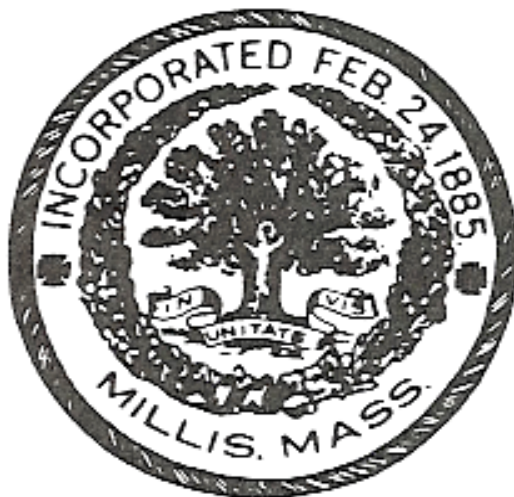


FINANCE COMMITTEE REPORT

FISCAL PERIOD JULY 1, 2018 THROUGH JUNE 30, 2019 ANNUAL SPRING TOWN MEETING
Containing the Recommendations of the Finance Committee

PLEASE BRING THIS REPORT WITH YOU TO THE ANNUAL TOWN MEETING



ANNUAL SPRING TOWN MEETING – MONDAY, MAY 14, 2018 AT 7:30 PM
MIDDLE/HIGH SCHOOL AUDITORIUM

PRE-TOWN MEETING – WEDNESDAY, MAY 9, 2018 AT 7:30 PM
VETERANS MEMORIAL BUILDING – ROOM #229

Town Meeting Introduction:

Each May the Millis Town Meeting convenes to enact the business of the Town. All residents who are registered to vote are eligible to attend Town Meeting. At Town Meeting registered voters may speak and vote on the issues in the Town Meeting Warrant. This year we have thirty-one Warrant Articles to consider.

Town Meeting is the Legislative branch of town government. The Finance Committee is appointed by the moderator to study and recommend on all warrant articles presented by the Board of Selectmen. Neither the Finance Committee nor the Board of Selectmen have the authority to spend funds or make Zoning, Bylaw, or Charter Changes. These responsibilities rest solely with Town Meeting. Those who attend town meeting and vote are the ones who govern the town.

FY19 Budget:

The FY19 Operating Budget is balanced at \$30,898,428.98.

Revenue Notes (money received by the Town): Local Tax revenue is increasing due to the overrides for the Police and Fire station, and most of these funds will be used to pay for that construction.

Local Receipts has increased by \$492,000.00. This is from known construction projects in the town that will pay building permit fees in FY19 (such as the Assisted Living facility on Dover Road).

Expense Notes (how the money is used): The budget proposes a total growth of 5.25% over FY18. Non-discretionary spending (health insurance, benefits, bond payments and Tri-County education charges) are growing at 12.66%. Spending for budgets within the control of the town and schools are growing by 2.76%. This proposed budget is \$1,134,792 below what the Municipal departments and Schools requested.

Stormwater Enterprise Fund: The Stormwater Enterprise Fund was created at the November 2017 Town Meeting. The FY19 budget transfers over \$250,000.00 of expenses previously paid through the operating budgets (and funded by taxation) to the Enterprise Fund, where these expenses are funded by an assessment outside of the normal tax rate. This transfer of operating expenses that are directly related to Stormwater Management mitigated the need for cuts to the municipal budget. Had it not been for this offset, the municipal budget would not have balanced.

If no new revenue sources are forthcoming for FY20, we will have a shortfall in both the school and municipal budgets. We have exhausted the school reserve funds and the municipal budget avoided cuts by moving expenses to the Stormwater Enterprise Fund. These options will not be available in future years.

Significant Warrant Articles:

Omnibus Capital Article (Article 12): For FY19 the Selectmen have grouped thirteen capital items into one warrant article. This article will be funded through borrowing within our normal debt limits. The items funded by this \$596,000.00 are listed in the warrant. This will not be an increase to taxes.

Stabilization Fund Repayment (Article 21): In the November Town Meeting we used the Stabilization fund to pay for capital items since the Free Cash amount was not certified in time for the meeting. The stabilization fund is the Town's savings account. This article will repay the \$233,013.00 used at the November meeting keeping us in compliance with our Stabilization Fund policy and honoring our promise to repay these funds at the Spring Town Meeting.

Marijuana Zoning, Limitations on Retail Sales, and 3% tax rate (Articles 26, 27 and 28): These three articles relate to the retail sale and cultivation of marijuana. In November 2016 Millis voted "YES" on the state-wide ballot. This classified Millis as a "Yes" town. Without a new ballot (and a majority "No" vote) and a Town Meeting vote, there is no way to prevent retail sales in our town. Furthermore, medical marijuana dispensaries are allowed by the law to convert to retail (non-medical) sales. In the near future a medical dispensary will open in Millis, and this shop has the right and has stated its intent to expand to include retail sales. We will have at least one retail shop in Millis at some point.

At the November 2017 Town Meeting, Millis passed a moratorium preventing any retail marijuana establishments opening in town for one year. This moratorium will expire in December 2018. When this moratorium expires, if Millis has not passed appropriate zoning bylaws, there will be no restrictions on the location and number of retail shops and cultivation facilities. So, simply stated, if we do not pass a zoning article at this Town Meeting, we must pass one at the November Town Meeting.

At the time of publication, the Finance Committee has not voted to recommend Approval or Dismissal on these articles. We will have a recommendation made at Pre-Town Meeting. The bylaw article has not been unanimously voted for or against by either the Board of Selectmen (2:1), Planning Board (2:2:1 abstained) or Recreational Marijuana Committee (RMC). The RMC voted 2:2, with two voting to defer the article to November Town Meeting. Some RMC members feel the best resolution for retail marijuana zoning would be establishing an Overlay District. Creating an Overlay District would provide for a special district which overlaps two or more zoning districts.

The controversy with Article 26 is mainly centered on the modified setbacks for cultivation facilities. Retail sales facilities have a 1,500-foot setback from certain described uses, and cultivation facilities would have a setback of only 500 feet (with Video Arcades and Residential Zoning excluded from the described uses).

The Selectmen (in a 2-1 vote) proposed the modified setbacks to potentially allow a cultivation facility in long-vacant warehouse property at 1073 Main Street. A cultivation facility would significantly increase the tax revenue from this property and a Host Community Agreement would provide a negotiated amount of revenue to the town for the first five years of operation. However, this site is close to a video arcade, residential zoning, and commercial establishments. There is a concern that odors escaping the facility would be a nuisance and a location with a larger setback would mitigate this concern. This potential impact on abutters needs to be weighed against the revenue the new use will generate. Should Article 26 pass, Article 27 would allow only one retail establishment in Millis, and Article 28 would set the local tax rate at 3% (the maximum allowed by the state).

Thank you for your consideration of these articles, and I hope you can attend Town Meeting to make your voices heard.

Respectfully Submitted,

Craig Schultze, Chair
Tayana Antin
Jerry Nunnaley

Jodie Garzon, Vice Chair
Jim Bullion
Doug Riley

Peter Berube, Clerk
Peter Jurmain

Article 1: Unpaid Bills

This is an annual article to fund bills incurred in previous fiscal years. The bills for this Town Meeting total \$135.14.

The Finance Committee recommends approval of this article.

Article 2: FY18 Additional Wages and Expenses

This article will fund additional expenses related to the current year (FY18). At this time, there do not appear to be any areas that need to be funded.

The Finance Committee recommends dismissal of this article.

Article 3: SEIU 888 & Firefighters Local 4704 Contract Ratification

The Finance Committee recommends approval of setting aside this article's funds.

Article 4: FY19 Operating Budget

This is the operating budget for the Town of Millis.

The Finance Committee recommends approval of this article.

Article 5: Sewer Enterprise Fund

This is the Enterprise fund for Sewer. The Sewer Enterprise Fund is separate from the General Fund, where revenue is earned through use of the service, not through taxation.

The Finance Committee recommends approval of this article.

Article 6: Water Enterprise Fund

This is the Enterprise Fund for Water. The Water Enterprise Fund is separate from the General Fund, where revenue is earned through use of the service, not through taxation.

The Finance Committee recommends approval of this article.

Article 7: Stormwater Enterprise Fund

This is the Enterprise Fund for Stormwater. This is our newest enterprise fund approved in November 2017. The first assessment for this fund will be charged in October of 2018. This article will approve the operating budget, with fees coming from an assessment later in the year.

The Finance Committee recommends approval of this article.

Article 8: Amendments to the Personnel Plan

This article amends the Personnel Plan. The major changes relate to the creation of the DPW Director position, the elimination of the Assistant DPW Director position and a new compensation structure for the Building Inspectors.

The Finance Committee recommends approval of this article.

Article 9: Independent Audit

The Finance Committee recommends approval of this article.

Article 10: Board of Health Appointing Authority

The Finance Committee recommends approval of this article.

Article 11: Revolving Funds

The Finance Committee recommends approval of this article.

Article 12: Capital Items

The article is a \$596,573.00 short term borrowing request to fund thirteen (13) items for which sufficient funds in the present budget are not available. These items can be viewed within five categories of needs: general Town building and infrastructure repairs and maintenance in the amount of \$133,150.00; public safety for \$107,170.00; DPW for \$106,253.00; Council on Aging, \$15,000.00; and Schools in the amount of \$235,000.00. Assuming a borrowing rate of approximately 3%, this \$596,573.00 five-year bond issue would result in a payment schedule of approximately \$135,000 per year for the life of the bond starting in Fiscal Year 2020. However, there will be no additional cost to residents. This debt service will be covered by items coming off the debt schedule and the revenues generated by new business coming into town. The Board of Selectmen has reviewed these and many other department funding requests in detail and believes that funding these items is necessary to meet the needs of the Town at this time. *The Finance Committee recommends approval of this article.*

Article 13: Community Preservation Funds (CPC)

This article requests \$178,452.00 from Community Preservation Funds for the 2019 fiscal year expenses.

The Finance Committee recommends approval of this article.

Article 14: CPC Digitization of Hindy Rosenfeld Collection

This article requests \$250.00 from the Historic Reserves to digitize the Hindy Rosenfeld Collection.

The Finance Committee recommends approval of this article.

Article 15: CPC Currier & Ives Reprints Framing Project

This article requests \$2,390.81 from the Historic Reserves to frame the Currier & Ives reprints.

The Finance Committee recommends approval of this article.

Article 16: Revaluation FY19

The Finance Committee recommends approval of this article.

Article 17: Previously Approved School Bus Lease

The Finance Committee will make its recommendation at Town Meeting.

Article 18: Previously Approved Computer Lease

The Finance Committee recommends approval of this article.

Article 19: Medicare/Medicaid Reimbursement Services

The Finance Committee recommends approval of this article.

Article 20: OPEB Funding

This article would add funds to the Other Post-Employment Benefits Funds. 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 funds.

Article 21: Stabilization Fund

The Town of Millis has adopted a policy to maintain a stabilization fund equal to 5% of its annual General Fund Budget Expenditures to be used for unforeseen and emergency purposes. Last Fall Town Meeting, \$233,013.00 was transferred from the Stabilization Fund to cover Warrant Articles due to Free Cash not having been certified at the time. This article will put those funds back into our Stabilization Fund.

The Finance Committee recommends approval of this article.

Article 22: Capital Planning Committee By-Law

This article is to establish the organizational structure, policies and guidelines that the Capital Planning Committee will follow to identify and recommend on-going Capital Items working with the Town Administrator, Board of Selectmen and Department Heads.

The Finance Committee recommends approval of this article.

Article 23: DPW Director By-Law

The purpose of this article is to establish a Director's position for the Department of Public Works, currently the position is held by a Deputy Director.

The Finance Committee recommends approval of this article.

Article 24: Finance Director By-Law

This article is to authorize consolidation of the financial functions of the Town and Schools. This will provide some additional efficiencies in the management of town finances.

The Finance Committee will make its recommendation at Town Meeting

Article 25: Release of Drainage Easement at Acorn Street

This article is to authorize the Board of Selectmen to release a drainage easement and return land back to the owners which is no longer utilized by the Town.

The Finance Committee recommends approval of this article.

Article 26: Retail Marijuana (1) Special Permit/Zoning

This article concerning retail marijuana deals with special permitting and zoning for recreational marijuana retail establishments and other non-retail establishments like cultivation and processing facilities. In November, Millis Town Meeting put in place a moratorium on retail marijuana establishments that will be in place until December 2018. The proposed strategy is to put a retail marijuana special permit and zoning bylaw in place during this Spring 2018 town meeting and then develop an Overlay District Bylaw for presentation at the November 2018 Town Meeting. This would insure the town would have something on record for Retail Marijuana Establishments and allow for sufficient time to work on an Overlay District Bylaw.

The Finance Committee will make its recommendation at Town Meeting.

Article 27: Retail Marijuana (2) Limitation

This article would limit the number of marijuana establishments to be no more than the greater of one or 25% of the number of licenses issued by the town for the sale of alcoholic beverages.

The Finance Committee will make its recommendation at Town Meeting.

Article 28: Retail Marijuana (3) 3% Sales Tax

This article would impose the maximum allowable local sales tax percentage (3%) upon sale or transfer of marijuana or marijuana products by a marijuana retailer operating within the town of Millis to anyone other than a marijuana establishment.

The Finance Committee will make its recommendation at Town Meeting.

Article 29: Site Evaluation & Preliminary Design of Walnut Street Pump Station

The Finance Committee recommends approval of this article.

Article 30: Board of Selectmen Report – Unfunded Capital Project Requests

The Finance Committee accepts the report

Article 31: Citizen's Petition – Town Clerk Stipend Increase/Full Time Elected Official

The Finance Committee recommends dismissal of this article.

OPERATING BUDGET	FY15	FY16	FY17	FY18	FY19	FY19	FY19	
Department Breakdown	ACTUAL	ACTUAL	ACTUAL	ADOPTED	DEPT REQUESTS	TA/BOS BUDGET	FINAL	
GENERAL GOVERNMENT								
SELECTMEN/TA								
SALARIES	\$238,066.32	\$251,061.70	\$233,816.78	\$240,869.08	\$245,599.00	\$244,878.00	\$244,878.00	1.7%
EXPENSES	\$63,681.94	\$49,867.05	\$66,734.55	\$63,915.00	\$68,915.00	\$73,915.00	\$73,915.00	15.6%
TOTAL	\$301,748.26	\$300,928.75	\$300,551.33	\$304,784.08	\$314,514.00	\$318,793.00	\$318,793.00	4.6%
FINANCE DIR/ACCOUNTANT								
SALARIES	\$198,192.94	\$192,063.26	\$205,293.93	\$210,954.73	\$230,547.18	\$213,496.58	\$213,496.58	1.2%
EXPENSES	\$5,199.86	\$5,188.00	\$11,136.06	\$5,128.00	\$6,138.00	\$6,138.00	\$6,138.00	19.7%
TOTAL	\$203,392.80	\$197,251.26	\$216,429.99	\$216,082.73	\$236,685.18	\$219,634.58	\$219,634.58	1.6%
ASSESSORS								
SALARIES	\$111,562.09	\$116,260.80	\$122,338.69	\$127,845.40	\$130,541.66	\$130,543.00	\$130,543.00	2.1%
EXPENSES	\$6,391.33	\$8,083.31	\$5,447.85	\$6,596.00	\$6,846.00	\$6,596.00	\$6,596.00	0.0%
TOTAL	\$117,953.42	\$124,344.11	\$127,786.54	\$134,441.40	\$137,387.66	\$137,139.00	\$137,139.00	2.0%
TREASURER/COLLECTOR								
SALARIES	\$182,247.31	\$183,309.98	\$186,291.49	\$195,979.56	\$209,845.00	\$210,311.20	\$210,311.20	7.3%
EXPENSES	\$25,785.78	\$25,169.95	\$25,109.98	\$28,135.00	\$27,685.00	\$27,685.00	\$27,685.00	-1.6%
TOTAL	\$208,033.09	\$208,479.93	\$211,401.47	\$224,114.56	\$237,530.00	\$237,996.20	\$237,996.20	6.2%
DATA PROCESSING								
SALARIES	\$15,462.00	\$15,472.00	\$15,935.88	\$16,415.00	\$16,415.00	\$16,415.00	\$16,415.00	0.0%
EXPENSES	\$108,172.18	\$115,073.46	\$121,798.92	\$118,170.00	\$130,620.64	\$130,620.64	\$130,620.64	10.5%
TOTAL	\$123,634.18	\$130,545.46	\$137,734.80	\$134,585.00	\$147,035.64	\$147,035.64	\$147,035.64	9.3%
TOWN COUNSEL								
EXPENSES	\$105,916.35	\$101,438.64	\$92,131.27	\$100,000.00	\$95,000.00	\$90,000.00	\$90,000.00	-10.0%
TOTAL	\$105,916.35	\$101,438.64	\$92,131.27	\$100,000.00	\$95,000.00	\$90,000.00	\$90,000.00	-10.0%
TOWN CLERK								
SALARIES	\$81,334.56	\$83,448.79	\$86,842.06	\$94,947.35	\$162,346.00	\$82,813.62	\$82,813.62	-12.8%
EXPENSES	\$4,400.00	\$4,398.75	\$4,906.78	\$5,775.00	\$5,775.00	\$5,775.00	\$5,775.00	0.0%
TOTAL	\$85,734.56	\$87,847.54	\$91,748.84	\$100,722.35	\$168,121.00	\$88,588.62	\$88,588.62	-12.0%
REGISTRARS								
SALARIES	\$625.00	\$638.00	\$643.76	\$663.07	\$1,163.00	\$1,163.00	\$1,163.00	75.4%
EXPENSES	\$4,584.43	\$2,975.00	\$3,150.00	\$3,900.00	\$3,975.00	\$3,900.00	\$3,900.00	0.0%
TOTAL	\$5,209.43	\$3,613.00	\$3,793.76	\$4,563.07	\$5,138.00	\$5,063.00	\$5,063.00	11.0%

OPERATING BUDGET		FY15	FY16	FY17	FY18	FY19	FY19	FY19	
Department Breakdown		ACTUAL	ACTUAL	ACTUAL	ADOPTED	DEPT REQUESTS	TA/BOS BUDGET	FINAL	
ELECTIONS									
	SALARIES	\$13,016.72	\$9,678.00	\$22,447.08	\$9,854.04	\$19,121.00	\$19,121.00	\$19,121.00	94.0%
	EXPENSES	\$8,945.04	\$9,558.00	\$10,629.66	\$9,630.00	\$11,950.00	\$9,630.00	\$9,630.00	0.0%
	TOTAL	\$21,961.76	\$19,236.00	\$33,076.74	\$19,484.04	\$31,071.00	\$28,751.00	\$28,751.00	47.6%
PLANNING BOARD									
	SALARIES	\$17,330.80	\$18,664.20	\$20,532.82	\$18,561.40	\$18,561.00	\$18,561.40	\$18,561.40	0.0%
	EXPENSES	\$4,686.46	\$3,431.05	\$3,704.35	\$9,425.00	\$9,425.00	\$9,425.00	\$9,425.00	0.0%
	TOTAL	\$22,017.26	\$22,095.25	\$24,237.17	\$27,986.40	\$27,986.00	\$27,986.40	\$27,986.40	0.0%
CONSERVATION									
	SALARIES	\$12,469.20	\$13,720.00	\$15,427.26	\$13,351.00	\$13,401.00	\$13,401.00	\$13,401.00	0.4%
	EXPENSES	\$1,694.85	\$3,200.09	\$2,345.74	\$4,777.00	\$4,777.00	\$4,777.00	\$4,777.00	0.0%
	TOTAL	\$14,164.05	\$16,920.09	\$17,773.00	\$18,128.00	\$18,178.00	\$18,178.00	\$18,178.00	0.3%
ZONING BOARD									
	SALARIES	\$3,084.01	\$4,408.18	\$5,525.38	\$3,942.60	\$4,612.00	\$4,612.00	\$4,612.00	17.0%
	EXPENSES	\$872.46	\$2,176.14	\$2,853.40	\$1,800.00	\$1,800.00	\$1,800.00	\$1,800.00	0.0%
	TOTAL	\$3,956.47	\$6,584.32	\$8,378.78	\$5,742.60	\$6,412.00	\$6,412.00	\$6,412.00	11.7%
TOWN BUILDINGS									
	SALARIES	\$44,846.59	\$45,427.17	\$73,531.07	\$88,168.40	\$87,693.00	\$93,193.00	\$93,193.00	5.7%
	EXPENSES	\$201,423.50	\$175,232.82	\$249,469.86	\$212,343.00	\$219,676.00	\$205,375.56	\$205,375.56	-3.3%
	TOTAL	\$246,270.09	\$220,659.99	\$323,000.93	\$300,511.40	\$307,369.00	\$298,568.56	\$298,568.56	-0.6%
FINANCE COMMITTEE									
	SALARIES	\$3,597.26	\$3,968.83	\$5,149.71	\$4,560.00	\$5,200.00	\$5,200.00	\$5,200.00	14.0%
	EXPENSES	\$9,723.61	\$8,809.94	\$7,660.76	\$8,436.00	\$15,936.00	\$15,936.00	\$15,936.00	88.9%
	TOTAL	\$13,320.87	\$12,778.77	\$12,810.47	\$12,996.00	\$21,136.00	\$21,136.00	\$21,136.00	62.6%
RESERVE FUND									
	EXPENSES	\$20,851.00	\$74,155.00	\$88,420.00	\$100,000.00	\$75,000.00	\$50,000.00	\$50,000.00	-50.0%
	TOTAL	\$20,851.00	\$0.00	\$88,420.00	\$100,000.00	\$75,000.00	\$50,000.00	\$50,000.00	-50.0%
GENERAL INSURANCE									
	EXPENSES	\$320,038.00	\$329,759.00	\$361,356.00	\$408,803.00	\$442,450.00	\$442,450.00	\$442,450.00	8.2%
	TOTAL	\$320,038.00	\$329,759.00	\$361,356.00	\$408,803.00	\$442,450.00	\$442,450.00	\$442,450.00	8.2%
EMPLOYEE BENEFITS									
	EXPENSES	\$3,846,937.00	\$4,073,798.00	\$4,353,841.00	\$4,614,608.00	\$4,998,859.10	\$4,925,058.10	\$4,925,058.10	6.7%
	TOTAL	\$3,846,937.00	\$4,073,798.00	\$4,353,841.00	\$4,614,608.00	\$4,998,859.10	\$4,925,058.10	\$4,925,058.10	6.7%
LINE 1 - GENERAL GOVT		\$5,661,138.59	\$5,893,357.61	\$6,404,472.09	\$6,727,552.63	\$7,269,872.58	\$7,062,790.10	\$7,062,790.10	5.0%

OPERATING BUDGET Department Breakdown	FY15 ACTUAL	FY16 ACTUAL	FY17 ACTUAL	FY18 ADOPTED	FY19 DEPT REQUESTS	FY19 TA/BOS BUDGET	FY19 FINAL	
PUBLIC SAFETY								
POLICE DEPARTMENT								
SALARIES	\$1,568,199.76	\$1,592,195.25	\$1,691,409.11	\$1,703,320.55	\$1,875,194.70	\$1,752,231.86	\$1,752,231.86	2.9%
EXPENSES	\$143,970.40	\$132,876.07	\$121,016.30	\$191,000.19	\$242,143.44	\$242,143.44	\$242,143.44	26.8%
TOTAL	\$1,712,170.16	\$1,725,071.32	\$1,812,425.41	\$1,894,320.74	\$2,117,338.14	\$1,994,375.30	\$1,994,375.30	5.3%
FIRE/RESCUE DEPARTMENT								
SALARIES	\$870,794.00	\$893,936.53	\$1,052,733.69	\$1,114,631.00	\$1,439,439.00	\$1,269,854.76	\$1,269,854.76	13.9%
EXPENSES	\$98,909.18	\$105,361.24	\$116,463.21	\$150,000.00	\$170,467.00	\$170,567.00	\$170,567.00	13.7%
TOTAL	\$969,703.18	\$999,297.77	\$1,169,196.90	\$1,264,631.00	\$1,609,906.00	\$1,440,421.76	\$1,440,421.76	13.9%
DISPATCH								
SALARIES	\$216,694.69	\$226,244.34	\$271,133.56	\$240,902.14	\$255,757.50	\$255,757.50	\$255,757.50	6.2%
EXPENSES	\$2,952.02	\$6,559.57	\$3,232.74	\$9,000.00	\$9,000.00	\$9,000.00	\$9,000.00	0.0%
TOTAL	\$219,646.71	\$232,803.91	\$274,366.30	\$249,902.14	\$264,757.50	\$264,757.50	\$264,757.50	5.9%
BUILDING DEPT.								
SALARIES	\$139,141.91	\$174,050.05	\$163,786.40	\$163,950.88	\$210,010.72	\$207,739.00	\$207,739.00	26.7%
EXPENSES	\$6,949.92	\$7,345.01	\$8,352.27	\$8,740.00	\$9,775.00	\$8,775.00	\$8,775.00	0.4%
TOTAL	\$146,091.83	\$181,395.06	\$172,138.67	\$172,690.88	\$219,785.72	\$216,514.00	\$216,514.00	25.4%
SEALER W&M								
SALARIES	\$3,387.00	\$3,000.00	\$3,090.00	\$3,183.00	\$3,183.00	\$3,183.00	\$3,183.00	0.0%
EXPENSES	\$14.03	\$178.38	\$305.34	\$150.00	\$150.00	\$150.00	\$150.00	0.0%
TOTAL	\$3,401.03	\$3,178.38	\$3,395.34	\$3,333.00	\$3,333.00	\$3,333.00	\$3,333.00	0.0%
EMERG MGMT COMM								
SALARIES	\$694.00	\$694.00	\$715.00	\$737.00	\$737.00	\$737.00	\$737.00	0.0%
EXPENSES	\$779.49	\$1,127.94	\$1,419.80	\$1,619.00	\$1,619.00	\$1,619.00	\$1,619.00	0.0%
TOTAL	\$1,473.49	\$1,821.94	\$2,134.80	\$2,356.00	\$2,356.00	\$2,356.00	\$2,356.00	0.0%
ANIMAL CONTROL								
SALARIES	\$68,867.33	\$69,611.42	\$76,516.18	\$77,341.60	\$78,166.00	\$78,166.00	\$78,166.00	1.1%
EXPENSES	\$13,417.67	\$11,625.62	\$24,807.62	\$11,300.00	\$11,300.00	\$11,300.00	\$11,300.00	0.0%
TOTAL	\$82,285.00	\$81,237.04	\$101,323.80	\$88,641.60	\$89,466.00	\$89,466.00	\$89,466.00	0.9%
LINE 2 - PUBLIC SAFETY	\$3,134,771.40	\$3,224,805.42	\$3,534,981.22	\$3,675,875.36	\$4,306,942.36	\$4,011,223.56	\$4,011,223.56	9.1%

OPERATING BUDGET	FY15	FY16	FY17	FY18	FY19	FY19	FY19	
Department Breakdown	ACTUAL	ACTUAL	ACTUAL	ADOPTED	DEPT REQUESTS	TA/BOS BUDGET	FINAL	
EDUCATION								
MILLIS SCHOOLS								
SALARIES	\$11,055,818.73	\$11,203,453.71	\$11,839,084.55	\$12,230,986.00	\$12,839,543.00	\$12,608,955.40	\$12,608,955.40	3.1%
EXPENSES	\$2,284,918.36	\$2,521,004.89	\$2,311,993.13	\$2,569,287.00	\$2,763,556.00	\$2,569,287.00	\$2,569,287.00	0.0%
TOTAL	\$13,340,737.09	\$13,724,458.60	\$14,151,077.68	\$14,800,273.00	\$15,603,099.00	\$15,178,242.40	\$15,178,242.40	2.6%
LINE 3 - MILLIS SCHOOLS	\$13,340,737.09	\$13,724,458.60	\$14,151,077.68	\$14,800,273.00	\$15,603,099.00	\$15,178,242.40	\$15,178,242.40	2.6%
TRICOUNTY SCHOOL								
EXPENSES	\$340,399.00	\$354,847.00	\$347,430.00	\$445,572.00	\$618,089.00	\$618,089.00	\$618,089.00	38.7%
TOTAL	\$340,399.00	\$354,847.00	\$347,430.00	\$445,572.00	\$618,089.00	\$618,089.00	\$618,089.00	38.7%
LINE 4 - TRI-COUNTY	\$340,399.00	\$354,847.00	\$347,430.00	\$445,572.00	\$618,089.00	\$618,089.00	\$618,089.00	38.7%
PUBLIC WORKS								
DPW HIGHWAY								
SALARIES	\$272,386.22	\$281,603.44	\$280,239.27	\$296,307.29	\$313,196.51	\$220,040.56	\$220,040.56	-25.7%
EXPENSES	\$337,019.81	\$294,499.02	\$307,425.86	\$352,484.45	\$340,079.00	\$335,579.00	\$335,579.00	-4.8%
TOTAL	\$609,406.03	\$576,102.46	\$587,665.13	\$648,791.74	\$653,275.51	\$555,619.56	\$555,619.56	-14.4%
STREET LIGHTS								
EXPENSES	\$32,832.23	\$35,634.97	\$47,326.07	\$55,849.56	\$55,850.00	\$40,850.00	\$40,850.00	-26.9%
TOTAL	\$32,832.23	\$35,634.97	\$47,326.07	\$55,849.56	\$55,850.00	\$40,850.00	\$40,850.00	-26.9%
TRANSFER STATION								
SALARIES	\$25,183.18	\$26,572.47	\$29,853.10	\$28,932.48	\$29,581.00	\$29,581.44	\$29,581.44	2.2%
EXPENSES	\$71,006.14	\$71,976.17	\$66,463.43	\$85,023.18	\$85,023.00	\$75,662.00	\$75,662.00	-11.0%
TOTAL	\$96,189.32	\$98,548.64	\$96,316.53	\$113,955.66	\$114,604.00	\$105,243.44	\$105,243.44	-7.6%
SNOW & ICE								
SALARIES	\$99,374.30	\$39,627.67	\$58,649.13	\$48,000.00	\$51,376.00	\$48,000.00	\$48,000.00	
EXPENSES	\$332,361.44	\$202,533.65	\$271,095.88	\$170,727.00	\$170,727.00	\$170,727.00	\$170,727.00	0.0%
TOTAL	\$431,735.74	\$242,161.32	\$329,745.01	\$218,727.00	\$222,103.00	\$218,727.00	\$218,727.00	0.0%
LINE 5 PUBLIC WORKS	\$1,170,163.32	\$952,447.39	\$1,061,052.74	\$1,037,323.96	\$1,045,832.51	\$920,440.00	\$920,440.00	-11.3%

OPERATING BUDGET		FY15	FY16	FY17	FY18	FY19	FY19	FY19	
Department Breakdown		ACTUAL	ACTUAL	ACTUAL	ADOPTED	DEPT REQUESTS	TA/BOS BUDGET	FINAL	
HEALTH & HUMAN SERVICES									
BOARD OF HEALTH									
	SALARIES	\$103,726.09	\$121,721.35	\$124,838.10	\$130,550.56	\$131,107.88	\$131,108.16	\$131,108.16	0.4%
	EXPENSES	\$6,447.01	\$5,624.72	\$4,890.42	\$7,215.00	\$7,215.00	\$7,215.00	\$7,215.00	0.0%
	TOTAL	\$110,173.10	\$127,346.07	\$129,728.52	\$137,765.56	\$138,322.88	\$138,323.16	\$138,323.16	0.4%
COUNCIL ON AGING									
	SALARIES	\$84,512.16	\$88,657.37	\$86,993.62	\$101,546.72	\$134,296.00	\$114,818.87	\$114,818.87	13.1%
	EXPENSES	\$8,345.99	\$8,434.00	\$8,434.00	\$8,434.00	\$8,434.00	\$8,434.00	\$8,434.00	0.0%
	TOTAL	\$92,858.15	\$97,091.37	\$95,427.62	\$109,980.72	\$142,730.00	\$123,252.87	\$123,252.87	12.1%
VETERANS									
	SALARIES	\$3,764.82	\$4,078.54	\$10,399.92	\$10,712.00	\$10,930.00	\$10,930.00	\$10,930.00	2.0%
	EXPENSES	\$39,623.16	\$33,932.96	\$29,567.32	\$34,050.00	\$39,350.00	\$34,350.00	\$34,350.00	0.9%
	TOTAL	\$43,387.98	\$38,011.50	\$39,967.24	\$44,762.00	\$50,280.00	\$45,280.00	\$45,280.00	1.2%
LINE 0 - HEALTH HUMAN SERVICES		\$246,419.23	\$262,448.94	\$265,123.38	\$292,508.28	\$331,332.88	\$306,856.03	\$306,856.03	4.9%
CULTURE & RECREATION									
MEMORIAL DAY									
	EXPENSES	\$0.00	\$1,084.46	\$1,827.00	\$1,828.00	\$1,828.00	\$1,828.00	\$1,828.00	0.0%
	TOTAL	\$0.00	\$1,084.46	\$1,827.00	\$1,828.00	\$1,828.00	\$1,828.00	\$1,828.00	0.0%
LEGION									
	EXPENSES	\$3,935.00	\$3,935.00	\$4,053.00	\$4,053.00	\$4,053.00	\$4,053.00	\$4,053.00	0.0%
	TOTAL	\$3,935.00	\$3,935.00	\$4,053.00	\$4,053.00	\$4,053.00	\$4,053.00	\$4,053.00	0.0%
LIBRARY									
	SALARIES	\$234,388.58	\$231,894.66	\$239,384.31	\$254,529.05	\$266,480.00	\$257,179.82	\$257,179.82	1.0%
	EXPENSES	\$121,349.79	\$133,961.27	\$134,766.66	\$136,104.00	\$150,991.00	\$136,104.00	\$136,104.00	0.0%
	TOTAL	\$355,738.37	\$365,855.93	\$374,150.97	\$390,633.05	\$417,471.00	\$393,283.82	\$393,283.82	0.7%
RECREATION									
	SALARIES	\$20,202.00	\$27,725.18	\$31,266.62	\$31,267.00	\$64,343.00	\$31,267.00	\$31,267.00	0.0%
	EXPENSES	\$0.00	\$9,368.91		\$1.00				
	TOTAL	\$20,202.00	\$37,094.09	\$31,266.62	\$31,268.00	\$64,343.00	\$31,267.00	\$31,267.00	0.0%

OPERATING BUDGET		FY15	FY16	FY17	FY18	FY19	FY19	FY19	
Department Breakdown		ACTUAL	ACTUAL	ACTUAL	ADOPTED	DEPT REQUESTS	TA/BOS BUDGET	FINAL	
HISTORICAL									
	EXPENSES	\$6,493.00	\$6,234.67	\$6,489.02	\$6,493.00	\$6,493.00	\$6,493.00	\$6,493.00	0.0%
	TOTAL	\$6,493.00	\$6,234.67	\$6,489.02	\$6,493.00	\$6,493.00	\$6,493.00	\$6,493.00	0.0%
OAK GROVE FARM COMM									
	EXPENSES	\$1,636.00	\$1,636.00	\$1,636.00	\$1,636.00	\$1,636.00	\$1,636.00	\$1,636.00	0.0%
	TOTAL	\$1,636.00	\$1,636.00	\$1,636.00	\$1,636.00	\$1,636.00	\$1,636.00	\$1,636.00	0.0%
LINE 7 CULTURE & RECREATIO		\$388,004.37	\$415,840.15	\$419,422.61	\$435,911.05	\$495,824.00	\$438,560.82	\$438,560.82	0.6%
DEBT SERVICE									
	PRINCIPAL	\$824,275.50	\$809,480.50	\$1,349,460.00	\$1,338,024.00	\$1,277,675.00	\$1,277,674.50	\$1,277,674.50	-4.5%
	INTEREST	\$228,165.63	\$193,038.42	\$568,243.86	\$602,924.81	\$1,084,552.40	\$1,084,552.57	\$1,084,552.57	79.9%
	TOTAL	\$1,052,441.13	\$1,002,518.92	\$1,917,703.86	\$1,940,948.81	\$2,362,227.40	\$2,362,227.07	\$2,362,227.07	21.7%
LINE 8 DEBT SERVICE		\$1,052,441.13	\$1,002,518.92	\$1,917,703.86	\$1,940,948.81	\$2,362,227.40	\$2,362,227.07	\$2,362,227.07	21.7%
TOTAL BUDGET		\$25,334,074.13	\$25,830,724.03	\$28,101,263.58	\$29,355,965.09	\$32,033,219.73	\$30,898,428.98	\$30,898,428.98	5.3%
TOTAL BUDGET		\$25,334,074.13	\$25,830,724.03	\$28,101,263.58	\$29,355,965.09	\$32,033,219.73	\$30,898,428.98	\$30,898,428.98	5.3%
DISCRETIONARY		\$19,774,259.00	\$20,069,801.11	\$21,120,932.72	\$21,946,033.28	\$23,611,594.23	\$22,550,604.81	\$22,550,604.81	2.8%
NON-DISCRETIONARY**		\$5,559,815.13	\$5,760,922.92	\$6,980,330.86	\$7,409,931.81	\$8,421,625.50	\$8,347,824.17	\$8,347,824.17	12.7%
		\$25,334,074.13	\$25,830,724.03	\$28,101,263.58	\$29,355,965.09	\$32,033,219.73	\$30,898,428.98	\$30,898,428.98	5.3%

** General Insurance
 Benetits
 Tri-County
 Debt



WARRANT

2018

SPRING ANNUAL TOWN MEETING

TOWN OF MILLIS COMMONWEALTH OF MASSACHUSETTS

NORFOLK, SS.

GREETING:

To either of the Constables of the Town of Millis in said county, in the name of the Commonwealth of Massachusetts, you are hereby directed to notify and warn the inhabitants of the Town of Millis qualified to vote in elections and in town affairs, to meet on Monday, the fourteenth day of May, AD 2018 at 7:30 p.m. in the Middle-Senior High School Auditorium in said Millis:

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

SPRING 2018 TOWN MEETING ARTICLE LIST

1. Unpaid Bills
2. FY18 Additional Wages and Expenses
3. SEIU 888 & Firefighters Local 4704 Contract Ratification
4. FY19 Operating Budget
5. Sewer Enterprise Fund
6. Water Enterprise Fund
7. Stormwater Enterprise Fund
8. Amendments to Personnel Plan
9. Independent Audit
10. Board of Health Appointing Authority
11. Revolving Funds
12. Capital Items
13. Community Preservation Fund
14. CPC Digitization of Hindy Rosenfeld Collection
15. CPC Currier & Ives Reprints Framing Project
16. Revaluation FY19
17. Previously Approved School Bus Lease
18. Previously Approved Computer Lease
19. Medicare/Medicaid Reimbursement Services
20. OPEB Funding
21. Stabilization Fund
22. Capital Planning Committee Bylaw
23. DPW Director Bylaw
24. Finance Director Bylaw
25. Release of Drainage Easement at Acorn Street
26. Retail Marijuana (1) Special Permit/Zoning
27. Retail Marijuana (2) Limitation
28. Retail Marijuana (3) 3% Sales Tax
29. Site Evaluation & Preliminary Design of Walnut St. Pump Station
30. Board of Selectmen Report – Unfunded Capital Project Requests
31. Citizen's Petition: Town Clerk Stipend Increase/Full Time Elected Official

TOWN OF MILLIS
May 14, 2018 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 money to pay **unpaid bills** incurred by Town departments from previous fiscal year(s), or take any other action in relation thereto.
(Submitted by Board of Selectmen)

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 7, Operating Budget, of the June 5, 2017 Annual Town Meeting, or take any other action in relation thereto.
(Submitted by Board of Selectmen)

ARTICLE 3. To see if the Town will vote to raise and appropriate or transfer from available funds or transfer from the Stabilization Fund a sum of money to **fund the estimated first-year cost items contained in the contracts between the Town of Millis and SEIU Local 888, and the Town of Millis and Professional Firefighters Local 4704**, both to be effective July 1, 2018, or take any other action in relation thereto.
(Submitted by Board of Selectmen)

ARTICLE 4. 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, 2018, or take any other action in relation thereto.
(Submitted by Board of Selectmen)

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, 2018**, including a reserve fund, or take any other action in relation thereto.
(Submitted by Board of Selectmen)

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, 2018**, including a reserve fund, or take any other action in relation thereto.
(Submitted by Board of Selectmen)

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, 2018**, including a reserve fund, or take any other action in relation thereto.
(Submitted by Board of Selectmen)

ARTICLE 8. 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, 2018, or take any other action in relation thereto.

(Submitted by Board of Selectmen)

ARTICLE 9. 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 Board of Selectmen)

ARTICLE 10. 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 11. 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 adding two new revolving funds to the existing table of revolving funds, as follows:

Tobacco Control Program	Permit fees from Tobacco vendors	Board of Health
Recreation Department	Fees from Recreation Programs	Recreation Department

And

Establish the following fiscal year spending limit for the Town's established revolving funds for Fiscal year 2019:

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
Stormwater Management Fund	\$10,000.00

BOH Medical Services/Vaccination Fund	\$8,500.00
BOH Rabies Clinic/Program Fund	\$2,500.00
Continuing Education Fund	\$50,000.00
School Athletic Fields Fund	\$35,000.00
School Extracurricular Fund	\$8,000.00
Library Special Use Fund	\$10,000.00
Recreation Fund	\$60,000.00
Tobacco Control Program	\$1,000.00

Or take any other action in relation thereto.
(Submitted by Board of Selectmen)

ARTICLE 12. To see if the Town will vote to raise and appropriate or transfer from available funds, by transfer from the Stabilization Fund, or by borrowing the sum of \$596,573 to fund the following capital items:

Department	Capital Item	Amount
Buildings	VMB- HVAC for Gym	\$107,000
Buildings	VMB Drainage/HVAC Re-piping	\$ 15,150
IT	IT/Data Processing Infrastructure	\$ 11,000
Fire	ALS Equipment	\$ 40,537
Fire	ALS Medications & Equipment	\$ 14,761
Fire	Fire Department Vehicle	\$ 51,872
DPW	Fuel Dispense System	\$ 50,000
DPW	E45 T4 Bobcat Excavator	\$ 56,253
COA	Senior Van (Town Share)	\$ 15,000
School	Leased School Bus Purchase	\$ 45,000
School	Auditorium Repairs	\$ 90,000
School	Varsity Baseball Field Reconstruction	\$ 60,000
School	Upgrade MS/HS Bathrooms	\$ 40,000
Total		\$596,573

Or take any other action in relation thereto.
(Submitted by Board of Selectmen)

ARTICLE 13. 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 2019, with each item to be considered a separate appropriation or act in any manner in relation thereto.
(Submitted by the Community Preservation Committee)

ARTICLE 14. To see if the Town will vote to appropriate a sum of money from the Community Preservation Historic Resource Reserve Fund for the **Preserving & Disseminating of Millis Town History Through Digitization and Publicizing the Hindy Rosenfeld Collection Project**, or act in any manner relating thereto.

(Submitted by the Community Preservation Committee)

ARTICLE 15. To see if the Town will vote to appropriate a sum of money from the Community Preservation Historic Resource Reserve Fund for the **Currier & Ives Reprints Framing Project**, or take any other action in relation thereto.

(Submitted by the Community Preservation Committee)

ARTICLE 16. 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, a sum of money for **revaluing fiscal year 2019 Personal Property values**, data collection, as required by M.G.L. Chapter 40, Section 56, or act in any manner relating thereto.

(Submitted by Board of Assessors)

ARTICLE 17. 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 **previously approved lease/purchase(s) for School buses**, or take any other action in relation thereto.

(Submitted by the School Committee)

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

(Submitted by the School Committee)

ARTICLE 19. To see if the Town will vote to raise and appropriate or transfer from available funds, or by transfer from the Stabilization fund, or by borrowing under the provisions of M.G.L. Chapter 44 or any other enabling authority, a sum of money for **Medicare/Medicaid Reimbursement Services**, or take any other action in relation thereto.

(Submitted by the School Committee)

ARTICLE 20. 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 Board of Selectmen)

ARTICLE 21. 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 Board of Selectmen)

ARTICLE 22. To see if the Town will vote to amend Article V, Section 27 of the Millis General Bylaws by the following:

Delete Article V, Section 23 in its entirety and replace with the following:

Capital Planning Committee

- a. There shall be a Capital Planning Committee (the "Committee") appointed by the Board of Selectmen consisting of seven voting members, including one member of the Board of Selectmen, one member of the Finance Committee, and one member of the School Committee. Members shall serve for a term of two years. The Town Administrator shall also serve on the Committee as an ex-officio non-voting member.
- b. Definition: For the purposes of this bylaw, a capital improvement shall be defined to include, but not be limited to, all equipment, vehicles, buildings, roads and bridges with expected cost in excess of \$10,000 per item. At the discretion of the Town Administrator and/or Board of Selectmen, certain items less than \$10,000 may be considered by the Committee as capital improvements.
- c. Administration:
 1. The Committee shall develop forms on which each department's capital budget shall be submitted.
 2. By August 1st, the Town Administrator shall provide the Committee with a calendar of relevant events for the fiscal year.
 3. Each department shall submit its capital budget recommendations to the Town Administrator annually at an agreed upon date. Upon receipt of each department budget, the Town Administrator shall immediately transmit a copy of the capital budget request to the Committee.
 4. The Town Administrator shall include capital budget recommendations in the budget plan submitted to the Finance Committee and Board of Selectmen. The Committee shall submit their recommendations to the Board of Selectmen and Finance Committee by a date determined by the Town Administrator. The Committee's recommendation shall include:
 - i. A summary of its contents;
 - ii. A list of all capital improvements proposed to be undertaken during the next five (5) years, with supporting information as to the needs of each such capital improvement;
 - iii. Cost estimates, possible methods of financing, recommended priorities and time schedules and expected useful life for each improvement; and
 - iv. The estimated annual cost of operating and maintaining each facility and the price and cost of maintenance of all major equipment involved.
 - v. This information, including priorities, is to be revised annually with regard to the capital improvements still pending and/or in the process of being acquired, improved or constructed and capital equipment to be purchased and maintained.

- d. Report: The resulting review and summary shall be known as the Annual Capital Improvement Summary. This summary, along with the Finance Committee's relevant recommendations, shall be included in and published as a separate section in the Town Report

Or take any other action in relation thereto.
(Submitted by Board of Selectmen)

ARTICLE 23. To see if the Town will vote to amend Article V Section 27 of the Millis General Bylaws by the following:

Delete the title of Section 27 and replace it with the following:

"27. DPW Management by Director of Public Works"

And by deleting the first sentence of the text of Section 27 and replacing it with the following:

"The Town Administrator, with the approval of the Board of Selectmen, shall appoint a Director of Public Works, who shall exercise and perform the duties of said office under the supervision and direction of the Town Administrator. The Director of Public Works shall be specially fitted by education, training and experience to perform the duties of said office, and may or may not be a resident of the town."

Or take any other action in relation thereto.
(Submitted by Board of Selectmen)

ARTICLE 24. To see if the Town will vote to accept the provisions of M.G.L. Chapter 71 Section 37M and authorize consolidation of the financial 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, and further to delete Section 30 of Article V of the Millis General Bylaws in its entirety, and replace with the following:

"30. Finance Department

The Finance Department shall be managed by the Finance Director appointed by the Board of Selectmen under the supervision of the Town Administrator and, with respect to school finances, the Superintendent of Schools. The Finance Director shall be responsible for the operations of the Finance Department and shall oversee the activities of and be responsible for day to day supervision of the following offices:

1. Accounting
2. School Finance
3. Treasury
4. Tax Collection
5. Assessing
6. Data Processing/IT"

Or take any other action in relation thereto.
(Submitted by Board of Selectmen)

ARTICLE 25. To see if the Town will vote to authorize the Board of Selectmen to release a drainage easement conveyed to the Town by Grant of Drain Easement filed with the Norfolk County Registry of Deeds Land Court Section as Document #114000 in which easement being released affects solely the parcel of land shown as "Drain easement over and Though Land of Clifton E. Thomas et ux" on a plan filed with said Deeds Land Court Section with Document #14000 and also shown as "Drain Easement" on Land Court Plan No. 11412 F filed with Norfolk County Registry of Deeds Land Court Section, said easement being no longer required for drainage purposes, or take any action in relation thereto.

(Submitted by Board of Selectmen)

ARTICLE 26. To see if the Town will vote to amend the Zoning Bylaws, as most recently amended, by amending the various sections identified herein as follows, or to take any other action related thereto.

By amending Section V, Use Regulations, by repealing Subsection G. "Temporary Moratorium On Recreational Marijuana Establishments" adopted by Town Meeting during November, 2017.

By amending Section V, Use Regulations, Table 1, Use Regulations, Retail & Service uses, by adding a new use #42, "Recreational Marijuana Establishments" so that such use is allowed by special permit in the I-P-2 zoning district, as follows:

	R-T	R-S	R-V	R-V-C	C-V	C-V-2	V-B	I-P	I-P-2
42. Recreational Marijuana Establishments	N	N	N	N	N	N	N	N	SPB

By amending Section XIII, Special Permit Conditions, by adding a new Subsection V. Recreational Marijuana Establishments, as follows, and to amend the Table of Contents to add Section XIII, Subsection V. Recreational Marijuana Establishments:

V. Recreational Marijuana Establishments

1. Purpose: To provide for the placement of Marijuana Establishments, in accordance with G.L. c. 94G, and 935 CMR 500.000, in locations suitable for lawful Marijuana Establishments and to minimize adverse impacts of Marijuana Establishments on adjacent properties, residential neighborhoods, historic districts, schools, playgrounds, and

other locations where minors congregate, by regulating the siting, design, placement, security, and removal of Marijuana Establishments.

2. General Regulations: Marijuana Establishments, as defined in G.L. c., 94G, § 1, and 935 CMR 500.000, may be permitted in the I-P-2 district pursuant to a Special Permit issued by the Planning Board, subject to the provisions of this Bylaw.

a. Location

(1) Marijuana Retailers, as that term is defined in G.L. c. 94G, § 1 and 935 CMR 500.000, may not be located within 500 feet of a pre-existing public or private school providing education in kindergarten or any of grades 1 through 12, and 1,500 feet of the following other uses within the Town of Millis:

- (a) child care facility;
- (b) library;
- (c) playground;
- (d) public park;
- (e) youth center;
- (f) public swimming pool;
- (g) video arcade facility;
- (h) similar facility in which minors commonly congregate in an organized, ongoing basis;
- (i) place of worship; or
- (j) residential zoning district as identified in Section III. A. of the Millis Zoning Bylaws.

There shall be a minimum separation of 300 feet between Marijuana Retailers, as that term is defined by 935 CMR 500.00 and G.L. c. 94G, § 1.

(2) Marijuana Establishments, other than Marijuana Retailers, may not be located within 500 feet of the following uses within the Town of Millis:

- (a) pre-existing public or private school providing education in kindergarten or any of grades 1 through 12;
- (b) child care facility;
- (c) library;
- (d) playground;
- (e) public park;
- (f) youth center;
- (g) public swimming pool;
- (h) similar facility in which minors commonly congregate in an organized, ongoing basis; or
- (i) place of worship.

(3) The distance under this section is measured in a straight line from the nearest point of the property line of the protected uses identified in this section to the nearest point of the property line of the proposed Marijuana Establishment.

(4) Marijuana Establishments shall be located in stand-alone facilities and shall not be allowed within a building or structure containing other retail, commercial, residential, industrial, or other uses, except for co-location with another licensed Marijuana Establishment or Medical Marijuana Treatment Center.

b. Location waiver: The distance requirements may be reduced by twenty-five percent or less, but only if:

(1) the applicant demonstrates that the Marijuana Establishment would otherwise be effectively prohibited within the municipality; and

(2) the applicant demonstrates that the Marijuana Establishment will employ adequate security measures to prevent diversion of marijuana to minors.

c. Procedure

(1) Application: In addition to the materials required under Section XII.Q., the applicant shall include:

(a) a copy of its license issued by the Massachusetts Cannabis Control Commission ("CCC");

(b) a detailed floor plan of the premises of the proposed Marijuana Establishment that identifies the square footage available and describes the functional areas of the Marijuana Establishment;

(c) detailed site plans that include the following information:

(i) compliance with the requirements for parking and loading spaces, for lot size, frontage, yards and heights and coverage of buildings, and all other provisions of this Bylaw;

(ii) convenience and safety of vehicular and pedestrian movement on the site and for the location of driveway openings in relation to street traffic;

(iii) convenience and safety of vehicular and pedestrian traffic off the site, if vehicular and pedestrian traffic off-site can reasonably be expected to be substantially affected by on-site changes;

(iv) adequacy as to the arrangement and the number of parking and loading spaces in relation to the proposed use of the premises, including designated parking for home delivery vehicle(s), as applicable.

(v) design and appearance of proposed buildings, structures, free-standing signs, screening and landscaping; and

- (vi) adequacy of water supply, surface and subsurface drainage and light.
- (d) a description of security measures, including employee security policies, approved by the CCC;
- (e) a copy of the emergency procedures approved by the CCC;
- (f) a copy of the policies and procedures for the transfer, acquisition, or sale of marijuana products, as those are defined by G.L. c. 94G, § 1;
- (g) a copy of proposed waste disposal procedures; and
- (h) a description of any waivers from the CCC regulations issued for the Marijuana Establishment.

(2) The Planning Board shall refer copies of the application to the Building Department, Fire Department, Police Department, Board of Health, Conservation Commission, Department of Public Works and the Board of Selectmen, acting as Board of Water Commissioners. These boards/departments shall review the application and shall submit their written recommendations to the Planning Board. Failure to make written recommendations within 35 days of referral of the application shall be deemed lack of opposition.

(3) After notice and public hearing and consideration of application materials, consultant reviews, public comments, and the recommendations of other town boards and departments, the Planning Board may act upon the application.

3. Special Permit Conditions on Marijuana Establishments: The Planning Board shall impose conditions reasonably appropriate to improve site design, traffic flow, public safety, protect water quality, air quality, and significant environmental resources, preserve the character of the surrounding area and otherwise serve the purpose of this Bylaw. In addition to any specific conditions applicable to the applicant's Marijuana Establishment, the Planning Board shall include the following conditions in any special permit granted under this Bylaw:

- a. Hours of operation, including dispatch of home deliveries;
- b. The permit holder, or the Marijuana Establishment Agent, as defined by 935 CMR 500.002, shall file a copy of any Incident Report required under 935 CMR 500.000 with the Zoning Enforcement Officer and the Planning Board within 24 hours of creation by the Marijuana Establishment. Such reports may be redacted as necessary to comply with any applicable state or federal laws and regulations;
- c. The permit holder, or the Marijuana Establishment Agent, shall file a copy of any deficiency statement, plan of correction, limitation of sales, summary cease and desist order, cease and desist order, quarantine order, summary suspension order, notice of violation, notice of hearing, and notice of final action issued by the CCC, or any other adjudicatory agency, as applicable, regarding the Marijuana Establishment, with the Zoning Enforcement Officer and Planning Board within 48 hours of

receipt by the Marijuana Establishment or Marijuana Establishment Agent;

- d. The permit holder, or the Marijuana Establishment Agent, shall provide to the Zoning Enforcement Officer and Chief of the Police Department, the name, telephone number, and electronic mail address of the Marijuana Establishment Agent in the event that such person needs to be contacted after regular business hours to address an urgent issue. Such contact information shall be kept updated by the permit holder and the Marijuana Establishment Agent;
- e. The special permit shall terminate on the five (5) year anniversary of its issuance. If the permit holder wishes to renew the special permit, an application to renew the special permit must be submitted to the Planning Board at least 120 days prior to the expiration of the special permit;
- f. The special permit shall be limited to the original applicant and is not transferrable;
- g. The special permit shall lapse if the permit holder ceases operation of the Marijuana Establishment for a period of thirty (30) days, or upon the expiration, termination or nonrenewal of the applicant's license issued by the CCC;
- h. The permit holder, or the Marijuana Establishment Agent, shall annually provide the Zoning Enforcement Officer and the Planning Board with a copy of the renewed license issued by the CCC, as well as any modification of the existing license, as approved by the CCC;
- i. The permit holder, or the Marijuana Establishment Agent, shall notify the Zoning Enforcement Officer and Planning Board in writing within 48 hours of the cessation of operation of the Marijuana Establishment or the expiration, termination or nonrenewal of the license issued by the CCC;
- j. No marijuana shall be smoked, eaten or otherwise consumed or ingested on the premises.

4. Prohibition Against Nuisance: No Marijuana Establishment shall be permitted to create a nuisance to abutters or to the surrounding areas, or create any hazard, including but not limited to, fire, explosion, fumes, gas, smoke, odors, obnoxious dust, vapors, offensive noise, or vibration, flashes, glare, objectionable effluent or electrical interference, which may impair the normal use and peaceful enjoyment of any property, structure or dwelling in the area. Any Marijuana Establishment that the Zoning Enforcement Officer or Planning Board finds has become a nuisance for any reason may be found in violation of the special permit.

5. Severability: The provisions of this Bylaw are severable. If any provision, paragraph, sentence, or clause of this Bylaw or the application thereof to any person, establishment, or circumstances shall be held invalid, such invalidity shall not affect the other provisions or application of this Bylaw.

Or take any other action relative thereto.
(Submitted by Board of Selectmen)

ARTICLE 27. To see if the Town will vote to amend the Zoning Bylaw, as most recently amended, by amending Section XIII.V., Marijuana Establishments, to limit the number of Marijuana Retailers to no more than the greater of one (1) or 25% of the number of licenses issued within the Town under § 15 of M.G.L. c. 138, for the retail sale of alcoholic beverages not to be drunk on the premises where sold, as follows:

Amend section XIII.V.2., General Regulations: Marijuana Establishments, by adding the underlined language to the existing paragraph 2, as follows:

2. General Regulations: Marijuana Establishments, as defined in G.L. c., 94G, § 1, and 935 CMR 500.000, may be permitted in the I-P-2 district pursuant to a Special Permit issued by the Planning Board, subject to the provisions of this Bylaw, provided that the number of Marijuana Retailers, as defined in G.L. c. 94G, § 1, and 935 CMR 500.000, that shall be permitted in the Town of Millis is limited to the greater of one (1) or twenty-five percent (25%) of the number of licenses issued within the Town under § 15 of M.G.L. c. 138 for the retail sale of alcoholic beverages not to be drunk on the premises where sold. Or take any other action relative thereto.
(Submitted by Board of Selectmen)

ARTICLE 28. To see if the Town will vote to accept the provisions of M.G.L. Chapter 64N, Section 3, to impose a local sales tax upon sale or transfer of marijuana or marijuana products by a marijuana retailer operating within the Town of Millis to anyone other than a marijuana establishment at a rate of three (3%) percent, or the highest amount that may be permitted by law, of the total sales price received by the marijuana retailer as a consideration for the sale of marijuana or marijuana products, said excise to take effect on the first day of the calendar quarter commencing at least thirty days after such vote of this Town Meeting. Or take any other action relative thereto.
(Submitted by Board of Selectmen)

ARTICLE 29. To see if the Town will vote to transfer from available funds, a sum of money for **the evaluation of a potential site and preliminary design of the Walnut Street pump station**, or take any other action in relation thereto.
(Submitted by Board of Selectmen)

ARTICLE 30. To see if the Town will hear and accept the report of the Board of Selectmen on the status of **all unfunded current capital project requests**.
(Submitted by Board of Selectmen)

ARTICLE 31. Citizen's Petition

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, a sum of money to increase the stipend of the Town Clerk, for the purpose of making the elected Town Clerk position a full-time elected position; or act in any manner relating thereto.

(Submitted by Citizens' Petition)

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

Given under our hands this 11th day of April in the year two thousand and eighteen.


**TOWN OF MILLIS
BOARD OF SELECTMEN**


James J. McCaffrey, Chair


Catherine C. MacInnes, Vice-Chair


Loring Barnes Edmonds, Clerk

A True Copy, Attest


Lisa J. Hardin, Town Clerk


Helen R. Kubacki, Constable
Town of Millis

Update from the Town Meeting Review Committee:

A Town Meeting Review Committee was appointed by the Moderator, Paul Jacobsen as a result of approval of article 26 at the November 2017 Town Meeting to study and report on the voting procedures at Town Meetings as well as the day, date, and time of the Town Meetings.

The committee consists of seven members, Erin Underhill (Chair), Beth Murphy (Co-Chair), Craig Schultz (Secretary), as well as Marc Conroy, Mary Russo, Jim Angelo and James McCaffrey.

To date, the committee has discussed topics such as efficiency, the voting process, day and time in regards to attendance, behavior and logistics as well as technology and communication.

The committee has discussed ways to increase attendance, including ways to publicize Town Meeting and whether a different day and/or time would increase attendance. An effort is also underway to examine secret ballot voting methods as well as exploring electronic voting to determine if this would be a possible solution in the future. In terms of behavior and logistics, the committee has discussed the use of microphones, as well as the potential to reinstate the use of constables during Town Meeting.

The public are welcome and encouraged to attend committee meetings. These are open meetings and are posted at the clerk's office.

The committee continues to meet and will finalize a formal list of recommendations for the moderator at a later date.

ANNUAL SPRING TOWN MEETING

Middle/High School Auditorium

Monday, May 14, 2018 – 7:30 PM

PRE-TOWN MEETING

Veterans Memorial Building – Room #229

Wednesday, May 9, 2018 – 7:30 PM

MILLIS BOARD OF SELECTMEN

James J. McCaffrey, Chairman

Catherine C. MacInnes, Vice Chairman

Loring Barnes Edmonds, Clerk

PRESORT - STANDARD

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