




## TOWN OF MILLIS

TO: Select Board

CC: Karen Bouret DeMarzo, Assistant Town Administrator

FROM: Michael Guzinski, Town Administrator 

DATE: March 21, 2024

**RE: Updated Draft of the Annual Town Meeting Warrant**

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Greetings,

As a follow up to your last meeting where the Board reviewed the draft ATM Warrant, the enclosed warrant now contains all of the budgetary numbers needed for the posting of the warrant, including proposed numbers for Article 4. This article is for the Contingent Appropriation associated with the Proposition 2-1/2 Override Ballot Question. The updated draft also contains one additional article for the Board's consideration (Article 20). This article is being requested by the Veterans Services Officer. This article provides for additional real estate tax exemptions for certain veterans and surviving spouses who meet specific criteria. This article will be further explained during your meeting.

The Board is scheduled to formally approve and sign the Annual Town Meeting Warrant at your meeting of April 8<sup>th</sup>.

Please let me know if you have any questions regarding this matter.

Thank you.

3-26-24

**DRAFT**



**DRAFT**

**May 7, 2024**

**ANNUAL  
TOWN MEETING WARRANT MOTIONS**

**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 Tuesday, the seventh day of May, AD 2024 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 2024 TOWN MEETING**

1. Unpaid Bills
2. FY24 Additional Wages and Expenses
3. FY25 Operating Budget
4. Supplemental FY25 Budget – Proposition 2-1/2 Override
5. Sewer Enterprise Fund
6. Water Enterprise Fund
7. Stormwater Enterprise Fund
8. Consent Agenda:
  - Amendments to Personnel Plan
  - Board of Health Appointing Authority
  - Revolving Funds
  - Community Preservation Fund
9. Sewer Enterprise - Infiltration & Inflow Investigation Project
10. Water Enterprise – Lead Service Line Inventory Compliance Project
11. Community Preservation - Open Space/Recreation Reserve Fund - Oak Grove Farm Trail Improvements
12. Community Preservation – Oak Grove Farmhouse Renovations
13. Capital Items
14. Transferal of Funds to the Opioid Settlement Special Revenue Account
15. New Police Cruiser Lease – Year One
16. Library Parking Lot – Environmental Study/Monitoring
17. Rescind Debt Authorization for Drainage Improvements at Village St./Birch St.
18. Request Special Act for a Town Charter Change - Authorize Town Administrator to Approve Payroll/Expense Warrants
19. Increase Maximum Tax Abatement for Senior Tax Work-off Program
20. Acceptance of M.G.L. Ch. 59 Section 5C-1/2 Veterans Tax Exemptions
21. M.G.L. Chapter 41 Section 111F Injury Leave Indemnity Fund
22. Stabilization Fund

## TOWN OF MILLIS

### May 7, 2024 SPRING ANNUAL TOWN MEETING WARRANT

**ARTICLE 1.** To see if the Town will vote to transfer from available funds the sum of **\$720.30** to pay the following **unpaid bills** incurred by Town departments from previous fiscal year(s), or take any other action in relation thereto.

Department	Vendor	Amount
Recreation	Amazon	\$154.93
Recreation	Amazon	\$68.93
Town Clerk	RR Donnelly	\$105.00
DPW-Sewer Enterprise	Verizon	\$195.72
DPW-Water Enterprise	Verizon	\$195.72
	<b>Total</b>	<b>\$720.30</b>

(Submitted by The Select Board)

*4/5ths Majority*

**ARTICLE 2.** To see if the Town will vote to transfer from available funds a sum of money for **additional operating expenses** not sufficiently funded under Article 3, Operating Budget, of the May 3, 2023 Annual Town Meeting, or take any other action in relation thereto.

(Submitted by The Select Board)

*Simple Majority*

**ARTICLE 3.** To see if the Town will vote to fix the compensation of elected officers, provide for a reserve fund, and determine what sums of money the Town will raise and appropriate, including appropriations from taxation, by transfer from available funds, and/or the Stabilization Fund to **defray charges and expenses to the Town, including debt and interest, and a reserve fund**, for the fiscal year beginning July 1, 2024, or take any other action in relation thereto.

(Submitted by The Select Board)

*2/3rds Majority if stabilization funds used*

**ARTICLE 4.** To see if the Town will vote to raise and appropriate the following amounts from the tax levy for the Fiscal Year beginning July 1, 2024, for departmental operating purposes and other town expenses contingent upon passage of a Proposition 2-1/2 Ballot Question under Massachusetts General Laws Chapter 59, Section 21C.

PURPOSE	RECOMMENDED
School Department	\$1,070,767
Police Department - Wages	\$180,000
Fire Department - Wages	\$95,118
<u>Dept. of Public Works - Wages</u>	<u>\$54,115</u>

**Total Contingent Appropriations**      **\$1,400,000**

or take any other action in relation thereto.

(Submitted by The Select Board)

*Simple Majority*

**ARTICLE 5.** To see if the Town will vote to raise and appropriate or transfer from available funds a sum of money to **operate the sewer enterprise fund beginning July 1, 2024**, including a reserve fund, or take any other action in relation thereto.

(Submitted by The Select Board)

*Simple Majority*

**ARTICLE 6.** To see if the Town will vote to raise and appropriate or transfer from available funds a sum of money to **operate the water enterprise fund beginning July 1, 2024**, including a reserve fund, or take any other action in relation thereto.

(Submitted by The Select Board)

*Simple Majority*

**ARTICLE 7.** To see if the Town will vote to raise and appropriate or transfer from available funds a sum of money to **operate the stormwater enterprise fund beginning July 1, 2024**, including a reserve fund, or take any other action in relation thereto.

(Submitted by The Select Board)

*Simple Majority*

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

1. To see if the Town will vote to adopt **amendments to Schedule A-Salary Plan and Schedule C-Employee Benefits of the Town of Millis Personnel Plan** effective July 1, 2024, as shown in the FY25 Finance Committee Report, or take any other action in relation thereto.  
(Submitted by The Select Board)  
*Simple Majority*
2. To see if the Town will vote in accordance with M.G.L., Chapter 41, section 4A, and Chapter 268A, to authorize the **Board of Health to appoint any of its members to another town office or position for which it has appointing authority**, for the term provided by law, if any, otherwise for a term not exceeding one year, and fix the salary of such appointee, notwithstanding the provision of M.G.L. Chapter 41, Section 108, or act in any manner in relation thereto.  
(Submitted by the Board of Health)  
*Simple Majority*
3. To see if the Town will vote pursuant to the provisions of M.G.L. Chapter 44, Section 53E½, to establish the following fiscal year spending limit for the Town's established revolving funds for Fiscal year 2025:

AUTHORIZED REVOLVING FUNDS	FISCAL YEAR EXP. LIMIT
Oak Grove Farm Maintenance Fund	\$ 35,000.00
Animal Control Shelter Fund	\$ 3,000.00
Fire Alarm Fund	\$ 10,000.00
Historical Commission Fund	\$ 12,000.00
Ambulance Department Fund	\$ 20,000.00
Council on Aging Transportation Fund	\$ 5,000.00
VMB Custodial/Maintenance Fund	\$ 6,000.00
School Food Service Fund	\$360,000.00
School Transportation Fund	\$500,000.00
Stormwater Management Fund	\$ 10,000.00
BOH Medical Services/Vax Fund	\$ 20,000.00
BOH Rabies Clinic/Program Fund	\$ 2,500.00

BOH Food Fund	\$ 4,500.00
School Athletic Fields Fund	\$ 35,000.00
School Extracurricular Fund	\$ 8,000.00
Library Special Use Fund	\$ 10,000.00
Tobacco Control Program	\$ 1,000.00

(Submitted by The Select Board)

*Simple Majority*

4. To see if the Town will vote to 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 committee administrative expenses, community preservation projects and/or other expenses in fiscal year 2025, with each item to be considered a separate appropriation; or act in any manner relating thereto.

Appropriations:

From 2025 estimated revenues for Committee Administrative expenses	\$16,131.00
(To be divided equally: \$8,065.50 CPC Salary Account: \$8,065.50 CPC Expenses)	
From Undesignated Fund Balance for Long Term Debt- Principal (VMB)	\$20,000.00
From Undesignated Fund Balance for Long Term Debt- Interest (VMB)	\$6,950.00

Reserves:

From FY2025 estimated revenues for Historic Resources Reserve	\$32,262.00
From FY2025 estimated revenues for Community Housing Reserve	\$32,262.00
From FY2025 estimated revenues for Open Space Reserve	\$32,262.00
From FY2025 estimated revenues for Budgeted Reserve	\$80,000.00

(Submitted by Community Preservation Committee)

*Simple majority*

**ARTICLE 9.** To see if the Town will vote to transfer from available funds the sum of **\$137,630** to fund the FY25 Sewer Infiltration & Inflow Investigation of the sewer system in Millis, or take any other action in relation thereto.

(Submitted by The Select Board)

*Simple Majority*

**ARTICLE 10.** To see if the Town will vote to transfer from available funds the sum of **\$187,000** to fund a Lead Service Line Inventory of the water system in Millis, or take any other action in relation thereto.

(Submitted by The Select Board)

*Simple Majority*

**ARTICLE 11.** To see if the Town will vote to transfer the sum of **\$17,000 from the Community Preservation Open Space Reserve Fund for the Oak Grove Farm Trail Improvement Project**, or take any other action in relation thereto.

(Submitted by Community Preservation Committee) *Simple Majority*

**ARTICLE 12.** To see if the Town will vote to transfer the sum of **\$60,000 from the Community Preservation Historical Reserve Fund for Phase I of the Oak Grove Farmhouse Renovation Project**, or take any other action in relation thereto.

(Submitted by Community Preservation Committee) *Simple Majority*

**ARTICLE 13.** To see if the Town will vote to raise and appropriate or transfer from available funds the sum of **\$442,232 to fund the following capital items:**

<u>Department</u>	<u>Capital Item</u>	<u>Amount</u>
DPW	Safety Equipment	\$40,000
Fire	Chevy Tahoe	\$85,000
Fire	Portable Radios	\$26,232
Library	Library Exterior Building Repairs	\$35,000
School	MPS Server Project	\$65,000
School	MPS Switch Project	\$70,000
School	Skid Steere	\$68,000
Town Buildings	Aerial Boom Lift	\$53,000
<b>Total</b>		<b>\$442,232</b>



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

(Submitted by The Select Board)

*Simple Majority*

**ARTICLE 14.** To see if the Town will vote transfer a sum of money from Free Cash into the Opioid Settlement Revenue Fund, such sum of money shall be equal to that amount allocated to date by the State to the Town from the opioid litigation settlements resulting from the Town's participation in the national Opioid Multi-District Litigation, or take any other action in relation thereto.

(Submitted by The Select Board)

*Simple Majority*

**ARTICLE 15.** To see if the Town will vote to borrow under the provisions of M.G.L. Chapter 44 or any other enabling authority, the sum of **\$68,816 for the lease/purchase(s) of one Police Cruiser**, or take any other action in relation thereto.

(Submitted by Select Board)

*2/3rds Majority*

**ARTICLE 16.** To see if the Town will vote to raise and appropriate, or transfer from available funds the sum of **\$75,000** to fund the environmental study and DEP reporting of areas of the Library Parking Lot and adjoining properties, or take any other action related thereto.

(Submitted by the Select Board)

*Simple Majority*

**ARTICLE 17.** To see if the Town will vote to rescind the debt authorization of **\$711,728** for drainage improvements at the intersection of Village Street and Birch Street, which was approved under Article 19 of the Annual Town Meeting of May 1, 2021, or take any other action related thereto.

(Submitted by the Select Board)

*Simple Majority*

**ARTICLE 18.** To see if the Town will vote to petition the Massachusetts General Court to file for Special Legislation to amend the Town of Millis Charter, as follows:

**Section III-5: Position of Town Administrator**

By adding the following to Article III, Section 5:

***"11. Shall have the power to approve all payroll and expense warrants for payment of town funds. Such approval shall be sufficient authority to authorize payment of the same by the town treasurer. In the event of the absence of the town administrator, the select board shall approve such warrants. If a vacancy exists in the office of town administrator, the select board shall approve all such warrants, or, may delegate such responsibility to a temporary town administrator."***

(Submitted by the Select Board) *Simple Majority*

**ARTICLE 19.** To see if the Town will vote to approve increasing the **Senior Tax Work Program** amount from **\$1,500 each year to \$2,000 each year**, pursuant to M.G.L. Chapter 59, Section 5K, or take any other action related thereto.

(Submitted by the Select Board)

*Simple Majority*

**ARTICLE 20.** To see if the Town will vote to accept M.G.L. Ch. 59 Section 5C-1/2, which provides for an additional real estate tax exemption for taxpayers who are granted personal exemptions on their domiciles under M.G.L. Ch. 59 Section 5 including certain blind persons, veterans, surviving spouses and seniors, and to provide that the additional exemptions shall not exceed 100% of the personal exemption, to be effective for exemptions granted for any fiscal year beginning on or after July 1, 2024, or take any other action related thereto.

(Submitted by the Select Board)

*Simple Majority*

**ARTICLE 21.** To see if the Town will vote to transfer from available funds, a sum of money for the **MGL Chapter 41, Section 111F Injury Leave Indemnity Fund**, or take any other action related thereto.

(Submitted by Select Board) *Simple Majority*

**ARTICLE 22.** To see if the Town will vote to raise and appropriate or transfer from available funds, a sum of money for the **Stabilization Fund**, or take any other action in relation thereto.

(Submitted by the Select Board)

*Simple Majority*

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

Given under our hands this 8th day of April in the year two thousand and twenty-four.

**TOWN OF MILLIS  
SELECT BOARD**

\_\_\_\_\_  
Craig W. Schultze, Chair

\_\_\_\_\_  
Ellen Rosenfeld, Vice-Chair

\_\_\_\_\_  
Erin T. Underhill, Clerk

**A True Copy, Attest**

\_\_\_\_\_  
Lisa J. Hardin, Town Clerk

\_\_\_\_\_  
Helen R. Kubacki, Constable  
Town of Millis