



TOWN OF MILLIS

Finance Committee
900 Main Street • Millis, MA 02054

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

Meeting Agenda

Date: Monday, May 2, 2022
Time: 7:00 PM
Location: 245 Plain Street – Room #104

Committee Attendees:

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

Non-Committee Attendees: Deirdre Gilmore

Invited Guests: Mike Guzinski ☐; Carol Johnston ☐; Select Board Member ☐; Donna Cabibbo ☐

Current Reserve Fund Balance: \$ 50,000.00
Free Cash Balance: \$1,190,059.20
Stabilization Fund Balance as of March 31, 2022: \$1,841,788.29

Agenda		
Time	Topic	Speaker
~7:00	Call Meeting to Order	Peter Berube
~7:05	Discuss and Vote: Article #10 Community Preservation Open Space/Recreation Reserve Fund – Town Owned Properties Inventory and Management Plan	Committee
~7:10	Review Town Meeting Procedures	Committee
~7:15	Approve Bills Payable: Advertise Pre-Town Meeting/Public Hearing	Committee
~7:20	Finance Committee Meeting Minutes Approval: April 27, 2022	Committee
~7:25	Old Business/New Business	Committee
~10:30	Adjourn	Committee

Important Dates:

May 2, 2022 7:30 PM Spring Town Meeting MS/HS Auditorium

November 7, 2022 Fall Town Meeting

Upcoming Meetings:

TBD

To view Meeting Materials please click on the link: <https://www.millisma.gov/meeting-materials/pages/fy22-meeting-materials>

Town of Millis
May 2022 Annual Town Meeting Article List

#	Article	Amount:	Recommendation:	Funding Source:	FinCom
1	Unpaid Bills	\$3,464.51	Approve	\$3,427.19 Free Cash \$18.66 Water Reserves \$18.66 Sewer Reserves	Jim B.
2	FY22 Additional Wages and Expenses		Approve Transfers		Peter U.
3	FY23 Operating Budget	\$39,781,035.00	Approve	\$37,801,118.00 Taxation \$412,234.00 Ambulance Fund \$332.00 Perpetual Care Interest \$7,212.00 Sale of Cemetery Lots \$55,224.00 Cell Tower Revenue \$114,831.00 Bond Premium Release \$303,449.00 Marijuana Impact Fees \$375,899.00 Free Cash \$247,258.00 Transfer from Sewer \$302,204.00 Transfer from Water \$161,274.00 Transfer from Stormwater	Pete B.
4	SEIU #888, Firefighters Local #4704 & AFSCME Contract Ratification	\$115,000.00	Approve	\$100,000.00 Free Cash \$5,100.00 Transfer from Sewer \$6,400.00 Transfer from Water \$3,500.00 Transfer from Stormwater	Sara R.
5	Sewer Enterprise Fund:		Approve	\$1,766,855.00 Sewer Receipts	Jodie G.
6	Water Enterprise Fund:		Approve	\$2,494,228.00 Water Receipts	Jodie G.
7	Stormwater Enterprise Fund:		Approve	\$630,273.00 Stormwater Receipts	Jodie G.
8	Consent Agenda:		Approve		John S.
	Amendments to Personnel Plan - Schedule A Salary	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			
	Tobacco Control Program	\$1,000.00			
	Community Preservation Fund:	\$152,560.00			
	FY23 Administrative Salary and Expenses	\$13,734.00			
	Long Term Debt - Principal	\$20,000.00			
	Long Term Debt - Interest	\$8,950.00			
	FY23 Estimated Revenues for Historic Resources Reserve	\$27,469.00			
	FY23 Estimated Revenues for Community Housing Reserve	\$27,469.00			
	FY23 Estimated Revenues for Open Space Reserve	\$27,469.00			
	FY23 Estimated Revenues for Budgeted Reserve	\$27,469.00			
9	Community Preservation Open Space Reserve - Soundproofing Pickleball & Tennis Courts	\$21,035.16	Approve	CPC Open Space Reserves	Jon L.
10	Community Preservation - Town Owned Properties Inventory & Mgmt Plan RFP = \$161,700.00	\$70,000.00	RATM	\$13,161.40 CPC Open Space Reserves \$56,838.60 CPC Budgeted Reserves	John S.

4/29/2022

Town of Millis
May 2022 Annual Town Meeting Article List

#	Article	Amount:	Recommendation:	Funding Source:	FinCom
11	Community Preservation Open Space Reserve - Oak Grove Farm Trail Improvements	\$16,900.00	Approve	CPC Open Space Reserves	John S.
12	FY23 Recertification Process - Board of Assessors	\$17,800.00	Approve	Free Cash	Sara R.
13	Capital Items:	\$264,095.00	Approve		Pete B.
	Public Safety Radio Console Update	\$112,580.00		\$169,209.00 Free Cash	
	Public Safety Radio Backup Generators	\$25,000.00		\$31,629.00 Sewer Reserves	
	DPW Chevy Silverado with Plow	\$54,416.00		\$31,629.00 Water Reserves	
	DPW Skid Steer	\$52,699.00		\$31,628.00 Stormwater Reserves	
	DPW Message Board	\$19,400.00			
14	PFAS Water Treatment Facility Bonding Amendment	\$500,000.00	Approve	Borrowing	Cathy M.
15	Design and Construction of Sidewalks and Roads	\$160,000.00	Approve	Free Cash	Jodie G.
16	Tree Removal/Maintenance	\$50,000.00	Approve	Free Cash	Cathy M.
17	School New Computer Lease - Year One	\$69,900.00	Approve	Borrowing	Sara R.
18	Police New Cruiser Lease - Year One	\$104,000.00	Approve	Borrowing	Sara R.
19	General ByLaw - Powers and Duties of the Town Administrator	N/A	Approve		Peter U.
20	Charter Amendment - Change Town Clerk from Elected to Appointed	N/A	Approve		Peter U.
21	Zoning ByLaw Amendment - Amendment to Associate Planning Board Member	N/A	Approve		Cathy M.
22	Zoning ByLaw Amendment - Add I-P-2 District to Tables #2 & 3	N/A	Approve		Cathy M.
23	Authorization for Consolidated Town wide Facilities Maintenance	N/A	Approve		Jim B.
24	Unemployment Insurance Fund	\$10,275.00	Approve	Free Cash	Jon L.
25	OPEB Fund	TBD	Dismiss		Jon L.
26	Stabilization Fund	N/A	Dismiss		Jim B.
27	Petition Article	N/A	Dismiss		Pete B.
28	Petition Article	N/A	Dismiss		Pete B.

RATM = Recommend at Town Meeting

Free Cash:	\$1,190,059.20
Free Cash Appropriated:	\$886,610.19
Marijuana Impact Fees Appropriated:	\$303,449.00
Balance:	\$0.01



SPRING 2022 TOWN MEETING MOTION LIST

1. Unpaid Bills
2. FY22 Additional Wages and Expenses
3. FY23 Operating Budget
4. SEIU #888, Firefighters Local #4704, AFSCME Council 93 Local #1301 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 Open Space/Recreation Reserve Fund – Soundproofing for Pickleball/Tennis Courts
10. Community Preservation Open Space/Recreation Reserve Fund – Town-Owned Properties Inventory and Management Plan
11. Community Preservation Open Space/Recreation Reserve Fund – Oak Grove Farm Trail Improvement Project
12. FY23 Recertification Process (BOA) - for remaining \$17,800
13. Capital Items

14. PFAS Water Treatment Bonding Amendment
15. Design and Construction of Sidewalks and Roads
16. Tree Removal/Maintenance
17. New Computer Lease for Schools – Year One
18. New Police Cruiser Lease – Year One
19. General Bylaw – Powers and Duties of the Town Administrator
20. Charter Amendment – Change Town Clerk from Elected to Appointed
21. Zoning Bylaws Amendment – Amendment to Associate Planning Board Member
22. Zoning Bylaws Amendment – Add I-P-2 District to Tables 2 & 3
23. Acceptance of MGL Ch. 71 Section 37M Authorization for Consolidated Town wide Facilities Maintenance
24. Unemployment Insurance
25. OPEB Fund
26. Stabilization Fund
27. Petition Article
28. Petition Article

ARTICLE 1. MOTION

I move that the Town vote to transfer from Free Cash the sum of **\$3,427.19**, and transfer from **Water Enterprise Reserves** the sum of **\$18.66**, and transfer from **Sewer Enterprise Reserves** the sum of **\$18.66**, for a total sum of **\$3,464.51** to pay the following **unpaid bills** incurred by Town departments from the previous fiscal year.

COA/BOH	WB Mason	\$399.96
COA/BOH	WB Mason	\$599.94
COA/BOH	WB Mason	\$919.98
COA/BOH	WB Mason	\$199.98
COA/BOH	WB Mason	\$199.98
COA/BOH	WB Mason	\$399.96
Building	Timothy Costello	\$100.00
DPW	WB Mason	\$18.66
BOH	Biscom	\$33.48
Fire	Comcast	\$555.25
DPW/WE	WB Mason	\$18.66
DPW/SE	WB Mason	\$18.66

4/5 Majority

ARTICLE 1. To see if the Town will vote to transfer from available funds the sum of **\$3,464.51** to pay the following **unpaid bills** incurred by Town departments from previous fiscal year(s), or take any other action in relation thereto.

COA/BOH	WB Mason	\$399.96
COA/BOH	WB Mason	\$599.94
COA/BOH	WB Mason	\$919.98
COA/BOH	WB Mason	\$199.98
COA/BOH	WB Mason	\$199.98
COA/BOH	WB Mason	\$399.96
Building	Timothy Costello	\$100.00
DPW	WB Mason	\$18.66
BOH	Biscom	\$33.48
Fire	Comcast	\$555.25
DPW/WE	WB Mason	\$18.66
DPW/SE	WB Mason	\$18.66

(Submitted by The Select Board)

4/5 majority

ARTICLE 2. MOTION

I move that the Town vote to transfer from the following accounts the sums of money listed below to fund additional wages and expenses to the accounts listed below which were not sufficiently funded under Article 3, Operating Budget, of the May 1, 2021 Annual Town Meeting:

Transfer From:

Town General Government	\$101,838.15
Health & Human Services	\$14,484.46
Culture & Recreation	\$20,000.00
Public Works	\$7,398.01
Employee Benefits	<u>\$6,372.09</u>
Total	\$150,092.71

Transfer To:

General Insurance	\$31,738.18
Public Safety	<u>\$118,354.53</u>
Total	\$150,092.71

Simple Majority

ARTICLE 2. To see if the Town will vote to transfer from available funds a sum of money for **additional wages or expenses** not sufficiently funded under Article 3, Operating Budget, of the May 1, 2021 Annual Town Meeting, or take any other action in relation thereto.

(Submitted by The Select Board) *Simple majority*

ARTICLE 3. MOTION

I move that the Town vote to fix the compensation of elected officers, provide for a reserve fund, and to raise and appropriate, including appropriations from taxation, by transfer from available funds, the sum of **\$39,781,035** to defray charges and expenses to the Town, including debt and interest, and a reserve fund, for the general fund, for the fiscal year beginning July 1, 2022 as outlined in Table 2 of the Finance Committee Report with the following revenue sources:

Taxation	\$37,801,118
Ambulance Fund	\$412,234
Perpetual Care Interest	\$332
Sale of Cemetery Lots	\$7,212
Cell Tower Revenue	\$55,224
Bond Premium Release	\$114,831
Marijuana Impact Fees (FC)	\$303,449
Free Cash	\$375,899

And to Authorize the following transfers:

Sewer Fund Indirect Costs to General Fund \$247,258

Water Fund Indirect Costs to General Fund \$302,204

Stormwater Fund Indirect Costs to General Fund \$161,274

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, 2022, or take any other action in relation thereto.

(Submitted by The Select Board) *2/3 majority if stabilization funds used*

ARTICLE 4. MOTION

I move that the Town vote to transfer from Free Cash the sum of \$100,000, and transfer from Sewer Enterprise Reserves the sum of \$5,100, and transfer from Water Enterprise Reserves the sum of \$6,400, and transfer from Stormwater Enterprise Reserves \$3,500, for a total sum of **\$115,000** to fund the estimated first-year cost items contained in the contracts between the **Town of Millis and SEIU Local 888, Professional Firefighters of Millis Local #4704, and AFSCME Council 93 Local 3901**, all to be effective July 1, 2022.

Simple Majority

ARTICLE 4. To see if the Town will vote to raise and appropriate or transfer from available funds the sum of **\$115,000** to fund the estimated first-year cost items contained in the contracts between the **Town of Millis and SEIU Local 888, Professional Firefighters of Millis Local #4704, and AFSCME Council 93 Local 3901**, all to be effective July 1, 2022, or take any other action in relation thereto.

(Submitted by The Select Board)

Simple majority

ARTICLE 5. MOTION

I move that the Town vote to raise and appropriate from Sewer Department Receipts, the following sums to **operate the sewer enterprise fund beginning July 1, 2022:**

Salaries/Wages	\$293,966
<u>Expenses</u>	<u>\$1,472,889</u>
Total	\$1,766,855

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, 2022**, including a reserve fund, or take any other action in relation thereto.

(Submitted by The Select Board)

Simple majority

ARTICLE 6. MOTION

I move that the Town vote to raise and appropriate from Water Department Receipts, the following sums to **operate the water enterprise fund beginning July 1, 2022:**

Salaries/Wages	\$390,694
<u>Expenses</u>	<u>\$2,103,534</u>
Total	\$2,494,228

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, 2022**, including a reserve fund, or take any other action in relation thereto.

(Submitted by The Select Board)

Simple majority

ARTICLE 7. MOTION

I move that the Town vote to raise and appropriate from Stormwater Department Receipts, the following sums to **operate the stormwater enterprise fund beginning July 1, 2022:**

Salaries/Wages	\$186,021
<u>Expenses</u>	<u>\$444,252</u>
Total	\$630,273

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, 2022**, including a reserve fund, or take any other action in relation thereto.

(Submitted by The Select Board)

Simple majority

CONSENT ARTICLE 8. MOTION

I move that the Town vote to approve the items as written in the Warrant as Consent Article 8.

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, 2022, as shown in the FY23 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:

Amend Article VI, Section 12 of the Town's General Bylaws by deleting the following revolving fund from the existing table of revolving funds as follows:

Recreation Fund - Fees from Recreation Programs - Recreation Department

And to establish the following fiscal year spending limit for the Town's established revolving funds for Fiscal year 2023:

AUTHORIZED REVOLVING FUNDS	FISCAL YEAR EXP. LIMIT
Oak Grove Farm Maintenance Fund	\$ 35,000.00
Animal Control Shelter Fund	\$ 3,000.00
Fire Alarm Fund	\$ 10,000.00

Historical Commission Fund	\$ 12,000.00
Ambulance Department Fund	\$ 20,000.00
Council on Aging Transportation Fund	\$ 5,000.00
VMB Custodial/Maintenance Fund	\$ 6,000.00
School Food Service Fund	\$360,000.00
School Transportation Fund	\$500,000.00
Stormwater Management Fund	\$ 10,000.00
BOH Medical Services/Vax Fund	\$ 20,000.00
BOH Rabies Clinic/Program Fund	\$ 2,500.00
School Athletic Fields Fund	\$ 35,000.00
School Extracurricular Fund	\$ 8,000.00
Library Special Use Fund	\$ 10,000.00
Tobacco Control Program	\$ 1,000.00

Submitted by The Select Board)

Simple majority

4. To see if the Town will vote to 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 2023, with each item to be considered a separate appropriation or act in any manner in relation thereto.

Appropriations:

From 2023 estimated revenues for Committee Administrative Expenses	\$13,734.00
(To be divided equally: \$6,867.00 CPC Salary Account: \$6,867.00 CPC Expenses)	
From Undesignated Fund Balance for Long Term Debt- Principal	\$20,000.00
From Undesignated Fund Balance for Long Term Debt- Interest	\$ 8,950.00

Reserves:

From FY2023 estimated revenues for Historic Resources Reserve	\$27,469.00
From FY2023 estimated revenues for Community Housing Reserve	\$27,469.00
From FY2023 estimated revenues for Open Space Reserve	\$27,469.00
From FY2023 estimated revenues for Budgeted Reserve	\$80,000.00

(Submitted by the Community Preservation Committee)

Simple majority

ARTICLE 9. MOTION

I move that the Town vote to appropriate the sum of **\$21,035.16** from the Community Preservation Open Space/Recreation Reserve Fund for **Soundproofing for the Pickleball/Tennis Courts.**

Simple Majority

ARTICLE 9. To see if the Town will vote to appropriate the sum of **\$21,035.16** from the Community Preservation Open Space/Recreation Reserve Fund for **Soundproofing for the Pickleball/Tennis Courts**, or take any other action in relation thereto.

(Submitted by the Community Preservation Committee)

Simple majority

ARTICLE 10. MOTION

I move that the Town vote to dismiss Article 10.

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 Town Owned Properties Inventory and Management Plan**, or take any other action in relation thereto.

(Submitted by the Community Preservation Committee)

Simple majority

ARTICLE 11. MOTION

I move that the Town vote to transfer the sum of **\$16,900** from the **Community Preservation Open Space Reserve Fund** for the **Oak Grove Farm Trail Improvement Project**.

Simple Majority

ARTICLE 11. To see if the Town will vote to transfer the sum of **\$16,900** from the **Community Preservation Open Space Reserve Fund** for the **Oak Grove Farm Trail Improvement Project**, or take any other action in relation thereto.

(Submitted by the Community Preservation Committee)

Simple majority

ARTICLE 12. MOTION

I move that the Town vote to transfer from Free Cash the sum of **\$17,800 to conduct the FY23 Recertification Process.**

Simple Majority

ARTICLE 12. To see if the Town will vote to raise and appropriate, or transfer from available funds, the sum of **\$17,800 to conduct the FY23 Recertification Process**, or take any other action in relation thereto.

(Submitted by Board of Assessors) *Simple majority*

ARTICLE 13. MOTION

I move that the Town vote to transfer from Free Cash the sum of **\$169,209**, and transfer from **Sewer Enterprise Reserve** the sum of **\$31,629**, and transfer from **Water Enterprise Reserve** the sum of **\$31,629**, and transfer from **Stormwater Enterprise Reserve** the sum of **\$31,628**, for a total sum of **\$264,095** to fund the following capital items:

<u>Department</u>	<u>Capital Item</u>	<u>Amount</u>
Police/Fire	Public Safety Radio Console Update	\$112,580
Emerg. Man.	Public Safety Radio Backup Generators	\$25,000
DPW/Enterprises	Chevy Silverado with Plow	\$54,416
DPW/Enterprises	Skid Steer	\$52,699
DPW/Enterprises	Message Board	<u>\$19,400</u>
Total		\$264,095

And to authorize the Select Board to dispose of old vehicles or equipment by outright sale, trade, auction, or otherwise and that the proceeds from such disposal be applied to the purchase price of the vehicle or equipment.

Simple Majority

ARTICLE 13. To see if the Town will vote to raise and appropriate or transfer from available funds the sum of **\$264,095 to fund the following capital items:**

<u>Department</u>	<u>Capital Item</u>	<u>Amount</u>
Police/Fire	Public Safety Radio Console Update	\$112,580
Emerg. Man.	Public Safety Radio Backup Generators	\$25,000
DPW/Enterprises	Chevy Silverado with Plow	\$54,416
DPW/Enterprises	Skid Steer	\$52,699
DPW/Enterprises	Message Board	<u>\$19,400</u>
Total		\$264,095

And to authorize the Select Board to dispose of old vehicles or equipment by outright sale, trade, auction, or otherwise and that the proceeds from such disposal be applied to the purchase price of the vehicle or equipment, or take any other action in relation thereto.

(Submitted by The Select Board)

Simple majority

ARTICLE 14. MOTION

I move that the Town appropriates **\$500,000** to pay additional costs of making water treatment plant improvements at the D'Angelis Water Treatment Plant to address excessive levels of PFAS identified in Wells 1 and 2, including the payment of all costs incidental and related thereto, which amount shall be expended in addition to the \$5,600,000 previously appropriated for this project under Article 4 of the Warrant at the Fall Annual Town Meeting, and that to meet this appropriation, the Treasurer, with the approval of the Select Board, is authorized to borrow said amount under and pursuant to G.L. c. 44, §8(4) or any other enabling authority, and to issue bonds or notes of the Town therefor. All or any portion of the borrowing authorized by this vote may be obtained through the Massachusetts Clean Water Trust. The Select Board is authorized to apply for, accept and expend any state or federal aid that is or may become available for these purposes and the total amount authorized to be borrowed by this vote shall be reduced to the extent of any federal or state grants received on account of this project.

2/3 Majority

ARTICLE 14. To see if the Town will vote to appropriate **\$500,000** or any other amount, to pay additional costs of making water treatment plant improvements at the D'Angelis Water Treatment Plant to address excessive levels of PFAS identified in Wells 1 and 2, including the payment of all costs incidental and related thereto, which amount shall be expended in addition to the \$5,600,000 previously appropriated for this project under Article 4 of the Warrant at the Fall Annual Town Meeting; to determine whether this amount shall be raised by borrowing or otherwise, or to take any other action relative thereto.

(Submitted by Select Board) 2/3 majority if stabilization funds or borrowing used

ARTICLE 15. MOTION

I move that the Town vote to transfer from Free Cash, the sum of **\$160,000 for the Design and Construction of Sidewalks and Roads.**

Simple Majority

ARTICLE 15. To see if the Town will vote to raise and appropriate, or transfer from available funds, the sum of **\$160,000 for the Design and Construction of Sidewalks and Roads**, or take any other action in relation thereto.

(Submitted by Select Board)

Simple majority

ARTICLE 16. MOTION

I move that the Town vote to transfer from Free Cash, the sum of **\$50,000 for Tree Removal/Maintenance.**

Simple Majority

ARTICLE 16. To see if the Town will vote to raise and appropriate, or transfer from available funds, the sum of **\$50,000 for Tree Removal/Maintenance**, or take any other action in relation thereto.

(Submitted by Select Board)

Simple majority

ARTICLE 17. MOTION

I move that the Town vote to borrow under the provisions of M.G.L. Chapter 44 or any other enabling authority, a sum of **\$69,900 for a new lease/purchase(s) for computers for the Millis Schools.**

2/3 Majority

ARTICLE 17. To see if the Town will vote to borrow under the provisions of M.G.L. Chapter 44 or any other enabling authority, a sum of **\$69,900 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)

2/3 majority

ARTICLE 18. MOTION

I move that the Town vote to borrow under the provisions of M.G.L. Chapter 44 or any other enabling authority, the sum of **\$104,000 for the lease/purchase(s) of two Police Cruisers.**

2/3 Majority

ARTICLE 18. To see if the Town will vote to borrow under the provisions of M.G.L. Chapter 44 or any other enabling authority, the sum of **\$104,000 for the lease/purchase(s) of two Police Cruisers**, or take any other action in relation thereto.

(Submitted by Select Board)

2/3 majority

ARTICLE 19. MOTION

I move that the Town vote to establish a Town Administrator Bylaw as written in the warrant.

Simple Majority

ARTICLE 19. To see if the Town will vote to establish the following General Bylaw:

“ARTICLE V. TOWN OFFICERS Section 31. Town Administrator

In addition to the powers and duties enumerated in Section III-4 of the Millis Town Charter “Position of Town Administrator”, the Town Administrator shall have the following powers and duties:

Subsection 1: POWERS AND DUTIES

The town administrator shall be the chief administrative officer of the town, directly responsible to the select board for the administration of all town affairs for which the office of town administrator is given responsibility by this Charter. The powers and duties of the town administrator shall include, but are not intended to be limited to the following:

(a) To supervise, direct, and be responsible for the efficient administration of all functions and activities for which the office of town administrator is given authority, responsibility or control by the Charter, by this by-law, by town meeting vote, by vote of the select board, or otherwise.

(b) To appoint, and in appropriate circumstances, to remove, subject to ratification by the Select Board, all department heads, officers, and employees for whom no other method of selection is provided by the Charter and this Bylaw. Except as otherwise provided herein, all offices under the supervision of the town administrator as set forth in this section shall have the powers and duties set forth in the General Laws, the town bylaws and the Charter.

(c) To be entrusted with the administration of the town personnel system; to administer the personnel policies and procedures and rules and regulations; and to administer the personnel by-law, the personnel plan, and collective bargaining agreements entered into by the town.

- (d) To keep the select board fully advised as to the needs of the town and recommend to the select board and to other elected town officers and agencies for adoption such measures requiring action by them or by the town meeting as the town administrator may deem necessary or expedient. The town administrator shall keep the select board informed regarding issues affecting the administration and governance of the town, in a timely manner.
- (e) The town administrator shall be responsible for the maintenance, repair, and use, of all town land and buildings which fall under the jurisdiction of the select board.
- (f) To prepare and present to the select board an annual operating budget for the town; and to work in conjunction with the capital planning committee and the finance director to prepare a proposed capital improvement plan for the five (5) fiscal years next ensuing.
- (g) To negotiate, on behalf of the select board, all personnel contracts and collective bargaining agreements involving any subject within the jurisdiction of the office of the town administrator or select board, including contracts with town employees involving wages, hours and other terms and conditions of employment. All such contracts and agreements shall be subject to the approval of the select board.
- (h) To coordinate the activities of all town agencies serving under the office of the town administrator and the office of the select board with those under the control of other officers and multiple member bodies elected directly by the voters.
- (i) To perform any other duties as are required to be performed by the town administrator by by-laws, administrative code, votes of the town meeting, or votes of the select board, or otherwise.
- (j) To be the chief procurement officer for the town, in accordance with the provisions of the Massachusetts General Laws, and to appoint such assistant procurement officers as provided in Chapter 30B of the Massachusetts General Laws.
- (k) To see that the provisions of the general laws, the Charter, town by-laws, votes of the town meeting and of the select board which require enforcement by the town administrator are faithfully executed, performed or otherwise carried out.
- (l) To prosecute, defend and compromise, subject to the approval of the select board, all litigation to which the town is a party, and to direct Town or Special Counsel with respect to such litigation.
- (m) To inquire and make investigation, at any time, into the conduct and operation of office or performance of duties of any officer or employee, department, board, commission or other town agency.
- (n) To coordinate the activities of all town agencies serving under the office of the town administrator and the office of the select board with those under the control of other officers and multiple member bodies elected directly by the voters.

- (o) To seek out and work to obtain resources from federal, state and other governmental jurisdictions that further town purposes.
- (p) To perform any other duties as are required to be performed by the town administrator by by-laws, administrative code, votes of the town meeting, or votes of the select board, or otherwise.

Subsection 2: ACTING TOWN ADMINISTRATOR

(a) Temporary Absence - With the approval of the select board, the town administrator may designate a qualified town administrative officer or employee to exercise the powers and perform the duties of the town administrator during an absence of the town administrator of not more than twenty (20) days, including Saturdays, Sundays and holidays. Such delegation shall be made by letter filed with the town clerk, the municipal finance director, and the select board.

(b) Powers and Duties - The powers and duties of the temporary or acting town administrator, under subsection (a), above, shall be limited to matters not admitting of delay and shall include authority to make temporary, emergency appointments or designations to town office or employment but not to make permanent appointments, and designations, or to effectuate terminations.

(c) Interim Town Administrator. In the event of resignation or termination of the Town Administrator, the select board may appoint an Interim Town Administrator to serve in such position until a permanent Town Administrator is appointed. Such Interim Town Administrator shall have all the powers of the Town Administrator, except as may be limited by the engagement with the Select Board.

Or take any other action in relation thereto.

(Submitted by the Select Board)

Simple Majority

ARTICLE 20. MOTION

I move that the Town vote to make the following changes to the Town Charter (with ratification at an Annual Election):

Section IV-2: Other Elected Officers

By amending the language as follows:

- a. The Town Clerk shall be appointed, with said appointment to be made following the end of the term of Town Clerk who was elected as of the date of this amendment.

2/3 Majority

ARTICLE 20. To see if the Town will vote to make the following changes to the Town Charter (with ratification by Annual Election):

Section IV-2: Other Elected Officers

By amending the language as follows:

- a. The Town Clerk shall be appointed, with said appointment to be made following the end of the term of Town Clerk who was elected as of the date of this amendment.

Or take any other action related thereto.

(Submitted by Select Board) *2/3 Majority*

ARTICLE 21. MOTION

I move that the Town vote to amend the Zoning By-Laws, as most recently amended, by amending the section identified herein as follows:

- 1) By amending Section XII Administration and Enforcement, T. Associate Member to the Planning Board:

From:

“An associate Member to the Planning Board shall be appointed by the Board of Selectmen for a term of one year, such Associate Member to act on Special Permits.”

To:

“An Associate Member to the Planning Board shall be appointed by the Select Board for a term of one year, such Associate Member to act on Special Permits and Site Plans.”

2/3 Majority

ARTICLE 21. 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, or to take any other action related thereto.

2) By amending Section XII Administration and Enforcement, T. Associate Member to the Planning Board:

From:

“An associate Member to the Planning Board shall be appointed by the Board of Selectmen for a term of one year, such Associate Member to act on Special Permits.”

To:

“An Associate Member to the Planning Board shall be appointed by the Select Board for a term of one year, such Associate Member to act on Special Permits and Site Plans.”

(Submitted by Planning Board)

2/3 Majority

ARTICLE 22. MOTION

I move that the Town vote to amend Table 2: Area Regulations and Table 3: Height and Bulk Regulations in Section VI of the Town of Millis Zoning By-Law to insert I-P-2 District to the I-P Column as written in the warrant.

2/3 Majority

ARTICLE 22. To see if the Town will vote to amend Table 2: Area Regulations and Table 3: Height and Bulk Regulations in Section VI of the Town of Millis Zoning By-Law to insert I-P-2 District to the I-P Column shown below, or take any action relative thereto.

Table 2. Area Regulations

(See following page for notes.)

**(Amended May 13, 1985) (Amended May 10, 2004)
(Amended May 9, 2005)**

**(Amended May 8, 2006) (Amended June 14,
2010)(Amended May 12, 2014)**

ARTICLE 23. MOTION

I move that the Town vote to accept the provisions of M.G.L. Chapter 71 Section 37M and **authorize the consolidation of the facilities maintenance functions of the school committee with those of the town**, provided that such consolidation only occur upon a majority vote of the School Committee.

Simple Majority

ARTICLE 23. To see if the Town will vote to accept the provisions of M.G.L. Chapter 71 Section 37M and **authorize the consolidation of the facilities maintenance functions of the school committee with those of the town**, provided that such consolidation only occur upon a majority vote of the School Committee. If so accepted by the Town Meeting and School Committee. Or take any other action in relation thereto.

(Submitted by the Select Board)

Simple Majority

ARTICLE 24. MOTION

I move that the Town vote to transfer from Free Cash, the sum of **\$10,275 for the Unemployment Insurance Fund.**

Simple Majority

ARTICLE 24. To see if the Town will vote to raise and appropriate or transfer from available funds, a sum of money **for the Unemployment Insurance Fund**, or take any other action in relation thereto.

(Submitted by the Select Board)

Simple Majority

ARTICLE 25. MOTION

I move that the Town vote to dismiss Article 25.

Simple Majority

ARTICLE 25. 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 26. MOTION

I move that the Town vote to dismiss Article 26.

Simple Majority

ARTICLE 26. 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

ARTICLE 27. MOTION

I move that the Town vote to dismiss Article 27.

Simple Majority

ARTICLE 27. To see if the Town will vote to amend the Town of Millis Home Rule Charter, as most recently amended, as follows:

Article IV. Elections and Other Elected Offices

Section IV-2: Other Elected Offices.

By adding a new subsection h. as follows:

h. There shall be a board of water and sewer commissioners composed of three members, each elected for a term of three years, so arranged that the term of one member expires each year.

The approval of this Charter amendment is contingent upon acceptance by majority vote of the whole town at regular or special election of the town officers in accordance with the General Laws, or act in any manner related thereto.

(Submitted by Petition)

2/3 Majority

ARTICLE 28. MOTION

I move that the Town vote to dismiss Article 28.

Simple Majority

ARTICLE 28. To see if the Town will vote to amend the General Bylaws, as most recently amended, as follows:

By adding a new Article as follows:

ARTICLE XXV – BOARD OF WATER AND SEWER COMMISSIONERS

Section 1. Composition: Term of office. There shall be a Board of Water and Sewer Commissioners consisting of three (3) members, each elected by vote of the registered voters of the Town for a three (3) year term. At the next regular election after approval of the Home Rule Charter amendment, one member shall be elected for a one-year term, one member shall be elected for a two-year term, and one member shall be elected for a three-year term.

Section 2. Powers and Duties.

1. The Board of Water and Sewer Commissioners shall have exclusive charge and control of the Water Department and water systems and pursuant thereto, may establish fountains and hydrants, may take by eminent domain or acquire by purchase or otherwise the waters or any portion thereof of any pond, brook, spring, stream, or ground water sources within the limits of the Town for the purpose of establishing and/or maintaining a water supply system or a water distribution system; may hold all lands, rights of way, and other easements necessary for collecting, storing, holding, purifying thereof, and for conveying the same to any part of the Town, provided that no source of water supply and no lands

necessary for protecting and preserving the purity of the water shall be used without first obtaining the advice and approval of the Department of Environmental Protection; may regulate the use of the water and fix and collect just and equitable prices and rates; may cooperate or act jointly with any other city or town in the Commonwealth of Massachusetts in carrying out the powers and duties as herein set forth; and may make reasonable rules and regulations in connection with any of the duties and responsibilities hereinabove set forth.

2. The Board of Water and Sewer Commissioners shall have exclusive charge and control of the installation and maintenance of the sewers, sewage treatment plants and appurtenances located in the Town, and in connection with said responsibilities , shall have all the powers reasonably necessary to effectuate same, and may from time to time adopt reasonable rules and regulations.

The Board of Water and Sewer Commissioners shall have all the powers and duties given to sewer and water commissioners under the Constitution and General Laws of the Commonwealth and such additional powers and duties as may be authorized by the Home Rule Charter, by by-law, or by other vote of the Town Meeting. The Board of Water and Sewer Commissioners shall assign all work and maintenance projects to the Town Administrator or the Town Administrator's designee for performance as its Agent.

And further, amending Article V, number 27, to delete the words, "and shall be authorized to act as Water and Sewer Commissioners" and "water and sewer maintenance."

And further, amending Article V, to delete number 28. Water and Sewer Advisory Committee

(Submitted by Petition)

Simple Majority



TOWN OF MILLIS

Nathan Maltinsky, *Chair*
Wendy Barry, *Treasurer*

COMMUNITY PRESERVATION COMMITTEE

900 Main Street • Millis, MA 02054
Phone: 508-376-7045
Fax: 508-376-7053

Camille Standley
Administrative Assistant
cstandley@millisma.gov

CPC Warrant Article(s) for May 2, 2022 Town Meeting:

Article 10: To see if the Town will vote to appropriate the sum of **\$13,161.40** from the **Community Preservation Open Space Reserve Fund** and the sum of **\$56,838.60** from the **Community Preservation Undesignated Fund** for a total of **\$70,000.00** for the **Millis Town Owned Properties Inventory and Management Plan/Development of Strategic Plan**, or take any other action in relation thereto. (Submitted by the Community Preservation Committee)

Simple majority

Finance Committee Pre-Town Meeting/Public Hearing

April 27, 2022 7:00 PM EST
Veterans Memorial Building – Room #229
Millis, MA 02054
Participation Available Via Zoom Remote Platform

Committee Members In Attendance:

Pete Berube, Chair
Jodie Garzon, Vice Chair
Peter Underhill, Clerk
Jim Borgman
Jonathan Loer
Cathy MacInnes
Sara Reyes
John Steadman

Invited Guest:

Michael Guzinski, Town Administrator
Carol Johnston, Finance Director
Pete Jurmain, Select Board Chair
Erin Underhill, Select Board Vice Chair
Donna Cabibbo, Town Moderator
Lisa Hardin, Town Clerk
Kathi Smith, Assistant Town Clerk
Jim Duffy, Millis Resident
Ellen Rosenfeld, Millis Resident

Pete Berube called the Finance Committee Meeting to order at 7:02 PM.

Pete Berube Opened the Pre-Town Meeting/Public Hearing at 7:03 PM.

Pete Jurmain called the Select Board Meeting to order at 7:03 PM.

Pre-Town Meeting is held after residents have received and had an opportunity to review the Finance Committee Report which outlines the Warrant Articles to be considered at Town Meeting and the Finance Committee's Recommendations. The Finance Committee discusses, deliberates and votes on each Warrant Article. The attendees at Town Meeting ultimately decide what is approved. Two Warrant Articles, #2 and #10 have yet to be voted on due to identifying the dollar amount and funding.

Review May 2022 Town Meeting Warrant Articles and Recommendations:

Article #1 Unpaid Bills

Jim Borgman: This article funds bills incurred in previous Fiscal Years. The bills for this Town Meeting total \$3,463.51. The Finance Committee recommends approval of this article.

Article #2 Transfer of Funds for FY22 Additional Wages and Expenses

Peter Underhill: This article authorizes transfers of FY22 funds via Inter-Departmental Transfer to fund various departments through the end of the Fiscal Year. The most significant transfer is to cover Public Safety Staffing, \$118,354.53, due to Police Officers and Fire Fighters out on injury as well as \$31,738.18 for the Town's General Insurance.

Peter Underhill made a motion to transfer from:

• Town General Government:	\$101,838.15
• Health and Human Services:	\$ 14,484.46
• Culture and Recreation:	\$ 20,000.00
• Public Works:	\$ 7,398.01
• Employee Benefits:	\$ 6,372.09
• Total:	<u>\$150,092.71</u>

To:

• General Insurance:	\$ 31,738.18
• Public Safety :	<u>\$118,354.53</u>
Total:	<u>\$150,092.71</u>

Jodie Garzon amended the motion to recommend approval of; John Steadman seconded.

Discussion: Pete Berube clarified the article requires no further funding; it simply gives the Town authority to transfer funds to balance the FY22 Operating Budget. Cathy MacInnes noted while it's understandable that Police and Fire and Rescue Departments require additional funding for overtime costs due to injury, it appears the amount keeps growing each year.

Carol Johnston reminded the committee that a Reserve Fund was established at the November 2021 Town Meeting to cover Police and Fire and Rescue costs for injuries/workers compensation however no funds were allocated. Unlike typical Worker Compensation claims, Fire Fighters and Police Officers are paid 100% of their salary when out on injury due to the Commonwealth of Massachusetts IIIF Fund: <https://malegislature.gov/Laws/GeneralLaws/PartI/TitleVII/Chapter41/Section111F>. On average, the town pays \$95,000.00 per year for Worker Compensation for the Police and Fire and Rescue Departments.

Vote: 8/0 motion carries unanimously.

Article #3 FY23 Operating Budget

Pete Berube: This article appropriates funding necessary to operate the Town of Millis for Fiscal Year 2023. The Finance Committee has reviewed all Department Budget Requests and has voted to approve Article #3 in the amount of \$39,781,035.00. Each line item of the Operating Budget will be reviewed and voted on at Town Meeting. The committee has considered all additional funding to the Operating Budget and hopes it generates discussion at Town Meeting. The Finance Committee recommends approval of this article.

Article #4: Town of Millis and SEIU Local 888, Professional Firefighters of Millis Local #4704 and AFSCME Council 93 Local 3901

Sara Reyes: This Article will fund the estimated first-year costs in the amount of \$115,000.00 contained in the Collected Bargaining Agreements. The Finance Committee recommends approval of this article.

Article #5 Sewer Enterprise Fund

Jodie Garzon: This article appropriates funding, including funds for personnel costs, contract expenses, and debt service, necessary to operate the Town's Sewer System and Infrastructure. The Sewer Enterprise is funded by User Fees based on metered or estimated usage. The total amount budgeted for FY23 is \$1,766,855.00. The Finance Committee recommends approval of this article.

Article #6 Water Enterprise Fund

Jodie Garzon: This article appropriates funding, including funds for personnel costs, contract expenses, and debt service, necessary to operate the Town's Water System and Infrastructure. The total amount for FY23 is \$2,494,228.00. The Finance Committee recommends approval of this article.

Article #7 Stormwater Enterprise Fund

Jodie Garzon: This article appropriates funding, including funds for personnel costs, contract expenses, and debt service, necessary to operate the Town's Stormwater System in the amount of \$630,273.00. The Stormwater Management System is driven by mandates by the EPA (Environmental Protection Agency) and is based on Imperious Area for each property in Millis. The Finance Committee recommends approval of this article.

Article #8 Consent Agenda

John Steadman: These four items require annual approval:

- Amendments to the Personnel Plan Salary Schedule A for non-union employees.
- Board of Health authority to appoint any of its members to another town office or position for which it has appointing authority.
- Authorize the use of Revolving Funds separate from the Operating Budget. The Revolving Funds may spend their revenues without additional appropriations up to the limits authorized at Town Meeting.
- Funds to appropriate a sum of money for the Community Preservation Act adopted in 2007; an additional 1% of Real Estate Assessments are used to fund Administrative Costs and various reserves for Historic, Community Housing, Open Space and Recreation Projects.

It was noted that while the Recreation Department Revolving Fund will be dissolved as of July 1, 2022, the Recreation Director and Recreation Committee fully support this change. The Finance Committee recommends approval of this article.

Article #9 Community Preservation, Pickleball Soundproofing

Jon Loer: This article appropriates \$21,035.16 from the Community Preservation Open Space/Recreation Reserve Fund to soundproof the Pickleball/Tennis Courts. The Recreation Department has requested this project in an effort to reduce the noise to abutting neighbors. The Finance Committee recommends approval of this article.

Article #10 Funding of an Inventory and Management Plan for Town Owned Properties

John Steadman: This article will be presented to the Community Preservation Committee to request funding for a strategic plan for Town Owned Properties. The Community Preservation Committee is meeting on April 28, 2022 to discuss, deliberate and vote on funding this article. The Finance Committee will make its recommendation at Town Meeting.

Article #11 Funding of Trail Improvements at Oak Grove Farm

John Steadman: Oak Grove Farm is a great asset to the town. This article will authorize funding of \$16,900.00 from the Community Preservation Open Space Reserve Fund to ensure the trails are safe for the public. The Finance Committee recommends approval of this Article.

Article #12 FY23 Recertification Process

Sara Reyes: This Article will fund the second half of the State Recertification Audit in the amount of \$17,800.00 from Free Cash. The first half of the audit was funded at the May 2021 Town Meeting. The Recertification Audit is required by the MA Department of Revenue and is conducted every 5 years. The Finance Committee recommends approval of this article.

Article #13 Capital Items

Pete Berube: A Capital Items Article is considered at both the Spring and Fall Town Meetings to appropriate funds for necessary Capital Items. The May 2022 Town Meeting will vote to approve funding (5) Capital Items in the amount of \$264,095.00:

- | | |
|--|--------------|
| ○ Public Safety Radio Console Update | \$112,580.00 |
| ○ Public Safety Radio Backup Generator | \$ 25,000.00 |
| ○ DPW Chevy Silverado with Plow | \$ 54,416.00 |
| ○ DPW Skid Steer | \$ 52,699.00 |
| ○ DPW Message Board | \$ 19,400.00 |

Capital Item Requests are presented to the Capital Planning Committee and are prioritized based on various factors; public safety, benefit to the community, etc. The Capital Planning Committee is comprised of representatives from the Select Board, School Committee and Finance Committee as well as residents; Jon Barry as Chair and Jim McCaffrey as a Member at Large. The committee makes its recommendations to the Select Board who decide what items are placed on the Town Meeting Warrant for consideration at Town Meeting; consideration is given to the available resources/funding for each item. The Finance Committee recommends approval of this article.

Article #14 PFAS Water Treatment Bonding Amendment

Cathy MacInnes: This article would appropriate an additional \$500,000.00 in contingency funds for the construction of a Water Treatment Plant to mitigate PFAS in the Town's Drinking Water System. After Bid Openings for the project, the initial appropriation at the November 8, 2021 Town Meeting was found to be insufficient. Jodie Garzon noted the Warrant Article does not reference what Fall Town Meeting the initial borrowing was approved; Mike Guzinski clarified Bond Counsel has approved the wording. This article will be funded by Water Enterprise Fund Borrowing. ARPA (American Rescue Plan Act) Funds will cover \$2.3 million dollars of the project. The Select Board is actively seeking State and Federal Funding for the project. Jodie Garzon noted that authorizing the borrowing for a project does not necessarily mean the project will cost that much; in some cases, a Bond Premium Release will be seen after the project is complete. The Finance Committee recommends approval of this article.

Article #15 Design and construction of Sidewalks and Roads

Jodie Garzon: This article would fund engineering and surveying services for the design for improving and adding sidewalks to the southbound side of Plain Street and Pleasant Street and would provide funds for the maintenance of roads throughout the town in the amount of \$160,000.00. The Finance Committee recommends approval of this article.

Article #16 Tree Removal/Maintenance

Cathy MacInnes: This article will appropriate \$50,000.00 from Free Cash for the continued removal of dangerous trees throughout town. The Town and Tree Warden have taken a proactive approach in the last several years to address this concern. It is anticipated that future years will not require as much funding. The Finance Committee recommends approval of this article.

Article #17 New Computer Lease – Year One

Sara Reyes: This article authorizes the town to enter into a 3-year lease for the Millis School Department. The lease would provide iPads for Kindergarten and First Grade Students. The total cost of the 3-year lease is \$69,900. The first-year cost of \$23,300 is included in Article #3, FY23 Operating Budget. The Finance Committee recommends approval of this article.

Article #18 Lease to Purchase two Police Cruisers

Sara Reyes: This Article will authorize the town to enter into a lease to purchase agreement for two new replacement Police Cruisers in the amount of \$104,000. Similar to Article #17, the annual cost is included in the FY23 Operating Budget. The Finance Committee recommends approval of this article.

It was noted that Articles #17 and 18 were typically funded by Free Cash however in a concerted effort by the Capital Planning Committee, Finance Committee and Select Board, they have been included in the Operating Budget. Both articles are simply giving the town authority to enter into the lease agreements.

Article #19 General Bylaw – Powers and Duties Town Administrator

Peter Underhill: This Article would amend the Town's Bylaw Article V Section 31 establishing Powers and Duties of the Town Administrator. All changes were reviewed and approved by the Charter Review Committee. These changes would be in addition to the already established Powers and Duties within the Millis Town Charter Section III-4. This allows for greater flexibility to change the duties of the Town Administrator at Town Meeting as a result of the developing needs of the community. The core responsibilities and duties of the Town Administrator would still be contained within the Town Charter. Mike Guzinski confirmed this practice is common and provides broader guidance of the Powers and Duties of a Town Administrator which is limited in the Town Charter; the Town Administrator would still report to the Select Board. The Finance Committee recommends approval of this article.

Article #20 Charter Amendment – Change Town Clerk to Appointed

Peter Underhill: This article is not a reflection on the current Town Clerk but rather a gateway to the future to ensure the town appoints a licensed and experienced individual to fulfill the important role of Town Clerk. An Elected Town Clerk does not require licensing or knowledge for the position. An appointed Town Clerk would report directly to the Town Administrator similar to the DPW Director, Fire and Rescue Chief and Police Chief. If approved at the May 2022 Town Meeting, it would then be put forth to voters at the May 2023 Town Election. Mike Guzinski confirmed as towns progress, the position of Town Clerk is usually appointed in an effort to bring professionalism to the role. Ellen Rosenfield inquired if neighboring towns have appointed or elected Town Clerks; the information was not readily available. Lisa Hardin, Millis Town Clerk, gave an overview of the history of Town Clerks throughout the Commonwealth; Millis is the only town that does not have a Full-Time Salaried Town Clerk. The Finance Committee recommends approval of this article.

Article #21 Zoning Bylaw – Amend Associate Planning Board Member

Cathy MacInnes: This article will authorize the Associate Planning Board Member to vote on Site Plans when a quorum of Elected Planning Board Members is not present. An Associate Planning Board Member may currently vote on Special Permit Applications and this will extend their authority to also vote on Site Plans. Pete Berube requested the Town Clerk's inquisition on this Warrant be sent in writing in order to have Town Counsel clarify. The Finance Committee recommends approval of this article.

Article #22 Zoning Bylaw – Add I-P-2 District to Tables 2 & 3

Cathy MacInnes: This article will amend Tables 2 and 3 of the Town of Millis Zoning By-Law to include Zoning Board District I-P-2, which was omitted in the printing of the tables in the Zoning By-laws due to an oversight. It was noted the table was misaligned in the Town Meeting Warrant, handouts at Town Meeting will be provided to better demonstrate the change. The Finance Committee recommends approval of this article.

Article #23 Authorization for Consolidated Town Facilities Maintenance

Jim Borgman: This Article will authorize the consolidation of Town Facilities Maintenance, including Municipal and School Buildings. It will require a Majority Vote by the School Committee. Funding sources to do so are included in Article #3. The Finance Committee recommends approval of this article.

Article #24 Unemployment Insurance

Jon Loer: This article would appropriate \$10,275.00 for the Town's Unemployment Fund. The town abides by the Commonwealth's Guidelines for Unemployment Claims. The Finance Committee recommends approval of this article.

Article #25 Other Post-Employment Benefits (OPEB) Fund

Jon Loer: This article would add funds to the Other Post-Employment Benefits Fund. Currently the town is covering claims as needed out of the General Operating Budget, but should be setting aside additional funds for future OPEB obligations. The Finance Committee recommends dismissal of this article due to lack of funding at this time.

Article #26 Stabilization Fund

Jim Borgman: The Finance Committee recommends dismissal of this article until the November 2022 Town Meeting due to lack of funding at this time.

Article #27 Petition Article (Amend Town of Millis Home Rule Charter for Board of Water and Sewer Commissioners)

Pete Berube: This is a petitioned article proposing an amendment to the Home Rule Charter in order to authorize an Elected Board of Water and Sewer Commissioners. The proposal is for a three member board. Currently, the Select Board are the Water and Sewer Commissioners deciding Water and Sewer Rates, infrastructure for the Water and Sewer System, etc.. A vote to dismiss requires a majority vote; a vote to approve requires 2/3. The Finance Committee recommends dismissal of this article.

Article #28 Petition Article (Amend General Bylaws for Board of Water and Sewer Commissioners)

Pete Berube: This is a petitioned article proposing an amendment of the General Bylaws in order to define an Elected Board of Water and Sewer Commissioners. This article requires a majority vote. The Finance Committee recommends dismissal of this article.

The two above articles would be the first step in establishing a Water and Sewer Commission. The Finance Committee had lengthy discussions on both articles and voted 5/4 to dismiss each. There will be a Minority Report presented at Town Meeting by the dissenting members. Jim Duffy inquired what the reasoning was for the Finance Committee vote to dismiss. There will be in depth discussion at Town Meeting. There have been several Public Meetings and discussions on the articles weighing the pros and cons of a Water and Sewer Commission. Jim Duffy felt the Finance Committee Report did not outline the details of both articles to make an informed decision. A Public Meeting took place at the Veterans Memorial Building in Room #229 to discuss the articles and for resident inquiries, concerns, etc. Millis Community Media has most Public Meetings available on their website www.millismedia.org Finance Committee Meeting Minutes are available on their website <https://www.millisma.gov/node/218/minutes>

If the motion to dismiss does not receive a majority vote, a motion would need to be made to approve the article. Article #27 and #28 will voted on separately.

Pete Berube closed the Finance Committee Pre-Town Meeting/Public Hearing at 8:17 PM.

Review Town Meeting Procedures

The Finance Committee will be seated on the Auditorium Stage and will meet prior to Town Meeting at 7:00 PM in Room #104 of the Middle/High School. Pete Berube outlined the procedures and reminded everyone to read the motion verbatim. Town Department Heads, the School Committee, and Town Counsel will be available if there are questions that cannot be answered by the committee. Donna Cabibbo clarified that if a participant makes a motion to "move the questions" that will be voted on prior to a vote to approve or dismiss an article. Committee members have the option of voicing their opinions/questions as a private citizen, simply go to one of the microphones in the audience. Jodie Garzon noted that the FY23 Operating Budget has to balance at the close of Town Meeting; if there is a motion to change the budget, the Finance Committee could reconsider the OPEB and Stabilization Fund Articles to balance the budget.

Approve Bills Payable

Jodie Garzon made a motion to recommend approval of payment to Our Town Publishing in the amount of \$6,916.00 for printing costs of the Finance Committee Report; Cathy MacInnes seconded. Vote: 8/0 motion carries unanimously.

Adjourn Select Board Meeting

Pete Jurmain made a motion to adjourn the Select Board Meeting at 8:34 PM; Erin Underhill seconded. Vote: 2/0 motion carries unanimously.

Finance Committee Meeting Minutes Approval:

Jodie Garzon made a motion to approve the April 13, 2022 Finance Committee's Meeting Minutes; Cathy MacInnes seconded. Vote: 8/0 motion carries unanimously.

Adjourn Meeting:

Jodie Garzon made a motion to adjourn the Finance Committee Meeting at 8:37 PM; Cathy MacInnes seconded. Vote: 8/0 motion carries unanimously.

Respectfully submitted,
Deirdre Gilmore

DRAFT