services
- Negotiated and executed a 20-year agreement with SUEZ for water tank maintenance for the Town of Millis

Budget Request Above Level Service

Title: Additional Hours to DA II

Description of Request:

Increase Department Assistant II to from 18 hours/week to 40 hours/week

Detailed Cost Impact:

Total annual salary would increase to \$50,212
Increase of \$27,617 plus benefits

Justification for Request

Over the past five years, there have been steadily increasing demands placed upon the department. All required tasks that do not fit neatly within the scope of other departments ultimately funnel to and become the responsibility of this department. Current staffing levels do not allow for all important tasks to be completed in a timely manner, and many tasks are forced to be indefinitely deferred. The requested increase in hours would allow for restructuring of duties and tasks within the department to better serve the public. In addition this requested increase in hours is needed to meet the new demands upon the office due to the required maintenance of the Town's website, and the anticipated need to monitor and maintain a number of social media platforms for communication with the public.

This in turn would free up time for the Operations Support Manager to take on higher level tasks including assisting in Human Resource management administration, leading special projects, and other important administrative initiatives/state requirements.

As the Town does not currently have a dedicated Human Resource professional or a Communications Director, this adjustment would allow the Town to address some of the current needs in these areas.

Budget Request Above Level Service

Title: Select Board/Town Administration

Description of Request:

Full Time Human Resources Administrator

Detailed Cost Impact:

\$60-75,000 annual salary plus benefits

Justification for Request

This proposal is for the establishment of a Human Resources Administrator/Coordinator position to support the human resource functions of all municipal and school employees. Current responsibilities for the human resource functions are spread amongst several senior staff positions who lack the adequate time and resources to keep abreast of rapidly changing federal and state compliance laws related to employee management.

This position would oversee the following:

- Strategic human resource management
- Workforce planning and employment including recruitment and selection
- Human resource development/training
- Employee compensation and benefit analysis
- Employee policy formulations
- Employee discipline
- Labor relations and employment contract negotiations
- Risk management

TOWN OF MILLIS
FISCAL YEAR 2022 BUDGET

Form 2

Form #2

DEPARTMENT: Executive Office/TA

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
Michael Guzinski	Town Administrator	\$168,494.87	40	n/a	contract	7/1	52.00	\$168,494.87	TBD**		\$168,494.87
Karen Bouret *	Operations Support Mgr.	\$82,872.40	40	12	8	9/15	11 weeks/41 weeks	\$82,022.40		\$850.00	\$82,872.40
Maureen Canesi *	Department Assistant II	\$22,595.04	18	6	5	7/1	52.00	\$22,595.04			\$22,595.04
Robert Weiss *	Economic Dev. Planner	\$42,456.98	19	12	10	7/1	52.00	\$42,456.98			\$42,456.98
*COLA PENDING											
**CONTRACT INCENTIVE PENDING											
SUBTOTAL/TOTAL								\$315,569.29	\$0.00	\$850.00	\$316,419.29

\$316,419.29

Legal 01151

Expenses

Town Counsel

TOTAL BUDGET

FY2017 ACTUAL	FY2018 ACTUAL	FY2019 ACTUAL	FY2020 ACTUAL	FY2021 TM ADOPTED	FY2022 REQUESTS	FY2022 PROPOSED
\$100,209	\$94,656	\$95,854	\$101,033	\$81,000	\$95,000	
\$100,209	\$94,656	\$95,854	\$101,033	\$81,000	\$95,000	\$0

Debt & Interest

		FY2017	FY2018	FY2019	FY2020	FY2021	FY2022	FY2022
		ACTUAL	ACTUAL	ACTUAL	ACTUAL	TM ADOPTED	REQUESTS	PROPOSED
DEBT SERVICE								
	DEBT SERVICE							
	PRINCIPAL	1,349,460.00	1,338,024.00	1,146,920.00	2,192,800.50	2,210,936.00	2,274,052.33	
	INTEREST	568,243.86	602,924.81	1,014,045.36	2,307,682.92	1,682,587.38	1,548,762.20	
	TOTAL	1,917,703.86	1,940,948.81	2,160,965.36	4,500,483.42	3,893,523.38	3,822,814.53	
	LINE 8 DEBT SERVICE	1,917,703.86	1,940,948.81	2,160,965.36	4,500,483.42	3,893,523.38	3,822,814.53	
		FY2017	FY2018	FY2019	FY2020	FY2021	FY2022	FY2022
		ACTUAL	ACTUAL	ACTUAL	ACTUAL	TM ADOPTED	REQUESTS	PROPOSED
DEBT & INTEREST								
	<i>Principal-Interest-Expenses</i>	\$1,917,704	\$1,940,949	\$2,160,965	\$4,500,483	\$3,893,523	\$3,822,815	
	TOTAL BUDGET	\$1,917,704	\$1,940,949	\$2,160,965	\$4,500,483	\$3,893,523	\$3,822,815	

Long Term Debt Payment Schedule - FY22

01700520 = General Fund		General Fund Excluded	PRINCIPAL	INTEREST	TOTAL	IN OUT
MUNICIPAL PURPOSE LOAN 7/26/16						
591000/591500- General	Police & Fire	\$	500,000.00	\$ 144,968.75	\$ 644,968.75	IE
591000/591500- General	Add'l Police & Fire - Contamination Clearing	\$	60,000.00	\$ 18,075.00	\$ 78,075.00	I
591000/591500- General	VMB Boiler	\$	10,000.00	\$ 875.00	\$ 10,875.00	I
25000052 591000 / 591500 - CPA	VMB Restoration	\$	20,000.00	\$ 5,225.00	\$ 25,225.00	I
591000/591500- General	Add'l Library	\$	6,000.00	\$ 825.00	\$ 6,825.00	I
591000/591500- General	Quint Fire Truck	\$	55,000.00	\$ 9,800.00	\$ 64,800.00	IE
591000/591500- General	DPW Vehicles	\$	19,000.00	\$ 2,175.00	\$ 21,175.00	I
71000052-591000/591500 - Water	Water Systems Improvements - Chlorine Contact	\$	40,000.00	\$ 3,000.00	\$ 43,000.00	O
71000052-591000/591500 - Water	Water Storage Tank Painting	\$	75,000.00	\$ 7,375.00	\$ 82,375.00	O
71000052-591000/591500 - Water	Water Systems Improvements - Ross Ave	\$	15,000.00	\$ 3,412.50	\$ 18,412.50	O
70000052-591000/591500- Sewer	Sewer Pump Station - Water St.	\$	35,000.00	\$ 9,437.50	\$ 44,437.50	O
591000/591500- General	DPW BUILDING			\$	-	I
71000052-591000/591500 - Water	PAINE WELL	\$	75,000.00	\$ 5,500.00	\$ 80,500.00	O
71000052-591000/591500 - Water	WELL'S 5 & 6	\$	10,000.00	\$ 750.00	\$ 10,750.00	O
70000052-591000/591500- Sewer	SEWER - AREA E	\$	75,000.00	\$ 10,500.00	\$ 85,500.00	I
591000/591500- General	DRAINAGE-ACORN ST	\$	20,000.00	\$ 2,650.00	\$ 22,650.00	I
DUE DATE 08-01-21 - (See 03/16 Refund Sched)		\$	1,015,000.00	\$ 224,568.75	\$ 1,239,568.75	
MUNICIPAL PURPOSE LOAN 10/31/19						
591000/591500- General	Clyde Brown Elementary School Project	\$	125,000.00	\$ 50,662.50	\$ 175,662.50	OE
71000052-591000/591500 - Water	Dover Rd Water Main II	\$	45,000.00	\$ 14,175.00	\$ 59,175.00	O
DUE DATE 10-15-21		\$	170,000.00	\$ 64,837.50	\$ 234,837.50	
		\$	-	\$	-	
MUNICIPAL PURPOSE LOAN 10/31/19		\$	-	\$	-	
INTEREST PAYMENT ONLY		\$	-	\$	-	
591000/591500- General	Clyde Brown Elementary School Project			\$ 47,537.50	\$ 47,537.50	OE
71000052-591000/591500 - Water	Dover Rd Water Main II	\$	-	\$ 13,050.00	\$ 13,050.00	O
		\$	-	\$	-	
DUE DATE 4-15-22		\$	-	\$ 60,587.50	\$ 60,587.50	
MUNICIPAL PURPOSE LOAN 02/21/13						
INTEREST PAYMENT ONLY						
591000/591500- General	CULVERT IMPROVEMENTS - MAIN STREET	\$	-	\$ 400.00	\$ 400.00	I
591000/591500- General	ROADS, SIDEWALKS, DRAINAGE - CRESTVIEW/	\$	-	\$ 1,800.00	\$ 1,800.00	I
591000/591500- General	LIBRARY	\$	-	\$ 45,937.50	\$ 45,937.50	IE
70000052-591000/591500- Sewer	INCREASE SEWER SYSTEM CAPACITY	\$	-	\$ 600.00	\$ 600.00	O
71000052-591000/591500 - Water	WATER MAINS - IRVING STREET	\$	-	\$ 460.00	\$ 460.00	O
71000052-591000/591500 - Water	WATER MAINS - FOREST ROAD	\$	-	\$ 6,200.00	\$ 6,200.00	O
DUE DATE 08/15/21 - (See Schedules - 35 - 41)		\$	-	\$ 55,397.50	\$ 55,397.50	
MUNICIPAL PURPOSE LOAN 7/26/16						
INTEREST PAYMENT ONLY			Amortization Schedules 17 - 23			
591000/591500- General	Police & Fire			\$ 132,468.75	\$ 132,468.75	IE
591000/591500- General	Add'l Police & Fire - Contamination Clearing			\$ 16,575.00	\$ 16,575.00	I
591000/591500- General	VMB Boiler			\$ 625.00	\$ 625.00	I
25000052 591000 / 591500 - CPA	VMB Restoration			\$ 4,725.00	\$ 4,725.00	I
591000/591500- General	Add'l Library			\$ 675.00	\$ 675.00	I
591000/591500- General	Quint Fire Truck			\$ 8,425.00	\$ 8,425.00	IE
591000/591500- General	DPW Vehicles			\$ 1,700.00	\$ 1,700.00	I
71000052-591000/591500 - Water	Water Systems Improvements - Chlorine Contact Loop			\$ 2,000.00	\$ 2,000.00	O
71000052-591000/591500 - Water	Water Storage Tank Painting			\$ 5,500.00	\$ 5,500.00	O
71000052-591000/591500 - Water	Water Systems Improvements - Ross Ave			\$ 3,037.50	\$ 3,037.50	O
70000052-591000/591500- Sewer	Sewer Pump Station - Water St.			\$ 8,562.50	\$ 8,562.50	O
591000/591500- General	DPW BUILDING			\$	-	I
71000052-591000/591500 - Water	PAINE WELL			\$ 3,625.00	\$ 3,625.00	O
71000052-591000/591500 - Water	WELL'S 5 & 6			\$ 500.00	\$ 500.00	O
70000052-591000/591500- Sewer	SEWER - AREA E			\$ 8,625.00	\$ 8,625.00	I
591000/591500- General	DRAINAGE-ACORN ST			\$ 2,150.00	\$ 2,150.00	I
DUE DATE 02-01-22 - (See 03/16 Refund Sched)		\$	-	\$ 199,193.75	\$ 199,193.75	
MUNICIPAL PURPOSE LOAN 02/21/13						
591000/591500- General	CULVERT IMPROVEMENTS - MAIN STREET	\$	10,000.00	\$ 400.00	\$ 10,400.00	I
591000/591500- General	ROADS, SIDEWALKS, DRAINAGE - CRESTVIEW/	\$	20,000.00	\$ 1,800.00	\$ 21,800.00	I
591000/591500- General	LIBRARY	\$	250,000.00	\$ 45,937.50	\$ 295,937.50	IE
70000052-591000/591500- Sewer	INCREASE SEWER SYSTEM CAPACITY	\$	15,000.00	\$ 600.00	\$ 15,600.00	O
71000052-591000/591500 - Water	WATER MAINS - IRVING STREET	\$	13,000.00	\$ 460.00	\$ 13,460.00	O
71000052-591000/591500 - Water	WATER MAINS - FOREST ROAD	\$	37,000.00	\$ 6,200.00	\$ 43,200.00	O
DUE DATE 02/15/22 - (See Schedules - 35 - 41)		\$	345,000.00	\$ 55,397.50	\$ 400,397.50	

Long Term Debt Payment Schedule - FY22

01700520 = General Fund	General Fund Excluded	PRINCIPAL	INTEREST	TOTAL	IN
					OUT

Long Term Debt Payment Schedule - FY22

01700520 = General Fund	General Fund Excluded	PRINCIPAL	INTEREST	TOTAL	IN
	MUNICIPAL PURPOSE LOAN 11/01/18				OUT
591000/591500- General	Clyde Brown Elementary School Project	\$ 950,000.00	\$ 472,750.00	\$ 1,422,750.00	OE
591000/591500- General	Ambulance	\$ 25,000.00	\$ 3,375.00	\$ 28,375.00	I
591000/591500- General	Street Sweeper	\$ 10,000.00	\$ 3,600.00	\$ 13,600.00	I
591000/591500- General	DPW Garage Repairs	\$ 15,000.00	\$ 5,000.00	\$ 20,000.00	I
591000/591500- General	Front End Loader	\$ 10,000.00	\$ 3,500.00	\$ 13,500.00	I
71000052-591000/591500 - Water	Dover Rd Water Main I	\$ 40,000.00	\$ 15,900.00	\$ 55,900.00	O
71000052-591000/591500 - Water	Dover Rd Water Main II	\$ 35,000.00	\$ 14,000.00	\$ 49,000.00	O
71000052-591000/591500 - Water	Water Treatment Plant	\$ 5,000.00	\$ 1,700.00	\$ 6,700.00	O
71000052-591000/591500 - Water	Well Improvements	\$ 5,000.00	\$ 2,000.00	\$ 7,000.00	O
70000052-591000/591500- Sewer	Infiltration & Inflow	\$ 50,000.00	\$ 2,500.00	\$ 52,500.00	I
	DUE DATE 11/1/21- (See 11/18 Schedules)	\$ 1,145,000.00	\$ 524,325.00	\$ 1,669,325.00	

MUNICIPAL PURPOSE LOAN 11/01/18						
591000/591500- General	Clyde Brown Elementary School Project	\$	449,000.00	\$	449,000.00	OE
591000/591500- General	Ambulance	\$	2,750.00	\$	2,750.00	I
591000/591500- General	Street Sweeper	\$	3,350.00	\$	3,350.00	I
591000/591500- General	DPW Garage Repairs	\$	4,625.00	\$	4,625.00	I
591000/591500- General	Front End Loader	\$	3,250.00	\$	3,250.00	I
71000052-591000/591500 - Water	Dover Rd Water Main I	\$	14,900.00	\$	14,900.00	O
71000052-591000/591500 - Water	Dover Rd Water Main II	\$	13,125.00	\$	13,125.00	O
71000052-591000/591500 - Water	Water Treatment Plant	\$	1,575.00	\$	1,575.00	O
71000052-591000/591500 - Water	Well Improvements	\$	1,875.00	\$	1,875.00	O
70000052-591000/591500- Sewer	Infiltration & Inflow	\$	1,250.00	\$	1,250.00	I
DUE DATE 5/1/22- (See 11/18 Schedules)		\$	-	\$	495,700.00	\$ 495,700.00

MUNICIPAL PURPOSE LOAN 04/30/21		ESTIMATED				
591000/591500- General		\$	28,888.89	\$	28,888.89	I
71000052-591000/591500 - Water		\$	28,888.89	\$	28,888.89	I
70000052-591000/591500- Sewer		\$	28,888.89	\$	28,888.89	I
DUE DATE 11/15/21		\$	86,666.67	\$	86,666.67	

MUNICIPAL PURPOSE LOAN 11/01/18 ESTIMATED					
591000/591500- General		\$ 53,333.33	\$ 26,666.66	\$ 79,999.99	I
71000052-591000/591500 - Water		\$ 53,333.33	\$ 26,666.67	\$ 80,000.00	I
70000052-591000/591500- Sewer		\$ 53,333.34	\$ 26,666.67	\$ 80,000.01	I
DUE DATE 5/15/22		\$ 160,000.00	\$ 80,000.00	\$ 240,000.00	

FY2022 Totals	\$ 2,835,000	\$ 1,846,674	\$ 4,681,674
FY2021 Totals	\$ 2,775,000	\$ 1,875,877	\$ 4,650,877
	\$ 60,000	\$ (29,203)	\$ 30,797

By Fund			
General Fund	\$ 2,138,333	\$ 1,543,218	\$ 3,681,551
Sewer Fund	\$ 228,333	\$ 97,631	\$ 325,964
Water Fund	\$ 448,333	\$ 195,876	\$ 644,209
CPA Fund	\$ 20,000	\$ 9,950	\$ 29,950
	\$ 2,835,000	\$ 1,846,674	\$ 4,681,674

Inside Debt Limit	\$ 1,315,000	\$ 667,204	\$ 1,982,204
Outside Debt Limit	\$ 1,520,000	\$ 1,179,470	\$ 2,699,470
Total FY2022 Long Term Debt Service	\$ 2,835,000	\$ 1,846,674	\$ 4,681,674

LT General Fund Excluded			
	\$ 1,880,000	\$ 1,407,488	\$ 3,287,488

Short Term Debt Payment Schedule - FY2022					
SOURCE	DESCRIPTION - 06-30-22 BALANCE	PRINCIPAL PAYMENT	INTEREST	TOTAL	RATE
Tax Rate	Capital Items Improvement - 237,873	118,933.00	2,497.64	121,430.64	0.07%
Tax Rate	Clyde Brown Elementary School - 470,000	16,786.00	3,046.51	19,832.51	0.65%
		135,719.00	5,544.15	141,263.15	

PRINCIPAL PAYMENT	INTEREST	TOTAL
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Long Term Debt Payment Schedule - FY22

01700520 = General Fund	General Fund Excluded	PRINCIPAL	INTEREST	TOTAL	IN
					OUT
	FY22 Debt Service	2,274,052.33	1,548,762.20	3,822,814.53	

Employee Benefits

		FY2017 ACTUAL	FY2018 ACTUAL	FY2019 ACTUAL	FY2020 ACTUAL	FY2021 TM ADOPTED	FY2022 REQUESTS	FY2022 PROPOSED
EMPLOYEE BENEFITS								
<i>Expenses</i>								
	Disability Insurance	\$2,397	\$2,397	\$0	\$0	\$7,400	\$7,000	
	Health Insurance	\$2,494,771	\$2,624,842	\$2,711,933	\$2,899,121	\$3,109,023	\$3,352,591	
	Life Insurance	\$11,079	\$11,070	\$9,999	\$9,753	\$12,000	\$13,080	
	Medicare	\$286,450	\$300,851	\$314,498	\$323,837	\$310,000	\$340,029	
	Norfolk County Retirement	\$1,503,078	\$1,592,931	\$1,740,521	\$1,830,671	\$1,964,883	\$2,229,677	
	Medicare Surcharge	\$1,535	\$1,608	\$1,617	\$1,318	\$1,608	\$1,608	
	Section 125 Costs	\$3,191	\$3,367	\$3,416	\$4,161	\$4,000	\$4,369	
	Medicare B Reimbursements	\$51,341	\$51,229	\$56,457	\$72,680	\$60,000	\$76,314	
	ACA Reporting		\$1,553	\$1,566	\$1,497	\$1,600	\$1,600	
TOTAL BUDGET		\$4,353,841	\$4,589,849	\$4,840,008	\$5,143,037	\$5,470,514	\$6,026,268	\$0

General Insurance

INSURANCE

Expenses

	FY2017 ACTUAL	FY2018 ACTUAL	FY2019 ACTUAL	FY2020 ACTUAL	FY2021 TM ADOPTED	FY2022 REQUESTS	FY2022 PROPOSED
General Insurance	\$144,119	\$146,990	\$149,344	\$179,999	\$223,376	\$234,545	
Bond Public Employee	\$1,438	\$1,438	\$1,316	\$1,316	\$1,500	\$1,575	
Police Accident	\$48,707	\$60,701	\$75,438	\$80,796	\$84,027	\$88,229	
Fire Accident	\$48,707	\$60,701	\$75,438	\$80,796	\$84,027	\$88,229	
Workers Compensation	\$101,225	\$114,304	\$137,037	\$140,425	\$128,513	\$134,939	
Sports Liability	\$3,786	\$3,786	\$3,786	\$3,786	\$4,000	\$4,200	
Deductibles Miscellaneous	\$2,500	\$3,253	\$3,250	\$6,000	\$4,000	\$4,200	
Flood Insurance	\$10,876	\$11,167	\$11,599	\$12,155	\$12,500	\$13,125	
TOTAL BUDGET	\$361,356	\$402,340	\$457,207	\$505,272	\$541,944	\$569,041	\$0



MILLIS SCHOOLS

FY22 BUDGET

- *SMALL SCHOOL, BIG FAMILY* -

31 MARCH 2021

BUDGET TIMELINE

December & January

Superintendent and Administrative Team project fixed costs and solicit input on critical needs

March

Preliminary FY21 budget Public Hearing

June

School Committee approves final FY 21 budget amount.

February

School Committee and administration develop draft budget in light of Governor's budget and projected town revenue

March - May

Budget and warrants presented to Finance Committee. Continue to monitor state and local funding sources. Make adjustments for balanced budget at Town Meeting.

Budget Guiding Principles

- Support the highest quality educational programs and services possible
- Fund proposed curriculum development initiatives, instructional resources, enhanced programs and support services to meet students' individual needs
- Provide staffing levels that support reasonable class sizes at all levels
- Maintain the current level of services provided
- Support salary adjustments per contractual obligations
- Fund state and federal mandates
- Maintenance of and capital improvements to the school buildings and grounds
- Address educational gaps as a result of COVID-19



FY22 Budget Highlights

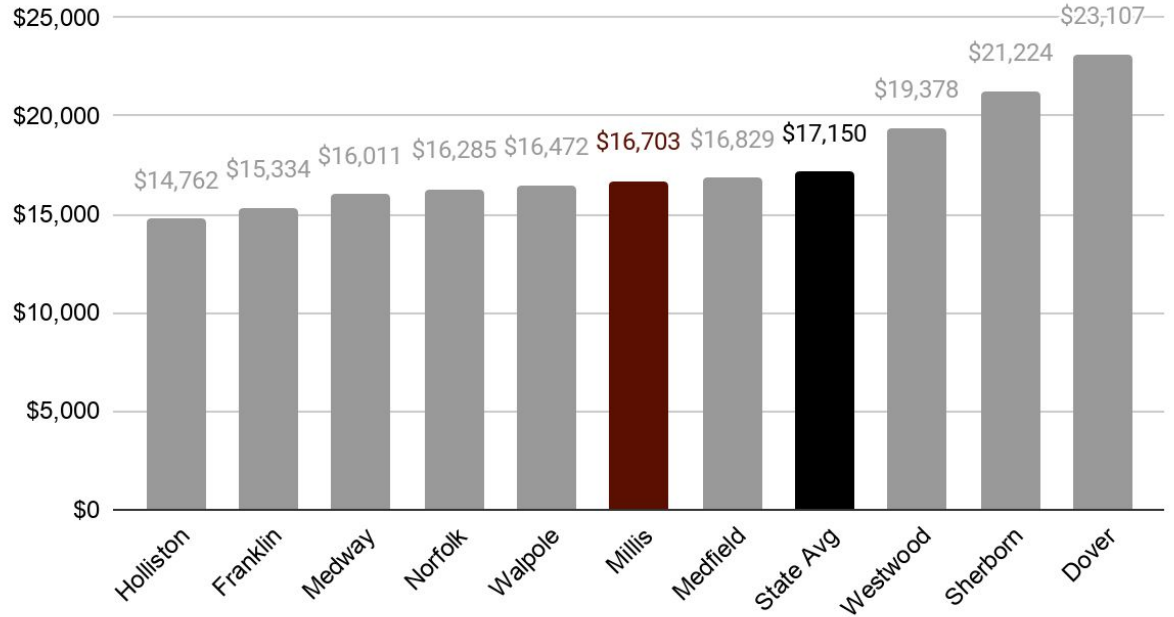
- Proposed level-service budget at \$17,173,131
- 4% increase from FY21 Budget
- Includes salary increase of \$756,394 (4.58%)
- Includes expenditure decrease of \$95,889 (4%); Amounts to 0.58% of total budget
- Critical needs beyond the 4% increase total \$369,722
- Warrant Articles total \$252,944



PER PUPIL EXPENDITURE

- PPE has increased gradually over the past few years as enrollment has declined.

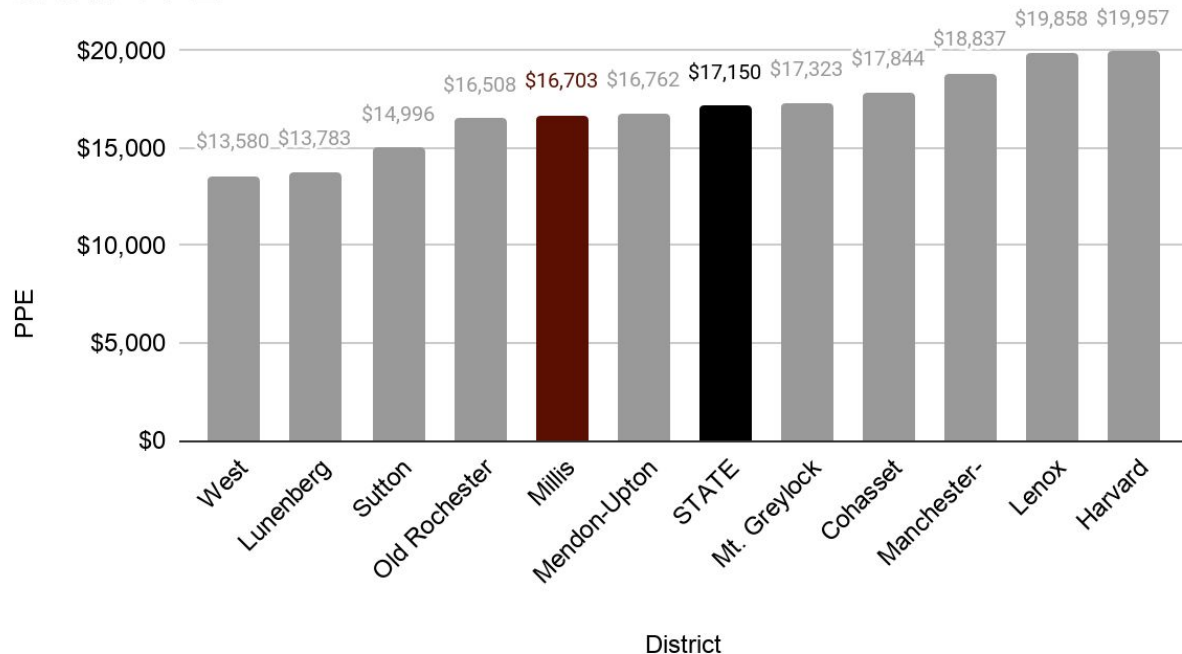
Neighboring Districts PPE



DART PER PUPIL EXPENDITURE

- DART districts are most similar to Millis in grade span, total enrollment, and special populations
- DART average PPE: \$16,923

DART PPE



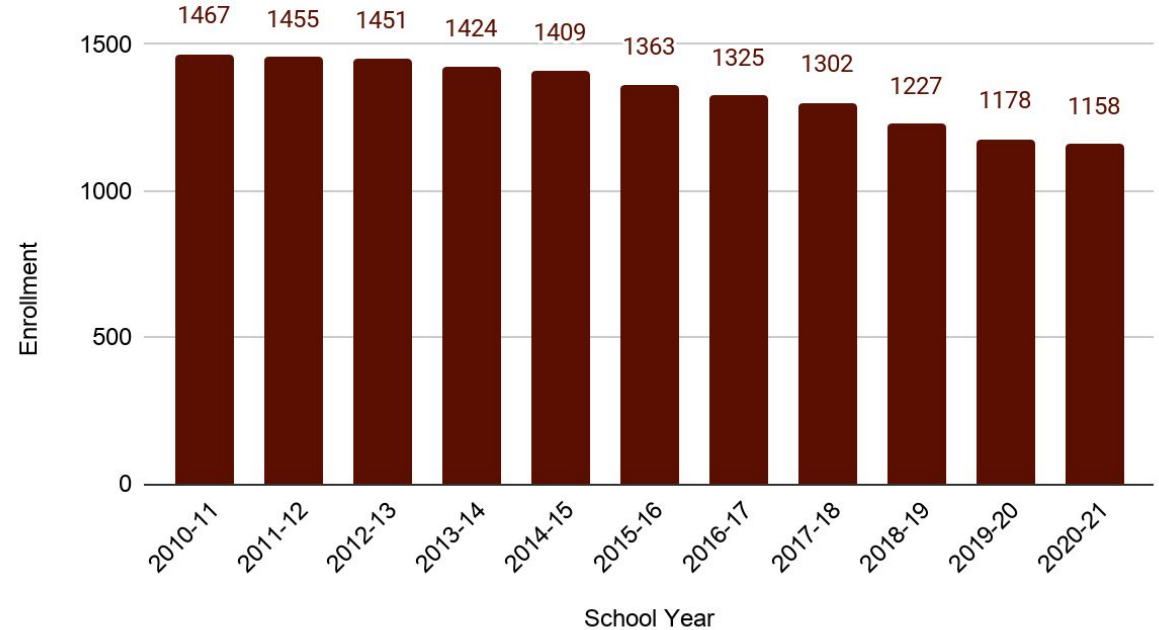
ENROLLMENT

2020-2021

(March 2021)

- Clyde Brown Elementary (PK-5) 559
- Millis Middle (6-8) 275
- Millis High (9-12) 333
- District Total 1167

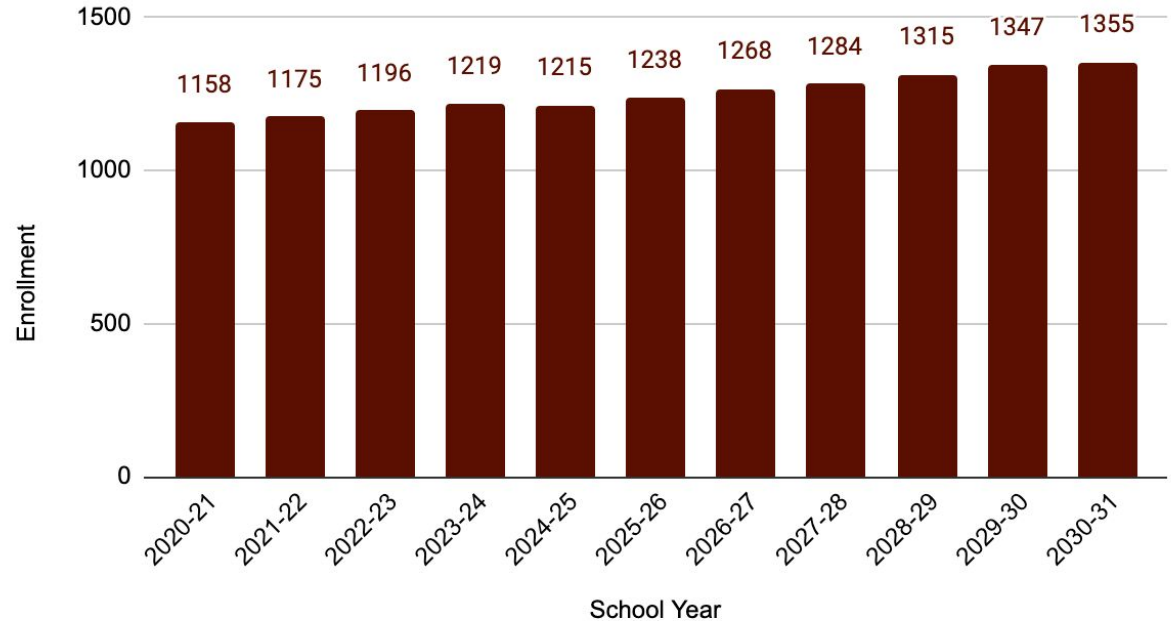
PK-12 Enrollment 2010-2020



PROJECTED ENROLLMENT 2021-2031

- Projected enrollment expected to increase by 17% in the next ten years

Projected PK-12 Enrollment 2021-2031

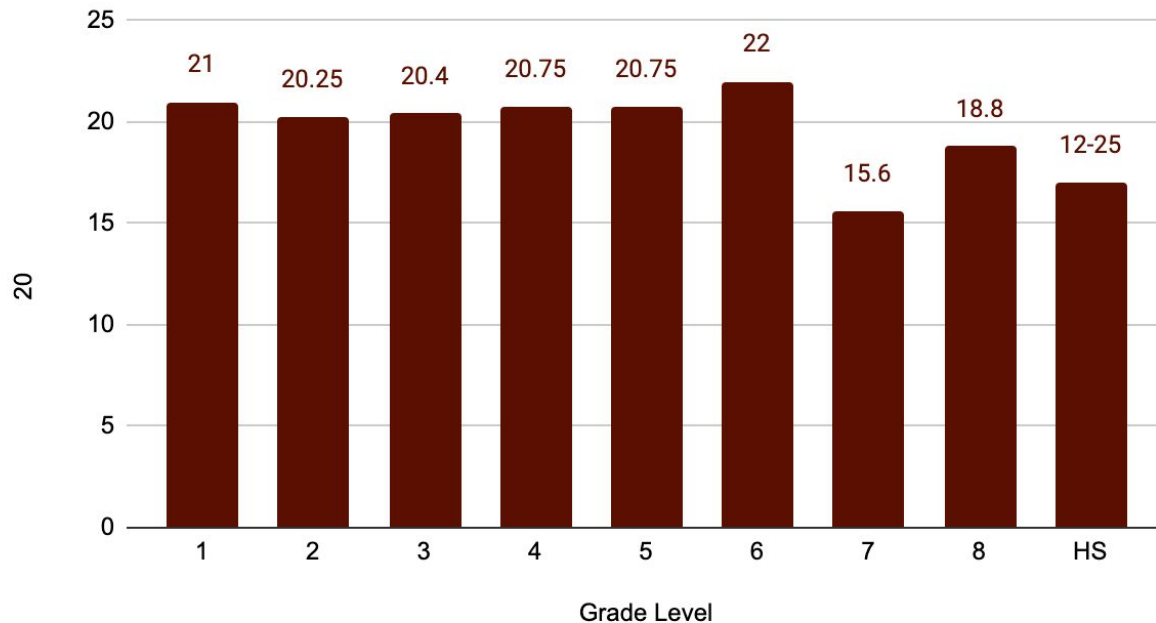


Source: NESDEC

CLASS SIZES

Current enrollment has resulted in class sizes that support personalization, project-based learning, and addressing individual student needs

2020-2021 Class Sizes

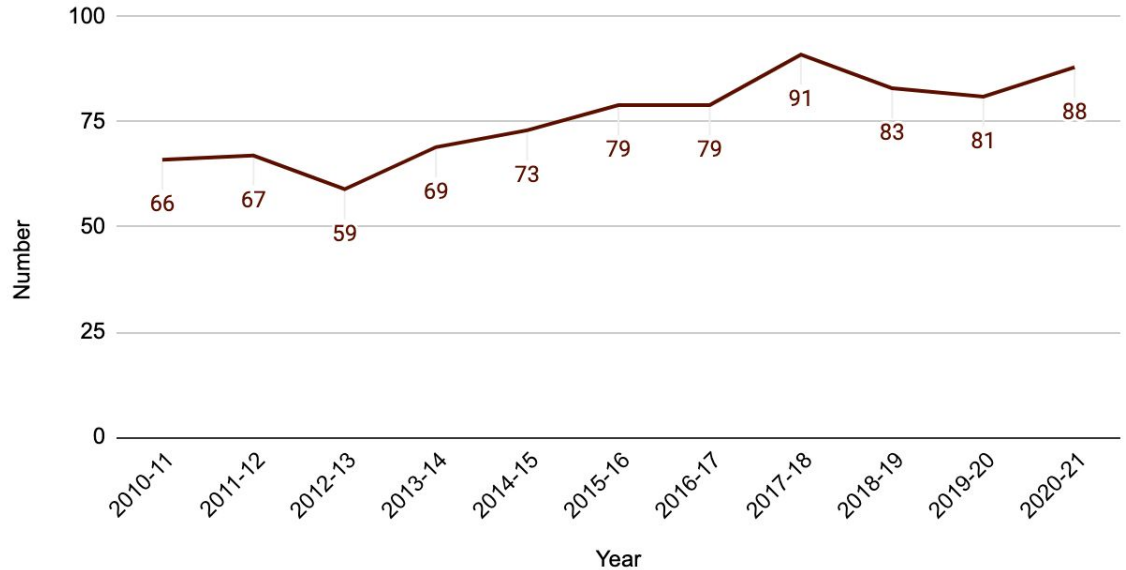


SCHOOL CHOICE

Millis Public Schools receives approximately \$5,000 per Choice student. \$502,079 expected for FY22

Choice funds have been essential in supporting staffing, programs, and services

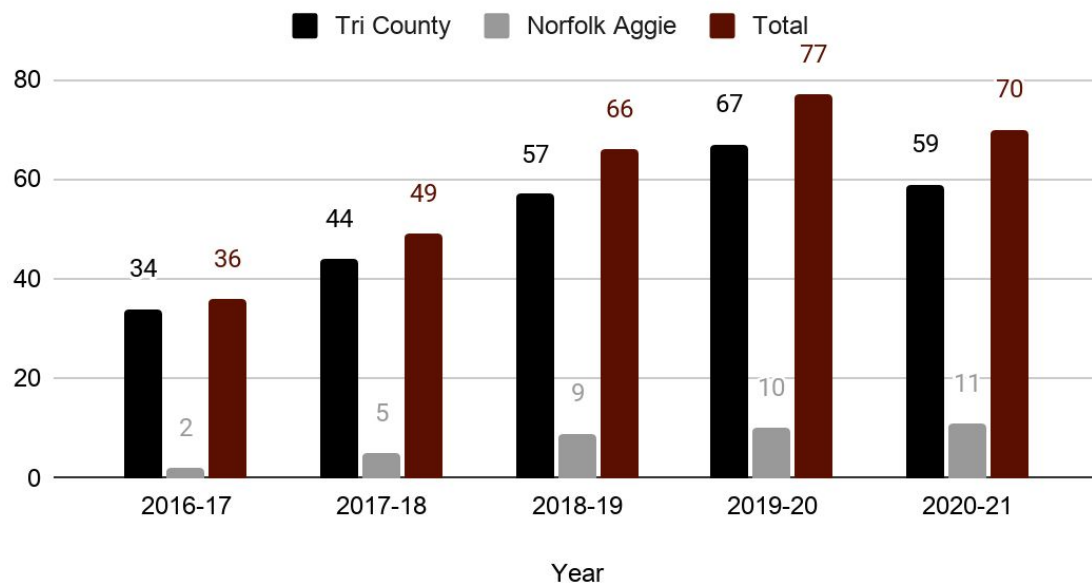
Choice Students



Out of District Enrollment in other Public High Schools

Tri-County RVHS 59
Norfolk Ag. HS 11

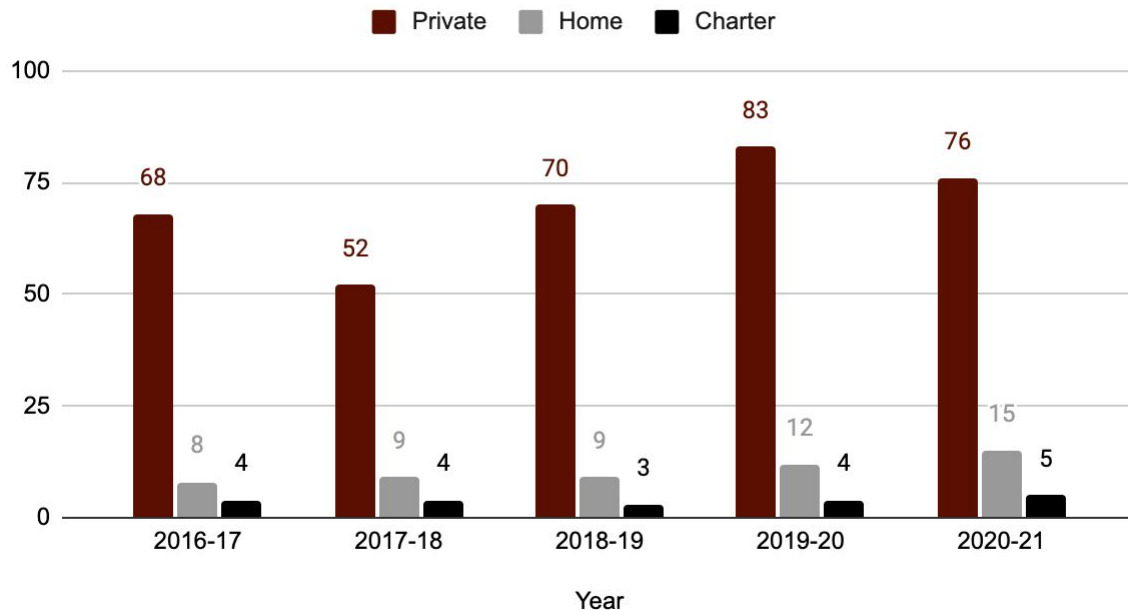
Tri-County RVHS, Norfolk Agricultural School Enrollments



Out of District Enrollment in Private, Home, and Charter Schools

Private 76
Home School 15
Charter 5

Private, Home and Charter Enrollment



FY22 Budget Details

- Salaries
- Expenditures
- Critical Needs
- Warrants



FY22 Salaries

FY21 Salaries	\$14,163,980		
COLA	\$402,587	Transition	\$53,000
Steps	\$181,882	Bus Salaries	\$127,633
Lanes	\$61,699	Retirement	(\$43,347)
Supplemental	\$40,310	Total Increase	\$756,394
Ed Reform	(\$67,370)	FY22 Salaries	\$14,920,374

\$14,920,374 4.58% increase



FY22 Salaries

18-22 Transition Program

- For 2020-2021 partnered with Medfield (shared cost)
- Number of Millis students who will access program requires us to establish our own transition program
- Estimated cost of \$420,000 if these students were placed in out-of-district programs

Bus Driver Salaries

- COVID-19 Impacted Transportation Revolving Fund
 - No Transportation in Spring 2020
 - Limited Bus Capacity for most of 2020-2021

FY22 Expenditures

FY21 Expenditures	\$2,298,674		
Adjustment	\$49,972	Increases >2%	\$45,590
FY21 Total	\$2,348,646	Adjustments	(\$4,080)
OOD Tuition	\$14,557	2% inflation	\$0
Prepaid Tuition	(\$151,956)	Total Increase	(\$95,889)
		FY22 Total	\$2,252,757

\$2,252,757 4% decrease (0.58% total)



FY22 Budget Proposal \$17,173,131

Salaries 85.6%

Special Education 5.8%

Expenses 4.3%

Energy 2.2%

Maintenance 1.2%

Transportation 0.99%

Budget Allocations

Special Education

5.8%

Maintenance

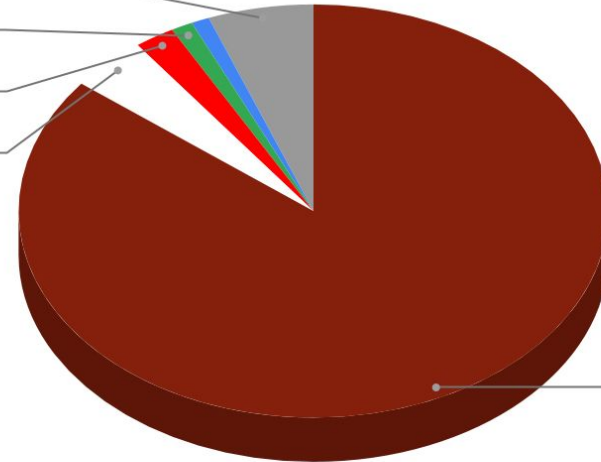
1.2%

Energy

2.2%

Expenses

4.3%



Salaries
85.6%

FY22 Budget Proposal \$17,173,131

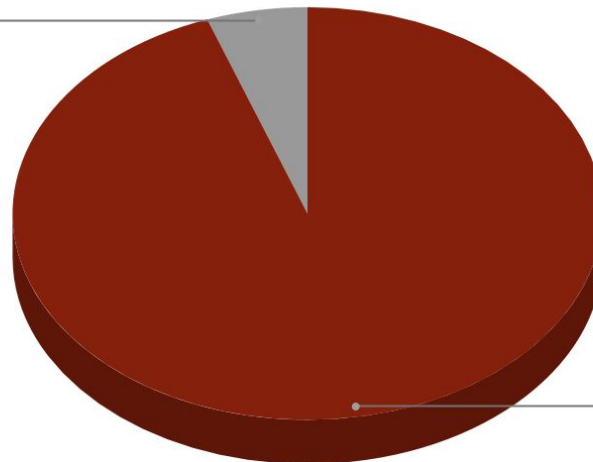
Fixed/Mandated costs
94.5%

Variable Costs 5.5%

Fixed and Variable Costs

Variable Costs

5.5%



Fixed/Mandated Costs

94.5%

FY22 Critical Needs

CFB Literacy Study	\$20,000	HS Increase Tiers	\$17,500
CFB 1.0 Math Spc	\$66,870	MS 0.4 Math Spc	\$31,500
MS 0.4 Reading Sp	\$31,500	Uniform Replace	\$12,000
SSO & Rostering	\$8,574	CFB 1.0 Music Tch	\$66,870
DW 0.6 EL Teacher	\$60,000	MS 0.4 UA Teacher	\$27,548
DW PT Technicians	\$27,360	Total Requests	\$369,722

\$369,722 Additional



Warrant Articles

Must Fund		Other Warrants	
Bus Lease	\$89,999	77-84 Pass Bus	\$34,500
Comp Lease (2-3)	\$46,600	7D Vans (Green)	\$34,500
Comp Lease (1)	\$23,300	Skid Steer	\$19,045
Medicaid	\$5,000	Total	\$88,045
Total	\$164,899	Combined Total	\$252,944

\$252,944 Total



FY22 Budget Summary

- Level Service Budget (4% increase from FY21) \$17,173,131
- Critical Needs \$369,722 (additional 2% increase)
- Warrants Articles \$252,944



Next Steps

- Spring 2021 Continued Adjustments
- May 2021 Town Meeting
- June 2021 School Committee Final Approval of Budget







May 1, 2021

**ANNUAL
TOWN MEETING WARRANT**

**TOWN OF MILLIS
COMMONWEALTH OF MASSACHUSETTS**

NORFOLK, SS.

GREETING:

To either of the Constables of the Town of Millis in said county, in the name of the Commonwealth of Massachusetts, you are hereby directed to notify and warn the inhabitants of the Town of Millis qualified to vote in elections and in town affairs, to meet on **Saturday, the first day of May, AD 2021 at 12:00 p.m.** in the Middle-Senior High School parking lot located at 245 Plain Street in said Millis:

**FOR THE BUSINESS MEETING, THEN AND THERE,
TO ACT ON THE FOLLOWING ARTICLES, VIZ**

SPRING 2021 TOWN MEETING ARTICLE LIST

1. Unpaid Bills
2. FY21 Additional Wages and Expenses
3. FY22 Operating Budget
4. SEIU #888 & Firefighters Local #4704 Contract Ratifications
5. Sewer Enterprise Fund
6. Water Enterprise Fund
7. Stormwater Enterprise Fund
8. Consent Agenda:
 - Amendments to Personnel Plan
 - Board of Health Appointing Authority
 - Revolving Funds
 - Community Preservation Fund
9. Community Preservation Historic Resource Reserve Fund – Phase II Walling Map Rehab
10. Community Preservation Open Space/Recreation Reserve Fund – MHS Dugout Project
11. Establish Lansing Millis Memorial Stabilization Account
12. Independent Annual Audit
13. FY22 Personal Property Interim Year Inspections (BOA)
14. FY23 Recertification Process (BOA)
15. Capital Items
16. Tree Pruning/Removal
17. Road Maintenance/Repair
18. New Computer Lease – Year One
19. Design/Construction of Drainage Rehab at Village Street and Birch Street
20. 61A Purchase – Braun Property/Village Street
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. Authorize the Sale of Town Land – Acorn Street
27. PILOT Agreement – CFB Solar
28. Medicare/Medicaid Reimbursement Services
29. Unemployment Insurance Fund
30. OPEB Fund
31. Stabilization Fund

DRAFT

TOWN OF MILLIS

May 1, 2021 SPRING ANNUAL TOWN MEETING WARRANT

ARTICLE 1. To see if the Town will vote to transfer from available funds or by transfer from the Stabilization Fund, a sum of **\$572.91** to pay the following **unpaid bills** incurred by Town departments from previous fiscal year(s), or take any other action in relation thereto.

Select Board	\$270.00	Mead, Talerman & Costa
Town Clerk	\$79.00	LHS Associates
Town Clerk	\$14.00	Lisa Hardin Re-imb.-Postage
Town Clerk	\$41.10	Lisa Hardin Re-imb.-Supplies
IT Administration	<u>\$55.04</u>	CDW-G
Total	\$572.91	

(Submitted by The Select Board)

4/5ths majority

ARTICLE 2. To see if the Town will vote to transfer from available funds, or by transfer from the Stabilization Fund, a sum of money for **additional wages or expenses** not sufficiently funded under Article 4, Operating Budget, of the June 29, 2020 Annual Town Meeting, or take any other action in relation thereto.

(Submitted by The Select Board)

Simple majority

ARTICLE 3. To see if the Town will vote to fix the compensation of elected officers, provide for a reserve fund, and determine what sums of money the Town will raise and appropriate, including appropriations from taxation, by transfer from available funds, and/or the Stabilization Fund to **defray charges and expenses to the Town, including debt and interest, and a reserve fund**, for the fiscal year beginning July 1, 2021, or take any other action in relation thereto.

(Submitted by The Select Board)

2/3 majority if stabilization funds used

ARTICLE 4. To see if the Town will vote to raise and appropriate or transfer from available funds or transfer from the Stabilization Fund the sum of **\$85,000** to fund the estimated first-year cost items contained in the contracts between the **Town of Millis and SEIU Local 888, and Town of Millis and Professional Firefighters of Millis Local #4704**, both to be effective July 1, 2021, or take any other action in relation thereto.

(Submitted by The Select Board)

Simple majority

ARTICLE 5. To see if the Town will vote to raise and appropriate or transfer from available funds a sum of money to **operate the sewer enterprise fund beginning July 1, 2021**, including a reserve fund, or take any other action in relation thereto.

(Submitted by The Select Board)

Simple majority

ARTICLE 6. To see if the Town will vote to raise and appropriate or transfer from available funds a sum of money to **operate the water enterprise fund beginning July 1, 2021**, including a reserve fund, or take any other action in relation thereto.

(Submitted by The Select Board)

Simple majority

ARTICLE 7. To see if the Town will vote to raise and appropriate or transfer from available funds a sum of money to **operate the stormwater enterprise fund beginning July 1, 2021**, including a reserve fund, or take any other action in relation thereto.

(Submitted by The Select Board)

Simple majority

CONSENT ARTICLE 8. To see if the Town will vote the following consent articles:

1. To see if the Town will vote to adopt **amendments to Schedule A-Salary Plan of the Town of Millis Personnel Plan** effective July 1, 2021, as shown in the FY22 Finance Committee Report, or take any other action in relation thereto.

(Submitted by The Select Board)

Simple majority

2. To see if the Town will vote in accordance with M.G.L., Chapter 41, section 4A, and Chapter 268A, to authorize the **Board of Health to appoint any of its members to another town office or position for which it has appointing authority**, for the term provided by law, if any, otherwise for a term not exceeding one year, and fix the salary of such appointee, notwithstanding the provision of M.G.L. Chapter 41, Section 108, or act in any manner in relation thereto.

(Submitted by the Board of Health)

Simple majority

3. To see if the Town will vote pursuant to the provisions of M.G.L. Chapter 44, Section 53E½, to establish the following fiscal year spending limit for the Town's established revolving funds for Fiscal year 2022:

AUTHORIZED REVOLVING FUNDS	FISCAL YEAR EXP. LIMIT
Oak Grove Farm Maintenance Fund	\$ 35,000.00
Animal Control Shelter Fund	\$ 3,000.00
Fire Alarm Fund	\$ 10,000.00
Historical Commission Fund	\$ 12,000.00
Ambulance Department Fund	\$ 20,000.00
Council on Aging Transportation Fund	\$ 5,000.00
VMB Custodial/Maintenance Fund	\$ 6,000.00
School Food Service Fund	\$ 360,000.00
School Transportation Fund	\$ 500,000.00
Stormwater Management Fund	\$ 10,000.00
BOH Medical Servs./Vaccination Fund	\$ 20,000.00
BOH 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

(Submitted by The Select Board)

Simple majority

4. To see if the Town will vote to raise and 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 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 in relation thereto.

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

(Submitted by the Community Preservation Committee)

Simple majority

ARTICLE 9. 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)

Simple majority

ARTICLE 10. 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)

Simple majority

ARTICLE 11. To see if the Town will vote to raise and appropriate, or transfer from available funds, the sum of **\$363,887 to establish a Lansing Millis Memorial Building Stabilization Account**, or act in any manner in relation thereto.

(Submitted by Select Board)

2/3 vote if Stabilization Funds or borrowing used

ARTICLE 12. To see if the Town will vote to appropriate and raise by taxation, or transfer from available funds, the sum of **\$36,750 for an independent audit** of all accounts of all departments of the Town, or take any other action in relation thereto.

(Submitted by The Select Board)

Simple majority

ARTICLE 13. To see if the Town will vote to appropriate and raise by taxation, or transfer from available funds, the sum of **\$20,000 for Fiscal Year 2022 Personal Property interim year inspections and Real Estate interim year revaluations**, or act in any manner relating thereto.

(Submitted by Board of Assessors)

Simple majority

ARTICLE 14. To see if the Town will vote to appropriate and raise by taxation, or transfer from available funds, the sum of **\$18,000 to conduct the F23 Recertification Process**, or take any other action in relation thereto.

(Submitted by Board of Assessors)

Simple majority

ARTICLE 15. To see if the Town will vote to raise and appropriate or transfer from available funds, by transfer from the Stabilization Fund, or by borrowing the sum of **\$667,131 to fund the following capital items:**

Department	Capital Item	Amount
School	Committed Bus Leases	\$89,999
School	Committed Computer Leases	\$46,600
Police	Committed Police Cruiser Leases	\$34,932
Water EF	D'Angelis Wells PFAS Plant Design Wells Part B	\$200,000
Water EF	Wells 3-6 PFAS Plant Design Part A	\$255,600
Water EF	Water Systems Response Plan	<u>\$40,000</u>
Total		\$667,131

Or take any other action in relation thereto.

(Submitted by The Select Board)

2/3 majority if stabilization funds or borrowing used

ARTICLE 16. To see if the Town will vote to appropriate and raise by taxation, or transfer from available funds the sum of **\$40,000.00 for tree trimming and removal**, or take any other action related thereto.

(Submitted by Select Board)

Simple majority

ARTICLE 17. To see if the Town will vote to appropriate and raise by taxation, or transfer from available funds the sum of **\$50,000.00 for road maintenance and repairs**, or take any other action related thereto.

(Submitted by Select Board)

Simple majority

ARTICLE 18. To see if the Town will vote to raise and appropriate or transfer from available funds, or by transfer from the Stabilization fund, or by borrowing under the provisions of M.G.L. Chapter 44 or any other enabling authority, a sum of **\$23,300 for a new lease/purchase(s) for computers for the Millis Schools**, or take any other action in relation thereto.

(Submitted by the School Committee) *Simple majority*

ARTICLE 19. To see if the Town will vote to raise and appropriate or transfer from available funds, or by transfer from the Stabilization fund, or by borrowing under the provisions of M.G.L. Chapter 44 or any other enabling authority, the sum of **\$711,728 for the Design and Construction of Drainage Rehab at Village and Birch Street**, or take any other action in relation thereto.

(Submitted by Select Board)

2/3 majority if stabilization funds or borrowing used

ARTICLE 20. To see if the Town will vote to appropriate a sum of money to pay costs of acquiring a parcel of land, including any structures thereon, located at 377 Village Street in Millis, as shown on the Millis Assessors' Map No. 41/003 and consisting of 23.10 acres, more or less, and presently owned by Richard M. Braun, including the payment of all costs incidental and related thereto; to determine whether this appropriation shall be raised by borrowing or otherwise, or to take any other action relative thereto.

(Submitted by Select Board)

2/3 majority

ARTICLE 21. To see if the Town will vote to amend the Zoning Bylaws, as most recently amended, by adding a new section as follows:

Proposed Amendments to Section XXI of the Millis Zoning By-Law

Large-Scale Ground-Mounted Solar Photovoltaic Installations

The following amendments (in bold below) are proposed to the current Millis Zoning By-Law:

1. Amend the definition of "Designated Location" in Section XXI.3 (Definitions):

Designated Location: The location(s) designated herein where Large-Scale Ground-Mounted Solar Photovoltaic Installations with a Rated Nameplate Capacity of 250 kW or more may be sited As-of-Right:

- (a) in the I-P and I-P-2 Districts, as shown on the Zoning Map of the Town of Millis, Massachusetts referenced in Section III.C of this Zoning By-Law, or
- (b) on any lot or grouping of contiguous lots that
 - (i) is at least 15 acres in total area and
 - (ii) consists of land
 - a. that is primarily and directly used for agricultural purposes as defined in M.G.L. c. 61A, § 1;

b. that is primarily and directly used for horticultural purposes as defined in M.G.L. c. 61A, § 2; or

c. where at least fifty percent (50%) of the total area of the lot or grouping of contiguous lots consists of important farmlands, including without limitation prime farmlands, unique farmland, and additional farmland of statewide importance, identified by the United States Department of Agriculture Natural Resources Conservation Service pursuant to 7 C.F.R. Part 657.

2. Add a new subsection XXI.9(d) to Section XXI.9 (Dimension and Density Requirements):

9. Dimension and Density Requirements:

The following dimensional and density requirements shall apply to all LGSPI.

Setbacks:

For large-scale ground-mounted solar photovoltaic installations, front, side and rear setbacks shall be as follows:

- (a) Front yard: The front yard depth shall be at least 40 feet; provided, however, that where the lot abuts a Conservation-Recreation or Residential district, the front yard shall not be less than 50 feet, and where the lot abuts a Residential District, the front yard shall provide a treed fifty foot (50') wide buffer from all Town roads and residential properties, except as provided in (d) below.
- (b) Side yard: Each side yard shall have a depth at least 20 feet; provided, however, that where the lot abuts a Conservation-Recreation or Residential district, the side yard shall not be less than 50 feet, and where the lot abuts a Residential District, the side yard shall provide a treed fifty foot (50') wide buffer from all Town roads and residential properties, except as provided in (d) below.
- (c) Rear yard: The rear yard depth shall be at least 30 feet; provided, however, that where the lot abuts a Conservation-Recreation or Residential district, the rear yard shall not be less than 50 feet, and where the lot abuts a Residential District, the rear yard shall provide a treed fifty foot (50') wide buffer from all Town roads and residential properties, except as provided in (d) below.
- (d) Natural sight barriers (which shall include without limitation rivers, upland gradients, and any wetland setbacks required by the Millis Conservation Commission pursuant to applicable law) may be considered by the Planning Board as a basis for reducing the 50' treed buffer requirement of (a), (b) and (c) above.

or take any other action in relation thereto.

(Submitted by the Select Board)

2/3 Majority

ARTICLE 22. To see if the Town will vote to amend the Zoning By-Laws, as most recently amended, by amending the section identified herein as follows:

- 1) By amending Section II, Definitions, "Parking Space"

From:

"An off-street space at least 9 ft. in width and 21 ft. in length, having an area of not less than 189 sq. ft., plus access and maneuvering space, whether inside or outside a structure for exclusive use as a parking stall for one motor vehicle.

To:

"An off-street space at least 9 ft. in width and 19 ft. in length, having an area of not less than 171 sq. ft.," plus access and maneuvering space, whether inside or outside a structure for exclusive use as a parking stall for one motor vehicle.

or to take any other action related thereto.

(Submitted by the Planning Board)

2/3 Majority

ARTICLE 23. To see if the Town will vote to amend the Zoning By-Laws, as most recently amended, by adding the section identified herein as follows:

- 1) Amend Section VIII. "Off-Street Parking and Loading Regulations", subsection B "General", by adding the following:

6. In order to reduce the overall impervious surface of off-street parking areas, the **Planning Board may allow by Special Permit, the use of parking spaces designed for cars smaller than full size, hereinafter called "compact cars"**, and still count toward the overall number of spaces required, as follows:

- a. The dimensional requirements of compact car parking spaces shall be 8' x 16' (128 sq ft).
- b. In parking lots containing more than 20 spaces, up to thirty-three (33%) of parking spaces may be designed for use by compact cars. In parking lots with 20 or fewer parking spaces, spaces designed for use by compact cars are not permitted.
- c. Compact car parking spaces shall be located in one (1) or more contiguous areas and shall not be intermixed with spaces designed for full size cars.
- d. Compact car parking spaces shall be clearly designated by pavement marking and labeled as "Compact Car Parking Only."
- e. Compact car parking shall be designed as perpendicular or angled parking only. All parallel parking spaces shall be full sized spaces as defined in Section II of this By-Law.

- f. Approval shall be based upon determination by the Planning Board that safety will be adequately protected and that commonly employed engineering and planning standards have been met in full.
- g. For any reduction in total parking area obtained as a result of using compact parking spaces, an equal area of open space shall be provided in addition to the minimum open space required herein.

or to take any other action related thereto.

(Submitted by the Planning Board)

2/3 Majority

ARTICLE 24. To see if the Town will vote to amend the Zoning Bylaw of the Town of Millis by making the following changes thereto, by deleting the word “as” (underlined) and inserting the italicized and emboldened text shown Section XIII, Special Permit Conditions, subsection V., Recreational Marijuana Establishments, 2. General Regulations, as follows:

- 2. General Regulations: Marijuana Establishments, as defined ***and limited to Marijuana Cultivators, Craft Marijuana Cooperatives, Marijuana Product Manufacturers, Marijuana Microbusinesses, Independent Testing Laboratories, Marijuana Retailers, Marijuana Transporters, Delivery Licensees (including Marijuana Couriers and Marijuana Delivery Operators) Marijuana Research Facilities, but expressly excluding Social Consumption Establishments, as each of those terms are defined*** in G.L. c., 940, § 1, and 935 CMR 500.000, may be permitted in the I-P-2 district pursuant to a Special Permit issued by the Planning Board, subject to the provisions of this Bylaw.

or take any other action in relation thereto.

(Submitted by the Select Board)

2/3 Majority

ARTICLE 25. To see if the Town will vote to add the following language to the end of Section 26 of Article V. of the General Bylaws (Permanent Building Committee):

“All Municipal Inspection Fees related to inspections of Municipal and School Projects which are under the general supervision and review of the Permanent Building Committee shall be waived. However, the actual costs of such inspections (if any) shall be borne by the project.”

or take any other action in relation thereto.

(Submitted by the Select Board)

Simple Majority

ARTICLE 26. To see if the Town will vote to authorize the sale by auction or sealed bids of a 0.94 Acre parcel of land off of Acorn Street identified as Parcel ID 0033-0013 on Map 33, Lot 013 Book 4405, Page 585, or take any other action in relation thereto.

(Submitted by the Select Board)

2/3 Majority

ARTICLE 27. To see if the Town will vote to authorize the establishment of a...**PILOT Agreement CFB Solar**??

or take any other action in relation thereto.

(Submitted by the Select Board)

Simple Majority

ARTICLE 28. To see if the Town will vote to raise and appropriate or transfer from available funds, or by transfer from the Stabilization fund, or by borrowing under the provisions of M.G.L. Chapter 44 or any other enabling authority, the sum of **\$5,000 for Medicare/Medicaid Reimbursement Services**, or take any other action in relation thereto.

(Submitted by the School Committee)

Simple Majority

ARTICLE 29. To see if the Town will vote to raise and appropriate or transfer from available funds, the sum of **\$40,000 for the Unemployment Insurance Fund**, or take any other action in relation thereto.

(Submitted by the Select Board)

Simple Majority

ARTICLE 30. To see if the Town will vote to raise and appropriate or transfer from available funds, a sum of money for the **Other Post-Employment Benefits (OPEB) fund**, or take any other action in relation thereto.

(Submitted by the Select Board)

Simple Majority

ARTICLE 31. To see if the Town will vote to raise and appropriate or transfer from available funds, a sum of money for the **Stabilization Fund**, or take any other action in relation thereto.

(Submitted by the Select Board)

Simple Majority

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

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

**TOWN OF MILLIS
SELECT BOARD**

James J. McCaffrey, Chair

Peter C. Jurmain, Vice-Chair

Erin T. Underhill, Clerk

A True Copy, Attest

Lisa J. Hardin, Town Clerk

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

Town of Millis
May 2021 Annual Town Meeting Article List

#	Article	Amount:	Rec:	Funding Source:	FinCom
1	Unpaid Bills	\$572.91			Katie
2	FY21 Additional Wages and Expenses	TBD			Pete
3	FY22 Operating Budget	TBD			Pete
4	SEI Union #888 & Firefighters Local #4704 Contract Ratification	\$85,000.00			Jim
5	Sewer Enterprise Fund:	TBD			Pete
6	Water Enterprise Fund:	TBD			Pete
7	Stormwater Enterprise Fund:	TBD			Pete
8	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		Community Preservation Act	
	Long Term Debt - Principal	\$20,000.00		Community Preservation Act	
	Long Term Debt - Interest	\$9,950.00		Community Preservation Act	
	FY22 Estimated Revenues for Historic Resources Reserve	\$25,098.00		Community Preservation Act	
	FY22 Estimated Revenues for Community Housing Reserve	\$25,098.00		Community Preservation Act	
	FY22 Estimated Revenues for Open Space Reserve	\$25,098.00		Community Preservation Act	
	FY22 Estimated Revenues for Budgeted Reserve	\$80,000.00		Community Preservation Act	
9	Community Preservation Historic Resource Reserve Fund - Phase II Walling Map Rehab	\$1,469.00		Community Preservation Act	Craig
10	Community Preservation Open Space/Recreation Reserve Fund - MHS Dugout Project	\$10,300.00		Community Preservation Act	Craig
11	Establish Lansing Millis Memorial Stabilization Account	\$363,887.00			?
12	Independent Audit	\$36,750.00			Joyce
13	FY22 Personal Property Interim Year Inspections - Board of Assessors	\$20,000.00			Joyce
14	FY23 Recertification Process - Board of Assessors	\$18,000.00			Joyce
15	Capital Items:				Pete
	School Bus Leases	\$89,999.00			
	School Committed Computer Lease	\$46,600.00			
	Police Committed Cruiser Lease	\$34,932.00			
	DPW D'Angelis Wells PFAS Plant Design - Part B	\$200,000.00		Water Enterprise Fund	
	DPW Wells #3 -6 PFAS Plant Design - Part A	\$255,600.00		Water Enterprise Fund	
	DPW Emergency Response Plan	\$40,000.00		Water Enterprise Fund	
16	Tree Pruning and Removal	\$40,000.00			Joyce

3/30/2021

Town of Millis
May 2021 Annual Town Meeting Article List

#	Article	Amount:	Rec:	Funding Source:	FinCom
17	Road Maintenance and Repair	\$50,000.00			Cathy
18	New School Computer Lease - Year 1	\$23,300.00			Jim
19	Design/Construction of Drainage Village Street and Birch Street	\$711,728.00		Stormwater Enterprise Fund	Doug
20	61A Purchase - Braun Property, Village Street	\$1,000,000.00			Craig
21	Zoning ByLaw Amendment - Performance Based Solar Ordinance	N/A			Doug
22	Zoning ByLaw Amendment - Parking Dimensions	N/A			Doug
23	Zoning ByLaw Amendment - Compact Car Parking	N/A			Doug
24	Zoning ByLaw Amendment - Cannabis Delivery	N/A			Doug
25	Town ByLaw Addition - Waiver of Town Building Project Permit Fees	N/A			Cathy
26	Authorize the Sale of Town Land - Acorn Street	N/A			Jodie
27	PILOT Agreement - Clyde F. Brown Solar				Jodie
28	Medicare/Medicaid Reimbursement Services	\$5,000.00			Katie
29	Unemployment Insurance Fund	\$40,000.00			Jodie
30	OPEB Fund				Jodie
31	Stabilization Fund				Jodie

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

Finance Committee Meeting

March 10, 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
Katie Tieu

Invited Guest:

Michael Guzinski, Town Administrator
Carol Johnston, Finance Director
John McVeigh, Board of Health Director
Jim McKay, Department of Public Works Director
Peter Jurmain, Select Board Vice Chairman

Pete Berube called the Finance Committee Meeting to order at 7:01 PM.

Board of Health FY22 Budget Request Discussion:

John McVeigh gave an overview of the Board of Health's Salary request; all increases are contractual. Staff consists of the Director, a Department Assistant and a Public Health Nurse. Expenses were increased by \$360.00 for Office Supplies. A Marijuana Impact Funds Request in the amount of \$4,000.00 for Education Materials and Consulting Fees is included in the Department's FY22 Budget Request. The request is intended to educate Middle and High School students in the dangers of marijuana use and vaping. The department does have a Revolving Account for Flu Vaccination and the Rabies Clinics.

Due to the COVID-19 Pandemic, the department has seen an increase in Region 4A and 4B Grant funding. The CARES Act Grant has been utilized by the department for a variety of services and supplies; PPE, Immunization Equipment as well as additional hours for the Public Health Nurse through December 31, 2021. Pete Berube encouraged John McVeigh to bring to the attention of the town any additional needs the department will require in order to address the pandemic. Craig Schultze acknowledged the department's request for Marijuana Impact Funding is exactly what the HCA's Impact Fund Agreement was intended to be used for. Doug Riley inquired what level the Board of Health, Council on Aging and School Department are coordinating their efforts in educating the public on the use of marijuana; the Board of Health communicates continuously with the School Department on a variety of different concerns. The hope is to not be redundant in services provided to the public.

Pete Berube acknowledged and thanked Peter Jurmain, Select Board Vice Chairman, for his attendance at this evening's meeting. The Finance Committee had requested a Select Board Member's presence at their meetings; it will be on a rotating basis for each Select Board Member.

Department of Public Works FY22 Budget Request Discussion:

Jim McKay provided the committee with a document highlighting the needs of the department for FY22 which include:

- A Budget and Procurement Manager: the position will oversee the administrative activities of the department as well as manage complex and multi-division budgeting. The individual is a key component of the Management Team in decision making, analytical data presentation and securing procurement of goods and services for the department. The addition of this position will alleviate the need to outsource engineering vendors in various areas including Stormwater Management and Water and Sewer Rate analysis.
- An increase in the Department Assistant I's weekly hours from twelve to nineteen in order to take over the daily routine activities. The additional hours will be funded by the Water and Sewer Enterprise Funds.

- An additional HEO/Laborer under the supervision of the DPW Superintendent to lessen the workload of Water and Sewer Staff from performing General Fund duties; maintaining parks, roads and the Prospect Hill Cemetery. A study conducted by an outside firm, Community Paradigm Associates, LLC, confirmed the need for this position, as well as three additional General Fund Staff, recognizing the additional burden on the department with additional road acceptance in the last ten years.

The study is available on the town's website: <https://www.millisma.gov/public-works-highway-department/news/dpw-study-report-and-documents-042020>

Recommendations from the study were implemented in a reorganization/contractual agreement with DPW Staff to include the reclassification of the General Foreman to DPW Superintended, the Water and Sewer Technician to Water and Sewer Superintendent and the Mechanic to Facilities Manager in June 2020.

Funding for the Budget and Procurement Manger and additional hours for the Department Assistant I are already included in the DPW Budget under Engineering Services and savings for the town are as follows:

General:	\$ 6,000.00
Sewer Enterprise:	\$ 7,000.00
Water Enterprise:	\$ 7,000.00
Stormwater Enterprise:	\$10,000.00
Water and Sewer Overtime:	\$ 6,000.00
Paving Contract Bid:	\$ 4,900.00
Water and Sewer Rate Analysis:	\$ 7,500.00
Stormwater Abatement and Appeals:	\$16,000.00

If an internal hire is unavailable, the department would seek a part time individual to fulfill the additional duties of the Budget and Procurement Manger. Craig Schultze pointed out that the net bottom line in the above position and additional hours is not impacting the overall Operating Budget; it will ultimately be the Select Board and Town Administrator's recommendations.

The additional need for software in order to attend to the Stormwater Abatement and Appeals aspect of the proposal will be discussed between the DPW Director, Finance Director and Assistant Assessor; the cost is approximately \$10,000.00. Pete Berube requested that cost be included in the FY22 DPW Budget Request.

Community Paradigm Associates, LLC has worked with the DPW Department Assistant III to analyze the work performed by the DPW Crew over the last four years to capture the hours worked by each DPW Crew Member within each division; Water, Sewer, Stormwater, General and Transfer Station. The findings will be shared with the Enterprise Fund Committee as well as the Select Board at a future date. The department has since implemented a work order system; City Works.

The potential for the town to accept the Hickory Hills Subdivision, located off Acorn Street, at the upcoming Spring Town Meeting will require the DPW to hire an outside contractor for snow removal unless an additional DPW Crew Member is hired. Time and materials alone to maintain that development by an outside contractor during the winter is approximately \$14,700.00. The total cost to hire an additional Crew Member is:

• Salary:	\$51,000.00
• Family Healthcare Plan:	\$19,000.00
• Clothing Allowance:	\$ 850.00
Total:	<u>\$70,850.00</u>

The DPW Department is requesting restoration of expense line items that were decreased in FY21:

- General Funds: \$35,400.00:
Reduced asphalt product purchases to repair roadways, line painting of crosswalks as well as tree removal.
- Street Lighting: \$5,000.00:
This reduction, 50%, impeded the department's ability to replace ornamental lighting on Main Street.

The Department is also requesting an additional \$50,000.00 for Road Maintenance Supplies; the town's budget for road improvements is limited to the State's Chapter 90 Funding. If funded in FY22, the department would pave two sections of Main Street that do not meet the criteria under Chapter 90:

- Plain Street to Park Road and Park Road to Exchange Street. This is a minimal request for funds; the town's road maintenance program is in dire need of funding in addition to Chapter 90 Funds.

Craig Schultze voiced his concern with funding road repair in the DPW Operating Budget and would prefer to see this item on the Annual Town Meeting Warrant. In past years, funds in department operating budgets were diverted to personnel, equipment, etc. instead of their original intended use. Road maintenance and Trim Trimming are in line with must funded Warrant Articles and having it on the warrant allows for flexibility in the amount funded.

During the last two months of the Fiscal Year, monies can be transferred within each line item, Public Safety for example, to cover deficits in other areas. Cathy MacInnes is in favor of having Road Maintenance part of the overall costs deducted from revenues prior to the split between the Municipal and School Departments. The Select Board will consider this option at an upcoming meeting.

Design and Construction of Drainage – Birch Street and Village Street:

The total cost for this project is \$711,728.00; Design, \$107,200.00 and Construction, \$604,528.00 and will be funded by a twenty-year borrowing which will be paid by Stormwater Enterprise Funds. The Capital Planning Committee is aware of this project. Delays with the project were due to possible land acquisition and overall design. The cull-tec system would alleviate flooding on Village Street which eventually floods private properties causing severe damage. Similar to residents discharging water onto public roadways, the town should not discharge water on private properties. If funded, the project would begin in the Fall of 2021. Doug Riley questioned the rather high contingency for the project; the area of the project is primarily ledge and there is the potential to encounter additional costs in removing the ledge. If the contingency is not needed, the monies would not be borrowed. The impact on Stormwater Rate Payors has not yet been determined.

PFAS Treatment Design Warrant Article Discussion:

Engineering Services for this project are two-fold:

- Wells #3, 4, 5 and 6 are \$255,600.00
- Wells #1 and 2, also known as the D'Angelis Water Treatment Plant, are \$197,990.00. Both wells were taken offline when PFAS levels were above the DEP/EPA limit, 20 PPT (Parts Per Trillion), in early September 2020.

Wells with PFAS levels over 10 PPT are tested monthly; levels below 10 PPT quarterly. Testing results are available on the town's website: <https://www.millisma.gov/public-works-highway-department/pages/pfas-drinking-water-information>

The committee was provided documentation outlining the scope of work for engineering PFAS Treatment Facilities for all town wells. The hope is to determine the origin of PFAS in order to mitigate its presence in the town's drinking water. Treatment of PFAS is the only option to eliminate it from the water system. The Enterprise Fund Advisory Committee is evaluating the possible locations of PFAS Treatment Plants. Wells #3, 5 and 6 could be treated at one location. Well #3 provides the bulk of water in the distribution system and is currently trending up to 20 PPT. Funding for both projects will likely come from Water Enterprise Fund Reserves.

PFAS is a manmade substance and is present in cleaning products, landfills, plastic water bottles, Teflon as well foam used to extinguish fires. At one time, the town had two manufacturing plants that used chemicals to rainproof their products which most likely are contributing factors to the PFAS levels.

The town applied for a DEP Grant for the design for Wells #1 and 2 in the amount of \$197,990.00 and are hoping the grant is awarded prior to the May Town Meeting. The construction of a treatment plant, three in total, could amount to \$3.5 - \$4 million dollars each. The town's water distribution system is adequate with the remaining four wells online. However, in the event another well is taken offline, it may necessitate emergency measures. Funding for emergency measures has not yet been determined; the town is working with outside counsel to clarify funding options. Committee members voiced their concern with the pace in which the town is addressing PFAS. The Select Board is cognizant of the issue and has sent a letter to the Governor and State Representatives requesting funding and clarification on PFAS issues.

Update Emergency Response Plan Warrant Article Discussion:

The update would complete new EPA (Environmental Protection Administration) requirements of Community Drinking Water Utilities and would cost \$30,000.00. In conjunction with the RRA (Risk and Resilience Assessment) which was funded in 2020, the Emergency Response Plan would incorporate natural hazards

and cybersecurity systems. The update plan is due by December 31, 2021 and the project would be funded by Water Enterprise Fund Reserves.

Jim McKay outlined all standard budget forms, Organizational Chart, Salaries, Buildings, Vehicles and Equipment, Capital Item Schedule, Accomplishments and Staffing History, for each division of the department. An update on the DPW Building Project was also provided. At the November 2020 Town Meeting, an additional \$600,000.00 was appropriated for the project. The majority of that appropriation was for possible contamination at the site; to date, no contaminants have been detected.

61A Purchase – Braun Property, Village Street Warrant Article Discussion:

The town has the option to purchase the Braun Property located on Village Street. The property is under a 61A tax status which allows the town first right of refusal to purchase the property. The purchase price is \$1,000,000.00. Mike Guzinski explained the “lookback provision” which differentiates the agricultural tax versus retail market tax on the property over the past five years; approximately \$11,000.00. If the town purchases the property, the town will not receive those funds; if it's a private sale, the town would receive the funds. If the town does not vote to purchase the property, the potential revenues generated when the property is developed is \$400,000.00 - \$500,000.00 annually in Real Estate Taxes. The interested developer, Mr. Bob Fox, intends to build another 55+ community.

Community Preservation Act Funds could be used to purchase the property with Open Space Reserves. However, in doing so, the town's future use of the property would be limited. Pete Berube encouraged members to view the Public Hearing on the 61A Purchase – Braun Property on Village Street held by the Select Board on Monday, March 1, 2021. The recording is available on the town's website: <https://www.millisma.gov/select-board/minutes/select-board-meeting-61a-hearing-3121> The committee will have to make a recommendation to Town Meeting on this Warrant Article.

Peter Jurmain outlined the various aspects for consideration in the purchase of the property:

- Potential future use to develop the property for Town Buildings
- Loss of Real Estate Tax Revenues
- Cost of clearing and maintaining the property
- Use of funds to construct a new Senior Center

The Select Board continue to discuss the town's options and encouraged committee members and residents to voice their concerns to the Select Board. Joyce Boiardi voiced her concern with another 55+ community being built in town and the burden it would take on the Police and Fire and Rescue Departments, Cathy MacInnes agreed. Jim Borgman inquired about the sewer requirements for a 46-unit development; the town's sewer capacity is limited. Mike Guzinski clarified, developers are taxed with providing solutions for water and sewer utilities as part of the Planning Board and Select Board approval process. Doug Riley asked what the end date is for the town to make their decision. Mike Guzinski explained, factoring in the Governor's freeze on first right of refusal deadlines, the town would have to make a decision prior to the Fall 2021 Town Meeting. It would be prudent to make that decision for consideration at the Spring 2021 Town Meeting. Cathy MacInnes noted that the town purchased Oak Grove Farm in 1984 for \$900,000.00, and has since purchased the Verderber and Cassidy Farms. The Dewey property was purchased with CPA Open Space Reserves. She is in favor of purchasing the property; there are no playgrounds/open space in that area of town. Craig Schultze is also in favor of purchasing the property; 61A opportunities are rare.

Mike Guzinski clarified, this Warrant Article for consideration at the May Town Meeting would authorize the town to purchase the property and authorize borrowing for the purchase. If no action is taken by the town at the May Town Meeting, a Special Town Meeting would be held during the summer to comply with the 120-day period for the town to make a decision. Additionally, depending on how the purchase is funded, 75% CPA and 25% General Funds for example, the property's use could then been split accordingly between Open Space and potential development.

May 2021 Town Meeting Warrant Article Additions Discussion:

Mike Guzinski presented the current Warrant Article List which has not been finalized and is subject to change. He outlined the two additional Warrant Articles since the last version of the Warrant:

Article #16 Tree Pruning/Removal
Article #17 Road Maintenance/Repair

The Select Board will make a determination if the above articles should be included as part of the DPW Operating Budget or be considered at the Spring Town Meeting.

Pete Berube asked the Select Board to consider adding a Warrant Article for Sidewalks; it's equally as important as tree trimming and road improvements. It would add to the quality of life and address safety concerns. There are a number of streets without sidewalks or have sidewalks in disrepair. Craig Schultze recalled at one point in time, the town had a Sidewalk Committee which he and Cathy MacInnes were members. The committee phased out due to lack of funding for sidewalk repairs. Jim McKay has ideas for installing and repairing sidewalks. The town should consider a sidewalk article at Town Meeting to jump start the program again if the Select Board are in agreement. Doug Riley will contact Jim McKay for information on what the article would entail. Cathy MacInnes asked Carol Johnston to confirm the town does in fact have a Sidewalk Fund and the available balance in the fund. Potential developers are asked by the Planning Board to contribute to both sidewalks and trees when the board is considering approval of a development. Pete Berube followed up with an inquiry of the Tree Fund balance, separate from the DPW Tree Care Budget Line Item and any Warrant Articles approved at Town Meeting. He asked Carol Johnston to provide the detail of both funds: how the funds are expended as well as the history of each fund. The information will be provided at next week's meeting.

Finance Committee Operating Policies and Procedures Index Discussion:

The committee was provided with the Index to the Handbook. Jodie Garzon sent a Draft ten-page Policies and Procedures Handbook to the subcommittee members, Joyce Boiardi and Shawn Power; Shawn Power has resigned from the Finance Committee. Joyce Boiardi noted that Jodie Garzon has done a phenomenal job drafting the document and suggested the entire committee review and offer feedback before it is formally voted on. Pete Berube offered to review the document prior to sending it to all committee members.

Old Business/New Business:

The Oak Grove Farm Commission sent a Thank You Letter to the Town Administrator, Select Board, Finance Committee and DPW Director for their support in funding tree removal and cleanup efforts at the farm after the 2020 Tornado.

Pete Berube asked the Town Administrator and Finance Director to provide the committee with a one-page document outlining the CARES Act Funding and Expenditures; the item will be included on next week's agenda.

A Departments Budget Presentation Schedule has been drafted. Police and Dispatch, Fire and Rescue, Emergency Management, Library and Planning Board will attend next week's meeting. The committee's Final Recommendations are scheduled for April 14, 2021. Warrant Article Assignments will take place at the March 17, 2021 Finance Committee Meeting.

Finance Committee Meeting Minutes Approval:

Jodie Garzon made a motion to accept the March 3, 2021 Finance Committee Meeting Minutes as written; Doug Riley seconded. Vote: 7/0 1 abstained motion carries.

Adjourn Meeting:

Jodie Garzon made a motion to adjourn the Finance Committee Meeting at 9:38 PM; Joyce Boiardi seconded. Vote: 8/0 motion carries unanimously.

Respectfully submitted,
Deirdre Gilmore