



# TOWN OF MILLIS

**Finance Committee**  
900 Main Street • Millis, MA 02054

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

## Meeting Agenda

**Date:** Wednesday, March 8, 2023  
**Time:** 7:00 PM  
**Location:** 900 Main Street – Room #229

The Meeting will be broadcast live on Millis Community Media. Participation is available via Zoom: <https://us02web.zoom.us/j/86190994939>

### Committee Attendees:

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

**Non-Committee Attendees:** Deirdre Gilmore

**Invited Guest:** Michael Guzinski ☐; Carol Johnston ☐; Karen Bouret DeMarzo ☐

**Current Reserve Fund Balance:** \$ 28,573.00  
**Certified Free Cash:** \$1,163,680.71  
**Stabilization Fund Balance as of December 31, 2022:** \$2,124,902.77

Agenda		
Time	Topic	Speaker
~7:00	Call Meeting to Order	Peter Berube
~7:05	Assessors FY24 Budget Presentation	Carol Johnston
~7:20	Finance and Accounting FY24 Budget Presentation	Carol Johnston
~7:35	Treasurer FY24 Budget Presentation	Carol Johnston
~7:45	Executive Office and Select Board FY24 Budget Presentation	Mike Guzinski and Karen Bouret DeMarzo
~8:15	Town Buildings FY24 Budget Presentation	Mike Guzinski and Karen Bouret DeMarzo
~8:35	Spring 2023 Town Meeting Draft Warrant Article Review	Mike Guzinski
~8:45	Board and Committee Liaison Updates	Committee
~8:50	Bills Payable: W.B. Mason – Nameplate	Committee
~8:55	Finance Committee Meeting Minutes Approval: February 22, 2023 & March 1, 2023	Committee
~9:00	Adjourn	Committee

### Important Dates:

April 12, 2023 – Final Recommendations  
April 26, 2023 – Pre-Town Meeting/Public Hearing  
April 17, 2023 – Finance Committee Report to the Printer  
[Wednesday, May 3, 2023, Spring Town Meeting](#)

### Upcoming Meetings:

March 14, 2023 at School Committee Public Hearing  
March 15, 2023  
March 22, 2023

To view Meeting Materials please click on the link: <https://www.millisma.gov/meeting-materials/pages/fy23-meeting-materials>

**ASSESSORS 011410**

*Personnel Services*

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

Total

*Expenses*

Map Updating  
PP & RE Interim Inspections  
Data Cloud Software  
Printing  
Supplies and Expenses  
Postage  
Dues and Subscriptions  
Meetings  
Administrative Expense  
Mileage Reimbursement

Total

TOTAL BUDGET

FY2019 ACTUAL	FY2020 ACTUAL	FY2021 ACTUAL	FY2022 ACTUAL	FY2023 TM ADOPTED	FY2024 REQUESTS	FY2024 PROPOSED
\$84,599	\$77,788	\$82,217	\$87,678	\$91,886	\$ 93,610	
\$38,448	\$42,421	\$42,435	\$37,241	\$43,704	\$ 44,498	
\$0	\$92	\$0	\$0	\$0	\$ -	
\$213	\$283	\$351	\$301	\$400	\$ 400	
\$0	\$0	\$750	\$0	\$750	\$ 750	
\$123,260	\$120,584	\$125,753	\$125,220	\$136,739	\$139,258	\$0
\$2,300	\$2,532	\$2,300	\$2,895	\$3,600	\$3,600	
				\$19,900	\$23,650	
				\$5,555	\$7,380	
\$0	\$0	\$0	\$0	\$800	\$800	
\$1,446	\$1,612	\$1,660	\$1,820	\$1,400	\$1,900	
\$241	\$467	\$663	\$627	\$600	\$700	
\$200	\$235	\$375	\$460	\$350	\$475	
\$1,508	\$1,733	\$607	\$1,066	\$4,100	\$5,000	
\$642	\$336	\$506	\$979	\$1,037	\$1,058	
\$263	\$165	\$187	\$366	\$500	\$575	
\$6,600	\$7,080	\$6,297	\$8,214	\$37,842	\$45,138	\$0
\$129,860	\$127,664	\$132,050	\$133,434	\$174,581	\$184,396	\$0

**Note: Data Cloud has an additional one time fee of \$550 to integrate with Nearmap, the yearly license fee is \$137.50 and laser equipment cost**  
**Note: RE Interim includes 100 residential parcel insp & 25 commercial/industrial insp**

## BUDGET NARRATIVE

### Description of Department Function

Describe the overall mission or purpose of the Department.

To record, value and maintain current and correct values and information on all real estate and personal property located in Millis. Create parcels and parcels id's as subdivision or new street and parcels are created. Process excise tax information and abatements. Answer inquiries and provide information as requested from DOR, other Town Departments and the general public pertaining to the Assessor's Office. Provide required completed forms to DOR as needed/requested. Provide reports/information for the creation of bills for taxable property located in Millis.

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

Update mapping information, submit information to mapping company to keep GIS Information current on line, work as liaison for other departments and or boards to create needed maps.

### Programs and Sub-Programs

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

Data Collection  
Data Entry  
Supplemental Billing  
Chapter Land Valuation  
Betterments  
Excise Tax & Abatements  
GIS  
Real Estate & Personal Property Abatements  
Exemptions

### Accomplishments

Describe the major describable accomplishments or measurable activities in FY23  
Use statistics whenever possible

Successfully completed 5 year recertification for FY2023, working with our cama consultant and DOR representative. All requirements met within deadlines if not before.  
New department assistant, in training .

Completed Supplemental Billing for Fiscal Year 2022 (2 billing cycles)

Due to inspection restrictions updated information was obtained from street reviews, sales letters (mailing of sales letters each month with about 65% return) and reviewing information in the building department. In person inspections were resumed if agreeable with property owner.

Mailed Income and Expense statements in February of 2022 for FY2023 (with about a 49% return). This process was implemented in 2020 and continues for FY2024.

All billing information for FY2022 was processed and completed prior to the requested dates.

---

**FY24 Departmental Goals**

Describe the initiatives and accomplishments planned for FY24

Continue to maintain accurate records with updated information/valuation on all new building and improvements taking place in Millis for accurate billing. Work with public to allow in person interior and exterior inspections. Implement use of Mobile Assessor and use of laser device for measuring buildings. Continue training and education for department assistant to obtain her MAA designation.

---

**Spending Highlights for FY24**

Explain any significant budget changes from FY23

---

**Non-tax Funding**

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



TOWN OF MILLIS  
FISCAL YEAR 2024 BUDGET  
DEPARTMENT:

Form 2

Form #2

PERSONNEL SUMMARY

NAME	POSITION-PAY ITEM	CURRENT TOTAL ANNUAL SALARY	HRS/ WEEK	GRADE	STEP	ANNIV DATE	ANNUAL SALARY # WKS/HRS @ SAL	BASE SALARY	OTHER PAY	LON-GEVITY	TOTAL SALARY
Teri Gonsalves	Assessor		40	13	8	1/1	\$3,641.60	\$93,610.40			\$93,610.40
Liz Rand	Admin. Assistant		35	6	4	1/18	\$1,731.80	\$44,497.60		\$750.00	\$45,247.60
Camille Standley	BOA Secretary		6	10	14	9/14	27.65				\$400.00
SUBTOTAL/TOTAL								\$138,108.00	\$0.00	\$750.00	\$139,258.00

\$138,858.00



**TOWN OF MILLIS**  
**FISCAL YEAR 2024 BUDGET**

**FORM #5**

### EQUIPMENT DETAIL

DEPARTMENT:

CODE	DESCRIPTION	# OF UNITS	VALUE OF TRADE	NEW OR REPLACE	BUDGET REQUEST
D810	Laser Measuring Device- interacts with Mobile Assessor one time intergration fee yearly license fee	1		NEW	\$ 700 \$ 350 \$ 88
					\$ 1,138.00



**FINANCE DIRECTOR/ACCOUNTING 011350**

*Personnel Services*

Salary Department Head  
Salaries Clerical  
Salaries Clerical OT  
Longevity

Total

*Expenses*

Supplies and Expenses  
Dues and Subscriptions  
Meetings

Total

TOTAL BUDGET

	FY2019 ACTUAL	FY2020 ACTUAL	FY2021 ACTUAL	FY2022 ACTUAL	FY2023 TM ADOPTED	FY2024 REQUESTS	FY2024 PROPOSED
	\$132,070	\$125,000	\$122,106	\$127,500	\$131,354	\$135,324	
	\$97,404	\$121,143	\$130,046	\$134,978	\$141,498	\$144,318	
	\$11,408	\$2,308	\$130	\$631	\$1,000	\$1,000	
	\$750	\$850	\$850	\$850	\$1,600	\$1,700	
	\$241,632	\$249,301	\$253,132	\$263,959	\$275,452	\$282,342	\$0
	\$3,434	\$6,254	\$2,545	\$4,294	\$4,000	\$4,000	
	\$95	\$155	\$95	\$95	\$215	\$215	
	\$2,609	\$120	\$0	\$0	\$5,300	\$5,300	
	\$6,138	\$6,529	\$2,640	\$4,389	\$9,515	\$9,515	\$0
	\$247,770	\$255,830	\$255,771	\$268,348	\$284,967	\$291,857	\$0



## BUDGET NARRATIVE

### Description of Department Function

Describe the overall mission or purpose of the Department.

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

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

Maintains comprehensive financial records.

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

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

### Programs and Sub-Programs

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

### **Accomplishments**

Describe the major describable accomplishments or measurable activities in FY23 or CY23.  
Use statistics whenever possible.

Successfully rolled Accounts Payable-invoice entry to the School, DPW, Police Department, Fire Department and Town Administrators office. These Departments now have the ability to enter invoices and create batches to pay on a warrant in the Accounts Payable module using the Munis System. These Departments also have the ability to run Budget Reports, Account inquiry, vendor and invoice lookup.

Purchase Order module has been rolled out to the Police and Fire Department and School.

ESS (Employee Self Service) has been rolled out to all Town and School employees.

Time off/Time Entry has been rolled out to Town Offices

### **FY24 Departmental Goals**

Describe the initiatives and accomplishments planned for FY24

Continue with Time off/Time entry role out for other Departments within the Town and School. For the School, this will include adding school departments to the accrual process (tracking of time off)

Continue with implementing the Accounts Payable processing with in remaining departments in the Town Hall and will include the Library.

Continue roll out of the Purchase Order module with the School and other Departments within the Town.

Convert to Munis 2021, web version.





TOWN OF MILLIS						Form #3
FISCAL YEAR 2024 BUDGET			<u>STAFFING HISTORY</u>			
Department: FINANCE DEPT						
	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024
Position	FTE	FTE	FTE	FTE	FTE	FTE
FINANCE DIRECTOR	1.00	1.00	1.00	1.00	1.00	1.00
TOWN ACCOUNTANT		1.00	1.00	1.00	1.00	1.00
ASSISTANT TOWN ACCOUNTANT	0.75					
ACCOUNTS PAYABLE	0.25					
PAYROLL ADMINISTRATOR	1.00	1.00	1.00	1.00	1.00	1.00
SUBTOTAL/TOTAL	3.00	3.00	3.00	3.00	3.00	3.00



**TREASURER 011450***Personnel Services*

Salary Department Head  
Salaries Clerical  
Salaries Clerical OT  
Longevity

Total

*Expenses*

Services Note Certificates  
Printing  
Supplies and Expenses  
Postage  
Advertising  
Dues and Subscriptions  
Meetings  
Equipment  
Tax Title

Total

TOTAL BUDGET

FY2019 ACTUAL	FY2020 ACTUAL	FY2021 ACTUAL	FY2022 ACTUAL	FY2023 TM ADOPTED	FY2024 REQUESTS	FY2024 PROPOSED
\$90,350	\$ 97,811.08	\$ 96,204.05	\$ 100,382.61	\$ 102,922.22	\$ 102,523.20	
\$97,601	\$ 117,609.27	\$ 121,019.87	\$ 125,847.39	\$ 132,207.44	\$ 134,621.04	
\$5,848	\$ 97.02	\$ 5,284.74	\$ 3,120.46	\$ 3,000.00	\$ 3,000.00	
\$1,300	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 3,200.00	
\$195,098	\$217,017	\$224,009	\$230,850	\$239,630	\$243,344	\$0
\$2,650	\$12,292	\$10,337	\$ 16,856.23	\$ 15,000.00	\$15,000	
\$1,463	\$1,420	\$3,900	\$ 2,460.20	\$ 1,600.00	\$1,600	
\$4,587	\$3,853	\$3,579	\$ 4,884.62	\$ 5,000.00	\$5,000	
\$11,839	\$11,295	\$16,591	\$ 14,049.78	\$ 11,250.00	\$11,250	
\$348	\$0	\$0	\$ -	\$ 825.00	\$825	
\$250	\$100	\$100	\$ 100.00	\$ 340.00	\$340	
\$1,322	\$1,244	\$174	\$ 1,879.51	\$ 1,500.00	\$1,500	
\$5,362	\$5,409	\$2,785	\$ 5,670.72	\$ 5,775.00	\$5,775	
\$608	\$742	\$2,776	\$ 3,820.76	\$ 4,800.00	\$4,800	
\$28,429	\$36,355	\$40,241	\$49,722	\$46,090	\$46,090	\$0
\$223,527	\$253,372	\$264,250	\$280,572	\$285,720	\$289,434	\$0
-	-	-	-	-		

## **BUDGET NARRATIVE**

### **Description of Department Function**

Describe the overall mission or purpose of the Department.

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

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

### **Programs and Sub-Programs**

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

### **Accomplishments**

Describe the major describable accomplishments or measurable activities in FY23 or CY22. Use statistics whenever possible.

1. As of 6-30-22, the last day of 2022 fiscal year, 97% of the FY2022 real estate tax levy had been collected.

2. As of 6-30-22, the last day of 2022 fiscal year, 98% of the FY2022 personal property tax levy had been collected.
3. As of 6-30-22, that last day of 2022 fiscal year, 92% of the FY2022 stormwater levy had been collected.
4. In fiscal year 2022, the office added 196 water/sewer accounts.
5. In fiscal year 2022, the office added 116 stormwater accounts.
6. The office works diligently to answer and explain all inquiries either by phone, walk-in or email.

---

**FY24 Departmental Goals**

Describe the initiatives and accomplishments planned for FY24

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

---

**Spending Highlights for FY24**

Explain any significant budget changes from FY23

TOWN OF MILLIS  
FISCAL YEAR 2024 BUDGET  
DEPARTMENT:

Form 2

Form #2

PERSONNEL SUMMARY

NAME	POSITION-PAY ITEM	CURRENT TOTAL ANNUAL SALARY	HRS/ WEEK	GRADE	STEP	ANNIV DATE	ANNUAL SALARY # WKS/HRS @ SAL	BASE SALARY	OTHER PAY	LON-GEVITY	TOTAL SALARY
Scannell	Treasurer/Collector	\$103,672.20	40	14	10	10/4	(52*1971.60)	\$102,523.20		\$850.00	\$103,373.20
Smith-Frye	Assistant Treasurer/Collector	\$61,600.48	40	7	9	8/19	(40*7*29.21)+(40*45*29.87)	\$61,944.80		\$850.00	\$62,794.80
Marsha McNamara	Department Assistant II	\$35,686.04	28	6	5	2/4	(32*28*24.74)+(20*28*25.32)	\$36,346.24		\$750.00	\$37,096.24
Stacey Mill	Department Assistant II	\$35,670.92	28	6	5	2/11	(33*28*24.74)+(19*28*25.32)	\$36,330.00		\$750.00	\$37,080.00
	Salaries Clerical OT	\$3,000.00									\$3,000.00
SUBTOTAL/TOTAL								\$237,144.24	\$0.00	\$3,200.00	\$243,344.24

\$240,344.24



TOWN OF MILLIS FISCAL YEAR 2024 BUDGET						Form #3	
<u>STAFFING HISTORY</u>							
Department:							
	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	
Position	FTE	FTE	FTE	FTE	FTE	FTE	FTE
Treasurer/Collector	1	1	1	1	1	1	1
Assistant Treasurer/Collector	0.8	0.8	1	1	1	1	1
Department Assistant II	0.7	0.7	0.7	0.7	0.7	0.7	0.7
Department Assistant II	0.7	0.7	0.7	0.7	0.7	0.7	0.7
SUBTOTAL/TOTAL	3.20	3.20	3.40	3.40	3.40	3.40	3.40

**SELECTMEN/TOWN ADMINISTRATOR 01121/01129***Personnel Services*

	FY2019 ACTUAL	FY2020 ACTUAL	FY2021 ACTUAL	FY2022 ACTUAL	FY2023 TM ADOPTED	FY2024 REQUESTS	FY2024 HCA Requests	FY2024 Total Requests	FY2024 PROPOSED
Salary Town Administrator	\$148,320	\$152,770	\$158,977	\$170,150	\$175,255	\$175,255		\$175,255	
Salary Department Head	\$73,001	\$77,105	\$77,150	\$84,405	\$107,031	\$109,171		\$109,171	
Salary Economic Dev/Planner	\$0	\$28,535	\$38,635	\$41,249	\$42,148	\$42,148		\$42,148	
Wages Clerical	\$18,484	\$21,501	\$20,807	\$43,242	\$66,823	\$41,758	\$18,400	\$60,158	
Longevity	\$750	\$850	\$850	\$850	\$850	\$950		\$950	
Wages Clerical OT	\$534	\$980	\$2,042	\$1,741	\$900	\$900		\$900	
Sick Leave Buy Back	\$5,413	\$2,200	\$6,045	\$3,436	\$2,000	\$2,000		\$2,000	

Total	\$246,501	\$ 283,942	\$ 304,506	\$ 345,072	\$ 395,007	\$ 372,182	\$ 18,400	\$ 390,582	\$
-------	-----------	------------	------------	------------	------------	------------	-----------	------------	----

*Expenses*

Physical Exams	\$2,800	\$3,938	\$6,174	\$4,345	\$3,000	\$3,000		\$3,000	
Maintenance Contract	\$10,412	\$12,428	\$11,705	\$7,710	\$0	\$0		\$0	
Printing	\$59	\$554	\$0	\$0	\$0	\$0		\$0	
Supplies and Expenses	\$8,257	\$2,149	\$3,875	\$2,544	\$6,000	\$6,000		\$6,000	
Telephone	\$11,720	\$17,587	\$19,424	\$21,352	\$19,200	\$19,200		\$19,200	
Postage	\$1,785	\$1,127	\$2,002	\$1,956	\$1,800	\$1,800		\$1,800	
Copy Machine Supplies	\$1,342	\$754	\$1,134	\$2,157	\$1,400	\$1,400		\$1,400	
Advertising/Postage	\$1,693	\$1,739	\$1,855	\$1,801	\$1,300	\$2,000		\$2,000	
Dues and Subscriptions	\$4,272	\$3,939	\$3,924	\$4,457	\$4,500	\$4,500		\$4,500	
Meetings	\$2,505	\$5,035	\$1,236	\$2,953	\$4,350	\$4,350		\$4,350	
Equipment	\$0	\$381	\$0	\$0	\$1,000	\$2,200		\$2,200	
Administrative Expenses	\$1,615	\$1,631	\$1,615	\$1,615	\$1,615	\$1,615		\$1,615	
Auto/Mileage Reimbursement	\$5,959	\$5,319	\$6,033	\$4,952	\$5,200	\$5,200		\$5,200	
Consulting Services*	\$39,023	\$21,595	\$0	\$13,900	\$70,000	\$0	\$70,000	\$70,000	
Annual Audit					\$37,000	\$37,000		\$37,000	
Police Details	\$2,688	\$2,290	\$2,999	\$1,744	\$3,000	\$5,000		\$5,000	

Total	\$94,129	\$80,466	\$61,976	\$71,485	\$159,365	\$93,265	\$70,000	\$163,265	\$0
-------	----------	----------	----------	----------	-----------	----------	----------	-----------	-----

## TOTAL BUDGET

	\$340,630	\$364,408	\$366,482	\$416,557	\$554,372	\$465,447	\$88,400	\$553,847	\$0
--	-----------	-----------	-----------	-----------	-----------	-----------	----------	-----------	-----

\*Marijuana Impact Funds

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 Assistant Town Administrator 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 Articles V and 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

- Worked collaboratively with the Board of Health and other Town departments to manage the overall COVID-19 response
- Negotiated and executed collective bargaining agreements with all five municipal unions (Fire, Police, Dispatch, DPW, and SEIU)
- Successfully completed the construction of the PFAS Water Treatment Facility
- Completed a classification and compensation study for most employees at the Veterans Memorial Building and Library, which is being utilized for guidance in collective bargaining
- Purchased 23.13 acres of land through MGL c. 61 located at 377 Village Street
- Constructed an advanced water treatment plant at wells 1 & 2 in response to the new DEP PFAS standards
- Successfully managed and allocated marijuana impact funds to a wide variety of departments impacted by our marijuana retail establishment
- Created an enhanced model for Water/Sewer/Stormwater enterprises governance, including cost allocation methodology, asset management process, capacity management, regulatory compliance, impact on economic development, and rate setting policy.

### FY24 Departmental Goals

- Continue to provide effective COVID-19 impact management to support public health and municipal service delivery.
- Develop a comprehensive senior services delivery model to compliment the development of a senior center facility proposal.
- Provide appropriate project oversight for major capital projects (Lansing Millis Building, Senior Center, VMB repair).
- Improve communication and citizen engagement efforts to maximize the value of technology resources. Focus activity by articulating realistic implementation plans and resource identification.
- Promote continuous improvement in service delivery, implementation strategies and overall accountability. Through collaborative efforts with the school and municipal officials, develop priorities for introducing shared services across appropriate Town functions including IT, HR, Building and Field maintenance.
- Continue commitment to formalize the role of the Tri-Board team in revenue sharing and annual budget development.



- Support on-going activities to implement the Housing Plan, Open Space Plan and economic development efforts including the MBTA multifamily rezoning initiative.

---

### **Spending Highlights for FY24**

The Town approved significant and meaningful changes in FY23 to the operational/organizational structure of the Executive Office. This included the elevation of the Operations Support Manager position to that of Assistant Town Administrator/HR Manager in order to assist the Town Administrator in handling higher level administrative/executive level tasks. In addition, the 18 hour/week position of Department Assistant I was added in order to assist with the many clerical demands of the office, many of which were previously being done by the Operations Support Manager. This new position has been very successful in completing select board meeting minutes in a timely manner, the filing of official documents, and various other important tasks which had been deferred and/or left incomplete due to a lack of adequate staffing. This position has also been in training to assist the Assistant Town Administrator, and the Town Treasurer/Collector in several human resource related tasks, with a specific focus on benefits administration. This training is going very well. After extended discussions with the Assistant Town Administrator, the Treasurer/Collector, and the Finance Director, we are in agreement that all facets of human resource administration should ultimately be consolidated under this office (including benefits administration). However, it has become abundantly clear that in order to fully accomplish this goal it will be necessary to expand the hours of the Department Assistant I up to 35 hours/week. Although this increase will come with some additional costs, there are many benefits to making this change. The vast majority of benefits administration is currently being handled by the Treasurer/Collector and other financial officials of the Town. This change will allow these highly trained and more highly compensated officials to focus on other, more appropriate budget/finance related tasks, some of which have been deferred/delayed due to the demands of the benefits administration related duties. We believe that this change is in the best interest of the Town.

---

### **Non-tax Funding**

The department generates revenue for the General Fund through permit and licensing fees and grants as awarded.

**01129510 - SELECTMEN/ADMINISTRATION  
FORM 2  
FY2024 Payroll Budget Calculation Worksheet**

	Current Grade	Step At S.O.Y.	Weekly Hours	Step Date	Weeks At 1st Rate	Weeks At 2nd Rate	1st Rate	2nd Rate	1 Full Day Hours	Wages 1st Rate	Wages 2nd Rate	Wages	Base Dollars For FY2024	Longevity	Total Dollars For FY2024
Michael Guzinski	Contract		40.00	7/1	52.000	0.000		\$ -		\$ 175,254.50	\$ -	\$ -	\$ 175,254.50	\$ -	\$ 175,254.50
Bouret 6/25/08	PP 16	2	40.00	7/1	52.000	0.000	\$ 2,099.46	\$ -	8.00	\$ 109,171.92	\$ -	\$ -	\$ 109,171.92	\$ 950.00	\$ 110,121.92
Bob Weiss (Econ Dev) 9/7/19	12	10	19.00	7/1	52.000	0.000	\$ 42.66		3.80	\$ 42,148.08	\$ -	\$ -	\$ 42,148.08		\$ 42,148.08
Canesi 7/1/18	6	7	31.00	7/1	52.000	0.000	\$ 25.87		0.00	\$ 41,702.44	\$ -	\$ -	\$ 41,702.44		\$ 41,702.44
Schindler 10/3/2022	4	1	18.00	10/3	13.000	39.000	\$ 19.38	\$ 19.83	0.00	\$ 4,534.92	\$ 13,920.66	\$ -	\$ 18,455.58		\$ 18,455.58

Guzinski - waiting on contract


% Increase to PP

0% increase to SEIU contract end 6/30/2022

\$ 386,732.52	\$ 950.00	\$ 387,682.52
---------------	-----------	---------------

01129510-511001	Salary TA	\$ 175,254.50	
01129510-511000	Salary DH	\$ 109,171.92	
01129510-511006	Economic Dev/plan	\$ 42,148.08	
01129510-511010	Wages Clerical	\$ 41,758.02	\$ 18,400.00 Marijuana Request
01129510-513300	Wages Clerical OT	\$ 900.00	Level Funded
01129510-515000	Longevity	\$ 950.00	
01129510-515120	Sick Leave Buy Bk	\$ 2,000.00	Level Funded
		\$ 372,182.52	

M. Canesi FT 7/1/2021

  
 DEPARTMENT HEAD/DATE

[illegible]

**Budget Request Above Level Service**

**Title: Benefits Coordinator**

**Description of Request:**

After extended discussions with the Assistant Town Administrator, the Treasurer/Collector, and the Finance Director, we are in agreement that all facets of human resource administration should ultimately be consolidated under this office (including benefits administration). However, it has become abundantly clear that in order to fully accomplish this goal it will be necessary to expand the hours of the Department Assistant I up to 35 hours/week. Although this increase will come with some additional costs, there are many benefits to making this change. The vast majority of benefits administration is currently being handled by the Treasurer/Collector and other financial officials of the Town. This change will allow these highly trained and more highly compensated officials to focus on other, more appropriate budget/finance related tasks, some of which have been deferred/delayed due to the demands of the benefits administration related duties. We believe that this change is in the best interest of the Town.

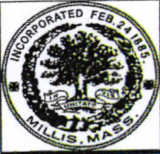
**Detailed Cost Impact:**

35 hours per week – Under negotiation with SEIU  
Hourly rate TBD

**Justification for Request**

See above





# Town of Millis

## Host Community Agreement

### Marijuana Impact Funds Request Form

Request Date	1/23/2023
Requestor's Name	Michael Guzinski
E-mail	<a href="mailto:mguzinski@millisma.gov">mguzinski@millisma.gov</a>
Phone	508.376.7041
Department	Executive Office

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

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

#### Description of Request:

Funding for contract for town-wide social worker (Community Impact) to serve all town residents as well as school and town departments.

Funding Start Date	7/1/2023
Funding End Date	6/30/2024
Total Funding Requested	<b>\$70,000.00</b>

#### Detailed Cost Impact:

Type of Expense	Description of Expense	Daily Expenses (Except Airfare)	# of Days	Total Expenses
Salaries			1	\$70,000.00
Airfare				\$0.00
Ground Transportation			1	\$0.00
Conference/Registration Fees			1	\$0.00
Lodging			1	\$0.00
Meals and Tips			1	\$0.00
Capital Project			1	\$0.00
Miscellaneous			1	\$0.00
Grand Total				<b>\$70,000.00</b>

#### Justification for Request

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

Requestor Signature		Date Signed	1/23/2023
Approved By			
Approval Signature		Date Approved	





# Town of Millis

## Host Community Agreement

### Marijuana Impact Funds Request Form

Request Date	1/19/2023
Requestor's Name	Michael Guzinski
E-mail	mguzinski@millisma.gov
Phone	508.376.7041
Department	Executive Office

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

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

**Description of Request:**

Funding for payroll for Department Assistants in Executive Office to cover hours for processing documentation related to Host Community Agreement documentation and receipt and deposit of related funds.

Funding Start Date	7/1/2023
Funding End Date	6/30/2024
Total Funding Requested	\$18,400.00

Detailed Cost Impact:				
Type of Expense	Description of Expense	Daily Expenses (Except Airfare)	# of Days	Total Expenses
Salaries			1	\$18,400.00
Airfare				\$0.00
Ground Transportation			1	\$0.00
Conference/Registration Fees			1	\$0.00
Lodging			1	\$0.00
Meals and Tips			1	\$0.00
Capital Project			1	\$0.00
Miscellaneous			1	\$0.00
Grand Total				\$18,400.00

**Justification for Request**  
Attach copies of reports, master plans, or supporting documentation)

Requestor Signature	Michael J. Guzinski	Date Signed	1/19/2023
Approved By		Date Approved	1-23-23
Approval Signature			

Town Building

**TOWN BUILDINGS 01198**

*Personnel Services*

	FY2019 ACTUAL	FY2020 ACTUAL	FY2021 ACTUAL	FY2022 ACTUAL	FY2023 TM ADOPTED	FY2024 REQUESTS	FY2024 PROPOSED
Wages	\$87,513	\$81,199	\$82,781	\$53,347	\$38,323	\$38,177	
Wages Overtime	\$7,505	\$2,269	\$1,136	\$891	\$0	\$0	
Longevity	\$650	\$750	\$750	\$750	\$0	\$0	
Total	\$95,668	\$84,218	\$84,667	\$54,988	\$38,323	\$38,177	\$0

*Expenses*

VMB Repairs	\$41,950	\$36,834	\$23,850	\$65,582	\$30,000	\$45,000	
Maintenance Contract	\$10,822	\$18,187	\$21,232	\$0	\$0	\$0	
VMB Maintenance Contracts	\$14,909	\$24,005	\$56,057	\$105,487	\$63,500	\$65,000	
Supplies and Expenses	\$5,453	\$11,264	\$0	\$0	\$0	\$0	
Clothing			\$811	\$110	\$0	\$0	
Special Expenditure	\$13,383	\$9,178	\$15,671	\$13,038	\$10,000	\$10,000	
VMB Supplies and Expenditures	\$946	\$617	\$5,596	\$4,610	\$8,000	\$8,000	
VMB Heating and Fuel	\$13,330	\$20,930	\$12,512	\$12,689	\$15,000	\$15,000	
VMB Water and Sewer	\$2,834	\$3,055	\$3,002	\$3,363	\$3,500	\$4,000	
VMB Electricity	\$35,718	\$40,122	\$46,144	\$41,049	\$45,000	\$50,000	
Library Electricity	\$39,163	\$35,723	\$35,954	\$37,884	\$28,000	\$30,000	
Auto Reimbursement	\$357	\$270	\$1,308	\$43	\$0		
Energy Manager Consultant	\$37,076	\$29,186	\$224	\$0	\$0		
Total	\$215,940	\$229,370	\$222,359	\$283,856	\$203,000	\$227,000	\$0

TOTAL BUDGET

	\$311,608	\$313,588	\$307,026	\$338,844	\$241,323	\$265,177	\$0
--	-----------	-----------	-----------	-----------	-----------	-----------	-----



## **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, Fire Station, and Town Hall 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

Massachusetts Green Communities Program  
emPower Millis Community Electricity Program

### **Accomplishments**

Describe the major describable accomplishments or measurable activities in FY23 or CY22. Use statistics whenever possible.

Installation of new fire alarm system at Veterans Memorial Building (VMB)  
(Funded through a state grant) Reorganize facilities maintenance oversight and operations with School Department  
Installation of new flooring in several rooms in the VMB  
Repairs to concrete steps at main entrance of the VMB  
Repair and replacement of thermostats at VMB  
Conducted major repairs to HVAC System in the VMB  
Obtained the services of the Norfolk County Sheriff's Department for several landscaping projects at town properties.

### **FY24 Departmental Goals**

Describe the initiatives and accomplishments planned for FY24

Installation of Automatic/Remote Door Locking system in the Library and VMB  
Repainting of several rooms in the VMB  
Refinish Flooring and replace carpeting in several offices and common areas.  
Continued upgrade and repair to HVAC system at Veterans Memorial Building.

---

**Spending Highlights for FY24**

Explain any significant budget changes from FY23

No major changes

---

**Non-tax Funding**

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

Received State Grant of \$750,000 for Renovation/Repair of Veterans Memorial Building

Received State Grant of \$250,000 for Renovation/Repair of Lansing Millis Building

Received Green Communities Grant of \$70,730 to install eight heat pumps at DPW Facilities which will result in an estimated \$13,000 in annual overall savings.

Received Utility Incentives of \$40,000

12/15/2022 11:22 AM

# 01198510 - TOWN BUILDINGS FORM 2 FY2024 Payroll Budget Calculation Worksheet

Current Grade	Step At S.O.Y.	Weekly Hours	Step Date	Weeks	Weeks	1 Full Day Hours	1st Rate	2nd Rate	Wages 1st Rate	Wages 2nd Rate	Wages	Base Dollars		Total Dollars	
				At 1st Rate	At 2nd Rate							For FY2024	Longevity	For FY2024	For FY2024
Bob Weiss (Energy Mgr)	10A	8	7/1	52	0	4.2	\$ 34.96	\$ 34.96	\$ 38,176.32	\$ -	\$ -	\$ 38,176.32	-	\$ 38,176.32	
7/1/2020															
												\$ 38,176.32	\$ -	\$ 38,176.32	

% increase to SEIU contract end 6/30/2022

01198510-511005 Wages \$ 38,176.32  
01198510-513000 Wages OT \$ Custodial OT  
01198510-515000 Longevity \$ -  
\$ 38,176.32

*[Signature]* 1/9/23  
DEPARTMENT HEAD/DATE



TOWN OF MILLIS						Form #3
FISCAL YEAR 2024 BUDGET			<u>STAFFING HISTORY</u>			
Department:						
	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024
Position	FTE	FTE	FTE	FTE	FTE	FTE
Senior Building Maintenance Worker VMB	1.00	1.00	1.00	1.00	0.00	0.00
Energy Manager	0.00	0.00	0.52	0.52	0.52	0.52
Senior Building Maintenance Worker	0.88	1.00	1.00	0.00	0.00	0.00
Facilities Manager	0.00	0.00	0.00	0.00	1.00	0.00
SUBTOTAL/TOTAL	1.88	2.00	2.52	1.52	1.52	0.52

TOWN OF MILLIS  
FISCAL YEAR 2024 BUDGET

FORM #5

DEPARTMENT: TOWN BUILDINGS					
CODE	DESCRIPTION	# OF UNITS	VALUE OF TRADE	NEW OR REPLACE	BUDGET REQUEST
	Towable boom lift for use by all town buildings 2022 NIFTYLIFT TM50HGE	1		NEW	\$46,000
					46000

## CAPITAL PROJECT DETAIL SHEET

<b>Project Title:</b> <b>Reconstruction of exterior stairs at main entrance of Veterans Memorial Building/Town Hall</b>	
<b>Department:</b> <b>Town Buildings</b>	<b>Category:</b> <b>Construction</b>
<b>Description and Justification:</b>  <p>The exterior concrete stairs are original to the VMB circa 1913. The stairs are suffering constant deterioration due to their age and exposure to the elements causing an unsafe condition at the main entrance to the building. Repairs have been made twice over the last five years for a total cost of over \$10,000.</p> <p>Estimate for complete reconstruction of stairs is \$150,000+/-</p> <p><b>PLEASE NOTE</b>  The original request for this repair was submitted in FY23 for FY24. We are resubmitting the request and pushing it out to FY25.</p>	<p style="color: red; transform: rotate(-45deg); font-weight: bold;">Please send a photo depicting the capital request as a separate file. Do not drop it in to this template.</p>

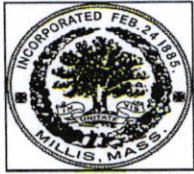
### RECOMMENDED FINANCING

	Source of Funds	Total Six -Year Cost	Estimated Expenditures by Fiscal Year					
			FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028
A. Feasibility Study								
B. Design								
C. Land Acquisition								
D. Construction	6	150000			150000			
E. Furnishings/Equipment								
F. Departmental Equipment								
G. Contingency								
H. Other								
<b>TOTAL</b>		<b>\$150,000</b>			<b>\$150,000</b>			

#### Source of Funds Legend

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





# Town of Millis

## Capital Planning Committee

### Priority Ranking Worksheet

<b>Project Name:</b>	Veterans Memorial Building/Town Hall Stairs
<b>Priority Ranking:</b>	9
<b>Project Type:</b>	Replacement
<b>Useful Life:</b>	50 years
<b>Responsible Department:</b>	Town Buildings

Criteria	Description	Rating Scale (1-9)	Project Rating *	Notes / Comments
Project Requirements	Is the project required to meet legal, compliance, or regulatory mandates or potentially impact the towns ability to provide necessary services?	1 = not required or mandated 5 = pending requirement 9 = required or mandated	9.00	
Strategic Alignment	To what extent is the project aligned with the government's overall strategies?	1 = no alignment with strategies 5 = partial alignment with strategies 9 = full alignment with strategies	1.00	N/A
Value to Citizens	How much value will the outcome of this project bring to our citizens?	1 = minimal value 5 = partial value 9 = high value	9.00	
<b>Priority Factor</b>			19.00	

Priority Ranking Criteria	Applicable**	Weighting Factor	Priority Factor	Score	Notes / Comments
Public Health and Safety	1	1.50	19.00	28.50	
Employee Health and Safety	1	1.25	19.00	23.75	
Regulatory Mandate	0	1.50	19.00	-	
Frequent Problems	1	1.25	19.00	23.75	
Generates Revenue	0	1.00	19.00	-	
Lowers Ongoing Operation Costs or generates savings	0	1.25	19.00	-	
Age or Condition of Existing	1	1.00	19.00	19.00	
Public Benefit	1	1.25	19.00	23.75	
Public Demand	0	1.00	19.00	-	
Synergy with Other Projects	0	1.00	19.00	-	
Comprehensive Plan Component	0	1.25	19.00	-	
<b>Total Score</b>				118.75	

\*Project Rating - Using Rating Scale rate your project from 1 - 9

\*\*Applicable - Enter a 1 if your project meets the Priority Ranking Criteria

## CAPITAL PROJECT DETAIL SHEET

Project Title: <b>Aerial Boom Lift</b>	
Department: <b>Town Buildings</b>	Category: <b>Equipment</b>
Description and Justification:  Currently the Town needs to rent an aerial boom lift for any work that requires a platform lift. A lift would provide assistance for tasks including tree trimming, exterior window washing, cleaning gutters at Clyde Brown and municipal buildings, minor building repairs, ornamental light maintenance and holiday decoration set up/breakdown. This equipment would be shared by Town and School departments.	<p style="color: red; transform: rotate(-30deg); font-weight: bold;">Please send a photo depicting the capital request as a separate file. Do not drop it in to this template.</p>

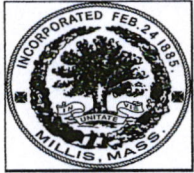
### RECOMMENDED FINANCING

		Source of Funds	Total Six -Year Cost	Estimated Expenditures by Fiscal Year					
				FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029
A. Feasibility Study									
B. Design									
C. Land Acquisition									
D. Construction									
E. Furnishings/Equipment									
F. Departmental Equipment				45558					
G. Contingency									
H. Other									
	TOTAL			\$45,558					

#### Source of Funds Legend

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





# Town of Millis

## Capital Planning Committee

### Priority Ranking Worksheet

<b>Project Name:</b>	<b>Aerial Boom Lift</b>	
<b>Priority Ranking:</b>	<b>Medium/High</b>	
<b>Project Type:</b>	<b>Equipment</b>	
<b>Useful Life:</b>	<b>10-20 years</b>	
<b>Responsible Department:</b>	<b>Town Buildings</b>	

Criteria		Description	Rating Scale (1-9)	Project Rating *	Notes / Comments
Project Requirements		Is the project required to meet legal, compliance, or regulatory mandates or potentially impact the towns ability to provide necessary services?	1 = not required or mandated 5 = pending requirement 9 = required or mandated	1.00	
Strategic Alignment		To what extent is the project aligned with the government's overall strategies?	1 = no alignment with strategies 5 = partial alignment with strategies 9 = full alignment with strategies	9.00	
Value to Citizens		How much value will the outcome of this project bring to our citizens?	1 = minimal value 5 = partial value 9 = high value	5.00	
<b>Priority Factor</b>				<b>15.00</b>	

Priority Ranking Criteria	Applicable**	Weighting Factor	Priority Factor	Score	Notes / Comments
Public Health and Safety	1	1.50	15.00	22.50	
Employee Health and Safety	1	1.25	15.00	18.75	
Regulatory Mandate	0	1.50	15.00	-	
Frequent Problems	1	1.25	15.00	18.75	
Generates Revenue	0	1.00	15.00	-	
Lowers Ongoing Operation Costs or generates savings	1	1.25	15.00	18.75	
Age or Condition of Existing	0	1.00	15.00	-	
Public Benefit	1	1.25	15.00	18.75	
Public Demand	0	1.00	15.00	-	
Synergy with Other Projects	0	1.00	15.00	-	
Comprehensive Plan Component	1	1.25	15.00	18.75	
<b>Total Score</b>				<b>116.25</b>	

\*Project Rating - Using Rating Scale rate your project from 1 - 9

\*\*Applicable - Enter a 1 if your project meets the Priority Ranking Criteria





(<https://www.aerialtitans.com>)

MENU ☰

8779249447  
(TEL: +18779249447)

HOME ([HTTPS://WWW.AERIALTITANS.COM/](https://www.aerialtitans.com/)) - PRODUCTS ([HTTPS://WWW.AERIALTITANS.COM/PRODUCTS/](https://www.aerialtitans.com/products/)) -  
NEW 2022 NIFTYLIFT TM50HGE



## NEW 2022 NIFTYLIFT TM50HGE

YEAR - 2022 | MODEL - TM50HGE |

# \$45,558

CONTACT SALES



([HTTPS://MAZOCAPITAL.COM/APPLY/?EID=52255](https://mazocapital.com/apply/?EID=52255)) CLICK HERE  
([HTTPS://MAZOCAPITAL.COM/APPLY/?EID=52255](https://mazocapital.com/apply/?EID=52255)) FOR FINANCING  
OPTIONS

## NIFTYLIFT

([HTTPS://WWW.AERIALTITANS.COM/BRANDS/NIFTYLIFT/](https://www.aerialtitans.com/brands/niftylift/))

\*1yr Factory Warranty (Parts & Labor) &  
5yr Structural Warranty – Ask About 2yr,  
3yr & 4yr Extended Warranties\*

50' Platform Height / 56' Work Height /  
30' Horizontal Reach

Bi-Energy (Honda Gas & DC Electric  
Motor) w/ Hydraulic  
Outriggers/Stabilizers, Spare Tire, Power  
to the Platform

### Optional Upgrades:

A) Traction Drive/2WD Assist – \$2,985

B) Paint your new unit any color at the  
point of manufacture – \$1,000

C) AIR to Platform – \$550

### CAPITAL PROJECT DETAIL SHEET

<b>Project Title:</b> Veterans Memorial Building HVAC Repairs	
<b>Department:</b> Town Buildings	<b>Category:</b>
<b>Description and Justification:</b> See attached.	Please send a photo depicting the capital request as a separate file. Do not drop it in to this template.

#### RECOMMENDED FINANCING

	Source of Funds	Total Six -Year Cost	Estimated Expenditures by Fiscal Year					
			FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029
A. Feasibility Study								
B. Design								
C. Land Acquisition								
D. Construction	6	75000	\$75,000					
E. Furnishings/Equipment								
F. Departmental Equipment								
G. Contingency								
H. Other								
<b>TOTAL</b>		<b>\$75,000</b>	<b>\$75,000</b>					

#### Source of Funds Legend

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



# Renaud

**HVAC & CONTROLS, INC.**

P.O. Box 26

11 John Road

Sutton, Massachusetts 01590

Telephone 508-865-2060

FAX 508-865-9070

February 22, 2023

**Town of Millis**  
900 Main Street  
Millis, MA 02054

**Attention: John Engler and Karen Bouret DeMarzo:**

**Re: Town Hall: T-Stat and Valve Replacements:**

Below is an estimate to replace 17 valves that are not operational and 23 T-Stats that are burnt and not working. This estimate has a lot of unknown, you will be billed actuals only. Part of this renovation will be under the assumption that the upcoming T-stat testing will be approved and successful. Please note that this proposal is for budget purposes only. When the project is approved, we will provide actual pricing based on current labor and materials costs. We appreciate the opportunity.

- Provide and install (20) actuator valves for the Town Hall. 17 need replacing, the other 3 will be left onsite as spares.
- Replace 23 burnt T-stats with new T-stats. We will leave the remaining as spares. This quote includes our control company procuring remote access to program once we install.
- Perform complete system checkout.
- All labor to comply with MA prevailing wage law and per contract specifications.
- Any unforeseen deficiencies and or work outside of the scope described above will be addressed and once approved be billed on a time and material basis.
- All work to be performed during normal working hours (7:00am-3:30pm).

**Estimated Budget Price: \$75,000.00**

Terms:

- 1) Progress billing for work completed and materials delivered. Balance due upon completion.

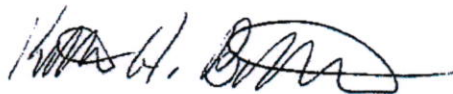
Due to the rapid rise with inflation of equipment and material prices, this proposal may be withdrawn by Renaud HVAC & Controls, Inc. if not accepted within 1 day. Unfortunately, we have no control of this. If the customer approval process takes longer than 1 days, Renaud HVAC reserves the right to "re-quote".

COMMBUYS Vendor ID: 223879

TRD01HVAC/SHEETMETAL SERVICES STATE CONTRACT----PO-17-1080-OSD3-OSD03-10433

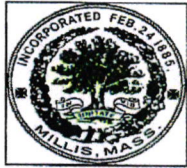
Mass Vendor Code Payment ID: VC6000185907

Sincerely



Kenneth Boutiette  
Service Manager





# Town of Millis

## Capital Planning Committee

### Priority Ranking Worksheet

<b>Project Name:</b>	VMB HVAC Repairs	
<b>Priority Ranking:</b>	1	
<b>Project Type:</b>	Repair	
<b>Useful Life:</b>	20 years	
<b>Responsible Department:</b>	Town Buildings	

Criteria		Description	Rating Scale (1-9)	Project Rating *	Notes / Comments
Project Requirements		Is the project required to meet legal, compliance, or regulatory mandates or potentially impact the towns ability to provide necessary services?	1 = not required or mandated 5 = pending requirement 9 = required or mandated	5.00	
Strategic Alignment		To what extent is the project aligned with the government's overall strategies?	1 = no alignment with strategies 5 = partial alignment with strategies 9 = full alignment with strategies	5.00	
Value to Citizens		How much value will the outcome of this project bring to our citizens?	1 = minimal value 5 = partial value 9 = high value	5.00	
<b>Priority Factor</b>				15.00	

Priority Ranking Criteria	Applicable**	Weighting Factor	Priority Factor	Score	Notes / Comments
Public Health and Safety	1	1.50	15.00	22.50	
Employee Health and Safety	1	1.25	15.00	18.75	
Regulatory Mandate		1.50	15.00	-	
Frequent Problems	1	1.25	15.00	18.75	
Generates Revenue		1.00	15.00	-	
Lowers Ongoing Operation Costs or generates savings	1	1.25	15.00	18.75	
Age or Condition of Existing	1	1.00	15.00	15.00	
Public Benefit	1	1.25	15.00	18.75	
Public Demand		1.00	15.00	-	
Synergy with Other Projects		1.00	15.00	-	
Comprehensive Plan Component	1	1.25	15.00	18.75	
<b>Total Score</b>				131.25	

\*Project Rating - Using Rating Scale rate your project from 1 - 9

\*\*Applicable - Enter a 1 if your project meets the Priority Ranking Criteria

## **SPRING 05/03/2023 TOWN MEETING ARTICLE LIST**

1. Unpaid Bills
2. FY23 Additional Wages and Expenses
3. FY24 Operating Budget
4. Sewer Enterprise Fund
5. Water Enterprise Fund
6. Stormwater Enterprise Fund
7. Consent Agenda:
  - Amendments to Personnel Plan
  - Board of Health Appointing Authority
  - Revolving Funds
  - Community Preservation Fund
8. Capital Items
9. Design and Construction of Sidewalks and Roads?
10. Tree Removal/Maintenance?
11. General Bylaw – Powers and Duties of the Town Administrator?
12. Establish Millis Net Zero Goal
13. Amend Plastic Bag Reduction Bylaw
14. Unemployment Insurance
15. OPEB Fund
16. Special Education Stabilization Fund
17. Stabilization Fund
18. Petition Article – Wireless Infrastructure

**TO THE TOWN ACCOUNTANT:**

DATE: March 8, 2023

	<b>INVOICE</b>					
<b>LINE ITEM NUMBER</b>	<b>AMOUNT</b>	<b>VENDOR ID</b>	<b>NUMBER</b>	<b>DATE</b>	<b>PAY TO</b>	<b>ACCT USE ONLY</b>
Supplies and Expenses						
01131520-558000	\$ 14.69	98	236614216	02/28/23	W.B. Mason	
Total of Bills	\$ 14.69					





W.B. MASON CO., INC.  
59 Centre St  
Brockton, MA 02301

Address Service Requested  
888-WB-MASON www.wbmason.com

Invoice Number	236614216
Customer Number	C1110099
Invoice Date	02/28/2023
Due Date	03/30/2023
PO Number	212
Order Date	02/24/2023
Order Number	S132425480
Order Method	PHONE

Millis Dept of Public Works  
900 Main St Ste 204  
Millis MA 02054

**Delivery Address**

Millis D.P.W.  
Attn.: Deirdre  
900 Main St Ste 204  
Millis MA 02054

W.B. Mason Federal ID #: 04-2455641

## Important Messages

### IMPORTANT UPDATE REGARDING W.B. MASON RETURNS POLICY:

Unopened items must be returned within 30 days. Missing, damaged, defective or expired items must be reported within 14 days. Visit [www.wbmason.com](http://www.wbmason.com) to view our entire Return Policy

Thank you for your business! We encourage you to visit [www.wbmason.com/Payment](http://www.wbmason.com/Payment) for 24/7 access to your account. We offer the ability to pay online, and view or download invoices.

ITEM NUMBER	DESCRIPTION	QTY	U/M	UNIT PRICE	EXT PRICE
WBM48208	FRAME,METAL,DESK,2X8,CUSTOM WALNUT / WHITE LETTERS W/ SILVER HOLDER Michael Krone	1	EA	14.69	14.69

SUBTOTAL: 14.69  
TAX & BOTTLE DEPOSITS TOTAL: 0.00  
ORDER TOTAL: 14.69  
Total Due: 14.69

To ensure proper credit, please detach and return below portion with your payment



W.B. MASON CO., INC.  
PO BOX 981101  
BOSTON, MA 02298-1101

Millis Dept of Public Works  
900 Main St Ste 204  
Millis MA 02054

Remittance Section	
Customer Number	C1110099
Invoice Number	236614216
Invoice Date	02/28/2023
Terms	Net 30
<b>Total Due</b>	<b>14.69</b>

PLEASE REFERENCE INVOICE NUMBER WHEN  
MAKING PAYMENT. PAY ON OUR WEBSITE OR  
SEND PAYMENT TO:

W.B. MASON CO., INC.  
PO BOX 981101  
BOSTON, MA 02298-1101

C11100992366142162366142160000000014698

## Finance Committee Meeting

March 1, 2023, 7:00 PM EST  
Veterans Memorial Building – Room #229  
900 Main Street Millis, MA 02054  
Participation Via Zoom Remote Platform

### Committee Members In Attendance:

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

### Invited Guest:

Kris Fogarty, Recreation Director  
Kim Tolson, Library Director  
Lisa Hardin, Town Clerk  
Patricia Burke, Article Petitioner

Pete Berube called the Finance Committee Meeting to order at 7:00 PM.

### Recreation Department FY24 Budget Presentation:

The Department was awarded "Agency of the Year for Program Outreach" for their Project Smile initiative. Throughout town, inspiring artwork was painted to promote positivity amongst young people. The Pickle Ball Courts were soundproofed thanks to the efforts of the DPW and funding at Town Meeting. The Department established Millis Recreation Serves, a community service program for Middle/High School Students, there are currently 72 students that participate. Project Smile II is planned for May 2023, Mental Awareness Month. Expansion of the Adaptive/Inclusive Programming is another of the department's goals.

The Recreation Department Budget consists of the following:

• Director Salary:	\$ 66,558.00
• Clerical Wages:	\$ 23,432.00
• Teen Coordinator:	\$ 24,440.00
• Longevity:	\$ 1,050.00
• Supplies and Expenses	<u>\$ 58,798.00</u>
Total:	<u>\$174,278.00</u>

Marijuana Impact Fees cover:

• Clerical Wages:	\$ 12,980.00
• Teen Coordinator:	\$ 24,440.00
• Supplies and Expenses:	<u>\$ 2,000.00</u>
Total:	<u>\$ 39,420.00</u>

The Above Level Service Requests includes (2.5) additional hours for the Director, \$4,754.10, and \$40,000.00 for Supplies and Expenses. The average annual cost for Supplies and Expenses is \$131,414.00. The FY23 Supplies and Expenses budget was based on 2020 data and is not sufficient in 2023. As of March 1<sup>st</sup>, the Supplies and Expenses have totaled \$71,000.00. Spring Programming will require an estimated \$15,000.00 for Supplies and Expenses.

In FY23, the town changed the Recreation Department's Receipts by eliminating the Special Revolving Fund which had previously paid for Operating Expenses, a portion of the Department's Salaries and Healthcare Costs. By doing so, all receipts are now deposited into the General Fund, approximately \$120,000.00 to date; anticipated receipts are expected to exceed previous years by approximately \$30,000.00.

A 53D Fund would require the town to cover the cost for Salaries and Healthcare while allowing a Revolving Fund to absorb the costs for programs. Most small communities operate their Recreation Department in this manner. At the end of the Fiscal Year, \$10,000.00 is allotted to remain in the fund; all other revenues are turned over to the General Fund. Ideally, this would be the

best scenario. Self-Funded Recreation Departments, which cover all costs, are in larger communities. The programs provided generate revenues for the town and are deposited to the General Fund. Salaries and Healthcare costs are now funded by the General Fund similar to the Library, Town Clerk and other departments. Raising program fees will not fix the lack of funds in the Supplies and Expenses Budget; it was underfunded in FY23. The committee requested an overall breakdown of revenue and expenses for FY23 in order to budget properly for FY24. It was noted that the Recreation Department provides great programs.

Additional Marijuana Impact Fee Requests include expanding staff for the Inclusive Camp Program, continuation of the Teen Coordinator plus 2/3 of benefit costs. The Teen Coordinator, Erin LeBlanc, has recruited volunteers from the Middle/High School to participate/volunteer in numerous programs. The Department is seeking grants to continue this endeavor when Marijuana Impact Fee Revenue expire.

#### Library FY24 Budget Presentation:

The Library provides numerous programs, 462, in 2022, and has seen an 87% increase in attendance. Marijuana Impact Fees has allowed the Library to be open for extended hours on Thursday and Friday evenings as well as Saturdays during the Summer months. The total cost is \$16,139.50. Additional programming has resulted in an increase of participants.

Salaries total \$325,200.00 of which \$16,140.00 is funded by Marijuana Impact Fees. Expenses total \$172,613.00 for a total budget of \$497,813.00. The cost of Library Materials is \$94,500.00; 19% of the overall budget is needed to maintain certification.

The Library was built ten years ago and recently underwent a Facility Assessment. As a result, Capital Requests include improvements to the facility overall, \$30,500.00, which includes roof repairs, improvements to handicap accessibility and repairs to exterior gutters. In addition, \$110,000.00 is requested for Phase II of the Lighting System.

#### Town Clerk, Elections and Registrar FY24 Budget Presentation:

The FY24 Elections Budget Request includes increases to the following line items:

• Wages	\$13,357.00
• Printing	\$ 2,400.00
• Supplies and Expenses	\$ 300.00
• Postage	\$ 2,000.00
• Food	\$ 1,500.00
• Advertising	\$ 300.00
• Equipment	\$ 500.00
Total:	<u>\$20,357.00</u>

In FY24, there will be (3) Elections:

- Tri-County School Renovation Project Special Election in October 2023
- Federal Primary Election in March of 2024, which requires Early Voting Staff Hours
- Town Election in May 2024

The FY23 Elections Budget is in a \$8,800.00 deficit. However, there is \$8,000.00 available in the Town Clerk Overtime Budget. Reimbursement from the Commonwealth is available to cover costs for Early Voting; the Assistant Town Clerk filed the documents needed and reimbursement should be received within the Fiscal Year. The increases to the Elections FY24 Budget are based on projections. The Town Clerk Budget includes Clerical Overtime of \$10,000.00 which is used for the Annual Census and Dog Licensing which should be everyday tasks; overtime costs should not be necessary. The committee questioned the overall Overtime Budgets for the Elections and Town Clerk Budgets.

The Registrar Budget totals \$7,328.00 which includes \$1,428.00 in Salaries and \$5,900.00 in expenses. An increase in postage and printing are expected. The Registrar budget is needed for the Annual Census and publishing the Annual Street Listing.

The Town Clerk FY24 Budget Request includes increases to:

- Salaries \$887.00
  - An increase in Longevity and Step Increases
- Expenses \$1,200.00
  - Supplies and Expenses \$500.00
  - Postage \$500.00
  - Equipment Repairs \$200.00

The Town Clerk Above Level Service Request includes an increase to the Town Clerk's Annual Stipend from \$12,723.00 to \$30,000.00. No additional Healthcare costs will be needed; Elected Officials are offered Healthcare Benefits and the Town Clerk is enrolled. The increase would allow for additional hours (16) per week for the Town Clerk to be available during Town Hall



operating hours, primarily in the afternoons. The proposal for additional funding of the Elected Town Clerk has been presented for several years. A Study was conducted several years ago to evaluate the structure of the Town Clerk's Office: Elected versus an Appointed Town Clerk, Staffing Needs, etc. The findings were that the current structure is sufficient for the size of the town. However, if there is 50% increase to the Town Clerk's Stipend justification needs to be made in order to present the request to Town Meeting.

#### Petitioned Article Presentation:

Patricia Burke gave an overview of her background. The article proposed would address radio frequencies in the town in terms of cell tower placements and wireless exposures. Five other communities are putting forth a Warrant Article at their Spring 2023 Town Meeting to address the radio frequency concerns. The FCC (Federal Communication Commission) is reviewing their policy of Radio Frequency Placement.

Concerns include:

- Long term exposure
- Impacts to children, wildlife and the environment

Wireless providers are installing 5G networking without the town's knowledge. A proposal to have wireless providers certified annually would keep the Town Administration aware of the wireless infrastructure occurring throughout town.

The intent of the Petitioned Article is to make the issues made public at a local level. The committee requested Ms. Burke to summarize the concerns in layman's terms to be presented at the Spring Town Meeting. Historically, the Finance Committee has supported Citizen Petitions allowing Town Meeting Voters to make the ultimate decision.

#### Oak Grove Farm Playground and Fields Funding Update:

Carol Johnston, Finance Director, emailed the committee information on Oak Grove Farm Funding. John McAvoy provided the committee, via email, with a background of playground and field maintenance funding.

#### Spring 2023 Town Meeting Draft Warrant Article Review:

- Article #1 Unpaid Bills
- Article #2 FY23 Additional Wages and Expenses
- Article #3 FY24 Operating Budget
- Article #4 Sewer Enterprise Fund
- Article #5 Water Enterprise Fund
- Article #6 Stormwater Enterprise Fund
- Article #7 Consent Items:
  - Amendments to the Personnel Plan
  - Board of Health Appointing Authority
  - Revolving Funds
  - Community Preservation Fund
- Article #8 Capital Items
- Article #9 Design and Construction of Sidewalks
- Article #10 Tree Maintenance/Removal
- Article #11 General ByLaw – Powers and Duties of the Town Administrator
- Article #12 Establish Millis Net Zero Goal
- Article #13 Amend Plastic Bag Reduction ByLaw
- Article #14 Unemployment Insurance
- Article #15 OPEB (Other Post-Employment Benefits) Fund
- Article #16 Special Education Stabilization Fund
- Article #17 Stabilization Fund
- Article #18 Petitioned Article

#### Board and Committee Liaison Updates:

Jon Loer, member of the Capital Planning Committee, made the committee aware there are (13) Capital Item Requests. The committee is working to prioritize the needs of the town. The requests include:

- DPW Equipment
- Library Lighting Upgrade
- Town Building HVAC Upgrades
- School Department Wireless Upgrades and an increase in Transportation Costs

- Council on Aging Replacement Vehicle
- Veterans Memorial Building Improvements

At their last meeting, the Capital Planning Committee discussed their role in making recommendations to the Select Board and Finance Committee. The committee is focused on prioritizing the town's ten-year needs.

Joyce Boiardi and Sara Reyes attended the School Committee Meeting, the School Department's SPED Funding Deficit has risen to \$1.8 million. As a result, 22-28 Full-Time Employees would be laid off; this will impact all grades in the School Department K-12. Classes sizes would be increased and Course Curriculum could be decreased at the Middle/High School. SPED costs are astronomical; relief is needed. Circuit Breaker funds are approximately \$500,000.00.

The School Committee has posted a Public Hearing on Tuesday, March 14, 2023, at 7:00 PM to discuss their FY24 Budget. The meeting will be held at the Middle/High School Library.

Finance Committee Meeting Minutes Approval:

Jodie Garzon made a motion to approve the February 15, 2023 Tri-Board Meeting Minutes; Jon Loer seconded. Vote: 6/0 2 abstained. Motion carries.

Adjourn Meeting:

Jodie Garzon made a motion to adjourn the Finance Committee Meeting at 9:08 PM; Pete Berube seconded. Vote: 9/0 motion carries unanimously.

Respectfully submitted,  
Deirdre Gilmore