



TOWN OF MILLIS

TO: Select Board

FROM: Michael Guzinski, Town Administrator
Carol Johnston, Finance Director

DATE: May 15, 2020

RE: FY21 Budget & Annual Town Meeting Warrant

Greetings,

As a follow up to your meeting on Monday, and the joint meeting that you had on Wednesday with the Finance Committee, we have compiled and attached the following documents:

- Updated FY21 Budget Summary
- Memos from Dept Heads relating to impacts of budget cuts
- Updated Proposed Personnel Plan Schedule
- Capital Planning Committee Report and Recommendations
- Memo from Fire Chief regarding SAFER Grant
- Draft Annual Town Meeting Warrant
- Information related to the Federal/State "Cares Act"

The updated FY21 Budget Summary reflects a 5% reduction in estimated revenues in Local Aid and Local Receipts. This budget maintains the 10% reduction in salaries and wages for all departments in the Veterans Memorial Building (except BOH and DPW). As has been stated, this is accomplished through the elimination of Friday hours at the VMB. We have met with all affected department heads so they fully understand the impacts of this change. The Council on Aging is proposing the elimination of the position of Department Assistant and the redistribution of the department's workload. This would allow the COA to be open 8 hours per day, Monday thru Thursday. Attached are memos from the Treasurer/Collector and the Assistant Assessor discussing the anticipated impacts from the reduction in weekly staff hours. One way to try to alleviate some of the negative impacts of the loss of Friday work hours would be to consider closing the VMB to the public on Wednesdays to allow the staff to concentrate on mandatory tasks without regular interruptions.

The attached proposed Personnel Plan, increases the wages of the fulltime staff covered by the plan by 2.5% (3 town employees). This mirrors the increase in most collective bargaining agreements for FY21, and would result in an increase of approximately \$4,000 in costs to the General Fund (already included in attached budget). I strongly recommend that the Board approve this adjustment, as we don't want to penalize the few town employees that are not unionized. The Building Commissioner has also recommended a reduction in the yearly stipends of the inspectors in his department, which is reflected in this document.

The Capital Planning Committee's Recommendation is unchanged since the Finance Committee's meeting this past Wednesday. The Board should discuss this recommendation at your meeting on Monday.

We were notified this morning that FEMA has decided to waive all local matching funds for at least the first year of the SAFER Grant and is strongly encouraging local governments to apply. Based on this information, the Fire Chief intends to move forward with an application for this grant. I have asked the Chief to be available at your meeting on Monday to discuss this in greater detail.

The updated draft of the Annual Town Meeting Warrant includes all items/issues that we're aware of that have come forward for the Board's consideration. We believe that the articles that appear on this draft warrant are self-explanatory, and have been the subject of prior discussions of the Board. We are prepared to discuss these articles in detail at your meeting and answer any questions that you may have. During several phone calls and Zoom Meetings with officials from the Division of Local Services it was strongly suggested that Towns attempt to limit the scope of Town Meeting Articles to required financial issues that cannot wait until a future Town Meeting. They strongly advised, to the extent practicable, against highly controversial issues that could prolong the Town Meeting.

Also attached is documentation related to the CARES Act which was just received by this office. As of this time there is \$729,147 allocated to Millis for COVID-19 related costs covering FY20 and FY21. However, under the terms of the act these funds may only be spent on items directly related to the COVID-19 Pandemic. These funds cannot be used to substitute for lost municipal revenue. We will discuss this in more detail at your meeting.

Please feel free to contact us should you have any questions in regards to these matters. Thank you.

Department Breakdown GENERAL GOVERNMENT SELECTMENTA	FY21 DEPT REQUESTS	FY21 Requests vs FY20Final Variance	% Var	FY21 TA Proposed BUDGET	FY21 TA vs FY21 Requests Variance	FY21 (5%) TA Proposed BUDGET	FY21 (5%) vs FY21 TA Prop Variance	FY21 (10%) TA Proposed BUDGET	FY21 (10%) vs FY21 TA Prop Variance
SALARIES	\$314,485.10	\$23,404.15	8.0%	\$316,441.30	\$1,956.20	\$285,542.17	(\$30,899.13)	\$249,822.97	(\$66,618.33)
EXPENSES	\$67,915.00	\$800.00	1.2%	\$60,915.00	(\$7,000.00)	\$60,915.00	\$0.00	\$60,915.00	\$0.00
TOTAL	\$382,400.10	\$24,204.15	6.8%	\$377,356.30	(\$5,043.80)	\$346,457.17	(\$30,899.13)	\$310,737.97	(\$66,618.33)
FINANCE DIR/ACCOUNTANT									
SALARIES	\$261,279.17	\$11,277.40	4.5%	\$261,279.17	\$0.00	\$239,999.22	(\$21,279.95)	\$239,999.22	(\$21,279.95)
EXPENSES	\$6,538.00	\$0.00	0.0%	\$6,538.00	\$0.00	\$6,538.00	\$0.00	\$6,538.00	\$0.00
TOTAL	\$267,817.17	\$11,277.40	4.4%	\$267,817.17	\$0.00	\$246,537.22	(\$21,279.95)	\$246,537.22	(\$21,279.95)
ASSESSORS									
SALARIES	\$130,430.26	\$2,492.36	1.9%	\$130,430.26	\$0.00	\$117,427.23	(\$13,003.03)	\$117,427.23	(\$13,003.03)
EXPENSES	\$9,411.00	\$2,395.00	34.1%	\$9,411.00	\$0.00	\$9,411.00	\$0.00	\$9,411.00	\$0.00
TOTAL	\$139,841.26	\$4,887.36	3.6%	\$139,841.26	\$0.00	\$126,838.23	(\$13,003.03)	\$126,838.23	(\$13,003.03)
TREASURER/COLLECTOR									
SALARIES	\$227,797.08	\$19,309.72	9.3%	\$227,797.08	\$0.00	\$212,078.99	(\$15,718.09)	\$212,078.99	(\$15,718.09)
EXPENSES	\$34,475.00	\$3,400.00	10.9%	\$34,475.00	\$0.00	\$34,475.00	\$0.00	\$34,475.00	\$0.00
TOTAL	\$262,272.08	\$22,709.72	9.5%	\$262,272.08	\$0.00	\$246,553.99	(\$15,718.09)	\$246,553.99	(\$15,718.09)
IT ADMINISTRATION									
SALARIES	\$50,000.00	\$50,000.00	100.0%	\$0.00	(\$50,000.00)	\$0.00	\$0.00	\$0.00	\$0.00
EXPENSES	\$180,084.00	\$29,246.14	19.4%	\$198,010.00	\$17,926.00	\$198,010.00	\$0.00	\$198,010.00	\$0.00
TOTAL	\$230,084.00	\$79,246.14	52.5%	\$198,010.00	(\$32,074.00)	\$198,010.00	\$0.00	\$198,010.00	\$0.00
TOWN COUNSEL									
EXPENSES	\$90,000.00	\$0.00	0.0%	\$90,000.00	\$0.00	\$81,000.00	(\$9,000.00)	\$81,000.00	(\$9,000.00)
TOTAL	\$90,000.00	\$0.00	0.0%	\$90,000.00	\$0.00	\$81,000.00	(\$9,000.00)	\$81,000.00	(\$9,000.00)
TOWN CLERK									
SALARIES	\$112,135.00	\$21,211.00	23.3%	\$99,548.00	(\$12,587.00)	\$90,919.50	(\$8,628.50)	\$90,919.50	(\$8,628.50)
EXPENSES	\$7,450.00	\$600.00	8.8%	\$7,450.00	\$0.00	\$7,450.00	\$0.00	\$7,450.00	\$0.00
TOTAL	\$119,585.00	\$21,811.00	22.3%	\$106,998.00	(\$12,587.00)	\$98,369.50	(\$8,628.50)	\$98,369.50	(\$8,628.50)

Department Breakdown	FY21 DEPT REQUESTS	FY21 Requests vs FY20 Final Variance	% Var	FY21 TA Proposed BUDGET	FY21 TA vs FY21 Requests Variance	FY21 (5%) TA Proposed BUDGET	FY21 (5%) vs FY21 TA Prop Variance	FY21 (10%) TA Proposed BUDGET	FY21 (10%) vs FY21 TA Prop Variance
REGISTRARS									
	SALARIES	\$1,280.00		\$1,280.00	\$0.00	\$1,280.00	\$0.00	\$1,280.00	\$0.00
	EXPENSES	\$4,060.00	4.4%	\$4,060.00	\$0.00	\$4,060.00	\$0.00	\$4,060.00	\$0.00
	TOTAL	\$5,340.00	4.1%	\$5,340.00	\$0.00	\$5,340.00	\$0.00	\$5,340.00	\$0.00
ELECTIONS									
	SALARIES	\$26,801.00		\$26,801.00	\$0.00	\$26,801.00	\$0.00	\$26,801.00	\$0.00
	EXPENSES	\$14,400.00	33.2%	\$14,400.00	\$0.00	\$14,400.00	\$0.00	\$14,400.00	\$0.00
	TOTAL	\$41,201.00	20.2%	\$41,201.00	\$0.00	\$41,201.00	\$0.00	\$41,201.00	\$0.00
PLANNING BOARD									
	SALARIES	\$22,873.00	28.3%	\$22,873.00	\$0.00	\$22,873.00	\$0.00	\$22,873.00	\$0.00
	EXPENSES	\$9,425.00	7.8%	\$9,425.00	\$0.00	\$9,425.00	\$0.00	\$9,425.00	\$0.00
	TOTAL	\$32,298.00	0.0%	\$32,298.00	\$0.00	\$32,298.00	\$0.00	\$32,298.00	\$0.00
CONSERVATION									
	SALARIES	\$17,261.00	5.4%	\$17,261.00	\$0.00	\$17,261.00	\$0.00	\$17,261.00	\$0.00
	EXPENSES	\$4,777.00	7.8%	\$4,777.00	\$0.00	\$4,777.00	\$0.00	\$4,777.00	\$0.00
	TOTAL	\$22,038.00	0.0%	\$22,038.00	\$0.00	\$22,038.00	\$0.00	\$22,038.00	\$0.00
ZONING BOARD									
	SALARIES	\$5,018.88	6.0%	\$5,018.88	\$0.00	\$5,018.88	\$0.00	\$5,018.88	\$0.00
	EXPENSES	\$1,900.00	8.8%	\$1,900.00	\$0.00	\$1,900.00	\$0.00	\$1,900.00	\$0.00
	TOTAL	\$6,918.88	5.6%	\$6,918.88	\$0.00	\$6,918.88	\$0.00	\$6,918.88	\$0.00
TOWN BUILDINGS									
	SALARIES	\$137,582.00	7.9%	\$137,582.00	\$0.00	\$137,582.00	\$0.00	\$137,582.00	\$0.00
	EXPENSES	\$179,250.00	44.1%	\$179,250.00	(\$48,600.00)	\$179,250.00	(\$8,823.20)	\$179,250.00	(\$22,275.50)
	TOTAL	\$316,832.00	-16.2%	\$316,832.00	\$26,729.96	\$316,832.00	\$0.00	\$316,832.00	\$0.00
			2.4%	\$294,961.96	(\$21,870.04)	\$294,961.96	(\$8,823.20)	\$294,961.96	(\$22,275.50)

Department Breakdown	FY21 DEPT REQUESTS	FY21 Requests vs FY20 Final	% Var	FY21 TA Proposed BUDGET	FY21 TA vs FY21 Requests	FY21 (5%) TA Proposed BUDGET	FY21 (5%) vs FY21 TA Prop	FY21 (10%) TA Proposed BUDGET	FY21 (10%) vs FY21 TA Prop
FINANCE COMMITTEE									
SALARIES	\$6,100.00	\$900.00	17.3%	\$6,100.00	\$0.00	\$6,100.00	\$0.00	\$6,100.00	\$0.00
EXPENSES	\$17,150.00	\$600.00	3.6%	\$17,150.00	\$0.00	\$17,150.00	\$0.00	\$17,150.00	\$0.00
TOTAL	\$23,250.00	\$1,500.00	6.9%	\$23,250.00	\$0.00	\$23,250.00	\$0.00	\$23,250.00	\$0.00
RESERVE FUND									
EXPENSES	\$50,000.00	\$0.00	0.0%	\$50,000.00	\$0.00	\$50,000.00	\$0.00	\$50,000.00	\$0.00
TOTAL	\$50,000.00	\$0.00	0.0%	\$50,000.00	\$0.00	\$50,000.00	\$0.00	\$50,000.00	\$0.00
GENERAL INSURANCE									
EXPENSES	\$541,943.64	\$66,943.64	14.1%	\$541,943.64	\$0.00	\$541,943.64	\$0.00	\$541,943.64	\$0.00
TOTAL	\$541,943.64	\$66,943.64	14.1%	\$541,943.64	\$0.00	\$541,943.64	\$0.00	\$541,943.64	\$0.00
EMPLOYEE BENEFITS									
EXPENSES	\$5,470,514.11	\$328,934.40	6.4%	\$5,470,514.11	\$0.00	\$5,470,514.11	\$0.00	\$5,470,514.11	\$0.00
TOTAL	\$5,470,514.11	\$328,934.40	6.4%	\$5,470,514.11	\$0.00	\$5,470,514.11	\$0.00	\$5,470,514.11	\$0.00
LINE 1 - GENERAL GOVT	\$8,002,335.24	\$581,665.09	7.8%	\$7,930,760.40	(\$71,574.84)	\$7,819,479.58	(\$111,280.82)	\$7,770,308.08	(\$160,452.32)
PUBLIC SAFETY									
POLICE DEPARTMENT									
SALARIES	\$2,108,661.39	\$286,136.96	15.7%	\$1,878,423.07	(\$230,238.32)	\$1,878,423.07	\$0.00	\$1,853,423.07	(\$25,000.00)
EXPENSES	\$246,474.00	\$4,135.46	1.7%	\$238,524.00	(\$7,950.00)	\$238,524.00	\$0.00	\$238,524.00	\$0.00
TOTAL	\$2,355,135.39	\$290,272.42	14.1%	\$2,116,947.07	(\$238,188.32)	\$2,116,947.07	\$0.00	\$2,091,947.07	(\$25,000.00)
FIRE/RESCUE DEPARTMENT									
SALARIES	\$1,508,543.50	\$114,314.85	8.2%	\$1,493,165.39	(\$15,378.11)	\$1,493,165.39	\$0.00	\$1,468,165.39	(\$25,000.00)
EXPENSES	\$208,800.00	\$20,800.00	11.1%	\$191,350.00	(\$17,450.00)	\$191,350.00	\$0.00	\$191,350.00	\$0.00
TOTAL	\$1,717,343.50	\$135,114.85	8.5%	\$1,684,515.39	(\$32,828.11)	\$1,684,515.39	\$0.00	\$1,659,515.39	(\$25,000.00)

Department Breakdown		FY21 DEPT REQUESTS	FY21 Requests vs FY20Final Variance	% Var	FY21 TA Proposed BUDGET	FY21 TA vs FY21 Requests Variance	FY21 (5%) TA Proposed BUDGET	FY21 (5%) vs FY21 TA Prop Variance	FY21 (10%) TA Proposed BUDGET	FY21 (10%) vs FY21 TA Prop Variance
DISPATCH	SALARIES	\$279,151.62	\$19,388.14	7.5%	\$277,872.87	(\$1,278.75)	\$277,872.87	\$0.00	\$277,872.87	\$0.00
	EXPENSES	\$9,250.00	\$250.00	2.8%	\$9,250.00	\$0.00	\$9,250.00	\$0.00	\$9,250.00	\$0.00
	TOTAL	\$288,401.62	\$19,638.14	7.3%	\$287,122.87	(\$1,278.75)	\$287,122.87	\$0.00	\$287,122.87	\$0.00
BUILDING DEPT.	SALARIES	\$250,859.96	\$53,540.46	27.1%	\$230,859.96	(\$20,000.00)	\$217,662.96	(\$13,197.00)	\$217,662.96	(\$13,197.00)
	EXPENSES	\$9,275.00	\$500.00	5.7%	\$8,775.00	(\$500.00)	\$8,775.00	\$0.00	\$8,775.00	\$0.00
	TOTAL	\$260,134.96	\$54,040.46	26.2%	\$239,634.96	(\$20,500.00)	\$226,437.96	(\$13,197.00)	\$226,437.96	(\$13,197.00)
SEALER W&M	SALARIES	\$3,183.00	\$0.00	0.0%	\$3,183.00	\$0.00	\$3,183.00	\$0.00	\$3,183.00	\$0.00
	EXPENSES	\$150.00	\$0.00	0.0%	\$150.00	\$0.00	\$150.00	\$0.00	\$150.00	\$0.00
	TOTAL	\$3,333.00	\$0.00	0.0%	\$3,333.00	\$0.00	\$3,333.00	\$0.00	\$3,333.00	\$0.00
EMERG MGMT COMM	SALARIES	\$1,500.00	\$741.00	97.6%	\$1,500.00	\$0.00	\$1,500.00	\$0.00	\$1,500.00	\$0.00
	EXPENSES	\$2,500.00	\$833.00	50.0%	\$2,500.00	\$0.00	\$2,500.00	\$0.00	\$2,500.00	\$0.00
	TOTAL	\$4,000.00	\$1,574.00	64.9%	\$4,000.00	\$0.00	\$4,000.00	\$0.00	\$4,000.00	\$0.00
ANIMAL CONTROL	SALARIES	\$83,270.00	\$4,654.80	5.9%	\$83,270.00	\$0.00	\$83,270.00	\$0.00	\$83,270.00	\$0.00
	EXPENSES	\$11,300.00	\$0.00	0.0%	\$11,300.00	\$0.00	\$11,300.00	\$0.00	\$11,300.00	\$0.00
	TOTAL	\$94,570.00	\$4,654.80	5.2%	\$94,570.00	\$0.00	\$94,570.00	\$0.00	\$94,570.00	\$0.00
LINE 2 - PUBLIC SAFETY		\$4,722,918.47	\$505,294.67	12.0%	\$4,430,123.29	(\$292,795.18)	\$4,416,926.29	(\$13,197.00)	\$4,366,926.29	(\$63,197.00)

Department Breakdown		FY21 DEPT REQUESTS		FY21 Requests vs FY20Final Variance		% Var	FY21 TA Proposed BUDGET		FY21 TA vs FY21 Requests Variance		FY21 (5%) TA Proposed BUDGET		FY21 (5%) vs FY21 TA Prop Variance		FY21 (10%) TA Proposed BUDGET		FY21 (10%) vs FY21 TA Prop Variance	
EDUCATION	MILLIS SCHOOLS	SALARIES	\$13,601,629.75	\$540,322.35	4.1%	\$13,601,629.75	\$0.00	\$13,304,831.75	(\$296,798.00)	\$13,008,032.75	(\$593,597.00)							
		EXPENSES	\$2,910,995.78	\$115,638.80	4.1%	\$2,910,995.78	\$0.00	\$2,910,995.78	\$0.00	\$2,910,995.78	\$0.00							
		TOTAL	\$16,512,625.53	\$655,961.15	4.1%	\$16,512,625.53	\$0.00	\$16,215,827.53	(\$296,798.00)	\$15,919,028.53	(\$593,597.00)							
		LINE 3 - MILLIS SCHOOLS	\$16,512,625.53	\$655,961.15	4.1%	\$16,512,625.53	\$0.00	\$16,215,827.53	(\$296,798.00)	\$15,919,028.53	(\$593,597.00)							
TRICOUNTY SCHOOL		EXPENSES	\$1,049,674.00	\$241,717.00	29.9%	\$1,049,674.00	\$0.00	\$1,049,674.00	\$0.00	\$1,049,674.00	\$0.00							
		TOTAL	\$1,049,674.00	\$241,717.00	29.9%	\$1,049,674.00	\$0.00	\$1,049,674.00	\$0.00	\$1,049,674.00	\$0.00							
		LINE 4 - TRI-COUNTY	\$1,049,674.00	\$241,717.00	29.9%	\$1,049,674.00	\$0.00	\$1,049,674.00	\$0.00	\$1,049,674.00	\$0.00							
PUBLIC WORKS	DPW HIGHWAY	SALARIES	\$276,356.48	\$36,997.53	15.5%	\$261,356.48	(\$15,000.00)	\$261,356.48	\$0.00	\$246,356.48	(\$15,000.00)							
		EXPENSES	\$472,243.00	\$56,548.00	13.6%	\$384,343.00	(\$87,900.00)	\$384,343.00	\$0.00	\$379,343.00	(\$5,000.00)							
		TOTAL	\$748,599.48	\$93,545.53	14.3%	\$645,699.48	(\$102,900.00)	\$645,699.48	\$0.00	\$625,699.48	(\$20,000.00)							
		EXPENSES	\$43,850.00	\$3,000.00	7.3%	\$38,850.00	(\$5,000.00)	\$38,850.00	\$0.00	\$38,850.00	\$0.00							
TRANSFER STATION		TOTAL	\$43,850.00	\$3,000.00	7.3%	\$38,850.00	(\$5,000.00)	\$38,850.00	\$0.00	\$38,850.00	\$0.00							
		SALARIES	\$27,447.27	\$1,265.90	4.8%	\$27,447.27	\$0.00	\$27,447.27	\$0.00	\$27,447.27	\$0.00							
		EXPENSES	\$77,662.00	\$2,000.00	2.6%	\$77,662.00	\$0.00	\$77,662.00	\$0.00	\$77,662.00	\$0.00							
		TOTAL	\$105,109.27	\$3,265.90	3.2%	\$105,109.27	\$0.00	\$105,109.27	\$0.00	\$105,109.27	\$0.00							

Department Breakdown	FY21 DEPT REQUESTS	FY21 Requests vs FY20 Final Variance	% Var	FY21 TA Proposed BUDGET	FY21 TA vs FY21 Requests Variance	FY21 (5%) TA Proposed BUDGET	FY21 (5%) vs FY21 TA Prop Variance	FY21 (10%) TA Proposed BUDGET	FY21 (10%) vs FY21 TA Prop Variance
SNOW & ICE									
SALARIES	\$54,922.00	\$6,922.00	14.4%	\$48,000.00	(\$6,922.00)	\$48,000.00	\$0.00	\$48,000.00	\$0.00
EXPENSES	\$170,727.00	\$0.00	0.0%	\$170,727.00	\$0.00	\$170,727.00	\$0.00	\$170,727.00	\$0.00
TOTAL	\$225,649.00	\$6,922.00	3.2%	\$218,727.00	(\$6,922.00)	\$218,727.00	\$0.00	\$218,727.00	\$0.00
LINE 5 PUBLIC WORKS	\$1,123,207.75	\$106,733.43	10.5%	\$1,008,385.75	(\$114,822.00)	\$1,008,385.75	\$0.00	\$988,385.75	(\$20,000.00)
HEALTH & HUMAN SERVICES									
BOARD OF HEALTH									
SALARIES	\$136,627.06	\$10,017.06	7.9%	\$136,627.06	\$0.00	\$136,627.06	\$0.00	\$123,164.35	(\$13,462.71)
EXPENSES	\$7,215.00	\$0.00	0.0%	\$7,215.00	\$0.00	\$7,215.00	\$0.00	\$7,215.00	\$0.00
TOTAL	\$143,842.06	\$10,017.06	7.5%	\$143,842.06	\$0.00	\$143,842.06	\$0.00	\$130,379.35	(\$13,462.71)
COUNCIL ON AGING									
SALARIES	\$118,846.92	\$5,015.73	4.4%	\$120,185.22	\$1,338.30	\$106,783.25	(\$13,401.97)	\$106,783.25	(\$13,401.97)
EXPENSES	\$8,434.00	\$0.00	0.0%	\$8,434.00	\$0.00	\$8,434.00	\$0.00	\$8,434.00	\$0.00
TOTAL	\$127,280.92	\$5,015.73	4.1%	\$128,619.22	\$1,338.30	\$115,217.25	(\$13,401.97)	\$115,217.25	(\$13,401.97)
VETERANS									
SALARIES	\$11,195.00	\$0.00	0.0%	\$11,195.00	\$0.00	\$11,195.00	\$0.00	\$11,195.00	\$0.00
EXPENSES	\$38,700.00	\$0.00	0.0%	\$38,700.00	\$0.00	\$38,700.00	\$0.00	\$38,700.00	\$0.00
TOTAL	\$49,895.00	\$0.00	0.0%	\$49,895.00	\$0.00	\$49,895.00	\$0.00	\$49,895.00	\$0.00
LINE 6 HLTH/HUMAN SERV	\$321,017.98	\$15,032.79	4.9%	\$322,356.28	\$1,338.30	\$308,954.31	(\$13,401.97)	\$295,491.60	(\$26,864.67)

Department Breakdown CULTURE & RECREATION	FY21 DEPT REQUESTS	FY21 Requests vs FY20Final Variance		% Var	FY21		FY21 TA vs FY21 Requests Variance		FY21 (5%) TA Proposed BUDGET		FY21 (5%) vs FY21 TA Prop Variance		FY21 (10%) TA Proposed BUDGET		FY21 (10%) vs FY21 TA Prop Variance	
					TA Proposed BUDGET											
MEMORIAL DAY	EXPENSES	\$1,828.00	\$0.00	0.0%	\$1,828.00	\$0.00	\$0.00	\$0.00	\$1,828.00	\$1,828.00	\$0.00	\$0.00	\$1,828.00	\$1,828.00	\$0.00	\$0.00
	TOTAL	\$1,828.00	\$0.00	0.0%	\$1,828.00	\$0.00	\$0.00	\$0.00	\$1,828.00	\$1,828.00	\$0.00	\$0.00	\$1,828.00	\$1,828.00	\$0.00	\$0.00
LEGION	EXPENSES	\$4,053.00	\$0.00	0.0%	\$4,053.00	\$0.00	\$0.00	\$0.00	\$4,053.00	\$4,053.00	\$0.00	\$0.00	\$4,053.00	\$4,053.00	\$0.00	\$0.00
	TOTAL	\$4,053.00	\$0.00	0.0%	\$4,053.00	\$0.00	\$0.00	\$0.00	\$4,053.00	\$4,053.00	\$0.00	\$0.00	\$4,053.00	\$4,053.00	\$0.00	\$0.00
LIBRARY	SALARIES	\$288,218.00	\$18,817.43	7.0%	\$287,218.00	(\$1,000.00)	(\$1,000.00)	(\$1,000.00)	\$280,980.04	\$280,980.04	(\$6,237.96)	(\$6,237.96)	\$280,980.04	\$280,980.04	(\$6,237.96)	(\$6,237.96)
	EXPENSES	\$151,006.00	\$4,895.00	3.4%	\$148,436.00	(\$2,570.00)	(\$2,570.00)	(\$2,570.00)	\$141,991.00	\$141,991.00	(\$6,445.00)	(\$6,445.00)	\$141,991.00	\$141,991.00	(\$6,445.00)	(\$6,445.00)
	TOTAL	\$439,224.00	\$23,712.43	5.7%	\$435,654.00	(\$3,570.00)	(\$3,570.00)	(\$3,570.00)	\$422,971.04	\$422,971.04	(\$12,682.96)	(\$12,682.96)	\$422,971.04	\$422,971.04	(\$12,682.96)	(\$12,682.96)
RECREATION	SALARIES	\$46,039.00	\$14,171.00	44.5%	\$32,664.87	(\$13,374.13)	(\$13,374.13)	(\$13,374.13)	\$29,398.38	\$29,398.38	(\$3,266.49)	(\$3,266.49)	\$0.00	\$0.00	(\$32,664.87)	(\$32,664.87)
	EXPENSES	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	TOTAL	\$46,039.00	\$14,171.00	44.5%	\$32,664.87	(\$13,374.13)	(\$13,374.13)	(\$13,374.13)	\$29,398.38	\$29,398.38	(\$3,266.49)	(\$3,266.49)	\$0.00	\$0.00	(\$32,664.87)	(\$32,664.87)
HISTORICAL	EXPENSES	\$6,493.00	\$0.00	0.0%	\$6,493.00	\$0.00	\$0.00	\$0.00	\$6,493.00	\$6,493.00	\$0.00	\$0.00	\$6,493.00	\$6,493.00	\$0.00	\$0.00
	TOTAL	\$6,493.00	\$0.00	0.0%	\$6,493.00	\$0.00	\$0.00	\$0.00	\$6,493.00	\$6,493.00	\$0.00	\$0.00	\$6,493.00	\$6,493.00	\$0.00	\$0.00
OAK GROVE FARM COMM	EXPENSES	\$5,636.00	\$0.00	0.0%	\$5,636.00	\$0.00	\$0.00	\$0.00	\$5,636.00	\$5,636.00	\$0.00	\$0.00	\$5,636.00	\$5,636.00	\$0.00	\$0.00
	TOTAL	\$5,636.00	\$0.00	0.0%	\$5,636.00	\$0.00	\$0.00	\$0.00	\$5,636.00	\$5,636.00	\$0.00	\$0.00	\$5,636.00	\$5,636.00	\$0.00	\$0.00
LINE 7 CULTURE & RECREATION		\$503,273.00	\$37,883.43	8.1%	\$466,328.87	(\$16,944.13)	(\$16,944.13)	(\$16,944.13)	\$470,379.42	\$470,379.42	(\$15,949.45)	(\$15,949.45)	\$440,981.04	\$440,981.04	(\$45,347.83)	(\$45,347.83)

Department Breakdown	FY21 DEPT REQUESTS	FY21 Requests vs FY20Final Variance	% Var	FY21 TA Proposed BUDGET	FY21 TA vs FY21 Requests Variance	FY21 (5%) TA Proposed BUDGET	FY21 (5%) vs FY21 TA Prop Variance	FY21 (10%) TA Proposed BUDGET	FY21 (10%) vs FY21 TA Prop Variance
DEBT SERVICE									
PRINCIPAL	\$2,210,936.00	\$18,132.00	0.8%	\$2,210,936.00	\$0.00	\$2,210,936.00	\$0.00	\$2,210,936.00	\$0.00
INTEREST	\$1,682,587.38	-\$743,524.04	-30.6%	\$1,682,587.38	\$0.00	\$1,682,587.38	\$0.00	\$1,682,587.38	\$0.00
TOTAL	\$3,893,523.38	-\$725,392.04	-15.7%	\$3,893,523.38	\$0.00	\$3,893,523.38	\$0.00	\$3,893,523.38	\$0.00
LINE 8 DEBT SERVICE	\$3,893,523.38	-\$725,392.04	-15.7%	\$3,893,523.38	\$0.00	\$3,893,523.38	\$0.00	\$3,893,523.38	\$0.00
TOTAL BUDGET	\$36,128,575.35	\$1,418,896.51	4.1%	\$35,633,777.50	(\$494,797.85)	\$35,183,150.27	(\$450,627.23)	\$34,724,318.68	(\$909,458.82)
TOTAL BUDGET DISCRETIONARY	\$36,128,575.35	\$1,418,896.51	4.1%	\$35,633,777.50	(\$494,797.85)	\$35,183,150.27	(\$450,627.23)	\$34,724,318.68	(\$909,458.82)
NON-DISCRETIONARY** Includes General Insurance, Benefits, Tri-County & Debt	\$25,172,920.22	\$1,506,693.51	6.4%	\$24,678,122.37	(\$494,797.85)	\$24,227,495.14	(\$450,627.23)	\$23,768,663.55	(\$909,458.82)
	\$10,955,655.13	-\$87,797.00	-0.8%	\$10,955,655.13	\$0.00	\$10,955,655.13	\$0.00	\$10,955,655.13	\$0.00
Budget Totals	\$36,128,575.35	\$1,418,896.51	4.1%	\$35,633,777.50	(\$494,797.85)	\$35,183,150.27	(\$450,627.23)	\$34,724,318.68	(\$909,458.82)
Available Revenues	\$36,563,170.35			\$36,058,372.50		\$35,607,745.27	(\$450,627.23)	\$35,148,913.68	(\$909,458.82)
	\$36,115,078.00			\$36,075,078.00		\$35,618,465.00		\$35,161,852.00	
	-\$438,092.35			\$16,705.50	\$353,209.85	\$10,719.73		\$12,938.32	
Total Revenues	\$36,991,764.00			\$36,991,764.00		\$36,991,764.00		\$36,991,764.00	
Free Cash	-\$311,248.00			-\$311,248.00		-\$311,248.00		-\$311,248.00	
State Aid Offset	-\$460,438.00			-\$460,438.00		-\$460,438.00		-\$460,438.00	
Overlay	-\$105,000.00			-\$105,000.00		-\$105,000.00		-\$105,000.00	
Revenue Adjustments				-\$40,000.00		-\$465,613.00		-\$913,226.00	
Crossing Signals				\$36,075,078.00		\$35,618,465.00		-\$40,000.00	
Available Revenues	\$36,115,078.00			\$36,075,078.00		\$35,618,465.00		\$35,161,852.00	
Total Budget including State Aid Offset & Overlay	\$37,118,608.35			\$36,623,810.50		\$36,173,183.27		\$35,714,351.68	
Town Budget	\$8,660,294.69			\$8,165,496.84		\$8,011,667.61		\$7,849,635.02	
School Budget	\$16,512,625.53			\$16,512,625.53		\$16,215,827.53		\$15,919,028.53	
Town Budget Increase FY21	\$850,732.36			\$355,934.51		\$202,105.28		\$40,072.69	

Memo

To: Michael Guzinski

From: Jennifer Scannell

Date: May 13, 2020

Re: Impacts to Budget

In response to your email regarding the impact of the Board's decision to proceed with a 5% reduction to the FY21 Budget, my concern is this could cause a significant delay in Town services. The Treasurer's Office is already experiencing an increase in workload due to new construction and this increased workload will continue to increase over the next year. Also, we continue to have IT issues which add to the workload. Much time is spent working with IT to prevent computer down time and correct printing issues. These issues will all be compounded by a reduction in the department's hours.

Specially, the loss of these hours in the Treasurer's Office could cause a delay in the processing of residents' payments, delay responding times to residents' inquiries, delay timely healthcare paperwork/employee consultations and decrease access to residents to pay outstanding bills, obtain smoke certificates and/or final water readings. These delays could cause residents a delay in closing on homes, renewing driver's licenses and/or obtaining automobile registrations. The reduction in hours could also leave the office unable to meet some mandatory reporting obligations.

If the reduction in hours is passed at Town Meeting, then I would propose to close the VMB building to the public one other day during the week in addition to closing on Fridays. This will allow the Office to have time to process the workload without interruptions and hopefully prevent delays in services.

Thank you for your consideration.

MEMO

TO: Mike Guzinski, Town Administrator

Carol Johnston, Finance Director

FROM: Teri Gonsalves, Assessor

DATE: May 14, 2020

RE: Reduction in Hours FY2021

This memo is in reference to the reduction of hours in Fiscal Year 2021.

One of the objectives of the Assessor's Office for FY2021 was to implement Supplemental Billing. With the projected reduction in hours this will not be able to be implemented until a future fiscal year.

Supplemental billing would involve four departments (Assessor's, Treasurers/Collector, Building and Finance).

Supplemental billing is an option that is available to Towns who have not voted it down as a mechanism to collect revenue from new development(s). A supplemental bill may be issued after an occupancy permit is issued for a new building. The bill issued is based on the increased value of the property for the number of days remaining in the current fiscal year. Millis is experiencing residential growth from the various subdivisions currently in development.

This billing is done in October and March for properties that have been completed and occupancy permits have been issued after July 1st.



Alan LeBovidge
Commissioner

Gerard D. Perry, Acting
Deputy Commissioner

City and Town

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Supplemental Tax Assessments on New Construction: Are They Right for Your Community?

by Ronald W. Rakow, Commissioner of Assessing, City of Boston

Background

State law requires cities and towns to assess property based on its condition as of the lien date of January 1. In the past, some municipal officials expressed concern that new construction created after January 1 was not added to the tax base until the subsequent year. The Legislature addressed this issue by enacting two laws that allowed communities to tax the value of new construction occupied after the January 1 lien date.

The first, Section 40 of Chapter 653 of the Acts of 1989, allows cities and towns to assess an additional tax for the value of new buildings, structures, or other physical improvements added to real property between January 2 and June 30 for the fiscal year beginning July 1. The additional assessment for these properties is based on their status as of June 30. A subsequent law, Chapter 203 of the Acts of 1998, added Section 2D to Chapter 59 of the Massachusetts General Laws. This provision allows cities and towns to make a pro rata assessment on the value of improvements of greater than 50 percent of the billed value to real estate when an occupancy permit is issued after January 1. The assessment is based on the value of the improvement, multiplied by the tax rate, and prorated for the amount of time remaining in the fiscal year after the occupancy permit is issued (more details on the calculation of supplemental assessments are provided in DOR's IGR 03-209: Supplemental

Tax Assessment on New Construction). This law also provides for the abatement of property taxes whenever a parcel of real estate loses 50 percent or more of its value after January 1 due to fire or other natural disaster. Both provisions required acceptance by municipalities to be effective. Only a handful of communities statewide elected to adopt both provisions.

Municipal Relief Act Change

Sections 41 and 42 of the municipal relief act (Chapter 46 of the Acts of 2003) amended Chapter 59, Section 2D so that the statute now *applies automatically* unless the local appropriating authority specifically rejects the provision. As a result, municipal officials must now carefully consider whether supplemental assessments are appropriate for their community.

The intention of supplemental assessments is to provide cities and towns with additional tax revenue from new development. Given the recent reductions in state aid and the resultant fiscal pressures facing many communities, any proposal to increase revenue is generally welcome. Nevertheless, there are some concerns regarding the supplemental tax assessment that require consideration:

Impact on Development. The first few years of any new development present significant financial challenges for any property owner. For larger commercial and residential projects, developers are forced to pay interest and expenses re-

lating to the project before the property generates rental income. For some commercial projects, this problem is compounded by high vacancy rates and declining rents in the current market climate. Smaller residential property owners, after scraping together money for a down payment and closing costs, are similarly strapped for cash.

Given the fiscal challenges during the initial years of a project and the current weakness in sectors of the commercial real estate market, the additional property tax burden created by the supplemental tax assessment may negatively affect development. It is possible that some projects could be delayed or scaled back due to this additional tax. Others may seek tax relief through a Chapter 121A or a tax increment financing agreement to compensate for the additional liability created by the

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Supplemental Tax Assessments

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supplemental tax assessment. In either case, the amount collected by the city or town would be reduced, offsetting the additional revenue generated by the supplemental assessment.

Equity. Massachusetts law establishes a single lien date, or effective date, of January 1 to establish the ownership and condition of each property for tax purposes. Any property subject to the supplemental assessment, however, would have a different, later date based on the date a certificate of occupancy is issued. One of the central precepts of the property tax in Massachusetts is that all properties should be treated consistently. The supplemental assessment provision appears to run counter to this important notion.

Also, in communities that offer the residential exemption, residential property owners subject to the supplemental assessment would not be eligible for the residential exemption because they fail to meet the occupancy requirement of the exemption. Taxpayers subject to the supplemental assessment will rightly be angered when the law moves the effective date to subject their property to an additional tax, but leaves fixed the effective date for the exemption and prevents the taxpayer from qualifying.

Administration. The supplemental assessment creates an additional administrative burden on assessing, treasury, and building departments. New procedures need to be established with the building department to ensure timely identification and delivery of certificates of occupancy to the assessor. Assessing staff will have to develop a separate

valuation for each affected property as of its occupancy date, and then perform the analysis to determine if the property qualifies for the supplemental assessment. In addition, substantial changes in assessment, billing, and tax collection software may be required to handle the supplemental assessments, particularly in larger communities.

Since the supplemental assessment is a new, somewhat complicated tax, a significant outreach effort to affected taxpayers is advised. If this is not done, taxpayers would receive bills for a tax which has not been adequately explained and which they have not anticipated. This scenario is likely to lead to confusion and frustration for numerous taxpayers.

All of these administrative issues can be addressed. Nevertheless, they will all require time to build the necessary administrative infrastructure as well as generate both one-time start-up costs and ongoing administrative costs.

Conclusion

While supplemental assessments offer communities an opportunity to enhance the revenue from new development, the decision to implement this provision warrants careful consideration. Additional revenue needs to be weighed against the impact on development, equity considerations, and administrative concerns. Where possible, communities should compile the data necessary to perform a thorough cost-benefit analysis before deciding on whether supplemental assessments are in the city or town's best interest. ■

Q&A

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departmental revolving account is an alternative financing mechanism for those fee based programs whose expenses fluctuate with demand. Generally, program expenses can be easily separated from other departmental expenses and can be matched by program revenues received and on hand. By annual vote of city council or town meeting, there could be established a departmental fund for specific fees and specific expenses associated with a program. By this statute, expenditures from the fund must be limited to those expenses arising from programs that generated the revenue.

Q: *Would land used exclusively for boarding horses be eligible for Chapter 61A classification?*

A: No. Although there is limited case law under Chapter 61A, the statute itself supports the non-eligibility of the applicant.

Under Chapter 61A Section 1, raising animals qualifies for agricultural classification provided the land is used "for the purpose of selling such animals ... in the regular course of business." Alternatively, the land may be "primarily and directly used in a related manner which is incidental thereto and [such use] represents a customary and necessary use in raising such animals and preparing them ... for market."

Consequently, Chapter 61A applicants having horses must establish that their *primary purpose* is the raising and selling of the horses. If the taxpayers claim some sales of horses, they must establish what proportion of gross receipts came from sales and what proportion came from boarding and operating a stable. Finally, land used for a stable must be classified as Class 3, commercial property, which is the catch-all provision under Chapter 59 Section 2A. ■

Changes to Millis Public Library Hours of Operation

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday*	Total Hours
Current							
Open	10:00 AM	10:00 AM	10:00 AM	10:00 AM	10:00 AM	10:00 AM	
Close	8:00 PM	8:00 PM	8:00 PM	4:00 PM	4:00 PM	3:00 PM	
Hours	10	10	10	6	6	5	47
FY 2021 (5% Reduction)							
Open	10:00 AM	10:00 AM	10:00 AM	10:00 AM	10:00 AM	10:00 AM	
Close	2:00 PM	8:00 PM	8:00 PM	4:00 PM	4:00 PM	3:00 PM	
Hours	4	10	10	6	6	5	41

*closed July & August

Details of Operational Effects

13% reduction in hours open to the public in the average week
 Discontinuation of Monday afternoon and evening programs
 Increase of 16 total weekly hours on the front desk for the Youth Services Librarian, Adult Services Coordinator, Tech Coordinator, and Collections Manager resulting in less time for developing Library collections; planning, designing, and improving upon services and programs for the community; attending trainings; and participating in network activities and decision making.
 45 less staff hours for hosting community programs outside of regular hours and for professional development
 110 less on-call staffing hours* for coverage of staff vacation and sick time

*in addition to the prior \$1,000 reduction (equivalent of 68 hours) from our FY20 budget

Personnel Reductions

Regular Wages	Weekly Hrs	Avg Pay/Hr	Savings
Library Assistant 2: step 3	5	\$ 16.94	\$ 4,404.80
Extra Time - Wages	Monthly Hrs	Avg Pay/Hr	Savings
Library Assistant 2: step 3	11	10 \$ 16.94	\$ 1,863.57

Library Assistant 2: step 10	5.5	10	19.44	1,069.20
Senior Library Asst 5: step 4	5.5	10	22.26	1,224.08
Senior Library Asst 5: step 8	5.5	3	24.23	399.85
Youth Services Librarian	11	10	33.16	3,647.18
Various Employees	non-Saturday hours			<u>1,002.43</u>
				9,206.30

On-Call - Wages				
Library Asst. On-Call	11	10	14.79	<u>1,626.90</u>

Total Wage Reduction \$ 15,238.00

SPRING 2020 TOWN MEETING ARTICLE LIST

1. Unpaid Bills
2. FY20 Additional Wages and Expenses
3. FY21 Operating Budget
4. Sewer Enterprise Fund
5. Water Enterprise Fund
6. Stormwater Enterprise Fund
7. Amendments to the Personnel Plan
8. Independent Annual Audit
9. Board of Health Appointing Authority
10. Revolving Funds
11. Capital Items
12. New Computers Lease
13. Reallocation of DPW Capital Project Expenses
14. Ratify Water Infrastructure Maintenance Contract
15. Community Preservation Fund
16. Community Preservation Historic Resource Reserve Fund
17. Community Preservation Memorial Field Improvements Project*
18. Board of Assessors – FY21 Personal Property Interim Year Inspections
19. Senior Tax Exemption Clause 41C
20. Senior Exemption Clause 41A
21. Surviving Spouse, Minor Child, Elderly Person Tax Exemption Clause 17D
22. Town Bylaw Change to Alter Date of Annual Town Meeting
23. Town Bylaw Change Requiring Sewer Hookup
24. Medicare/Medicaid Reimbursement Services
25. Unemployment Insurance Fund
26. OPEB Funding
27. Stabilization Fund

TOWN OF MILLIS
June 29, 2020 SPRING ANNUAL TOWN MEETING WARRANT

ARTICLE 1. To see if the Town will vote to transfer from available funds or by transfer from the Stabilization Fund, a sum of **\$1,056.32** to pay the following **unpaid bills** incurred by Town departments from previous fiscal year(s), or take any other action in relation thereto.

DPW General Fund	\$204.48	Millis Police Detail
DPW General Fund	\$223.60	Millis Police Detail
DPW General Fund	\$473.62	Town of Millis
DPW Sewer Enterprise	\$154.62	Power Up Generator

(Submitted by The Select Board)

ARTICLE 2. To see if the Town will vote to transfer from available funds, or by transfer from the Stabilization Fund, a sum of money for **additional wages or expenses** not sufficiently funded under Article 4, Operating Budget, of the May 13, 2019 Annual Town Meeting, or take any other action in relation thereto.

(Submitted by The Select Board)

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, 2020, or take any other action in relation thereto.

(Submitted by The Select Board)

ARTICLE 4. 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, 2020**, including a reserve fund, or take any other action in relation thereto.

(Submitted by The Select Board)

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 water enterprise fund beginning July 1, 2020**, including a reserve fund, or take any other action in relation thereto.

(Submitted by The Select Board)

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 stormwater enterprise fund beginning July 1, 2020**, including a reserve fund, or take any other action in relation thereto.

(Submitted by The Select Board)

ARTICLE 7. 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, 2020, as shown in the FY21 Finance Committee Report, or take any other action in relation thereto.

(Submitted by The Select Board)

ARTICLE 8. To see if the Town will vote to raise and appropriate or transfer from available funds, a sum of money for **an independent audit** of all accounts of all departments of the Town, or take any other action in relation thereto.

(Submitted by The Select Board)

ARTICLE 9. 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)

ARTICLE 10. To see if the Town will vote pursuant to the provisions of M.G.L. Chapter 44, Section 53E½, to establish the following fiscal year spending limit for the Town's established revolving funds for Fiscal year 2021:

AUTHORIZED REVOLVING FUNDS	FISCAL YEAR
	EXPENDITURE 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
Food Service Fund	\$4,500.00
BOH Medical Servs./Vaccination Fund	\$8,500.00
BOH Rabies Clinic/Program Fund	\$2,500.00
School Athletic Fields Fund	\$35,000.00
School Extracurricular Fund	\$8,000.00
Library Special Use Fund	\$10,000.00
Recreation Fund	\$200,000.00
Tobacco Control Program	\$1,000.00

Or take any other action in relation thereto.

(Submitted by The Select Board)

Article 14. To see if the Town will vote, in accordance with G.L .c 40 §§62-69 to authorize the Select Board to enter into a contract up to twenty years for the purpose of inspecting, maintaining, repairing, modifying and providing asset management services for the Town's water tanks at Farm Street and Walnut Street on terms and conditions the Board deems in the best interest of the Town, or take any action relative thereto.

(Submitted by Select Board)

ARTICLE 15. 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 2021, with each item to be considered a separate appropriation or act in any manner in relation thereto.

Appropriations:

From 2021 estimated revenues for Committee Administrative Expenses	\$10,746.00
(To be divided equally: \$5,373.00 CPC Salary Account: \$5,373.00 CPC Expenses)	
From Undesignated Fund Balance for Long Term Debt- Principal	\$25,000.00
From Undesignated Fund Balance for Long Term Debt- Interest	\$11,075.00

Reserves:

From FY2021 estimated revenues for Historic Resources Reserve	\$21,492.00
From FY2021 estimated revenues for Community Housing Reserve	\$21,492.00
From FY2021 estimated revenues for Open Space Reserve	\$21,492.00
From FY2021 estimated revenues for Budgeted Reserve	\$80,000.00

(Submitted by the Community Preservation Committee)

ARTICLE 16. To see if the Town will vote to appropriate a sum of money from the Community Preservation Historic Resource Reserve Fund for the **Preservation & Rehabilitation of the Henry F. Walling Map**, or take any other action in relation thereto.

(Submitted by the Community Preservation Committee)

ARTICLE 17. To see if the Town will vote to appropriate a sum of money from the Community Preservation Fund Open Space Reserve and/or the Community Preservation Fund Budgeted Reserve and/or Undesignated Fund for the **Memorial Fields Improvements Project**, or take any other action in relation thereto.

(Submitted by the Community Preservation Committee)

ARTICLE 18. To see if the Town will vote to appropriate and raise by taxation, by transfer from available funds, or by transfer from the stabilization fund, the sum of **\$15,600 for Fiscal Year 2021 Personal Property interim year inspections and Real Estate interim year revaluations**, or act in any manner relating thereto.

(Submitted by Board of Assessors)

ARTICLE 19. To see if the Town of Millis will vote to decrease the age requirement from the age of 70 as of July 1st for the applicable fiscal year to the age of 65 as of July 1st for the applicable fiscal year for eligibility for the **Senior Tax Exemption Clause 41C under Chapter 184 §51 of the Acts of 2002.**

(Submitted by Board of Assessors)

ARTICLE 20. To see if the of Town of Millis will vote to increase the gross receipts that seniors may have in the prior calendar year to be eligible to **defer property taxes under M.G.L.c.59 §5, Clause 41A (Acts of 2005) from \$20,000 to \$40,000**, which such increase to be effective for tax deferrals granted for any fiscal year beginning on or after July 1, 2020

(Submitted by Board of Assessors)

ARTICLE 21. To see if the of Town of Millis will vote to **increase the value of the whole estate (excluding value of domicile) available to surviving spouse, minor child, elderly person owning real property pursuant to M.G.L. Chapter 59 §5, Clause 17D**, by approving to increase whole estate value by Consumer Price Index with the Department of Revenue to inform the Town annually with the amount of this increase beginning with Fiscal Year 2021.

(Submitted by Board of Assessors)

ARTICLE 22. To see if the Town will vote to **amend ARTICLE I, Section 1 of the Town's General Bylaws** by deleting the first sentence and replacing it with the following:

"The Annual Town Meeting for the transaction of business will be held on the first Monday of May, and the Annual Meeting for the election of officers and such other matters as may be voted on the official ballot will be held on the second Monday in May".

(Submitted by the Select Board)

ARTICLE 23. To see if the Town will vote to Amend its General Bylaws by adding a new Section [REDACTED] as follows:

Sewer Connection Bylaw

1. Connections: Property owners who are entitled to a sewer connection are required to connect, to the Town's sewer system, any buildings on their property that are presently served by a private septic system. Such connection must be made within one year from either the effective date of this bylaw or the date that the Town's sewer service is fully constructed and becomes available to said property, whichever is later. Such connection shall be in full accordance with all regulations and policies of the Town's Sewer Commissioners.

2. Enforcement: Failure to comply with the requirements of this bylaw shall be punishable by a fine of ten (\$10.00) dollars per day, for each day of non-compliance. Such fines may be imposed by the Sewer Commissioners or an agent thereof, via the non-criminal disposition pursuant to G.L. c. 40, §21D. Enforcement may also be obtained via injunctive relief in a court of competent jurisdiction.

3. Exemptions:

a. In the event that a property owner has installed a new complying septic system within five (5) years prior to the effective date of this bylaw, such property owner shall not be required to connect to the sewer system for a period of 10 years from the septic system's installation date. Upon the expiration of such ten-year period, or in the event that the property is sold or otherwise transferred (other than to a member of the owner or occupant's immediate family) prior thereto, or upon the failure of said system under Title V, whichever comes first, the owner or occupant will be required to connect to the municipal sewer system.

b. In the event that genuine financial hardship precludes a property owner from connecting to the sewer system, said property owner may apply to the Sewer Commissioners for an extension for an extension of time to connect to the sewer system, to be for not more than three (3) years. It shall be the property owner's burden to demonstrate such hardship and the granting of an exemption shall be in the sole discretion of the sewer commissioners.

4. Regulations: The Sewer Commissioners may adopt regulations for the implementation of this Bylaw

or take any other action in relation thereto.

(Submitted by the Select Board)

ARTICLE 24. To see if the Town will vote to raise and appropriate or transfer from available funds, or by transfer from the Stabilization fund, or by borrowing under the provisions of M.G.L. Chapter 44 or any other enabling authority, a sum of money for **Medicare/Medicaid Reimbursement Services**, or take any other action in relation thereto.

(Submitted by the Select Board)

ARTICLE 25. To see if the Town will vote to raise and appropriate or transfer from available funds, the sum of **\$75,000.00 for the Unemployment Insurance Fund**, or take any other action in relation thereto.

(Submitted by the Select Board)

ARTICLE 26. 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)

ARTICLE 27. 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)

MILLIS PERSONNEL PLAN SCHEDULES

FY2021

7/1/20 Effective Date

SCHEDULE A
CLASSIFICATION PLAN
SALARIED-WEEKLY AND STIPENDS
GRADE POSITION

		STEP									
		1	2	3	4	5	6	7	8	9	10
17	DIRECTOR OF PUBLIC WORKS	\$ 2,180.65	\$ 2,236.57	\$ 2,293.91	\$ 2,352.74	\$ 2,413.06	\$ 2,473.39	\$ 2,535.22	\$ 2,598.61	\$ 2,663.57	\$ 2,730.15
16	VACANT	\$ 1,761.59	\$ 1,800.00	\$ 1,840.43	\$ 1,881.92	\$ 1,924.90	\$ 1,968.41	\$ 2,012.44	\$ 2,056.99	\$ 2,103.06	\$ 2,152.21
15	VACANT	\$ 1,660.23	\$ 1,698.12	\$ 1,736.00	\$ 1,775.42	\$ 1,815.34	\$ 1,856.31	\$ 1,898.27	\$ 1,940.27	\$ 1,984.29	\$ 2,029.33
12	OPERATIONS SUPPORT MANAGER	\$ 1,356.13	\$ 1,386.86	\$ 1,417.06	\$ 1,450.34	\$ 1,481.57	\$ 1,515.35	\$ 1,549.65	\$ 1,584.98	\$ 1,619.78	\$ 1,656.13
11	UNFILLED	\$ 1,255.28	\$ 1,284.98	\$ 1,313.13	\$ 1,343.34	\$ 1,372.01	\$ 1,404.77	\$ 1,434.47	\$ 1,468.77	\$ 1,500.00	\$ 1,534.81
11A*	COA DIRECTOR*	\$ 863.02	\$ 883.43	\$ 902.78	\$ 923.54	\$ 943.27	\$ 965.78	\$ 986.21	\$ 1,009.79	\$ 1,031.26	\$ 1,055.20
9C*	PLUMBING&GAS INSPECTOR	Stipend of \$6,280/year plus \$40 per inspection									
	ELECTRICALINSPECTOR	Stipend of \$6,280/year plus \$40 per inspection									
8A*	DEP. BUILDING INSPECTOR	Stipend of \$12,280/year plus \$40 per inspection									
	DEP. PLUMB/GAS INSPECTOR 1	Stipend of \$600/year plus \$40 per inspection									
	DEP. PLUMB/GAS INSPECTOR 2	Stipend of \$600/year plus \$40 per inspection									
	DEP. ELECTRICAL INSPECTOR 1	Stipend of \$600/year plus \$40 per inspection									
	DEP. ELECTRICAL INSPECTOR 2	Stipend of \$600/year plus \$40 per inspection									
	LOCAL BUILDING INSPECTOR	Stipend of \$600/year plus \$40 per inspection									
* = Part time											
HOURLY	POSITION										
GRADE		1	2	3	4	5	6	7	8	9	10
4	DISPATCHER/PART TIME	\$ 18.82	\$ 19.25	\$ 19.72	\$ 20.16	\$ 20.60	\$ 21.08	\$ 21.55	\$ 22.04	\$ 22.54	\$ 23.05
PUBLIC SAFETY											
PS9	DEPUTY FIRE CHIEF/EMT*	1	2	3	4	5	6	7	8	9	10
		\$ 32.45	\$ 33.17	\$ 33.93	\$ 34.66	\$ 35.47	\$ 36.25	\$ 37.08	\$ 37.92	\$ 38.77	\$ 39.62
	FF STIPEND/YEAR	\$ 1,527.00									
PS8	VACANT	\$ 30.06	\$ 30.72	\$ 31.40	\$ 32.12	\$ 32.84	\$ 33.57	\$ 34.32	\$ 35.10	\$ 35.89	\$ 36.69
PS6	FIRE CAPTAIN/EMT										
		\$ 26.78	\$ 27.38	\$ 27.99	\$ 28.61	\$ 29.25	\$ 29.91	\$ 30.58	\$ 31.28	\$ 31.96	\$ 32.69
	FF STIPEND/YEAR	\$ 973.00									
PS4	FIRE LIEUTENANT/EMT	\$ 23.62	\$ 24.14	\$ 24.69	\$ 25.22	\$ 25.82	\$ 26.37	\$ 26.98	\$ 27.57	\$ 28.19	\$ 28.83
PS2	FIREFIGHTER/EMT	\$ 778.00									
		\$ 21.02	\$ 21.50	\$ 21.82	\$ 22.46	\$ 22.96	\$ 23.47	\$ 24.01	\$ 24.53	\$ 25.09	\$ 25.66
	FF STIPEND/YEAR	\$ 581.00									
PS2	PERM. INTER. POLICE OFFICER	\$ 20.40	\$ 20.85	\$ 21.18	\$ 21.81	\$ 22.30	\$ 22.79	\$ 23.30	\$ 23.83	\$ 24.35	\$ 24.91
	LOCKUP KEEPER	\$ 1,147.00									
	EMT STIPEND	\$ 1,147.00									
	SCHOOL TRAFFIC SUPERVISORS	\$ 18.39	\$ 19.32	\$ 20.83	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

MILLIS PERSONNEL PLAN SCHEDULES

FY2021

7/1/20 Effective Date
SCHEDULE A
CLASSIFICATION PLAN
SALARIED-WEEKLY AND STIPENDS
GRADE POSITION

APPOINTED SPECIALS

EMERG. MGMT DIR.	\$ 775	PER	YEAR	CLASS A MOTOR VEHICLE OPERATOR	\$ 1,091.45	PER	YEAR
EMERG. MGMT CLERICAL	\$ 775	PER	YEAR	DIR. VETERANS SERVICES	\$ 11,195	PER	YEAR
SEALER WEIGHTS MEASURE	\$ 3,345	PER	YEAR	ELECTION WORKER-CENSUS TAKER	STATE MIN. WAGE		
PART TIME IT ADMINISTRATOR	\$ 45	PER	YEAR	ON-CALL LIBRARY ASSISTANT	\$ 15.16	ER	YEAR
ASST. DATA PROC. MANAGER	\$ 2,449	PER	YEAR	RESERVE POLICE DETAIL RATE	\$ 53.71	PER	YEAR
CERTIFIED WATER OPERATOR I	\$ 1,456	PER	YEAR	DPW SEASONAL WORKER	STATE MIN. WAGE		
CERTIFIED WATER OPERATOR II	\$ 1,820	PER	YEAR	LIBRARY PAGE	STATE MIN. WAGE		
ZONING BOARD OF APPEAL MEMBER	\$ 167	PER	YEAR	BOARD OF REGISTRARS -CHAIR	\$ 362.26	PER	YEAR
RESPIRE CARE PROGRAM MANAGER	\$ 20.12	PER	YEAR	BOARD OF REGISTRARS MEMBER	\$ 111.47	PER	YEAR
RESPIRE CARE ACTIVITIES COORDINATOR	STATE MIN. WAGE			SNOW CONTRACTOR 7AM-6PM	\$ 23.16	PER	YEAR
COA VAN DRIVER	\$ 13.05	PER	YEAR	SNOW CONTRACTOR NIGHTS, WEEKEND	\$ 34.73	PER	YEAR
COA DISPATCHER	\$ 15.62	PER	YEAR	SNOW MANAGEMENT STIPEND AFTER 8 STORMS	\$ 2,364.77	PER	YEAR
PLANNING BOARD MEMBER	\$ 52.54	PER	YEAR	SNOW MANAGEMENT STIPEND AFTER 12 STORMS	\$ 1,182.38	PER	YEAR
				BOARD OF ASSESSORS MEMBER	\$ 337.26	PER	YEAR
				DEPUTY ANIMAL CONTROL WEEKEND COVERAGE	\$ 93.66	PER	DAY
				DEPUTY ANIMAL CONTROL WEEKEND NIGHT COVERAGE	\$ 22.75	PER	NIGHT

** Change to State Min Wage 1/1/2021

Capital Planning Committee Report – June 2020

The Capital Planning Committee is pleased to present the Town with our capital planning report for June, 2020. The committee was established by bylaw in May of 2017 with the mandate of creating a long-term capital plan for the Town of Millis which could help citizens attain a more complete understanding of expenditures that the Town may need to undertake in coming years. The Committee has worked with the Select Board, Town Administrator, School, DPW, Police, Fire and other town departments to compile the information provided in this report.

As of the writing of this report, the global community faces the unprecedented health emergency and economic disruption of the COVID-19 pandemic, and Millis, like other towns in the state and across the nation faces significant uncertainty as the economy slowly reopens towards a “new normal”.

Despite the disruption of the pandemic, the Capital Planning Committee has been able to meet virtually to try to quantify and prioritize the various capital needs of the Town. Given the uncertainty around potential funding available for capital projects in the near term, the Committee took a slightly different approach than in prior reports. Specifically, the Committee decided to only prioritize those capital items that were related to public safety or other critical needs for the town at this time. A high-level breakdown of these items is shown in the table below:

	# of projects	Total estimated cost
Considered items	7	\$1,978,378
Deferred consideration	16	987,999
Total	23	\$2,966,377

For those items considered, the Committee went through a process to rank the priorities for the various projects, which accounted such factors as public safety, integration with broader projects, and overall benefit to the Town. Based on this ranking, the committee then grouped the various capital items into four categories 1) highest priorities 2) medium priorities 3) lower priorities and 4) those for which we have deferred considerations.

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

	# of projects	Total estimated cost
Highest priorities	4	\$132,000
Medium priorities	2	1,791,374
Lower priorities	1	55,004
Deferred consideration	16	987,999
Total	23	\$2,966,377

High priorities include a state-mandated drinking water risk assessment, replacement gear for the fire department, and a new automated crosswalk safety system. Medium priorities include a long-term agreement to outsource maintenance of the Town’s water tanks and a new fire hose.

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

Also included in this report is a schedule that summarizes the Town's known long-term capital needs for the next 10-years and beyond that have been identified by the various departments. The intent of the Committee is to provide the citizens of Millis with as much transparency as possible to the evolving future capital needs of the town, and as you will see, they are significant, totaling approximately \$54.6 million. The report breaks down the capital items into several categories, including Facilities, Public Safety, Public Works, Schools and other. The items are then subcategorized by department.

It should be noted that this long-term report does not represent a recommendation from the Committee to proceed with any particular capital item on the list, nor does it presume what source(s) of funding would be needed to proceed with these capital items. It should also be noted that this long-term report will be updated periodically as new capital needs are identified, or items are removed from the list. The report will also be updated to reflect updated cost estimates for items as they become closer to reality. In particular, it should be noted that the Town is currently assessing potential options for the long term needs of seniors in Millis, including potential alternatives for a Senior Center. As of the writing of this report, we do not have enough information to provide a cost estimate and will update the report as more information is available.

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

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

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

Respectfully submitted,

Town of Millis Capital Planning Committee

Jonathan Barry – Chair

Peter Berube

John Corcoran

James McCaffrey

Kerri Roche

Capital Planning Committee Priorities for June 2020 Town Warrant

Highest priorities			
Department	Description	Estimated Cost	Comment
Water enterprise	Drinking water risk & resilience assessment	40,000	Recommend for appropriation
Fire	Self-contained breathing apparatus bottle replacement	12,000	Recommend for appropriation
Police	Crosswalk signals	40,000	Recommend for appropriation
Fire	Turnout gear replacement	40,000	Recommend for appropriation
	Subtotal	\$132,000	
Medium priorities			
Fire	Large diameter hose replacement	\$15,000	Recommend for appropriation
Water enterprise	Farm Street & Walnut Street Water Tank 15-Year Asset Management Program	1,776,374	Estimated cost shown is for full 15 years. Recommend appropriation of \$199,921 for first year payment
	Subtotal	\$1,791,374	
Lower priorities			
DPW/Water/Sewer	2-way radio replacement	\$55,004	Recommend deferral to later date
	Subtotal	\$55,004	
Deferred consideration			
Stormwater enterprise	Village Street and Birch Street Drainage System Improvements	\$588,881	Recommend deferral to later date
School	New bus lease	35,000	Recommend deferral to later date
Council on Aging	Flooring VMB Room 21	8,000	Recommend deferral to later date
School	Computer Replacement Grade 6 Chromebooks	27,000	Recommend deferral to later date
School	Replace switches for VOIP and PA network	6,000	Recommend deferral to later date
School	Classroom Projectors (20)	9,000	Recommend deferral to later date
School	Skid Steer	45,000	Recommend deferral to later date
Town Buildings	Fire Panel & Fire Sensor Replacement at Veterans Memorial Building	60,640	Recommend deferral to later date
School	Lockers	30,000	Recommend deferral to later date
School	Furniture	22,000	Recommend deferral to later date
School	Curriculum and instructional materials	10,000	Recommend deferral to later date
School	Computer replacement laptops for TV production	6,975	Recommend deferral to later date

School	Smart Boards/Interactive Board technology	43,200	Recommend deferral to later date
School	Wireless network	40,000	Recommend deferral to later date
Building department	Filing system	7,373	Recommend deferral to later date
Police	Car 50	48,930	Recommend deferral to later date
Total		\$987,999	

Town of Millis

Capital Planning Committee

Consolidated Schedule of 10-Year Capital Needs - June 2020

Fiscal Year	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	Timing	Long-Term total
Facilities	176,048	1,577,120	2,249,105	752,733	733,751	1,050,000	50,000	50,000	50,000	76,878	3,139,254	9,904,889
COA											25,000	25,000
DPW											3,000,000	3,000,000
Facilities												8,000
Multi												
School	57,408	1,494,000	2,199,105	702,733	683,751	1,000,000				26,878		6,163,875
VMB	110,640	83,120	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	114,254	708,014
Other	52,375	68,000	64,000	43,000	50,000	25,000	25,000	25,000	75,000	25,000	7,240,000	7,692,375
Administration	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000		250,000
Building Department	7,375											7,375
COA			24,000								70,000	144,000
Fields											7,170,000	7,170,000
Library			15,000	18,000	25,000							58,000
Oak Grove		23,000										23,000
Town Clerk	20,000	20,000										40,000
Public Safety	203,630	508,200	803,990	500	266,350	380,500	204,450	190,500	486,480	82,495		3,127,095
Equipment	137,000	65,500	113,990	500	76,350	220,500	204,450	125,500	111,480	82,495		1,137,765
Vehicle	66,630	442,700	690,000		190,000	160,000		65,000	375,000			1,989,330
Public Works	1,683,806	3,141,254	3,017,254	2,982,255	2,734,517	2,603,976	2,506,878	2,574,882	2,487,993	2,397,000	3,116,444	29,246,259
Equipment	55,004	160,000			120,000							
Infrastructure	1,628,802	2,970,254	2,930,254	2,930,255	2,544,517	2,478,976	2,481,878	2,484,882	2,487,993	2,397,000	63,000	398,004
Vehicle		11,000	87,000	52,000	70,000	125,000	25,000	90,000			2,903,444	28,238,255
Schools	318,895	467,060	516,389	377,058	352,712	410,072	430,624	477,208	417,830	781,586	85,000	4,634,434
Equipment	273,895	272,060	295,825	257,058	227,433	282,834	211,370	179,870	194,358	467,798	85,000	2,747,501
School	10,000	80,000	60,000	60,000	60,000	60,000	60,000	60,000	60,000	60,000		570,000
Vehicle	35,000	115,000	160,564	60,000	65,280	67,238	159,254	237,338	163,472	253,788		1,316,933
Grand Total	2,434,753	5,761,634	6,650,738	4,155,546	4,137,330	4,469,548	3,216,952	3,317,590	3,517,303	3,362,960	13,580,698	54,605,052

Mike Guzinski

From: Chief Rick Barrett
Sent: Friday, May 15, 2020 11:20 AM
To: Mike Guzinski; Carol Johnston
Subject: SAFER Grant

Good Morning,

I wanted to give you an update on the Grant for the 4 firefighters, at the urging of FEMA i have completed the application and i am preparing to submit it. FEMA states that if awarded and the Town needs to decline it, that does not hurt our chances for next year, their recommendation was to apply and confirm that it would be successful and that supports next years request.

This morning we were notified that they had extended the deadline till May 27th and because of the pandemic and most towns and cities in the same position we are with the unknown aid they have waived the town share aspect of the grant (it is not clear for how long but it appears at least the first year) I think this puts us in a different situation where if we don't need to use ambulance revenue for the town share we could supplement the Fire budget to cover the cost of the 4 new firefighters. Again this is all under a big question umbrella of actual cuts needed to meet the budget but i feel that it's better to try and decline then maybe miss an opportunity? Also if awarded that is good support for proof to the Select Board and Finance Committee of the need as well as federal support for the grant.

If you would like to discuss this please feel free to contact me, hopefully this makes sense?

Richard Barrett, CFO
Fire Chief
885 Main St.
Millis, Ma 02054
Phone: 508-376-2361
Fax: 508-376-4339



Disclaimer

The information contained in this communication from the Town of Millis is confidential. It is intended solely for use by the recipient and others authorized to receive it. If you are not the recipient, you are hereby notified that any disclosure, copying, distribution or taking action in relation of the contents of this information is strictly prohibited and may be unlawful.

Mike Guzinski

From: Linsky, David - Rep. (HOU) <David.Linsky@mahouse.gov>
Sent: Friday, May 15, 2020 12:38 PM
To: Mike Guzinski
Subject: Federal Coronavirus Relief Funding Update

May 15, 2020

Michael J. Guzinski
900 Main Street, Room 220, Millis, MA 02054

Dear Mr. Guzinski,

We received notification today regarding federal funding that is available to cities and towns through the CARES Act. These funds will be directed towards helping alleviate pressure from COVID-19 related costs, including funding for first responders, PPE procurement, social distance learning, field hospitals, food assistance, and other related costs. Guidance and resources related to municipal finance is available on the Mass.gov website by clicking [here](#), including potential uses for funding, certification forms, and total eligibility amounts. According to this guidance, the Town of Millis is eligible for a total of **\$729,147**.

We have been advised that municipal officials should work with the [Division of Local Services](#) and the [Executive Office for Administration and Finance](#) regarding this funding.

Please let me know if you have any questions or concerns. My office is happy to help connect you with the Division of Local Services and the Executive Office for Administration and Finance if need be.

Sincerely,

David P. Linsky
State Representative
Fifth Middlesex District



MICHAEL
HEFFERNAN
SECRETARY

Commonwealth of Massachusetts

EXECUTIVE OFFICE FOR ADMINISTRATION AND FINANCE

STATE HOUSE, ROOM 373
BOSTON, MASSACHUSETTS 02133
TELEPHONE (617) 727-2040
WWW.MASS.GOV/ANF

To: Chief Executives of Massachusetts Cities and Towns
From: Michael J. Heffernan, Secretary of Administration and Finance
Date: May 14, 2020
RE: Fiscal Year 2020 Aid to Municipalities for COVID-19 Costs

The Commonwealth of Massachusetts is preparing to distribute federal dollars from the Coronavirus Relief Fund (CvRF) to municipalities for specific COVID-19 response costs, consistent with parameters established by the federal Coronavirus Aid, Relief, and Economic Security Act (the "CARES" Act) and guidance from the US Treasury Department. This memo summarizes the Commonwealth's approach to providing money through the CvRF to municipalities.

The distribution announced today, adjusted for funds paid directly by the federal government to Boston and Plymouth County, represents 25% of the state's allocation from the Coronavirus Relief Fund. We anticipate that in most cases, these funds will be sufficient to address incurred or expected eligible COVID-related expenses, while maintaining necessary flexibility to allocate additional funds if unanticipated needs arise, or if federal rules change.

The key aspects of this approach include:

- **Immediate Support for Incurred or Expected Expenses:** Municipalities may apply for resources to address eligible COVID-19 response costs that are already incurred or expected in Fiscal Year 2020. These funds will help address any existing deficits in Fiscal Year 2020, thereby avoiding the need to use reserves to fund a deficit or carry one into Fiscal Year 2021.
- **Cashflow Relief:** These resources can help ease municipal cashflow pressures.
- **Federal Revenue Optimization:** By seeking FEMA reimbursements at the state and municipal level, the Commonwealth and municipalities can work together to maximize federal resources available for Massachusetts to address the public health crisis.
- **Compliance Risk Management:** Accounting for COVID-19 costs is complicated by a mix of revenue sources (federal, state) and the still-evolving federal guidance about how to spend and track the money. Clear processes and documentation can mitigate the risk of federal audit challenges to the uses of these funds. If you have questions about how to track and account for these funds, contact the auditing firm that completes your annual audit or your Division of Local Services (DLS) field rep.

Please refer to the guidance distributed by the Executive Office for Administration and Finance for detailed information on this approach (<https://www.mass.gov/info-details/covid-19-resources-and-guidance-for-municipal-officials>).

If the federal law or relevant guidelines materially change, we expect to revisit this distribution plan.



MICHAEL
HEFFERNAN
SECRETARY

Commonwealth of Massachusetts

EXECUTIVE OFFICE FOR ADMINISTRATION AND FINANCE

STATE HOUSE, ROOM 373
BOSTON, MASSACHUSETTS 02133
TELEPHONE (617) 727-2040
WWW.MASS.GOV/ANF

To: Chief Executives of Massachusetts Cities and Towns
From: Michael J. Heffernan, Secretary of Administration and Finance
Date: May 14, 2020
Re: Federal Coronavirus Relief Fund

The federal Coronavirus Aid, Relief, and Economic Security Act (the "CARES Act") includes funds for Massachusetts governments to use to pay costs incurred in responding to the COVID-19 outbreak. This memo describes how your city or town can access funds for that purpose.

Background

The CARES Act authorized \$150 B through the Coronavirus Relief Fund for state and local governments, including \$2.7 B for Massachusetts. Aside from large local government units (Boston and Plymouth County), funds have been sent in the first instance to the state, with the expectation that the state will use funds for its own expenses and those of municipalities.

The Executive Office for Administration and Finance ("A&F") has established an expendable trust to hold the federal funds and is authorized to spend from that trust on the basis of the federal law.

Eligible Uses

Under federal law, eligible uses must meet three conditions. They must be:

1. "Necessary expenditures incurred due to the public health emergency with respect to ... COVID-19"
 - a. Funds may not be used to substitute for lost revenue
2. Not budgeted as of March 27, 2020 when the CARES Act was enacted
 - a. May not supplant state or municipal spending
3. Incurred on or after March 1, 2020, up to December 30, 2020

For further context on costs that A&F anticipates municipalities may incur, see the attached list of potential uses (Attachment A). If your municipality contemplates the use of funds outside these parameters, please contact the Division of Local Services (DLS) at LocalGovCaresAct@dor.state.ma.us and we will follow up to discuss your needs further.

Note that these eligible uses are as currently described in federal law and relevant guidance from the US Treasury. If these uses are modified by future federal actions, A&F will revisit the process and procedures described in this guidance.

Intersection with Other Funding Sources

Eligible uses of the federal Coronavirus Relief Fund may overlap with allowable uses of other federal grants and reimbursements. A&F will be working with the Command Center,^{*} state agencies, and municipalities to optimize the use of federal funds.

As a condition of accepting federal Coronavirus Relief Fund money, municipalities must maximize Federal Emergency Management Agency (“FEMA”) reimbursements. In other words, for costs that appear eligible under the federal Coronavirus Relief Fund as well as for FEMA reimbursement, municipalities must apply for FEMA reimbursement.[†] Federal dollars cannot under any circumstances be claimed twice for the same spending. DLS will issue further guidance on establishment of appropriate fund structures for both anticipated FEMA reimbursement and CARES Act funds.

To the extent that municipalities are unsure of their precise needs or need money for cash flow purposes, they are free to request funds from the federal Coronavirus Relief Fund, with the understanding that unspent amounts will need to be returned to the Commonwealth.

While this approach may be a little complicated due to possible multiple funding sources for similar expenses, providing municipalities with funding now eliminates or reduces FY20 deficits and helps with cash flow issues.

Available Funds

A&F has determined that initially 25% of total federal Coronavirus Relief Fund dollars to the Commonwealth will be directly available for municipalities. After subtracting amounts for Boston and Plymouth County municipalities, funds have been allocated in proportion to population. The attached chart indicates total eligible amounts for each municipality to be distributed in this FY20 round and a subsequent FY21 round later in the calendar year.

At this time, cities and towns are asked to estimate their FY20 COVID-19 expenses. Municipalities who request less than the amount for which they are eligible do not forego the opportunity to ask for additional funds at a later date. Municipalities will be asked to estimate their COVID-19 expenses in FY21 still within the same ceiling. In other words, the ceiling is the preliminary total amount available for FY20 and FY21, but at this point all you are being asked to do is estimate your FY20 COVID-19 expenses.

^{*} The Command Center, headed by Health and Human Services Secretary Marylou Sudders, is the coordinating entity for the administration’s response to the COVID-19 outbreak.

[†] For further information on the FEMA reimbursement process, please see MEMA’s resource page: <https://www.mass.gov/info-details/covid-19-federal-disaster-declaration>.

Note that to the extent actual expenditures are less than the amount requested, at this time A&F expects that municipalities will be required to return the balance of unspent funds to the Commonwealth.

This approach is intended to get money out to municipalities quickly, and to allow adjustments over the coming months. A&F and DLS will continue to monitor the situation and may make additional funds available at a later date. Please contact DLS at LocalGovCaresAct@dor.state.ma.us if your FY20 expenditures are likely to exceed the eligible amounts in the first round. Municipalities located in Plymouth County should contact county officials for information about the Coronavirus Relief Fund.

Dispersal of Funds

Municipalities, through their chief executive officer, should complete the [web-based application form](#). The application asks for estimates of FY20 incurred or anticipated expenses for each category listed in Attachment A. Based on these estimated amounts, the application will calculate an Estimated Request amount based on an assumed FEMA reimbursement rate for each category. Municipalities may request an amount above or below the Estimated Request using the Other Request field.

Further, municipalities must return the certification (see Attachment B) through the web-based application form and agree to document costs and to return unspent funds, if any. The application deadline is Friday, June 5, 2020, but submissions will be reviewed and approved on a rolling basis.

DLS will provide guidance regarding local accounting requirements (e.g., treatment of funds, general ledger entries, etc.) via a Bulletin.

Audit Provisions and Documentation

Federal Coronavirus Relief Fund expenditures are subject to audit by an Inspector General within the U.S. Department of the Treasury. Documenting that costs were eligible uses are essential to managing compliance risk and to minimizing the possibility that the costs are deemed ineligible, thereby requiring that the municipality and the state may need to return funds to the federal government.

A&F will establish a bimonthly reporting process to monitor incurred spending relative to estimates, and to ensure that documentation is adequate to minimize compliance risk.

For now, we ask that you document costs clearly with respect to the date and nature of the expense incurred so that together we can best manage resources in the interests of the residents of Massachusetts. In general, we will be asking that you document expenses with the same specificity as for FEMA reimbursements. A&F will follow up with further guidance as necessary.

Thank you for your cooperation as we work together to protect the interests of all our residents.

Attachment A- Potential Municipal Uses

Note that the state and municipalities should coordinate on appropriate funding source where more than one source is potentially available for the purpose. For purposes of calculating the Estimated Request, costs in categories denoted with an asterisk () are assumed to be ineligible for FEMA reimbursement but FEMA has final approval for eligibility determination. Cost in all other categories are assumed to be reimbursed by FEMA at a rate of 75 percent.*

- Core municipal services, in a declared state of emergency
 - First responder costs, including:
 - Direct staffing costs – Overtime, additional hires, and/or backfilling staff who test positive
 - Quarantine/isolation costs for first responders who may be infected and should not put household members at risk – or who should be kept apart from potentially infected household members
 - Including hotel/motel space, sanitization of first responder vehicles, etc.
 - Temporary staff to backfill sick or quarantined municipal employees including:
 - City/town management
 - Phone/administrative support
 - Janitorial
 - Police, fire, EMT
 - Trash collection
 - Other
 - Staff for compliance and reporting associated with this funding
 - Accelerated telework capacity – infrastructure, subscriptions for meeting services, hardware (laptops)*
 - Hiring and training, including training for employees and contractors hired for COVID-19 response
 - PPE, including first responders, grocery store employees, gas station attendants and others who interact with public
 - Sanitation and Refuse Collection*
 - Food inspection*
 - Cleaning/disinfection of public buildings
 - Municipal buildings, including fire stations
 - Public housing
 - Specialized cleaning equipment
 - Air filtration / HVAC
 - School distance learning, to the extent not funded from other sources, including
 - Planning and development, including IT costs*
 - Incremental costs of special education services required under individual education plans (IEPs) in a remote, distance, or alternative location*
 - Food for families that rely on food through the school system*
 - Costs of debt financing related to COVID-19 investments – short-term borrowing and construction carrying costs*

- Health insurance claims costs in excess of reasonably budgeted claims costs, and directly related to COVID-19 medical costs
- Expanded public health mission
 - Boards of health staffing needs – to the extent not addressed with public health funding
 - Use of public spaces/ building as field hospitals
 - Shelter for those who are homeless or otherwise have nowhere they can go without significant risk to themselves or other household members, and are at high risk of or recovering from COVID-19
 - Food banks / food pantries – need tied to COVID-19*
 - Travel expenses – for distribution of resources
 - Transporting residents to COVID-19 medical and testing appointments
 - Signage and communication including translation services
 - Educational materials related to COVID-19
 - Testing for COVID-19
- Services and supports to residents in their homes
 - Grocery and/or meals delivery – modeled on COA activities
 - Expanded participation
 - Replacement of meals delivery volunteer staff (often retirees)
 - Wellness check-ins with vulnerable elders*
 - Short-term rental or mortgage support*
 - Prescription drug delivery*

Attachment B - CERTIFICATION

I, [Insert name of signatory], am the chief executive of [insert name of municipality], and I certify that:

1. I have the authority on behalf of [insert name of municipality] to request payment from the Commonwealth of Massachusetts. At this time, I am requesting payment in the amount of [\$X – reflecting current estimate of eligible FY20 costs] for fiscal year 2020 costs in connection with section 601 of the Social Security Act, as added by section 5001 of the Coronavirus Aid, Relief, and Economic Security Act, Pub. L. No. 116-136, div. A, Title V (Mar. 27, 2020) (“section 601”).
2. I understand that the Commonwealth will rely on this certification as a material representation in making a payment to [insert name of municipality].
3. As required by federal law, [Insert name of municipality]'s proposed uses of the funds provided as payment in response to this request will be used only to cover those costs that-
 - a. are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19);
 - b. were not accounted for in the budget most recently approved as of March 27, 2020, for [insert name of municipality]; and
 - c. were incurred during the period that begins on March 1, 2020, and ends on December 30, 2020.
4. I will report bimonthly on incurred expenses in a form prescribed by the Secretary of Administration and Finance, and will cooperate with the Executive Office for Administration and Finance in creating and retaining appropriate documentation to demonstrate that the proposed uses meet the requirements of section 601.
5. I will coordinate with the Executive Office for Administration and Finance in optimizing federal funds from section 601 and other potentially available federal sources. In particular, I will prioritize and coordinate application for FEMA reimbursement where available.
6. To the extent actual expenditures are less than the amount requested per item 1 above, I agree to return the balance of unspent funds to the Commonwealth. If the United States Department of the Treasury recoups funds from the Commonwealth based on a determination they were used by [insert name of municipality] in a manner not in compliance with section 601, I agree that the Commonwealth may recover funds from the city or town through an assessment or deduction from the city or town's periodic unrestricted local aid distribution.

By: _____

Signature: _____

Title: _____

Date: _____

Attachment C – Total Eligible Amounts (Round 1 and 2)

	<u>Total Eligible Amounts</u>		<u>Total Eligible Amounts</u>
Acton	\$2,092,925	Brewster	\$864,573
Acushnet	\$932,814	Brimfield	\$332,569
Adams	\$712,131	Brookfield	\$304,884
Agawam	\$2,543,991	Brookline	\$5,229,227
Alford	\$43,290	Buckland	\$165,314
Amesbury	\$1,549,019	Burlington	\$2,534,116
Amherst	\$3,482,889	Cambridge	\$10,489,930
Andover	\$3,209,569	Canton	\$2,083,315
Aquinnah	\$28,831	Carlisle	\$462,616
Arlington	\$4,022,564	Charlemont	\$109,769
Ashburnham	\$559,512	Charlton	\$1,207,633
Ashby	\$285,134	Chatham	\$543,113
Ashfield	\$152,883	Chelmsford	\$3,113,466
Ashland	\$1,564,007	Chelsea	\$3,540,815
Athol	\$1,036,235	Cheshire	\$277,199
Attleboro	\$3,977,863	Chester	\$122,024
Auburn	\$1,479,631	Chesterfield	\$110,915
Avon	\$398,430	Chicopee	\$4,900,538
Ayer	\$719,801	Chilmark	\$80,850
Barnstable	\$3,919,936	Clarksburg	\$145,477
Barre	\$493,034	Clinton	\$1,236,288
Becket	\$152,530	Cohasset	\$753,040
Bedford	\$1,251,541	Colrain	\$147,857
Belchertown	\$1,334,330	Concord	\$1,693,790
Bellingham	\$1,514,898	Conway	\$166,813
Belmont	\$2,321,456	Cummington	\$77,411
Berkley	\$599,717	Dalton	\$579,174
Berlin	\$283,900	Danvers	\$2,444,626
Bernardston	\$186,387	Dartmouth	\$3,024,770
Beverly	\$3,730,552	Dedham	\$2,233,641
Billerica	\$3,860,335	Deerfield	\$444,542
Blackstone	\$822,252	Dennis	\$1,224,209
Blandford	\$111,091	Dighton	\$695,731
Bolton	\$473,990	Douglas	\$789,454
Bourne	\$1,752,069	Dover	\$537,911
Boxborough	\$563,215	Dracut	\$2,799,060
Boxford	\$737,699	Dudley	\$1,040,555
Boylston	\$413,330	Dunstable	\$300,123
Braintree	\$3,284,247	East Brookfield	\$195,291

	<u>Total Eligible Amounts</u>
East Longmeadow	\$1,436,781
Eastham	\$429,465
Easthampton	\$1,409,537
Easton	\$2,208,601
Edgartown	\$382,912
Egremont	\$106,507
Erving	\$156,410
Essex	\$334,067
Everett	\$4,133,302
Fairhaven	\$1,418,971
Fall River	\$7,905,205
Falmouth	\$2,734,874
Fitchburg	\$3,604,472
Florida	\$63,833
Foxborough	\$1,558,012
Framingham	\$6,447,088
Franklin	\$2,929,813
Freetown	\$828,336
Gardner	\$1,826,747
Georgetown	\$773,495
Gill	\$131,282
Gloucester	\$2,680,387
Goshen	\$93,810
Gosnold	\$6,613
Grafton	\$1,665,047
Granby	\$559,600
Granville	\$143,184
Great Barrington	\$604,125
Greenfield	\$1,539,408
Groton	\$1,003,878
Groveland	\$603,949
Hadley	\$471,345
Hamilton	\$713,982
Hampden	\$460,235
Hancock	\$61,806
Hardwick	\$269,441
Harvard	\$582,789
Harwich	\$1,069,739
Hatfield	\$289,543
Haverhill	\$5,646,348
Hawley	\$29,624

	<u>Total Eligible Amounts</u>
Heath	\$61,894
Hinsdale	\$169,458
Holbrook	\$974,077
Holden	\$1,689,558
Holland	\$220,155
Holliston	\$1,317,137
Holyoke	\$3,558,273
Hopedale	\$526,009
Hopkinton	\$1,610,736
Hubbardston	\$422,059
Hudson	\$1,759,828
Huntington	\$192,382
Ipswich	\$1,242,459
Lancaster	\$721,653
Lanesborough	\$261,417
Lawrence	\$7,086,568
Lee	\$503,878
Leicester	\$1,004,583
Lenox	\$437,665
Leominster	\$3,687,438
Leverett	\$164,080
Lexington	\$2,979,363
Leyden	\$63,833
Lincoln	\$599,276
Littleton	\$902,926
Longmeadow	\$1,395,430
Lowell	\$9,845,688
Ludlow	\$1,893,666
Lunenburg	\$1,027,771
Lynn	\$8,345,427
Lynnfield	\$1,149,795
Malden	\$5,381,404
Manchester By The Sea	\$478,663
Mansfield	\$2,121,580
Marblehead	\$1,819,253
Marlborough	\$3,511,279
Mashpee	\$1,250,218
Maynard	\$940,485
Medfield	\$1,137,716
Medford	\$5,093,008

	<u>Total Eligible Amounts</u>
Medway	\$1,183,828
Melrose	\$2,485,712
Mendon	\$545,141
Merrimac	\$614,970
Methuen	\$4,469,927
Middlefield	\$46,729
Middleton	\$886,086
Milford	\$2,566,121
Millbury	\$1,222,533
Millis	\$729,147
Millville	\$287,868
Milton	\$2,434,840
Monroe	\$9,875
Monson	\$781,607
Montague	\$733,203
Monterey	\$81,908
Montgomery	\$76,706
Mount Washington	\$13,930
Nahant	\$310,703
Nantucket	\$998,676
Natick	\$3,194,228
Needham	\$2,755,065
New Ashford	\$19,838
New Bedford	\$8,403,705
New Braintree	\$90,725
New Marlborough	\$128,549
New Salem	\$89,931
Newbury	\$629,870
Newburyport	\$1,604,829
Newton	\$7,838,462
Norfolk	\$1,056,955
North Adams	\$1,137,716
North Andover	\$2,759,297
North	
Attleborough	\$2,587,634
North Brookfield	\$423,910
North Reading	\$1,385,115
Northampton	\$2,532,706
Northborough	\$1,331,421
Northbridge	\$1,475,222
Northfield	\$263,798
Norton	\$1,758,770

	<u>Total Eligible Amounts</u>
Norwood	\$2,585,694
Oak Bluffs	\$412,449
Oakham	\$173,073
Orange	\$675,717
Orleans	\$511,196
Otis	\$136,484
Oxford	\$1,237,963
Palmer	\$1,085,256
Paxton	\$437,576
Peabody	\$4,697,399
Pelham	\$116,558
Pepperell	\$1,072,208
Peru	\$73,796
Petersham	\$110,474
Phillipston	\$154,382
Pittsfield	\$3,750,037
Plainfield	\$58,543
Plainville	\$813,788
Princeton	\$306,647
Provincetown	\$260,976
Quincy	\$8,338,902
Randolph	\$3,032,793
Raynham	\$1,261,944
Reading	\$2,233,905
Rehoboth	\$1,081,377
Revere	\$4,745,274
Richmond	\$125,374
Rockport	\$643,183
Rowe	\$34,738
Rowley	\$560,570
Royalston	\$112,502
Russell	\$158,878
Rutland	\$779,932
Salem	\$3,840,497
Salisbury	\$836,623
Sandisfield	\$78,910
Sandwich	\$1,783,280
Saugus	\$2,502,641
Savoy	\$60,219
Seekonk	\$1,384,409
Sharon	\$1,670,161

	<u>Total Eligible Amounts</u>
Sheffield	\$277,905
Shelburne	\$164,080
Sherborn	\$382,736
Shirley	\$674,395
Shrewsbury	\$3,347,993
Shutesbury	\$156,410
Somerset	\$1,602,977
Somerville	\$7,191,135
South Hadley	\$1,569,914
Southampton	\$546,287
Southborough	\$896,577
Southbridge	\$1,492,768
Southwick	\$863,426
Spencer	\$1,055,456
Springfield	\$13,668,817
Sterling	\$722,094
Stockbridge	\$167,783
Stoneham	\$2,003,964
Stoughton	\$2,552,455
Stow	\$636,042
Sturbridge	\$849,937
Sudbury	\$1,730,468
Sunderland	\$322,606
Sutton	\$842,090
Swampscott	\$1,342,530
Swansea	\$1,472,842
Taunton	\$5,051,657
Templeton	\$718,831
Tewksbury	\$2,767,408
Tisbury	\$362,457
Tolland	\$44,877
Topsfield	\$584,287
Townsend	\$841,737
Truro	\$176,247
Tyngsborough	\$1,094,867
Tyringham	\$27,861
Upton	\$706,400
Uxbridge	\$1,242,724
Wakefield	\$2,392,431
Wales	\$167,342
Walpole	\$2,222,620

	<u>Total Eligible Amounts</u>
Waltham	\$5,551,215
Ware	\$865,013
Warren	\$462,704
Warwick	\$68,771
Washington	\$47,699
Watertown	\$3,169,982
Wayland	\$1,223,944
Webster	\$1,501,232
Wellesley	\$2,616,201
Wellfleet	\$240,610
Wendell	\$78,117
Wenham	\$465,878
West Boylston	\$724,298
West Brookfield	\$333,715
West Newbury	\$413,595
West Springfield	\$2,534,557
West Stockbridge	\$111,444
West Tisbury	\$255,775
Westborough	\$1,691,850
Westfield	\$3,674,830
Westford	\$2,142,123
Westhampton	\$144,683
Westminster	\$695,114
Weston	\$1,069,827
Westport	\$1,409,625
Westwood	\$1,421,881
Weymouth	\$5,088,952
Whately	\$139,305
Wilbraham	\$1,300,386
Williamsburg	\$219,449
Williamstown	\$704,725
Wilmington	\$2,107,825
Winchendon	\$961,998
Winchester	\$2,014,720
Windsor	\$77,147
Winthrop	\$1,647,678
Woburn	\$3,561,711
Worcester	\$16,388,350
Worthington	\$104,655
Wrentham	\$1,054,839
Yarmouth	\$2,055,630