



# TOWN OF MILLIS

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

## Pre-Town Meeting Agenda

**Date:** Wednesday, November 2, 2022  
**Time:** 7:00 PM  
**Location:** 900 Main Street – Room #229

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

The Meeting will be broadcast live on Millis Community Media and participation is available via

**Zoom:** <https://us02web.zoom.us/j/81916283873>

### Committee Attendees:

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

**Non-Committee Attendees:** Deirdre Gilmore

**Invited Guests:** Mike Guzinski ☐; Carol Johnston ☐; Select Board Member ☐; Town Moderator ☐; Town Clerk ☐

**Current Reserve Fund Balance:** \$ 50,000.00  
**Certified Free Cash:** \$2,926,232.00  
**Stabilization Fund Balance as of August 31, 2022:** \$1,807,797.53

Agenda		
Time	Topic	Speaker
~7:00	Call Meeting to Order	Peter Berube
~7:05	Open Pre-Town Meeting/Public Hearing	Peter Berube
~7:10	November 2022 Town Meeting Warrant Articles and Recommendations Discussion	Committee
~8:10	Close Pre-Town Meeting/Public Hearing	Peter Berube
~8:15	Approve Bills Payable: Our Town Publishing (Printer) WB Mason (Nameplate)	Committee
~8:20	Review Town Meeting Procedures	Committee
~8:25	Finance Committee Meeting Minutes Approval: October 19, 2022	Committee
~8:30	Adjourn	Committee

### Important Dates:

November 10, 2022 Fall Town Meeting

### Upcoming Meetings:

November 10, 2022 7:00 PM - MS/HS Room #104

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

FINANCE COMMITTEE REPORT

FISCAL PERIOD JULY 1, 2022 THROUGH JUNE 30, 2023 ANNUAL FALL TOWN MEETING  
CONTAINING THE RECOMMENDATIONS OF THE FINANCE COMMITTEE

PLEASE BRING THIS REPORT WITH YOU TO THE ANNUAL TOWN MEETING



ANNUAL FALL TOWN MEETING – **THURSDAY**, NOVEMBER 10, 2022 AT 7:30 PM

MIDDLE/HIGH SCHOOL AUDITORIUM

PRE-TOWN MEETING – WEDNESDAY, NOVEMBER 2, 2022 AT 7:00 PM – 900 MAIN STREET, ROOM #229 AND

VIA ZOOM: <https://us02web.zoom.us/j/81916283873>

THE MEETING WILL BE BROADCAST LIVE ON THE MILLIS COMMUNITY MEDIA CHANNELS



The Finance Committee (FINCOM) is comprised of 9 volunteers, appointed by the Town Moderator. The duty of the FINCOM is to review Town Meeting Warrant Articles as presented by the Select Board, and make recommendations to Town voters. In order to make recommendations, the FINCOM meets weekly for 2 to 3 months leading up to the Spring and Fall Town Meetings. Town departments, committees and boards provide informational presentations to the FINCOM as well as respond to inquiries. Once adequate background information has been provided, the FINCOM formally discusses the articles with each member given an opportunity to speak for or against. Finally, the FINCOM conducts a formal vote to make its recommendation for Town voters' consideration. The rationale and deciding factors which shaped the FINCOM's opinion is provided at Town Meeting during discussion comments as allowed by the Town Moderator.

Traditionally, Millis convenes 2 town meetings each year. During the Spring Town Meeting, the main focus is on establishing the Town's operating budget for the following fiscal year which runs from 1 July to 30 June. There could be other initiatives as well as capital expenditures needing voter approval. The Fall Town Meeting generally focuses on allocating so-called "Free Cash" or available discretionary funds. Free Cash is certified by the state and is made up of turn backs from unused departmental funds from prior fiscal year budgets, revenues in excess of budget estimates and any unused Warrant Article funds from prior fiscal years.

The Free Cash amount is typically between \$400,000 to \$500,000. ***This year Millis has \$2,926,232 in certified Free Cash.*** Due to the unpredictable and varying nature of Free Cash, it is typically used to fund non-recurring items, or used to fund reserve or stabilization accounts. It is inadvisable to allocate Free Cash on operating budget costs due to the fluctuating amounts from year to year.

#### **Capital Expenditures:**

This year's requested capital expenditures are contained in Article 4. An appropriation is requested totaling \$158,907 for 4 items. Additionally, Article 5 seeks appropriation of \$500,000 from free cash for further work to roads and sidewalks.

#### **Significant Articles:**

Article 7 requests appropriation of \$1.3 million for a feasibility study for the Millis Middle High School repair, renovate, and/or addition project under the Massachusetts School Building Authority (MSBA) program. If approved, the Town would execute a feasibility study to assess and estimate roof, HVAC, and electrical needs as well as space, security and other potential improvements. The feasibility study is required in order to qualify for a MSBA cost sharing grant. Once the study is completed, subsequent approvals would be required via town meeting vote and by ballot for a debt exclusion override in order to fund any potentially approved project.

Article 8 requests appropriation of \$16 million for construction of a new Senior Center at Cassidy Farm. This article follows completion of a study to develop options and selection of a new location for the Council on Aging. If approved here, a ballot measure for a debt exclusion override would be required, likely in Spring 2023.

**Other Articles:**

Articles 25 thru 28. There are four Citizens Petitions on the Warrant. Once certified as having the requisite number of voter signatures, petitions are added to the Warrant for Town Meeting consideration.

There are 28 total Articles before the Town on 10 November 2022. Please come to the meeting and let your voice be heard and cast your vote.

Respectfully submitted,

Pete Berube, Chairperson

Joyce Boiardi

Cathy MacInnes

Jodie Garzon, Vice Chairperson

Patrick Gatto

Sara Reyes

Peter Underhill, Clerk

Jonathan Loer

John Steadman

**Article 1: Unpaid Bills**

This is a semi-annual article to fund bills incurred in previous fiscal years. The bills for this Town Meeting total \$14,119.65 and will be funded from Free Cash, Sewer, and Water Enterprise Reserves.

*The Finance Committee unanimously recommends approval of this article.*

**Article 2: FY23 Operating Budget Adjustments**

This article authorizes the transfer of funds in the amount of \$204,285.42 from Marijuana Impact Fees, included in FY23 Certified Free Cash, to pay for the wages and expenses that were planned to be supported by such funds. Free Cash is not certified until the Fall each year, we are unable to authorize the transfer of these funds to support our Operating Budgets until the Fall Town Meeting.

*The Finance Committee unanimously recommends approval of this article.*

**Article 3: Personnel Plan Amendments**

This article will approve the changes to the Personnel Plan for the Town of Millis last updated in 2015. The updates are to such areas as longevity pay, adding a holiday, changing vacation schedules and other changes to bereavement leave, parental leave, and sick leave. The plan is available at this link [https://www.millisma.gov/sites/g/files/vyhlf901/f/uploads/personnel\\_plan\\_salary\\_schedule\\_and\\_amendments\\_-\\_november\\_2022.pdf](https://www.millisma.gov/sites/g/files/vyhlf901/f/uploads/personnel_plan_salary_schedule_and_amendments_-_november_2022.pdf)

*The Finance Committee unanimously recommends approval of this article.*

**Article 4: Capital Items**

This article appropriates funding for 4 Capital Items valued at \$158,907.00. The items are a compressor for the DPW, a truck for the DPW, replacement of a chiller at the Veteran's Memorial Building (VMB) and a keyless entry system for VMB and Library.

*The Finance Committee unanimously recommends approval of this article.*

**Article 5: Road and Sidewalk Construction, Design and Repair**

This article transfers \$500,000.00 from Free Cash for Road and Sidewalk Construction, Design, Repair, and Maintenance. Any delay exacerbates existing conditions requiring attention.

*The Finance Committee unanimously recommends approval of this article.*

**Article 6: Repairs to Baseball and Softball Fields**

This article transfers \$45,000.00 from Free Cash to repair Majors Field and Softball Fields 1 and 2. The extreme drought conditions resulted in unprecedented sod failure, the scope of which is beyond budgetary and maintenance allowances.

*The Finance Committee unanimously recommends approval of this article.*

**Article 7: Feasibility Study - Middle/High School Renovation**

This article appropriates \$1.3 million, for a Feasibility Study for options to add, renovate or replace the Millis Middle/High School under the auspices of the Massachusetts School Building Authority grant program.

*The Finance Committee unanimously recommends approval of this article.*

**Article 8: New Senior/Community Center**

This article appropriates \$16 million, for all costs associated with construction of a new 15,000 square foot Senior Center at Cassidy Farm.

*The Finance Committee does not recommend approval of this article.*

**Article 9: Adoption of MGL C.59, 5, Clause 22H Gold Star Families**

If passed, this article will exempt from paying Real Estate Tax for the surviving parents or guardians of Military Service Members who died as the result of injuries sustained in the line of active duty or are missing in action with a presumptive finding of death because of active-duty service.

*The Finance Committee unanimously recommends approval of this article.*

**Article 10: Reduce Veterans Residency Requirements for Local Tax Exemptions/Abatements**

If passed this article would make the residency requirement for Real Estate Tax Exemptions for Veterans one year instead of two.

*The Finance Committee unanimously recommends approval of this article.*

**Article 11: 12-14 Exchange Street – Environmental Settlement and Phase 2 Report**

This article would transfer \$85,000.00 from Free Cash for an Environmental Impact Settlement and Phase 2 Report for the 12-14 Exchange Street property. It is incumbent upon the town to honor the abutter agreement and ensure any environmental impact is remediated.

*The Finance Committee unanimously recommends approval of this article.*

**Article 12: Repayment to Advesa Reimbursement for Cannabis HCA Deposit**

This Article will transfer the sum of \$25,000.00 from Marijuana Impact Fees for the purpose of reimbursement to Advesa for their initial deposit paid to the town in connection with the Cannabis HCA (Host Community Agreement) by/between Advesa and the Town of Millis which has been terminated.

*The Finance Committee unanimously recommends approval of this article.*

**Article 13: Funding for FY22 Snow & Ice Deficit**

This article will fund the FY22 Snow and Ice Deficit in the amount of \$128,721.00 from Free Cash.

*The Finance Committee unanimously recommends approval of this article.*

**Article 14: Lead Line Service Inventory and Replacement Plan**

There is no lead in the Town's Water Distribution System, but we are required to inventory all service lines into homes and some older homes may have lead lines. This project was approved at the Spring Town Meeting. The Town has secured a grant to cover the cost, but to qualify for the grant we are required to fund it with debt that the grant will repay. Other than small administrative costs, there is no cost and in fact, will restore \$139,000.00 to the Water Enterprise Fund.

*The Finance Committee unanimously recommends approval of this article.*

**Article 15: Water Management Act – Permit Renewal Support**

The Massachusetts DEP is proposing major changes to the Town's Water Distribution Permit which will have significant impacts to the residents. This article provides funds in the amount of \$56,864.00 from Water Enterprise Reserves to challenge the proposed changes.

*The Finance Committee unanimously recommends approval of this article.*

**Article 16: Preliminary Design of a PFAS Treatment Plant at Well #3**

Well #3, located off Birch Street, is testing high in levels of PFAS which will need to be addressed; the Massachusetts Environmental Protection Agency and Department of Environmental Protection are implementing stricter guidelines in terms of PFAS Chemicals in drinking water. Water Enterprise Reserves will fund this article in the amount of \$165,000.00.

*The Finance Committee unanimously recommends approval of this article.*

**Article 17: Sewer and Stormwater Asset Management System**

This article would fund expansion to the Sewer and Stormwater Infrastructure Inventory, assess the overall infrastructure and develop a 5-year Capital Improvement Plan. The cost is \$250,000.00 of which \$150,000.00 will be a borrowing from the Sewer Enterprise Reserves and \$100,000.00 from the Stormwater Enterprise Reserves. Funding of 60% of the initiative will be reimbursed through the Massachusetts Clean Water Trust.

*The Finance Committee unanimously recommends approval of this article.*

**Article 18: Engineering Services for Infiltration and Inflow (I/I) Investigation**

This article in the amount of \$130,333.61, will be funded through rescinded borrowing of completed Sewer Enterprise Fund Projects which requires a Town Meeting Vote. An I/I Investigation is required by the DEP and CRPCD (Charles River Pollution Control District) to minimize the flow that is not necessarily sewage but Stormwater. The town performs this investigation on a regular basis.

*The Finance Committee unanimously recommends approval of this article.*

**Article 19: Unemployment Account**

This article will fund the Unemployment Account in the amount of \$25,000.00 from Free Cash. This is an annual process for funding this account.

*The Finance Committee unanimously recommends approval of this article.*

**Article 20: Acceptance of Pearl Street, Debrah Lane and Teresa Drive**

The Hickory Hills Subdivision is located off Acorn Street and includes Debrah Lane, Pearl Street and Teresa Drive. The Select Board is requesting the acceptance of this subdivision, making it town owned. Once a street is accepted by the town, the town is obligated to maintain it including snow removal and road maintenance.

*The Finance Committee unanimously recommends approval of this article.*

**Article 21: OPEB (Other Post-Employment Benefits) Fund**

This article would add funds to the OPEB Fund in the amount of \$50,000.00 from Free Cash. Currently the town is covering claims as needed from the General Operating Budget but should be setting aside additional funds for future OPEB obligations.

*The Finance Committee unanimously recommends approval of this article.*

**Article 22: Ch. 41 Section 111F Injury Leave Indemnity Fund**

This Article will transfer the sum of \$300,000.00 to the Ch. 41 Section 111F Injury Leave Indemnity Fund, which was established at the Fall 2021 Town Meeting. The purpose of this fund is to pay Police Officers and Fire Fighters who have sustained injuries in the performance of their duty 100% of their salary and



fund shift coverage during the period of their injury leave instead of absorbing these funds from the Departments Operating Budget.

*The Finance Committee unanimously recommends approval of this article.*

**Article 23: Establish Stabilization Account under MGL Ch. 40, Sect. 5B for the Purchase and Operation of Town Ambulances**

This article is requesting the Town of Millis to establish a Stabilization Fund for the future purchase(s) of ambulances, effective for Fiscal Year 2024.

*The Finance Committee recommends approval of this article.*

**Article 24: Stabilization Fund**

This article would transfer \$300,000.00 from Free Cash to the Stabilization Fund. Passage brings Millis to our goal of 5% of the General Fund Budget Expenditures for the Stabilization Fund. We expect no additional funds will be required until Fiscal Year 2024.

*The Finance Committee unanimously recommends approval of this article.*

**Article 25: Petition Article (Enclosed Sports Facility)**

This Article would appropriate \$3.5 million or any other amount thereof, for the purpose of designing, purchasing, and constructing an enclosed sports facility to house four or more combination pickleball and tennis courts to be located at Cassidy Farm, the Braun Property or such other location deemed appropriate by Town of Millis Officials.

*The Finance Committee recommends dismissal of this article.*

**Article 26: Petitioned Article (VMB Senior Center)**

If passed the Town will appropriate \$3.5 million to renovate the existing Senior Center located in the Veterans Memorial Building.

*The Finance Committee recommends dismissal of this article.*

**Article 27: Petitioned Article (Lansing Millis Building)**

This article would authorize the Town to borrow funds in the amount of \$2.9 million to restore the Millis train station (Lansing Millis Building) and convert it to municipal offices. This article will preserve a rapidly deteriorating historical building and frees up space in the Veteran Memorial Building.

*The Finance Committee recommends dismissal of this article.*

**Article 28: Petition Article (Rocklawn)**

The petitioners of this article have requested this article be dismissed at this time to allow the current property owner to pursue a third-party sale of the property.

*The Finance Committee recommends dismissal of this article.*



## **WARRANT**

**2022**

### **FALL 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 Thursday, the tenth day of November, AD 2022 at 7:30 p.m. in the Middle-Senior High School auditorium located at 245 Plain Street in said Millis:

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

## WARRANT INSTRUCTIONS

### OPENING MOTIONS

Pledge of Allegiance

Opening Comments (Moderator Robert Cantoreggi, Finance Committee Chair Peter Berube)

Opening Motions

Moderator recognizes Finance Committee Chairperson

(Mr. Berube) I move that the reading of the warrant and return of service thereof be omitted

(Fin Com Vice Chair) Second

Discussion

Vote

Moderator recognizes Finance Committee Chairperson

(Mr. Berube) I move that the Moderator be granted unanimous consent to omit the reading of the articles and to refer to them by number and subject matter.

Second (Fin Com Vice Chair)

Discussion

Vote

## **FALL 2022 TOWN MEETING ARTICLE LIST**

- 1. Unpaid Bills**
- 2. FY23 Operational Budget Adjustments**
- 3. Personnel Plan Changes**
- 4. Capital Items**
- 5. Road & Sidewalk Construction, Design, and Repair**
- 6. Repairs to Baseball & Softball Fields**
- 7. Feasibility Study – Middle/High School Renovation**
- 8. New Senior/Community Center**
- 9. Adoption of MGL c.59, 5, Clause 22H Gold Star Families**
- 10. Reduce Veterans Residency Requirements for Local Tax Exemptions/Abatements**
- 11. 12-14 Exchange Street- Environmental Settlement and Phase 2 Report**
- 12. Repayment to Advesa for Cannabis HCA Deposit**
- 13. Funding for FY22 Snow & Ice Deficit**
- 14. Lead Line Service Inventory and Replacement Plan**
- 15. Water Management Act - Permit Renewal Support**
- 16. Preliminary Design of a PFAS Treatment Plant at Well #3**
- 17. Sewer & Stormwater Asset Management System**
- 18. Engineering Services for Infiltration & Inflow Investigation**
- 19. Unemployment Account**
- 20. Acceptance of Pearl Street, Debrah Lane, and Teresa Drive**
- 21. OPEB Funding**
- 22. Ch. 41 Section 111F Injury Leave Indemnity Fund**
- 23. Establish Stabilization Account under MGL Ch. 40, Sect. 5B for the Purchase and Operation of Town Ambulances**
- 24. Stabilization Fund**
- 25. Article By Petition**
- 26. Article By Petition**
- 27. Article By Petition**
- 28. Article By Petition**

# TOWN OF MILLIS

## NOVEMBER 10, 2022 FALL ANNUAL TOWN MEETING WARRANT

**ARTICLE 1.** To see if the Town will vote to appropriate and raise by taxation, or by transfer from available funds the sum of **\$14,119.65** for unpaid bills, or to take any other action relating thereto.

(Submitted by Select Board)

<b>DEPARTMENT</b>	<b>VENDOR</b>	<b>AMOUNT</b>
Animal Control	WB Mason	\$599.94
DPW	J.C. Madigan	\$146.22
DPW	K & K Mulch	\$648.00
DPW	Grainger	\$225.28
DPW	Williams Scotsman	\$35.00
DPW	Direct Energy	\$231.82
DPW	United Construction & Forestry	\$83.52
Select Board	Rocky's Ace Hardware	\$49.97
Select Board	Innovex	\$206.52
Select Board	Eversource	\$442.65
Building	Verizon Wireless	\$113.82
Building	Town of Millis – Postage	\$140.97
Building	WB Mason	\$627.40
Town Clerk	D2G Group	\$867.01
Library	Staff Longevity Payment	\$750.00
Zoning Board	Staff Payroll	\$161.88
Fire	Staff Retro Payroll	\$1,954.44
Elections	WB Mason	\$35.98
<b>TOTAL GENERAL FUND UNPAID BILLS</b>		<b>\$7,317.42</b>
DPW	Williams Scotsman	\$35.00
DPW	Direct Energy	\$231.83
DPW	Univars	\$2,152.28
<b>TOTAL SEWER ENTERPRISE UNPAID BILLS</b>		<b>\$2,419.11</b>
DPW	Williams Scotsman	\$35.00
DPW	Ad Print	\$210.00
DPW	Thomas Frasca	\$145.00
DPW	Our Town Publishing	\$369.00
DPW	Direct Energy	\$231.83
DPW	Univars	\$2,152.29
DPW	Roberts Chemicals	\$1,240.00
<b>TOTAL WATER ENTERPRISE UNPAID BILLS</b>		<b>\$4,383.12</b>
<b>TOTAL UNPAID BILLS</b>		<b>\$14,119.65</b>

**ARTICLE 2.** To see if the Town will vote to transfer from Marijuana Impact Fees (Free Cash) the sum of **\$204,285.42**, for additional wages and expenses not sufficiently funded under Article 3 - Operating Budgets, of the May 2, 2022 Annual Town Meeting, as follows:

<b>Department</b>	<b>Description of Expense</b>	<b>Total Expenses</b>
Administration	Administrative Support for HCA	\$9,200.00
Administration	Social Work Services – Entire Community	\$35,000.00
Police	School Resource Officer Salary	\$40,678.92
Recreation	Teen Program Coordinator	\$11,960.00
School	School Adjustment Counselor – 1.0 FTE	\$71,631.00
School	Social Emotional Program Teacher -1.0FTE	<u>\$35,815.50</u>
<b>Marijuana Impact Funds Request - FY2023</b>		<b>\$204,285.42</b>

Or take any other action related thereto.  
(Submitted by Select Board)

**ARTICLE 3.** To see if the Town will vote to adopt **amendments to Schedules A, B, and C of the Town of Millis Personnel Plan** effective as of the beginning of FY23 as shown in the Finance Committee Report, or take any other action related thereto.  
(Submitted by Select Board)

**ARTICLE 4.** To see if the Town will vote to appropriate and raise by taxation, transfer from available funds, or borrow the sum of **\$158,907** to fund the following Capital items:

<b>#</b>	<b>Department</b>	<b>Item</b>	<b>Cost</b>
1.	Town Buildings	VMB – Chiller Coil Replacement	\$45,000
2.	Town Buildings	VMB & Library Keyless Entry System	\$25,000
3.	DPW	Air Compressor	\$26,967
4.	DPW	Chevy Silverado with Plow	<u>\$61,940</u>
<b>Total</b>			<b>\$158,907</b>

Or take any other action related thereto.  
(Submitted by Select Board)

**ARTICLE 5.** To see if the Town will vote to transfer from available funds the sum of **\$500,000**, for Road/Sidewalk Construction, Design, Repair, and Maintenance, or take any other action related thereto.

(Submitted by Select Board)

**ARTICLE 6.** To see if the Town will vote to transfer from available funds the sum of **\$45,000**, to pay for repairs to Majors Field and Softball Fields 1 and 2, or take any other action related thereto.

(Submitted by Select Board)

**ARTICLE 7.** To see if the Town of Millis will vote to appropriate, borrow, or transfer from available funds, an amount of money not to exceed **one million, three hundred thousand (\$1,300,000)** to be expended under the direction of the Millis Middle High School Building Committee **for the purpose of conducting a feasibility study of the renovation, addition, or replacement of the Millis Middle High School** located at 245 Plain Street in Millis, Massachusetts, 02054, for which feasibility study the Town of Millis may be eligible for a grant from the Massachusetts School Building Authority. The MSBA's grant program is a non-entitlement, discretionary program based on need, as determined by the MSBA and any costs the Town of Millis incurs in connection with the feasibility study in excess of any grant approved by and received from the MSBA shall be the sole responsibility of the Town of Millis, or take any other action related thereto.

(Submitted by School Committee)

**ARTICLE 8.** To see if the Town will vote to appropriate **\$16,000,000, or any other amount, to pay costs of designing, constructing, furnishing and equipping a new Senior Center**, including the payment of all other costs incidental and related thereto; to determine whether this amount shall be raised by borrowing or otherwise, provided however that any such borrowing shall be contingent upon passage of a debt exclusion under Proposition 2 ½, so called, or to take any other action relative thereto.

(Submitted by Select Board)

**ARTICLE 9.** To see if the Town will vote to adopt MGL c.59, section 5, Clause 22H which would provide a real estate tax exemption for Gold Star families, or take any other action related thereto.

(Submitted by Select Board)

**ARTICLE 10.** To see if the Town will vote to reduce the residency requirement for Local Real Estate Tax Exemptions for Veterans from two (2) years to one (1) year, in accordance with M.G.L. c. 59, section 5, or take any other action related thereto.

(Submitted by Select Board)

**ARTICLE 11.** To see if the Town will vote to appropriate and raise by taxation, or by transfer from available funds the sum of **\$85,000** for an Environmental Impact Settlement and Phase 2 Report for the property located at 12-14 Exchange Street, or take any other action related thereto.

(Submitted by Select Board)

**ARTICLE 12.** To see if the Town will vote to transfer the sum of **\$25,000** from Marijuana Impact Fees (Free Cash) to reimburse Advessa for its initial deposit related to its HCA agreement with the Town, or take any other action related thereto.

(Submitted by Select Board)

**ARTICLE 13.** To see if the Town will vote to transfer from available funds the sum of **\$128,721.70** to fully fund the **FY22 Snow & Ice Deficit**, or take any other action related thereto.

(Submitted by Select Board)

**ARTICLE 14.** To see if the Town will vote to appropriate a sum of money to pay costs associated with the **lead line service inventory and replacement plan** and the payment of all costs incidental and related thereto including, but not limited to data screening, inventory development and GIS mapping; to determine whether this amount shall be raised by borrowing or otherwise, or to take any other action related thereto.

(Submitted by Select Board)

**ARTICLE 15.** To see if the Town will vote to transfer from available funds the sum of **\$56,864 for Water Management Act Permit Renewal Support**, or take any other action related thereto.

(Submitted by Select Board)

**ARTICLE 16.** To see if the Town will vote to transfer from available funds the sum of **\$165,000 for the Preliminary Design of a PFAS Treatment Plant at Well 3#**, or take any other action related thereto.

(Submitted by Select Board)

**ARTICLE 17.** To see if the Town will vote to appropriate a sum of money to pay costs associated with the **purchase and development of a Sewer and Stormwater Asset Management system**, and the payment of all costs incidental and related thereto; to determine whether this amount shall be raised by borrowing or otherwise, or to take any other action related thereto.

(Submitted by Select Board)

**ARTICLE 18.** To see if the Town will vote to transfer from available funds the sum of **\$130,333.61 for Engineering Services for an Infiltration and Inflow Investigation Project**, or to take any other action related thereto.

(Submitted by Select Board)



**ARTICLE 19.** To see if the Town will vote to appropriate and raise by taxation, or transfer from available funds the sum of **\$25,000 to the Unemployment Account**, or take any other action related thereto.  
(Submitted by Select Board)

**ARTICLE 20.** To see if the Town will vote to **accept Pearl Street, Debrah Lane, and Teresa Drive as public ways in accordance with M.G.L. c. 82, s. 23**, said ways being depicted on plans entitled Pearl Street Street Acceptance Plan of Land in Millis, MA, Debrah Lane Street Acceptance Plan of Land in Millis, MA, and Teresa Drive Street Acceptance Plan of Land in Millis, MA, all dated August 11, 2022, a copy of which have been placed on file with the Town Clerk's office at least seven (7) days prior to Town Meeting; and, further to authorize the Select Board to accept deeds and/or easements in such ways, along with any appurtenant drainage or utility easements that the Select Board deems necessary for such purposes, or take any other action related thereto.  
(Submitted by Select Board)

**ARTICLE 21.** To see if the Town will vote to transfer from available funds the sum of **\$50,000 To the OPEB Trust Fund Account**, or take any other action related thereto.  
(Submitted by Select Board)

**ARTICLE 22.** To see if the Town will vote to transfer from available funds the sum of **\$300,000 to the MGL Chapter 41, Section 111F Injury Leave Indemnity Fund**, or take any other action related thereto.  
(Submitted by Select Board)

**ARTICLE 23.** To see if the Town will vote to **establish a special purpose stabilization fund for the purchase of ambulances**, effective for fiscal year 2024 and beginning on July 1, 2023, or take any other action related thereto.  
(Submitted by Select Board)

**ARTICLE 24.** To see if the Town will vote to transfer from available funds the sum of **\$300,000 to the Stabilization Fund**, or take any other action related thereto.  
(Submitted by Select Board)

**ARTICLE 25. BY PETITION**

To see if the Town will vote to appropriate \$3,500,000, or any other amount, for the purpose of designing, purchasing and constructing an enclosed sports facility to house four or more combination pickleball and tennis courts to be located at one of the locations known generically as Cassidy Farm or the Braun Property or such other similar location as deemed appropriate by the Town officials to ensure and not delay its construction, which amount shall be raised by borrowing or otherwise, or take any other action relative thereto.  
(Submitted by Petition)

#### **ARTICLE 26. BY PETITION**

To see if the Town will vote to appropriate \$3,500,000, or any other amount, for the purpose of designing, upgrading, expanding, constructing and otherwise renovating the senior center located in VMB, which amount shall be raised by borrowing or otherwise, or to take any other action relative thereto.

(Submitted by Petition)

#### **ARTICLE 27. BY PETITION**

To see if the Town will vote to appropriate \$2,900,000, or any other amount, for the purpose of designing, upgrading, constructing, and otherwise renovating the Lansing Millis building, which amount shall be raised by borrowing or otherwise, or to take any other action relative thereto.

#### **ARTICLE 28. BY PETITION**

To see if the Town will vote to authorize the Select Board to acquire by purchase and to accept the Deed to the Town of a parcel of land, including any structures thereon, located at **270 Exchange Street** (currently known as "Rocklawn"), as shown on the Millis Assessors Map 19, Parcel 049, containing **1.13 acres** more or less, **presently owned by Thomas Roche**, upon such terms and conditions as the Select Board shall determine to be appropriate, to be under the care, custody, management and control of the Select Board (or a Committee appointed by them) for general municipal purposes in keeping with the preservation of the historical value of the property; **and, further, a)** to see if the Town will vote to appropriate the sum of **\$1,250,000** to pay the costs of obtaining the property and for the payment of all other costs incidental and related thereto and to meet this appropriation the Treasurer with the approval of the Select Board is **authorized to borrow** such sum under General Laws Chapter 44, section 7 or any other enabling authority; **and, further, b)** to authorize the Select Board and Town officers to take all related actions necessary or appropriate to carry out this acquisition, including the submission, on behalf of the Town, of any and all applications deemed necessary for grants and/or reimbursements from any state or federal programs and to receive and accept such grants or reimbursements for this purpose; **and, further, c)** to appropriate from the Community Preservation Fund and/or the General Fund the sum necessary to pay the annual cost of said borrowing; **and, further, d)** for the Moderator to appoint a committee of at least seven Millis registered voters (including representatives from the Millis Cultural Council and Historical Commission) to study possible municipal uses for the property which are in the Town's best interest (in keeping with the preservation of the historical aspects of the property), including holding public meetings for Millis residents and the various interested Millis Boards and Committees and report back to the Select Board for further action (if needed) as soon as is reasonable, and/or to act in furtherance of any other purposes in any way connected with the scope of this Article, or act in any other manner relating thereto.

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 17th day of October in the year two thousand and twenty-two.

**TOWN OF MILLIS  
SELECT BOARD**

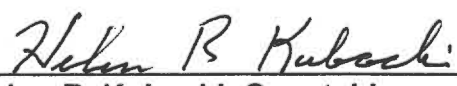
  
Erin T. Underhill, Chair

  
Craig W. Schultze, Vice-Chair

  
Ellen Rosenfeld, Clerk

**A True Copy, Attest**

  
Lisa J. Hardin, Town Clerk

  
Helen R. Kubacki, Constable  
Town of Millis

October 21, 2022



## Town of Millis

### Host Community Agreement

### Marijuana Impact Funds Request - FY2023

Department	Description of Expense	Total Expenses	Date of Proposed Funding
Administration	Administrative Support for HCA	\$9,200.00	Spring TM May 22
Administration	Administrative Support for HCA	\$9,200.00	Fall TM Nov 22
Administration	Social Work Services for the Town of Millis - Entire Community Support	\$35,000.00	Spring TM May 22
Administration	Social Work Services for the Town of Millis - Entire Community Support	\$35,000.00	Fall TM Nov 22
Board of Health	Cannabis use in e-cigarettes/vaping	\$4,000.00	Spring TM May 22
Library	Extend the hours Library is open to the public on Thursdays evening until 8 pm	\$10,400.00	Spring TM May 22
Library	Extend the hours Library is open to the public on Saturdays during July & August	\$2,188.89	Spring TM May 22
Library	Extend the hours Library is open to the public on Friday evening until 8 pm	\$10,400.00	Spring TM May 22
Oak Grove Farm	Grounds improvements to encourage active outdoor recreation for children	\$17,055.00	Spring TM May 22
Police	School Resource Officer Salary	\$52,781.00	Spring TM May 22
Police	School Resource Officer Salary	\$40,678.92	Fall TM Nov 22
Police	Marijuana Stipend - per Contract FY23	\$10,800.00	Spring TM May 22
Police	Marijuana Training	\$45,000.00	Spring TM May 22
Recreation	Teen Program Coordinator-20 hours (\$23/hour)	\$11,960.00	Spring TM May 22
Recreation	Teen Program Coordinator-20 hours (\$23/hour)	\$11,960.00	Fall TM Nov 22
Recreation	2/3 of Benefits (\$1,247.37/month) Teen Coordinator	\$14,968.44	Spring TM May 22
Recreation	Staff for Inclusive Camp- 4 weeks	\$10,880.00	Spring TM May 22
Recreation	Supplies , Equipment, Porta Potty, Water/Pizza/Snacks	\$2,000.00	Spring TM May 22
School	School Adjustment Counselor - 1.0 FTE	\$71,631.00	Fall TM Nov 22
School	Social Emotional Learning Program Teacher - 1.0 FTE	\$35,815.50	Spring TM May 22
School	Social Emotional Learning Program Teacher - 1.0 FTE	\$35,815.50	Fall TM Nov 22
School	After-school activities through Extended Day Program	\$10,000.00	Spring TM May 22
School	Vaping Detectors Middle/High School Bathrooms/Locker Rooms	\$21,000.00	Spring TM May 22
<b>Marijuana Impact Funds Request - FY2023</b>		<b>\$507,734.25</b>	

Marijuana Impact Funds Request - FY2023	\$303,448.83	Spring TM May 22
Marijuana Impact Funds Request - FY2023	\$204,285.42	Fall TM Nov 22
<b>Marijuana Impact Funds Request - FY2023</b>	<b>\$507,734.25</b>	

## Capital Planning Committee Report – November 2022

The Capital Planning Committee (CPC) is pleased to present the Town with our capital planning report for November 2022. The committee was established by the Select Board 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 CPC has worked with the Select Board, Town Administrator, School, DPW, COA, Police, Fire and other town departments to compile the information provided in this report.

For those items considered, the CPC 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 three categories 1) highest priorities 2) medium priorities and 3) lower priorities. It should be noted that the CPC does not choose projects for consideration at Town Meeting based on availability of funding. The Select Board selects projects for inclusion in the Warrant and the Finance Committee makes its recommendation for action at Town Meeting.

The department requests for fiscal year 2023 that the CPC considered are shown in the table below:

	# of projects	Total estimated cost
Highest priorities	5	\$ 1,598,907
Medium priorities	1	25,000
Lower priorities	0	-
Total	6	\$ 1,623,907

Highest priorities include a feasibility study for renovations to the Middle High School, an engineering study for a preliminary design for a new PFAS treatment plant, a new pickup truck and air compressor for the DPW and air conditioning equipment for the Veterans Memorial Building. Medium priorities include a keyless entry system for the VMB.

It is noted that the feasibility study for the Middle High School is one step in a process that could eventually lead to a significant renovation project in the future. This study is required as part of the State MSBA program, which would provide access to state funding for some portion of the project, the level and timing of which is still to be determined.

The Committee also reviewed the proposal for a new Senior Center that will appear on the Town Warrant. This analysis concluded that the project would have been placed on a list of the highest priorities due to the inadequacy of the current facility in the basement of the Veterans Memorial Building, the dramatic increase in the senior population and the opportunity to construct a modern facility providing a broad range of senior services. The Committee commends the Council on Aging and Permanent Building Committee for developing options for the Town to consider and providing opportunity for the Town's residents to provide feedback on the proposals through various open meetings held on the subject. Due to the fact that the building proposal requires a debt exclusion vote, the Committee decided that prioritizing this over other capital needs should be a decision left to the voters.

It is noted that the Committee did not assess any of the petitioned articles relating to alternate proposals for the Senior Center that appear on the warrant as they were not submitted by town departments or committees and fall outside of the scope of the Capital Planning Committee.

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 \$92 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 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. It is also noted that there are several projects on the horizon which will likely require resources beyond available discretionary funding and debt capacity. In addition to the Senior Center and Middle High School renovations noted above, the Town is currently assessing options for the Lansing Millis Building, and use of open space, including athletic fields. The Capital Planning Committee is working with various Town Departments and Committees to assess potential costs for these projects and have included preliminary estimates in our long-term capital plan.

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 Select 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.

Respectfully submitted,

Town of Millis Capital Planning Committee

Jonathan Barry – Chair, Member at Large

Peter Berube (Finance Committee representative)

John Corcoran – Member at Large

Peter Jurmain – Member at Large

James McCaffrey – Member at Large

Marc Conroy (School Committee representative)

Craig Schultze (Select Board representative)

### Capital Planning Committee Priorities for November 2022 Town Warrant

<b>Highest priorities</b>			
Department	Description	Estimated Cost	Comment
DPW	Chevy Silverado	61,940	
DPW	Compressor	26,967	
School	MHS Feasibility study	1,300,000	
VMB	Air conditioning equipment	45,000	
DPW	PFAS engineering study	165,000	
Subtotal		1,598,907	
<b>Medium priorities</b>			
VMB	Keyless entry system	25,000	
Subtotal		25,000	
<b>Lower priorities</b>			
N/A			
Subtotal		0	
Total		\$1,623,907	

## Town of Millis

Capital Planning Committee

Summary of Capital Needs for FY 2023-2032

Row Labels	Sum of 2023	Sum of 2024	Sum of 2025	Sum of 2026	Sum of 2027	Sum of 2028	Sum of 2029	Sum of 2030	Sum of 2031	Sum of 2032	Sum of Indefinite	Sum of 10-Year total
<b>Facilities</b>	<b>2,408,105</b>	<b>870,697</b>	<b>781,159</b>	<b>260,450</b>	<b>52,000</b>	<b>45,000</b>	<b>227,000</b>	<b>96,878</b>	<b>497,000</b>	<b>452,000</b>	<b>35,903,754</b>	<b>41,594,043</b>
COA											16,000,000	16,000,000
DPW											500,000	500,000
Facilities												
Multi												
School	2,044,105	437,697	741,159	28,450				26,878			18,503,500	21,781,789
VMB	364,000	433,000	40,000	232,000	52,000	45,000	227,000	70,000	497,000	452,000	900,254	3,312,254
Fire												
Rec department												
<b>Other</b>	<b>25,000</b>	<b>68,000</b>	<b>50,000</b>	<b>25,000</b>	<b>25,000</b>	<b>25,000</b>	<b>75,000</b>	<b>25,000</b>	<b>25,000</b>	<b>25,000</b>	<b>9,170,000</b>	<b>9,538,000</b>
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												
Equipment												
Fields												
Lansing Millis											7,170,000	7,170,000
Library		18,000	25,000								2,000,000	2,000,000
Oak Grove												43,000
Town Clerk												
Vehicle		25,000					50,000					75,000
<b>Public Safety</b>	<b>344,990</b>	<b>212,500</b>	<b>332,350</b>	<b>220,500</b>	<b>257,450</b>	<b>243,500</b>	<b>592,480</b>	<b>202,495</b>	<b>212,500</b>	<b>500</b>		<b>2,619,265</b>
Equipment	178,990	500	76,350	220,500	204,450	125,500	111,480	202,495	500	500		1,121,265
Vehicle	166,000	212,000	256,000	-	53,000	118,000	481,000		212,000			1,498,000
<b>Public Works</b>	<b>3,187,810</b>	<b>2,942,334</b>	<b>2,920,333</b>	<b>2,397,000</b>	<b>2,422,000</b>	<b>2,487,000</b>	<b>2,397,000</b>	<b>2,397,000</b>	<b>2,552,000</b>	<b>1,840,000</b>	<b>6,722,000</b>	<b>32,264,477</b>
Equipment	103,767											103,767
Infrastructure	3,032,043	2,730,334	2,730,333	2,397,000	2,397,000	2,397,000	2,397,000	2,397,000	2,397,000	1,700,000	6,520,000	31,094,710
Vehicle	52,000	212,000	190,000	-	25,000	90,000			155,000	140,000	202,000	1,066,000
<b>Schools</b>	<b>858,891</b>	<b>749,858</b>	<b>664,409</b>	<b>747,974</b>	<b>531,610</b>	<b>395,399</b>	<b>364,886</b>	<b>608,062</b>	<b>594,536</b>	<b>150,600</b>		<b>5,826,125</b>
Equipment	362,030	307,058	236,433	335,034	254,570	179,870	244,358	517,798	534,536			2,971,687
School	125,000	60,000	60,000	60,000	60,000	60,000	60,000	60,000	60,000	60,000		665,000
Vehicle	371,861	382,800	367,976	352,940	217,040	155,529	60,528	30,264		90,600		2,189,438
<b>(blank)</b>												-
<b>(blank)</b>												-
<b>Grand Total</b>	<b>6,824,796</b>	<b>4,843,389</b>	<b>4,748,251</b>	<b>3,650,924</b>	<b>3,288,060</b>	<b>3,195,899</b>	<b>3,656,366</b>	<b>3,329,436</b>	<b>3,881,036</b>	<b>2,468,100</b>	<b>51,795,754</b>	<b>91,841,910</b>



## **Millis Municipal Finance / Budget Glossary**

### **Appropriation**

An authorization granted by Town Meeting to expend money and incur obligations for specific purposes. An appropriation is usually limited in amount and the time period within which it may be expended.

### **ARPA Funds (American Rescue Plan Act)**

On March 11, 2021, the American Rescue Plan Act (ARPA) was signed into law and provided \$350 billion of funding to states, territories, tribal and local governments to respond to the COVID-19 public health emergency and its economic impacts. Eligible uses of the funds are as follows: water and sewer infrastructure, broadband infrastructure, public sector revenue loss, premium pay for essential workers, assistance to impacted workers, families, and businesses, and to support public health responses to COVID-19. Millis was allocated \$869,795.68 in ARPA funds from the Federal government and \$1,614,120 from Norfolk County.

### **Available Funds**

Balances in the various fund types that represent non-recurring revenue sources. Examples of available funds are free cash, stabilization fund, and overlay surplus (all defined herein).

### **Bond**

A written promise to pay a specified sum of money, called the face value or principal amount, at specified dates in the future, called the maturity date(s), together with periodic interest at a specified rate. Bond Anticipation Notes (BANs) are executed by the Select Board. The difference between notes (usually one year or two years in length) and a bond is that a bond runs for a longer period of time. Examples of projects Millis has recently bonded include: Clyde Brown School and Dover Road Water Main reconstruction.

### **Bond Rating (Municipal)**

A credit rating assigned to a municipality to help investors assess the future ability, legal obligation, and willingness of the city or town to make timely debt service payments. A bond rating helps prospective investors determine the level of risk associated with a given fixed-income investment. Higher ratings usually mean lower interest rates are available to the town when it needs to borrow funds.

### **Capital Assets**

All tangible property used in the operation of government which is not easily converted into cash and has an initial useful life extending beyond a year. Capital assets include land and land improvements, buildings and building improvements, machinery and equipment.

### **CARES Act Funds (FY20 and FY21)**

The federal Coronavirus Aid, Relief, and Economic Security Act (the "CARES Act") provides federal funding to cities and towns to 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. 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." Funds may not be used to substitute for lost revenue
2. Not budgeted as of March 27, 2020 when the CARES Act was enacted and may not supplant state or municipal spending
3. Incurred on or after March 1, 2020, up to December 30, 2020

### **Chapter 70 School Funds**

Chapter 70 refers to the school funding formula created under the Education Reform Act of 1993 by which state aid is distributed to Massachusetts towns through the Cherry Sheet (definition follows).

### **Chapter 90 Highway Funds**

State funds derived from periodic transportation bond authorizations and apportioned to communities for highway projects based on a formula under the provisions of MGL Ch. 90 §34. The Chapter 90 formula comprises three variables: local road mileage as certified by the Massachusetts Highway Department (MHD), local employment level derived the Department of Employment and Training (DET), and population estimates from the US Census Bureau.

## **Millis Municipal Finance / Budget Glossary**

Local highway projects are approved in advance. Later, on the submission of certified expenditure reports to MHD, communities receive cost reimbursements to the limit of the grant.

### **Cherry Sheet**

Named for the cherry colored paper on which they were originally printed, the Cherry Sheet is the official notification to cities, towns and regional school districts of the next fiscal year's state aid and assessments.

### **Collective Bargaining**

The process of negotiating workers' wages, hours, benefits, working conditions, etc., who are represented by a recognized labor union.

### **Consent Agenda**

Articles on the Consent Agenda are exceptions to the general process of Town Meeting. In every Town Meeting warrant the Select Board, in consultation with Town Counsel, the Moderator and the Finance Committee, identify those articles they feel should generate no controversy and can be properly voted without debate. These articles are put on the Consent Agenda to allow motions under these articles to be acted upon as one unit and to be passed without debate. At the call of the Consent Agenda, the Moderator will read out the numbers of the articles, one by one. If one or more voters object to any particular article being included in the Consent Agenda, they say "Hold" in a loud voice when the number is called. The article will then be removed automatically from the Consent Agenda and restored to its original place in the warrant, to be debated and voted upon in the usual manner. After the calling of the individual items in the Consent Agenda, the Moderator will ask for a motion that the voters pass all items remaining AS A UNIT on one vote. Use of the Consent Agenda process makes the Town Meeting more efficient by speeding up the handling of what are typically non-controversial items.

### **Debt Exclusion**

An action taken by a community through a referendum vote to raise the funds necessary to pay debt service costs for a particular project from property taxes above the limits under Prop 2 ½.

### **Debt Service**

The repayment cost, usually stated in annual terms and based on an amortization schedule, of the principal and interest on any outstanding bonds payable by the Town of Millis and its departments.

### **DESE (Massachusetts Dept. of Elementary and Secondary Education)**

Often pronounced as "Desi," this state agency governs strategic policy, professional licensing, Ch. 70 state funding, standardized testing and quality standards for public school education. In a fiscal budget context, DESE's compliance requirements and budgetary decisions greatly impact the Millis School District and decisions brought to Town Meeting by the Millis School Committee.

### **Deficit**

The excess of expenditures over revenues during an accounting period.

### **Enterprise Funds**

A separate accounting and financial mechanism for municipal services for which a fee is charged for goods or services. Enterprise funds allow surpluses to be used to reduce fees for the services or to pay for capital improvements. Millis has three Enterprise Funds: Water, Sewer and Stormwater.

### **Elementary School Building Committee (ESBC)**

The Massachusetts School Building Authority (MSBA) as our State school funding partner, requires all districts in the funding pipeline for a new or renovated school to form a School Building Committee. Millis formed the Elementary School Building Committee (ESBC) on 7/29/14, which includes all member of the Permanent Building Committee (PBC), representatives from the School Committee, Board of Selectmen (or Select Board), Finance Committee, school officials, and one community member with a building construction background.

## **Millis Municipal Finance / Budget Glossary**

### **Fiscal Year (FY)**

Since 1974, Massachusetts has operated on a budget cycle that begins July 1 and ends June 30.

### **Fixed Costs**

Costs that are legally or contractually mandated such as retirement, payroll taxes, insurance, and debt service.

### **Foundation Budget**

The local town spending target imposed by the Education Reform Act of 1993 for each school district as the level necessary to provide an adequate education for all students.

### **Free Cash**

Remaining, unrestricted funds from operations of the previous fiscal year. Unpaid property taxes reduce the amount that can be certified as free cash. Free cash must be certified by the State Bureau of Accounts and is not available for appropriation (use) until this is complete and communicated to the town. Free cash is offset by property tax receivables and certain deficits, and thus can be a negative number.

### **GAAP (Generally Accepted Accounting Principles)**

These describe financial reporting practices that provide accountability between a government and its citizens, legislative, auditing, creditor and oversight bodies.

### **GASB (Governmental Accounting Standards Board)**

This is independent organization establishes accounting and financial reporting standards that are recognized as authoritative and state and local governments. These standards are intended to provide transparent, useful financial reporting information to taxpayers, public officials and lenders.

### **Level Funded Budget**

A "level funded" fiscal budget appropriates the same amount of money to each municipal department as the prior fiscal year. This is tantamount to a budget cut from the prior year due to increases in mandated annual fixed costs that are subject to inflation or contract negotiations (health insurance, special education, union/executive contracts with increases). A level funded budget usually results in cuts in personnel and services as well as cuts to the general municipal operating budget.

### **Levy**

The amount a municipal government raises through the property tax. The new levy cannot exceed an annual increase of 2.5% in order to comply with "Prop 2 ½" (definition follows).

### **Local Aid**

Revenue allocated by the Commonwealth to cities, towns, and regional school districts.

### **Local Receipts**

Locally generated revenues, other than real and personal property taxes. Examples include motor vehicle excise tax, investment income, fees, rentals and charges

### **Minimum Local Contribution**

The minimum that a city or town must appropriate from property taxes for the support of schools.

### **MS4 (Municipal Separate Storm Sewer Systems)**

The U.S. Environmental Protection Agency (EPA) and the Massachusetts Department of Environmental Protection (DEP) regulate how small Municipal Separate Storm Sewer Systems (MS4s) obtain coverage under National Pollutant Discharge Elimination System (NPDES) general permits. The NPDES program controls water pollution by regulating sources that discharge pollutants to surface waters. These rules constitute an unfunded mandate from the federal and state government with which Millis is required to comply to "reduce the discharge of pollutants from the MS4 to the maximum extent practicable, to protect water quality, and to satisfy the appropriate water quality requirements of the Clean Water Act," referred to as the "MS4 permit standard".

## **Millis Municipal Finance / Budget Glossary**

### **MSBA (Massachusetts School Building Authority)**

This quasi-independent government authority whose mission is to partner with Massachusetts communities to support the design and construction of public school facilities. The MSBA, which has a dedicated revenue stream of one penny of the State's 6.25-percent sales tax, collaborates with municipalities to equitably invest in finding the right-sized, most fiscally responsible and educationally appropriate solutions to create safe, sound, and sustainable learning environments.

### **MUNIS Software**

Munis is an Enterprise Resource Planning (ERP) software system designed to handle public sector needs. The software is designed to integrate different areas of administering Town departments and resources and is used by government agencies and schools. The MUNIS system manages financials, procurement, human resources, payroll, and revenues.

### **Net School Spending**

School budget and municipal budget amounts attributable to education, excluding long-term debt service, student transportation, school lunches and certain other specified school expenditures. A community's net school spending must equal or exceed the requirement established annually by the DOE.

### **Non-Recurring Revenue Source**

A one-time source of money available to a city or town. By its nature, a non-recurring revenue source cannot be relied upon in future years. Therefore, such funds should not be used for operating or other expenses that continue from year-to-year.

### **OPEB (Other Post-Employment Benefits)**

In addition to a salary, many town employees earn benefits over their years of service that will not be received until after their employment with the town ends. The most common type of these post-employment benefits is a pension. Post-employment benefits other than pensions generally take the form of medical insurance and other healthcare benefits provided to eligible retirees, including in some cases their beneficiaries. They may also include some type of life insurance. As a group, these are referred to as OPEB. Each public entity must account for and report OPEB in its accounting statements. Through actuarial analysis, municipalities must identify the true costs of the OPEB earned by employees over their estimated years of actual service.

### **OPEB Trust Fund**

Massachusetts law allows a city or town to set up a special trust fund, the OPEB (Other Post-Employment Benefits) Liability Trust Fund, to function like a pension fund for town employees. The OPEB Trust Fund in Millis is managed by the town Treasurer and this outstanding liability by the town is reviewed annually. Once money is deposited into the OPEB account, it cannot be withdrawn for any other purpose. Based on analysis by the state and other auditors, the OPEB Trust Fund in Millis is significantly underfunded on the order of over \$30 million. Therefore, we are funding OPEB requirements for retired town workers on an as-you-go basis each year.

### **Overlay**

An account established annually to fund anticipated tax abatements, exemptions and uncollected taxes. The overlay is not established by the normal appropriation process, but rather is raised on the tax recap sheet.

### **Overlay Surplus**

Any balance in the overlay account of a given year in excess of the amount remaining to be collected or abated can be transferred into this account. At the end of each fiscal year, unused overlay surplus is "closed" to surplus revenue; in other words, it becomes a part of free cash.

### **Override**

A vote by the community at an election to permanently increase the levy limit to support a specific capital initiative, e.g., the new Clyde Brown School. An override vote may increase the levy limit no higher than the levy ceiling. The override question on the election ballot must state a purpose for the override and the dollar amount.

## **Millis Municipal Finance / Budget Glossary**

### **Prop 2½ (Proposition 2 ½, MGL Ch. 59 §21C)**

A state law enacted in 1980, Proposition 2½ limits the amount of revenue a city or town may raise from local property taxes each year to fund municipal operations when compared to the prior fiscal year.

- The amount raised by property taxes cannot exceed 2½% of the value of all taxable property in the town
- The tax rate cannot be higher than \$25.00 per \$1,000 of valuation
- The property tax levy limit cannot be increase more than the 2½% over the prior year's levy limit, plus new growth and any overrides or exclusions, unless an override is approved by voters.

### **Quorum**

The Millis Town Charter, effectively the constitution of our town, establishes that a quorum, or a percentage of registered resident voters, is required to conduct town business as Town Meeting. These percentages for a Quorum and required voting percentages for approval of Articles are defined in the Town By-Laws.

### **Reserve Fund**

An amount set aside annually to provide a funding source for extraordinary or unforeseen expenditures. The Finance Committee can authorize transfers from the reserve fund.

### **Recurring Revenue**

A source of money used to support town expenses, which can be relied upon, at some level, in future years.

### **Revolving Fund**

This is analogous to having separate savings accounts to collect inbound revenue in order that it be earmarked and/or reinvested by the sponsor committee or department, without the need for formal appropriation proceedings. For departmental revolving funds, MGL Ch. 44 §53E½ stipulates that each fund must be reauthorized each year at annual town meeting. The State establishes balance and spending restrictions.

### **Special Town Meeting**

When an important decision must be brought to the voters, a Special Town Meeting may be called by the Select Board, by a signed petition by two-hundred registered voters, or as otherwise provided by MGL. All prevailing open meeting laws apply for advance notification. According to Millis Town By-Laws, 4% of then legal resident voters shall constitute a quorum for any business at Special Town Meeting, except that a number less than that may adjourn.

### **Stabilization Fund**

A fund designed to accumulate amounts for capital and other future spending purposes, or for unforeseen and emergency purposes, although it may be appropriated for any lawful purpose. Millis' current Stabilization Fund Policy requires having at least 5% of General Fund Budget Expenditures in the Stabilization reserve as of June 30.

- If the Town does not meet the 5% goal, then funds shall be appropriated in subsequent Town Meetings to replenish the Stabilization Reserve to the 5% level. A minimum of \$50,000 per annual Fall town meeting shall be appropriated to the Stabilization Reserve to reach the 5% goal.
- If the 5% goal is met, then a minimum of \$50,000 shall be appropriated to the OPEB Trust Fund. If only a portion of the \$50,000 is needed for the Stabilization Fund, then the balance of the funds will be appropriated to the OPEB Trust fund.
- If use of the Stabilization Fund drops the fund balance below the 5% goal, then the town shall develop a funding schedule to re-attain the 5% goal within three years or less.

### **Stormwater Utility**

In November 2017, Millis approved the creation of a stormwater utility fee in order to help the town pay for compliance with EPA and MassDEP clean water regulations. Like water and sewer utility fees, the stormwater fee pays into a separate stormwater enterprise fund. The funding in the stormwater enterprise fund may only be used for stormwater programs and administration. The Stormwater Utility Fee rates are assessed by square footage of impervious area on each property in Millis.

## **Millis Municipal Finance / Budget Glossary**

### **Surplus Revenue**

The total amount of cash, accounts receivable, and other assets that exceed liabilities and reserves, computed at the end of a fiscal year.

### **Town Meeting**

This is both an event and an entity. As an event, attending "the Town Meeting" is to join a scheduled gathering of our town's eligible registered voters. When assembled, as "Town Meeting," these voters serve as the town's legislative authority to act upon, deliberate and vote on financial and bylaw decisions as the corporate decision stewards of the town. The State offers a downloadable handbook, *The Citizen's Guide to Town Meetings*, via the Secretary of State's web page: [http://www.sec.state.ma.us/cis/cispdf/Guide\\_to\\_Town\\_Meetings.pdf](http://www.sec.state.ma.us/cis/cispdf/Guide_to_Town_Meetings.pdf)

### **Voting**

Open Town Meeting empowers *each* eligible voter to have an *equal* vote for each Warrant Article. These votes occur as directed by the Moderator and as described in *Town Meeting Time: A Handbook of Parliamentary Law*. The majority as renders each decision varies between: a) simple majority (budgeted spending); b) 2/3 majority (bylaws, borrowing, zoning, etc.); and c) 4/5 majority to authorize the payment of any bills unpaid from prior periods.

### **Warrant**

An authorization for an action. A Town Meeting Warrant establishes the matters that may be acted on by that Town Meeting, the legislative branch of the town.

*The Massachusetts Department of Revenue's expanded glossary can be found at*

[https://www.mass.gov/doc/municipal-finance-glossary/download?\\_ga=2.130041803.592443920.1592231586-1102096423.1557337561](https://www.mass.gov/doc/municipal-finance-glossary/download?_ga=2.130041803.592443920.1592231586-1102096423.1557337561)







Annual Fall Town Meeting

Middle/High School Auditorium

Thursday, November 10, 2022 at 7:30 PM

Presort – Standard

U.S. Postage Paid

Millis, MA 02054

Permit Number 20

ECRWSS

Pre-Town Meeting

Wednesday, November 2, 2022 at 7:00 PM

900 Main Street – Room #229 and

Via Zoom: <https://us02web.zoom.us/j/81916283873>

Millis Select Board

Erin Underhill, Chair

Craig Schultze, Vice Chair

Ellen Rosenfeld, Clerk

To: Postal Customer  
Millis, MA 02054



# **MOTIONS**

**2022**

**FALL 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 Thursday, the tenth day of November, AD 2022 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**

## **FALL 2022 TOWN MEETING ARTICLE LIST**

- 1. Unpaid Bills**
- 2. FY23 Operational Budget Adjustments**
- 3. Personnel Plan Changes**
- 4. Capital Items**
- 5. Road & Sidewalk Construction, Design and Repair**
- 6. Repairs to Baseball & Softball Fields**
- 7. Feasibility Study – Middle/High School Renovation**
- 8. New Senior/Community Center**
- 9. Adoption of MGL c.59, 5, Clause 22H Gold Star Families**
- 10. Reduce Veterans Residency Requirements for Local Tax Exemptions/Abatements**
- 11. 12-14 Exchange Street- Environmental Settlement and Phase 2 Report**
- 12. Repayment to Advesa for Cannabis HCA Deposit**
- 13. Funding for FY22 Snow & Ice Deficit**
- 14. Lead Line Service Inventory and Replacement Plan**
- 15. Water Management Act - Permit Renewal Support**
- 16. Preliminary Design of a PFAS Treatment Plant at Well #3**
- 17. Sewer & Stormwater Asset Management System**
- 18. Engineering Services for Infiltration & Inflow Investigation**
- 19. Unemployment Account**
- 20. Acceptance of Pearl Street, Debrah Lane, and Teresa Drive**
- 21. OPEB Funding**
- 22. Ch. 41 Section 111F Injury Leave Indemnity Fund**
- 23. Establish Stabilization Account under MGL Ch. 40, Sect. 5B for the Purchase and Operation of Town Ambulances**
- 24. Stabilization Fund**
- 25. Article By Petition**
- 26. Article By Petition**
- 27. Article By Petition**
- 28. Article By Petition**

**ARTICLE 1.** I move that the Town vote to transfer from Free Cash the sum of **\$7,317.42**, transfer the sum of **\$2,419.11** from Sewer Enterprise Reserves, and transfer the sum of **\$4,383.12** from Water Enterprise Reserves, for a total sum of **\$14,119.65** for unpaid bills as written in the warrant.

<b>DEPARTMENT</b>	<b>VENDOR</b>	<b>AMOUNT</b>
Animal Control	WB Mason	\$599.94
DPW	J.C. Madigan	\$146.22
DPW	K & K Mulch	\$648.00
DPW	Grainger	\$225.28
DPW	Williams Scotsman	\$35.00
DPW	Direct Energy	\$231.82
DPW	United Construction & Forestry	\$83.52
Select Board	Rocky's Ace Hardware	\$49.97
Select Board	Innovex	\$206.52
Select Board	Eversource	\$442.65
Building	Verizon Wireless	\$113.82
Building	Town of Millis – Postage	\$140.97
Building	WB Mason	\$627.40
Town Clerk	D2G Group	\$867.01
Library	Staff Longevity Payment	\$750.00
Zoning Board	Staff Payroll	\$161.88
Fire	Staff Retro Payroll	\$1,954.44
Elections	WB Mason	\$35.98
<b>TOTAL GENERAL FUND UNPAID BILLS</b>		<b>\$7,317.42</b>
DPW	Williams Scotsman	\$35.00
DPW	Direct Energy	\$231.83
DPW	Univars	\$2,152.28
<b>TOTAL SEWER ENTERPRISE UNPAID BILLS</b>		<b>\$2,419.11</b>
DPW	Williams Scotsman	\$35.00
DPW	Ad Print	\$210.00
DPW	Thomas Frasca	\$145.00
DPW	Our Town Publishing	\$369.00
DPW	Direct Energy	\$231.83
DPW	Univars	\$2,152.29
DPW	Roberts Chemicals	\$1,240.00
<b>TOTAL WATER ENTERPRISE UNPAID BILLS</b>		<b>\$4,383.12</b>
<b>TOTAL UNPAID BILLS</b>		<b>\$14,119.65</b>

**4/5ths Vote**

**ARTICLE 2.** I move that the Town vote to transfer from Marijuana Impact Fees (Free Cash) the sum of **\$204,285.42** for additional wages and expenses not sufficiently funded under Article 3 - Operating Budgets, of the May 2, 2022 Annual Town Meeting, as written in the warrant.

<b><u>Department</u></b>	<b><u>Description of Expense</u></b>	<b><u>Total Expenses</u></b>
Administration	Administrative Support for HCA	\$9,200.00
Administration	Social Work Services – Entire Community	\$35,000.00
Police	School Resource Officer Salary	\$40,678.92
Recreation	Teen Program Coordinator	\$11,960.00
School	School Adjustment Counselor – 1.0 FTE	\$71,631.00
School	Social Emotional Program Teacher -1.0FTE	<u>\$35,815.50</u>
<b>Marijuana Impact Funds Request - FY2023</b>		<b>\$204,285.42</b>

## **Majority Vote**

**ARTICLE 3.** I move that the Town vote to adopt **amendments to Schedules A, B, and C of the Town of Millis Personnel Plan** effective as of the beginning of FY23, as shown in the Finance Committee Report.

**Majority Vote**

**ARTICLE 4.** I move that the Town vote to transfer from Free Cash the sum of **\$92,226.75**, and transfer from Water Enterprise Reserves the sum of **\$22,226.75**, and transfer from Sewer Enterprise Reserves the sum of **\$22,226.75**, and transfer from Stormwater Enterprise Reserves the sum of **\$22,226.75**, for a total sum of **\$158,907** to fund the following Capital items:

<b>#</b>	<b>Department</b>	<b>Item</b>	<b>Cost</b>
1.	Town Buildings	VMB – Chiller Coil Replacement	\$45,000
2.	Town Buildings	VMB & Library Keyless Entry System	\$25,000
3.	DPW	Air Compressor	\$26,967
4.	DPW	Chevy Silverado with Plow	<u>\$61,940</u>
Total			<b>\$158,907</b>

**Majority Vote**

**ARTICLE 5.** I move that the Town vote to transfer from Free Cash the sum of **\$500,000**, for Road/Sidewalk Construction, Design, Repair, and Maintenance.

**Majority Vote**



**ARTICLE 6.** I move that the Town vote to transfer from Free Cash the sum of **\$45,000**, to pay for repairs to Majors Field and Softball Fields 1 and 2.

**Majority Vote**

**ARTICLE 7.** I move that the Town of Millis appropriates **one million, three hundred thousand dollars (\$1,300,000)** for the purpose of paying costs of conducting a **feasibility study of the renovation, addition, or replacement of the Millis Middle High School** located at 245 Plain Street in Millis, Massachusetts, 02054, including the payment of all costs incidental or related thereto, and for the Town may be eligible for a grant from the Massachusetts School Building Authority (“MSBA”), said amount to be expended under the direction of the Millis Middle High School Building Committee. To meet this appropriation, the Treasurer, with the approval of the Select Board, is authorized to borrow said amount under and pursuant to G.L. c. 44 or pursuant to any other enabling authority. The Town acknowledges that the MSBA’s grant program is a non-entitlement, discretionary program based on need, as determined by the MSBA and any costs the Town incurs in excess of any grant approved by and received from the MSBA shall be the sole responsibility of the Town, and that the amount of borrowing authorized pursuant to this vote shall be reduced by any grant amount set forth in the Feasibility Study Agreement that may be executed between the Town and the MSBA.

**2/3rds Vote**

**ARTICLE 8.** I move that the Town appropriates **\$16,000,000** to pay costs of **designing, constructing, furnishing and equipping a new Senior Center**, including the payment of all other costs incidental and related thereto, and that to meet this appropriation, the Treasurer, with the approval of the Select Board, is authorized to borrow said amount, under and pursuant to G.L. c. 44, §7(1) or any other enabling authority, and to issue bonds or notes of the Town therefor. No amounts shall be borrowed or expended hereunder unless and until the Town shall have voted to exclude the amounts required to repay any such borrowing from the limitations on total property taxes set forth in G.L. c. 59, §21C (also known as Proposition 2 ½).

**2/3<sup>rd</sup> Vote**

**ARTICLE 9.** I move that the Town vote to **adopt MGL c.59, section 5, Clause 22H** which would provide a real estate tax exemption for Gold Star families.

**Majority Vote**

**ARTICLE 10.** I move that the Town vote to reduce the residency requirement for Local Real Estate Tax Exemptions for Veterans from two (2) years to one (1) year, in accordance with M.G.L. c. 59, section 5.

**Majority Vote**

**ARTICLE 11.** I move that the Town vote to transfer from Free Cash the sum of **\$85,000** for an Environmental Impact Settlement and Phase 2 Report for the property located at 12-14 Exchange Street.

**Majority Vote**

**ARTICLE 12.** I move that the Town vote to transfer the sum of **\$25,000** from Marijuana Impact Fees (Free Cash) to reimburse Advesa for its initial deposit related to its HCA agreement with the Town.

**Majority Vote**

**ARTICLE 13.** I move that the Town vote to transfer from Free Cash the sum of **\$128,721.70** to fully fund the **FY22 Snow & Ice Deficit**.

**Majority Vote**



**ARTICLE 14.** I move that the Town appropriates **\$139,000** to pay costs associated with the **lead line service inventory and replacement plan** and the payment of all costs incidental and related thereto including, but not limited to data screening, inventory development and GIS mapping, and that to meet this appropriation, the Treasurer, with the approval of the Select Board, is authorized to borrow said amount under and pursuant to G.L. c. 44, §8(4) or any other enabling authority, and to issue bonds or notes of the Town therefor. All or any portion of the borrowing authorized by this vote may be obtained through the Massachusetts Clean Water Trust. The Select Board is authorized to apply for, accept and expend any state or federal aid that is or may become available for these purposes and the total amount authorized to be borrowed by this vote shall be reduced to the extent of any federal or state grants received on account of this project. Further, that the \$139,000 appropriation included as part of the FY23 Budget is hereby replaced with this appropriation and is of no further effect.

**2/3rds Vote**

**ARTICLE 15.** I move that the Town vote to transfer from Water Enterprise Reserves the sum of **\$56,864 for Water Management Act Permit Renewal Support.**

**Majority Vote**

**ARTICLE 16.** I move that the Town vote to transfer from Water Enterprise Reserves the sum of **\$165,000 for the Preliminary Design of a PFAS Treatment Plant at Well 3#.**

**Majority Vote**

**ARTICLE 17.** I move that the Town appropriate **\$250,000** to pay costs associated with the **asset management program phase 3 - purchase and development of a Sewer and Stormwater Asset Management system**, and for the payment of all costs incidental and related thereto, and that to meet this appropriation, \$100,000 shall be transferred from Stormwater Reserves, and the Treasurer, with the approval of the Select Board, is authorized to borrow \$150,000 under and pursuant to G.L. c. 44, §7(1), or any other enabling authority, and to issue bonds or notes of the Town therefor. All or any portion of the borrowing authorized by this vote may be obtained through the Massachusetts Clean Water Trust. The Select Board is authorized to apply for, accept and expend any state or federal aid that is or may become available for these purposes and the total amount authorized to be borrowed by this vote shall be reduced to the extent of any federal or state grants received on account of this project. The **\$150,000** appropriation included as part of the FY23 Sewer Enterprise Budget to pay costs of this project is hereby replaced with this appropriation and is of no further effect.

**2/3rds Vote**

**ARTICLE 18.** I move that the Town vote to transfer the remaining balances of closed projects from the following Sewer Capital Articles; **\$32,995.39** from Article 8 of the Annual Town Meeting of November 3, 2014, **\$49,093.22** from Article 17 of the Annual Town Meeting of May 10, 2004, and **\$48,245.00** from Article 32 of the Annual Town Meeting of May 12, 2014, for a total sum of **\$130,333.61 for Engineering Services for an Infiltration and Inflow Investigation Project.**

**Majority Vote**

**ARTICLE 19.** I move that the Town vote to transfer from Free Cash the sum of **\$25,000 to the Unemployment Account.**

**Majority Vote**

**ARTICLE 20.** I move that the Town vote to **accept Pearl Street, Debrah Lane, and Teresa Drive as public ways in accordance with M.G.L. c. 82, s. 23**, said ways being depicted on plans entitled Pearl Street Street Acceptance Plan of Land in Millis, MA, Debrah Lane Street Acceptance Plan of Land in Millis, MA, and Teresa Drive Street Acceptance Plan of Land in Millis, MA, all dated August 11, 2022, a copy of which have been placed on file with the Town Clerk's office at least seven (7) days prior to Town Meeting; and, further to authorize the Select Board to accept deeds and/or easements in such ways, along with any appurtenant drainage or utility easements that the Select Board deems necessary for such purposes.

**Majority Vote**

**ARTICLE 21.** I move that the Town vote to transfer from Free Cash the sum of **\$50,000 to the OPEB Trust Fund Account.**

**Majority Vote**



**ARTICLE 22.** I move that the Town vote to transfer from Free Cash the sum of **\$300,000 to the MGL Chapter 41, Section 111F Injury Leave Indemnity Fund.**

**Majority Vote**

**ARTICLE 23.** I move that the Town vote to **establish a special purpose stabilization fund for the purchase of ambulances**, effective for fiscal year 2024 and beginning on July 1, 2023.

**2/3rds Vote**

**ARTICLE 24.** I move that the Town vote to transfer from Free Cash the sum of **\$300,000 to the Stabilization Fund.**

**Majority Vote**

Town of Millis  
November 2022 Annual Fall Town Meeting  
Article List

#	FinCom	Article	Amount	Recommendation	Funding Source
1	Joyce	Unpaid Bills:	\$7,317.42	Approve	Free Cash
			\$2,419.11		Sewer Enterprise Reserves
			\$4,383.12		Water Enterprise Reserves
2	Jodie	FY23 Operational Budget Adjustments:	\$204,285.42	Approve	Marijuana Impact Free/Free Cash
		Administrative Support for HCA	\$9,200.00		
		Social Work Services - Entire Community	\$35,000.00		
		School Resource Officer	\$40,678.92		
		Teen Program Coordinator	\$11,960.00		
		School Adjustment Counselor - 1 FTE	\$71,631.00		
		Social Emotional Program Teacher - 1 FTE	\$35,815.50		
3	Jodie	Personnel Plan Amendments	N/A	Approve	
4	Pete	Capital Items:	\$158,907.00		
		Town Buildings - VMB Chiller Coil Replacement	\$45,000.00		Free Cash
		Town Buildings - VMB & Library Keyless Entry System	\$25,000.00		Free Cash
		DPW - Air Compressor	\$26,967.00		Free Cash/Wtr/Swr/Swm Enterprise Reserves
		DPW - Chevy Silverado with Plow	\$61,940.00	Approve	Free Cash/Wtr/Swr/Swm Enterprise Reserves
5	Patrick	Road & Sidewalk Construction, Design and Repair	\$500,000.00	Approve	Free Cash
6	Patrick	Repairs to Major Field and Softball Fields	\$45,000.00	Approve	Free Cash
7	Pete	Feasibility Study - Middle/High School Renovation	\$1,300,000.00	Approve	Borrowing
8	Pete	New Senior/Community Center	\$16,000,000.00	Not Approved	Borrowing
9	Peter U	Adoption of MGL C59, 5, Clause 22H - Gold Star Families	N/A	Approve	
10	Peter U	Reduce Veterans Residency Requirements for Local Tax Exemptions/Abatements	N/A	Approve	
11	Patrick	12-14 Exchange Street - Environmental Impact Settlement and Phase 2 Report	\$85,000.00	Approve	Free Cash
12	Sara	Repayment to Advesa for Cannabis HCA Deposit	\$25,000.00	Approve	Marijuana Impact Free/Free Cash
13	Jon L	Funding for FY22 Snow & Ice Deficit	\$128,721.70	Approve	Free Cash
14	John S	Lead Line Service Inventory and Replacement Plan	\$139,000.00	Approve	Water Enterprise Reserves/DEP Grant
15	John S	Water Management Act - Permit Renewal Support	\$56,864.00	Approve	Water Enterprise Reserves
16	Cathy	Preliminary Design of a PFAS Treatment Plant at Well #3	\$165,000.00	Approve	Water Enterprise Reserves
17	Cathy	Sewer and Stormwater Asset Management System	\$250,000.00	Approve	Borrowing
18	Cathy	Engineering Services for Infiltration and Inflow Investigation	\$130,333.61	Approve	Sewer Rescinded Borrowing
19	Jon L	Unemployment Account	\$25,000.00	Approve	Free Cash
20	Joyce	Acceptance of Pearl Street, Debrah Lane and Teresa Drive	N/A	Approve	
21	Joyce	OPEB Funding	\$50,000.00	Approve	Free Cash
22	Sara	Ch 41 Section 111F Injury Leave Indemnity Fund	\$300,000.00	Approve	Free Cash
23	Jon L	Establish Stabilization Fund under MGL Ch 40 Section 5B for the Purchase and Operation of Town Ambulances	N/A	Approve	
24	Patrick	Stabilization Fund	\$300,000.00	Approve	Free Cash
25	Sara	Citizen Petition - Sports Facility	\$3,500,000.00	Dismissal	
26	Peter U	Citizen Petition - Senior Center	\$3,500,000.00	Dismissal	
27	John S	Citizen Petition - Lansing Millis Building Restoration	\$2,900,000.00	Dismissal	
28	Jodie	Citizen Petition - Rocklawn 270 Exchange Street	\$1,250,000.00	Dismissal	
Certified Free Cash			\$2,926,232.00		
Marijuana Impact Fees Appropriated			\$229,285.42		
Free Cash Appropriated			\$1,533,265.87		
Balance			\$1,163,680.71		

## MAIN CONSTRUCTION COST SUMMARY

	Construction Start	Gross Floor Area	\$/sf	Estimated Construction Cost
<b>OPTION 2</b>				
<b>CASSIDY FARMS</b>				
1-STORY NEW CONSTRUCTION		15,000	\$424.60	\$6,368,959
SITEWORK				\$1,829,497
SUB-TOTAL	Fall 2023	15,000	\$546.56	\$8,198,456
DESIGN AND PRICING CONTINGENCY	12.0%			\$983,815
ESCALATION TO START	7.42%			\$608,325
SUB-TOTAL				\$9,790,596
GENERAL CONDITIONS / GENERAL REQUIREMENTS; 12 MONTH DURATION				\$960,000
SUB-TOTAL				\$10,750,596
BONDS	0.80%			\$83,146
INSURANCE	1.25%			\$129,915
PERMIT				\$195,812
SUB-TOTAL				\$11,159,469
PROFIT	5.0%			\$557,973
SUBTOTAL OF ALL CONSTRUCTION		15,000	\$781.16	\$11,717,442
OWNER CONTINGENCY				Excluded
TOTAL OF ALL CONSTRUCTION	Fall 2023	15,000	\$781.16	<b>\$11,717,442</b>
<b>ADD ALTERNATE; Gymnasium Addition @ 7,400 GSF</b>				
		7,400	\$492.51	\$3,644,565
TOTAL CASSIDY FARMS INCLUDING GYMNASIUM		22,400	\$685.80	<b>\$15,362,007</b>

Craig,

I had a chance to speak with Bryan Jarvis, the OPM on the Pembroke Senior Center project. He is with Compass Project Management. As you know we have a very good working relationship with Compass. They worked on the Fire/Police stations and the Clyde Brown school. In addition, their president, Tim Bonfatti was the consultant the school committee went to for advice regarding the adequacy of their \$1.3M design study warrant article.

Bryan and I were able to discuss the details in their numbers and reconcile them with the estimates we provided for the \$16M Cassidy Farm option. There are 4 major areas of difference:

The Pembroke project includes 13,000 sq ft for a gym, which lowers their cost for the remainder of their facility significantly. Deleting that square footage and reducing the cost by \$492/ft, which our consultant estimated for the gym results in a deletion of \$6,396,000 from their \$18M total estimate. That leaves a 14,800 sq ft project at a cost of \$11,640,000 (\$786/ft) vs our projected cost for 15,000 sq ft of \$11,717,442 (\$781/ft).

The Pembroke project cost is in today's dollars. Our estimate includes a 7.4% mark-up for price escalation for construction to begin in the fall of 2023. Making this adjustment of \$608,325 for comparison purposes reduces our sq ft cost even further, to \$740/ft. Bryan Jarvis said that cost estimators are projecting 8% now, with the hope that will come down. We believe the escalation cost in our estimate is reasonable.

We are high on our Architect and Engineering fee. The Pembroke cost, including what they describe as Administration expense is roughly 10% of construction cost. Bryan advises that as the cost of construction goes up (labor and materials) to simply apply traditional mark-ups or A/E would inflate that cost.

We knew we were high (and wanted to be, rather than being too low and having to ask for additional funds after the fact). Pembroke is a perfect example of why we should avoid that situation. First, their contract required the general and all sub-contractors to hold their prices for 60 days. That required them to include additional margin in their prices in the event their costs went up during that period. Second, going back to ask for additional funding at town meeting is always difficult as voters unfamiliar with the details expect us to anticipate these issues and plan for them. Failure to do so is always viewed from 20-20 hindsight and erodes confidence in those tasked with managing the construction. Having said all that, I would be willing to reduce our estimate for A/E cost to 10%, a \$585,872 reduction.

The same issue referenced above also applies to Owner's Project Manager (OPM) expense. The Pembroke project includes that cost at 4.5%. Again, we knew our estimate was high and would be willing to reduce our cost projection to 5% of the construction cost for a savings of \$585,872.

The bottom line is that our numbers are not out of line. One cannot simply look at the square footage and the total cost of the project. A much more detailed analysis is required. We have done a similar exercise with the Sturbridge project that Peter referenced and again, we are in line with those costs. The questions Peter has raised are legitimate, however, the fact that they were raised on the verge of a vote and used to conclude that we had not done our homework is

more than unfortunate. Had the finance committee wished to work cooperatively with the COA and the PBC, we could have addressed these issues timely and to everyone's satisfaction.

A final note. The PBC has an excellent record of keeping costs within or below budget. Just because we are authorized for a higher amount has never meant that we would spend the money. Perfect examples of that are the Clyde Brown project and the DPW project. Although we would work hard to bring this project in below the \$16M warrant article, I would not be in favor of reducing the ask. We are tasked to anticipate the future, which is especially difficult in this economy. There are many contracts to negotiate that make up both the design and the actual construction costs. A change in any of them could have an effect on the entire project. We are asking for the authority to effectively deal with those eventualities.

Regards,

Wayne

**From:** Craig Schultze <[cschultze@millisma.gov](mailto:cschultze@millisma.gov)>

**Sent:** Tuesday, October 25, 2022 3:15 PM

**To:** Wayne Klocko <[wklocko@millisma.gov](mailto:wklocko@millisma.gov)>

**Subject:** RE: Question about Sr. Center Price

I just got an e-mail from Peter Berube (fincom). He shared the Pembroke project that just passed TM. It was \$23m total project cost for 33,000 square feet. I doubted the numbers, then I saw that Compass prepared them... so I trusted them more. My thought is the large gym may have driven the Square Foot price down some.

If we had the gym, the total square footage would be 22,400 and the total cost would be \$21m (\$937/sq foot), still not the Pembroke \$696/sq foot, but better than \$1,066 per square foot.

I wonder if Compass can give some guidance as to why theirs was so much cheaper (did they have the plans already)?

To: Peter Underhill  
Peter Berube

From: Wayne Klocko

Date: October 21, 2022

Re: Finance Committee support for the senior center project

#### ACTION REQUESTED

Based on the discussion at the Finance Committee meeting of October 19, we are providing additional information the committee requested. We are also responding to concerns raised about the project with the intention that Finance Committee reconsider its decision not to recommend support of the project at the upcoming Town meeting.

#### DISCUSSION

The finance committee requested a breakdown of the costs that make up the total, “all-in” costs for this project. Attached is the summary from our cost estimator, PM&C. The direct construction cost is \$11,717,442. To this amount we add the following:

Architect and Engineering fee (15%)	\$1,757,616
Owner’s Project Manager fee (10%)	1,171,744
FF&E	500,000
Owners’ contingency (7.3%)	<u>853,198</u>
TOTAL	\$4,282,558

Together, these costs total \$16m in the warrant article. A couple of points about these costs:

PM&C is a well-respected industry cost estimator. Their cost includes an escalation of 7.4% for construction to begin in the fall of 2023.

The A/E fee may be somewhat high. We expect to be able to negotiate a contract within this amount.

The Owner’s Project Manager (OPM) fee is essential to the success of the project. Daily supervision of the construction by a clerk-of-the-works and close oversight by the Permanent Building Committee has ensured both the quality of the construction and maintaining costs within or below the budget on the Town’s most recent projects, including the \$10M Police and Fire project, \$48M Clyde Brown school project and the \$4M DPW project. The 10% estimate is consistent with our prior experience.

The cost for all of the furnishing, including everything from pots and pans and other kitchen equipment to seating, window shades and everything else the COA will need to operate the new facility is reasonable for a project of this size.



The owner's contingency is within industry standards.

**We do not have the option of underfunding this project.** We do not have the option to go back for more money if the need arises. As you know, for public construction projects, the general contractor's bid is only good for generally 30 days. If the town does not execute the contract within that timeframe because it does not have sufficient funds, there is no time to go back to the voters for additional funding and still hold the bid prices. The same is true for any of the filed sub-bidders, of which there will be many, including electrical, HVAC, plumbing and fire protection, masonry, etc. Failure of any of these firms to hold their prices prevents the project from going forward and would only increase the ultimate cost when the project would be re-bid.

The perception that the cost of the project is too high and not in line with other senior center construction in Massachusetts is not accurate. To simply look at the cost of another project and divide it by its square footage does not provide a realistic picture of its actual cost. There is no way to know, based on that limited information what is or is not included. The references to North Andover and Mansfield do not provide enough information to compare. The one example that did have enough information to evaluate, Sturbridge, is remarkably similar to the Millis proposal. That project, for 12,000 sq ft has an "all-in" cost of \$11,448,451 in 2022 dollars. Their price includes 10% for A/E fees, 4% OPM fee, \$495,000 for FF&E and an owner's contingency of 10%. The difference between their price and ours is in the A/E fee and the OPM fee, extended over 15,000 sq ft, vs their 12,000 sq ft. Both are within industry standards. The Sturbridge information only supports the confidence we have in the costs we have submitted.

#### **Other concerns raised by the Finance Committee:**

The cost of a **sewer pumping station** should be included in the overall project cost. According to the DPW director, this issue first came up when Charlie Aspinwall was the Town administrator/DPW director and has been a maintenance issue since. It is ongoing and is unrelated to whether any additional capacity from the senior center would require any change. An engineering study would need to be performed when and if the senior center was placed at the Cassidy farm to determine whether any improvements would be needed to the existing equipment. We maintain that the sewer cost is unrelated to the senior center proposal and should not be part of the project.

The assertion by a member of the Finance committee that the **Cassidy farm should be sold to a developer**, for the purpose of reducing the cost to taxpayers is inappropriate and **beyond the scope of the Finance committee and its role as fiduciary in reviewing the merits of this project**. It is worth noting that this property was purchased over 20 years ago for the expressed purpose of preserving open space and to prevent development. To now suggest that this land, reserved for Town use now be changed to prevent a senior center to be built there is beyond the scope of the Finance committee responsibility.

#### **Financial issues**

Hilltop Financial Advisers, the Town's financial consultant was specifically asked **whether the funding of this project would adversely affect its bond rating and whether it would adversely affect future borrowing**. Here is their response:

The Town is currently rated Aa3 by Moody's (most recent report attached). The Town's credit strengths include above-average resident income and wealth levels and the fact that a large portion of the Town's debt is excluded from the limitations of Proposition 2 ½; however, in Moody's opinion, the Town's credit challenges are its above-average debt burden (which includes pension and OPEB liabilities) and modest reserves and liquidity. Moody's methodology assigns 20% of the rating to debt and pensions. The balance of the rating is driven by an assessment of Town management and fiscal policies, financial results, reserve positions, wealth as measured by income and tax base metrics, and future expectations regarding structural balance and maintenance of flexibility.

While Moody's views the Town's debt, pension, and OPEB liabilities as above-average, it still considers the Town's leveraged position to be manageable given its conservative budgeting and maintenance of satisfactory reserve and liquidity levels. There is no reason to think that the addition of the prospective debt issue being contemplated by the Town would undermine the stability of the current credit rating, assuming affording it would not undermine maintenance of reserves.

Also, concern was expressed about **interest rates** on borrowing. Keep in mind that any financing during construction would be financed through BAN (bond anticipation notes). With construction not scheduled to start until late 2023 and a 16 month construction timeline, bonding for this project would not happen until 2025. Interest rates at that time may be different than the current inflation we are experiencing. The same is true for any future improvements to the **middle/senior high school**, now being contemplated. Considering the period of time to evaluate the scope of that project, if it is approved in November, obtaining MSBA funding approval would not put the project in front of voters until 2024. Funding during construction would again be BAN, with permanent funding not likely until 2027.

Finally, this project was carefully vetted by the COA and the Permanent Building Committee, the agencies responsible for that evaluation. The COA has determined their needs and the Permanent Building Committee has determined what the reasonable cost would be to construct that facility. The Town has the borrowing capability to afford this project on its own merits and without risk to borrowing for future projects. Additional revenue from commercial and residential development is projected for the immediate future and beyond. There is no reason for the Finance committee not to recommend support for this project. Whether the Town chooses to approve it is a question for the voters. We therefore respectfully request the Finance committee reconsider its decision.

Cc: COA Board members  
Permanent Building Committee  
Select Board



## Council on Aging

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900 Main Street • Millis, MA 02054

Phone: 508-376-7051

Fax: 508-376-7054

October 31, 2022

TO: Select Board

FROM: Council on Aging Board

SUBJECT: Request to withdraw Article 8 from the November 10 Town Meeting

After careful consideration and debate, the Council on Aging is asking the Select Board to withdraw Article 8 from the upcoming Town Meeting. We would like to take the next 6 months to develop a plan to be presented at the May Town Meeting that has the full backing of the COA, Permanent Building Committee, Finance Committee and Select Board. We realize to get this level of backing we need broad support from the town citizenry as well. We intend to work over the next six months to garner the necessary support around a plan everyone can endorse.

Thank you for the help you have given us to date on this important project, and we look forward to continuing working with you to deliver a new Senior Center for Millis.

Sincerely,

Patty Kayo

Director Millis Council on Aging

**TO THE TOWN ACCOUNTANT:**

DATE: November 2, 2022

			INVOICE	INVOICE		
LINE ITEM NUMBER	AMOUNT	VENDOR ID	NUMBER	DATE	PAY TO	ACCT USE ONLY
Supplies and Expenses						
01131520-558000	\$ 14.69	98	233648095	10/21/22	W.B. Mason	
Total of Bills	\$ 14.69					



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

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

Invoice Number	233648095
Customer Number	C1110099
Invoice Date	10/21/2022
Due Date	11/20/2022
Order Date	10/04/2022
Order Number	S128536296
Order Method	PHONE

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

**Delivery Address**

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

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

## Important Messages

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

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

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

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



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

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

Remittance Section	
Customer Number	C1110099
Invoice Number	233648095
Invoice Date	10/21/2022
Terms	Net 30
<b>Total Due</b>	<b>14.69</b>

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

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

C11100992336480952336480950000000014690

**TO THE TOWN ACCOUNTANT:**

**DATE:** November 2, 2022

[illegible]

Our Town Publishing/ Impressions  
Local Town Pages  
74 Main Street Suite 16  
Medway MA 02053

# Invoice

Date 10/25/2022 Invoice # 22156

## Bill To

Millis Finance Committee  
900 Main St.  
Millis, MA 02054

## Ship To

Millis Finance Committee  
900 Main St.  
Millis, MA 02054

P.O. Number

Rep

Terms

CT

Quantity	Item Code	Description	Price Each	Amount
3,771	Catalogs	32 page Finance Committee Report Set up for mailing 50 FOR OFFICE COPIES	1.30	4,902.30

Thank you for your business.  
Please Pay Promptly to the  
Above Address.

Original Order Date 10/25/2022

Subtotal	\$4,902.30
Sales Tax (6.25%)	\$0.00
Payments/Credits	\$0.00
<b>Balance Due</b>	<b>\$4,902.30</b>

BILLING@LOCALTOWNPAGES.COM

(508) 533-4588

(508) 533-NEWS (6397)

Fax (508) 533-4508



## Finance Committee Meeting

October 19, 2022, 7:00 PM EST  
Veterans Memorial Building – Room #229  
Millis, MA 02054  
Participation Via Zoom Remote Platform

### Committee Members In Attendance:

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

### Invited Guest:

Michael Guzinski, Town Administrator  
Carol Johnston, Finance Director  
Karen Bouret DeMarzo, Assistant Town Administrator/Human Resources Manager  
Ellen Rosenfeld, Select Board Clerk  
James McKay, DPW Director  
Michael Rand, Millis Girls Softball League President  
Steven Catalano, School Committee Chair  
Denise Gibbons, School Committee Secretary  
Patty Kayo, Council on Aging Director  
Elizabeth Derwin, Council on Aging Board Member

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

### November 2022 Town Meeting Warrant Article Update:

Mike Guzinski and Karen Bouret DeMarzo provided an update and outlined changes to the November Town Meeting Warrant:

#### Article #3 Personnel Plan Changes

The Salary Schedule was updated to include:

- Addition of the Finance Committee Assistant Stipend
- Correction to Part Time Dispatcher Hourly Rates
- Elimination of Hourly Rates for School Traffic Supervisors; the Town no longer employs them
- An increase to Reserve Police Detail Rate; to match Police CBA (Collective Bargaining Agreement) Rates
  - Reserve Police Details are Retired Police Officers who work Police Details

The Personnel Plan changes include:

- An increase in Longevity, an annual bonus to employees after a certain number of years of service, to match CBAs as well as a change to the payment schedule
- Language change from Maternity Leave to Paternity Leave
- Language changes for Sick Leave, Bereavement Leave and Jury Duty
- An increase in Sick Leave Buy Back from \$1,800.00 to \$2,500.00 upon retirement
- Additional Paid Holiday; Juneteenth
- Update to Vacation Leave to match CBAs

The Personnel Plan changes affect three Full-Time Employees: DPW Director, Council on Aging Director and the Assistant Town Administrator/Human Resources Manager. Amendments are available at the link below:

[https://www.millisma.gov/sites/g/files/vyhlf901/f/uploads/personnel\\_plan\\_salary\\_schedule\\_and\\_amendments\\_-\\_november\\_2022.pdf](https://www.millisma.gov/sites/g/files/vyhlf901/f/uploads/personnel_plan_salary_schedule_and_amendments_-_november_2022.pdf)

Jodie Garzon made a motion to recommend approval of Article #3; Cathy MacInnes seconded. Vote: 9/0 motion carries unanimously.



Article #5 Road and Sidewalk Construction, Design and Repair, in the amount of \$500,000.00, from Free Cash was added to the Warrant at the Select Board Meeting held on October 17, 2022. The benefit to appropriating funds at the November Town Meeting is bids will be received during the Winter and the work can take place in the Spring. With the unprecedented amount of Free Cash, the Select Board felt it was an appropriate use of funds. Pete Berube as well as many residents have advocated for Sidewalk Improvements throughout town. It is at the discretion of the Select Board and the DPW Director to determine how the appropriations are spent. Jim McKay's plan for the additional funding include:

- Extending the sidewalk on Pleasant Street to Village Street, essentially making a walkway from the Charles River to Oak Grove Farm.
- Replace the sidewalks and pave Plain Street
- Design and install sidewalks on Spring Street for better access to the Schools

The town has been approved for a "Clean Streets" Grant and is contemplating the best way to utilize those funds. Several years ago, the TIP (Transportation Improvement Program), which would fully fund the Sidewalk Improvements on Village Street, required the town to appropriate funding for the design which would cost \$800 - \$900 thousand dollars. The hope is to repair the existing sidewalks on Village Street which is a gateway for traffic as opposed to traveling Route 109. It was noted, there are funds in the Sidewalk Fund that the Select Board could authorize the use of. Replacement of existing sidewalks would require ADA compliance.

#### Article #6 Repairs to Baseball and Softball Fields

This article was amended by the Select Board to include funding for improvements to the Girls Softball Fields as well as Majors Field. Due to the severe drought and Water Ban Regulations, the fields are in deplorable condition. This article will fund the restoration. Majors Field has always been maintained by Millis Youth Baseball; there is not adequate funding in the DPW Operating Budget to do so. Although the field is on town property, an unwritten agreement was established giving ownership of maintenance to the Millis Youth Baseball League. Once town funds are used on Majors Field, any fees collected for the use of the field will require they be deposited into the General Fund. In the past, some maintenance has been funded through the Community Preservation Commission. The Town Administrator is the town's Procurement Officer, which limits the approval of projects over \$10,000.00; projects above that threshold require the approval of the Select Board. It was noted that once a project exceeds the threshold, Prevailing Wage is required which could require more funding. Water Ban Restrictions, which impact the maintenance of this investment are dictated by the Town's Water Permit; Article #15.

Peter Underhill made a motion to recommend approval of Article #6; Sara Reyes seconded. Vote: 7/1 1 abstained motion carries.

#### Article #17 – Sewer and Stormwater Asset Management System

Clarification on this article was made after consultation with Bond Counsel as reflected in the Town Meeting Motions.

Jodie Garzon made a motion to recommend approval of Article 17; Peter Underhill seconded. Vote 9/0 motion carries unanimously.

The committee requested clarification on "Must Fund Articles" and the anticipated SPED deficit that will need to be funded at the Spring 2023 Town Meeting. Their concern is not to deplete Free Cash completely. Steve Catalano confirmed the School Department does not have an exact dollar amount to cover the deficit for SPED for FY24. Circuit Breaker Funding, Chapter 70, has not been confirmed.

Many of the previously "Must Fund Articles" have been included in FY23 Department Operating Budgets alleviating the need for Free Cash Appropriations at the Spring Town Meeting. The School Committee will keep the Finance Committee up to date; it's a very uncertain process depending on enrollment for SPED needs. Three CBA (Collective Bargaining Agreements) are still in negotiation and may require additional funding. The Finance Director noted funding the Stabilization Fund, Article #24, in the amount of \$300,000.00 will most likely cover the Town's Stabilization Fund Policy through FY24. Appropriating Free Cash Funds at the November 2022 Town Meeting will leave a balance of \$1,163,680.71 for appropriation at the Spring 2023 Town Meeting. Clarification was made on funding Salaries/Programs from Marijuana Impact Fees at both Town Meetings. The town will have \$887,000.00 of discretionary funds, Free Cash, to appropriate at the Spring 2023 Town Meeting.

#### November 2022 Town Meeting Warrant Article Discussion and Vote:

##### Article #4 – Capital Items

Jodie Garzon made a motion to recommend approval of Article #4 in the amount of \$158,907.00 to fund:

- |   |              |
|---|--------------|
| • Veterans Memorial Building (VMB) Air Conditioning Equipment | \$ 45,000.00 |
| • VMB and Library Keyless Entry System                        | \$ 25,000.00 |
| • DPW Compressor  | \$ 26,967.00 |

- DPW Chevy Silverado with Plow

\$ 61,940.00

Peter Underhill seconded. It was clarified, the DPW request for a Pickup Truck with plow would replace a 2007 Explorer that is used by the DPW Facilities Manager. Vote: 9/0 motion carries unanimously.

#### Article #7 Feasibility Study – Middle/High School Renovation

Peter Underhill made a motion to recommend approval of Article #7 in the amount of \$1.3 million; Cathy MacInnes seconded.

The committee discussed the benefits to the town in upgrading the facility with more space, which could potentially alleviate SPED costs, and the addition of better technology and services to students. The current facility needs \$8 million in repairs. Partnering with the MSBA (Massachusetts School Building Authority) will be in the best interest of the town. The cost to construct the Clyde Brown Elementary School was offset by MSBA Funding. The Feasibility Study will facilitate an overall evaluation of the facility in terms of necessary upgrades to bring it up to par. Vote: 9/0 motion carries unanimously.

#### Article #8 New Senior/Community Center

Jon Loer made a motion to recommend approve of Article #8, in the amount of \$16 million; Joyce Boiardi seconded.

The Council on Aging and PBC (Permanent Building Committee) presented their request for support of this article to both the Select Board and Finance Committee. A Feasibility Study, approved at a prior Town Meeting, resulted in three options. The Council on Aging Board and PBC chose the option to build a new facility at Cassidy Farm, located at the intersection of Exchange Street and Island Road. The growing Senior Population in town was acknowledged as well as the need to provide services; the current facility, located in the lower level of the VMB, is not adequate. However, the cost to taxpayers is significant.

There are concerns with the necessary upgrades to the Timberline Sewer Station, approximately \$1 million, to accommodate the facility. The cost for the upgrade is not factored into the project; the increase in the upgrade would be a burden on the Sewer System Rate Payers. Additional costs to the Town's Operating Budget upwards of \$300,000.00 to maintain the facility needs to be considered. The cost could potentially be absorbed with New Growth; additional funds from new development. A breakdown of the overall cost and contingency to construct a new facility was requested. Concerns were raised on the impact to Real Estate Taxes; funding the Clyde Brown School Project was offset by MSBA Funding but substantially increased taxes. It was recognized that a solution to providing a Senior Center is necessary, the option presented is not provide an affordable option. It was noted that the School Department can provide a commercial kitchen and area to accommodate Senior Events. The Select Board has not taken a formal vote on Article #8 but will do so at their meeting on November 7, 2022. Ultimately, the decision will be made at the November 2022 Town Meeting.

Pete Berube outlined other community's solutions for Senior Center upgrades, expansion and renovation. The cost per square foot is significantly lower than what is proposed by the PBC. Most Municipal Buildings are constructed with \$500 – \$600 per square foot including contingency. Questions were raised if the contingency, 30%, of the overall cost to construct the facility hampered its support as well as the Petitioned Articles which address the situation but with no clear pathway forward.

Roll Call Vote: Patrick Gatto – nay, Peter Underhill – aye, Jon Loer – aye, Pete Berube – nay, Jodie Garzon – nay, Cathy MacInnes – nay, Sara Reyes – nay, Joyce Boiardi – aye, John Steadman – nay. Vote: 3/6 motion does not carry.

#### Article #21 – OPEB Funding

Jodie Garzon made a motion to recommend approve Article #21; Joyce Boiardi seconded. Vote: 9/0 motion carries unanimously.

#### Article #22 – MGL Chapter 41 Section 111F Injury Leave Indemnity Fund

Jodie Garzon made a motion to recommend approve Article #22; Joyce Boiardi seconded. Vote: 9/0 motion carries unanimously.

#### Article #24 – Stabilization Fund

Patrick Gatto made a motion to recommend approval of Article #24; Peter Underhill seconded. Vote: 9/0 motion carries unanimously.

#### Article #25 – Petitioned Article – Sports Facility

Jodie Garzon made a motion to recommend dismissal of Article # 25; Peter Underhill seconded. Vote: 9/0 motion carries unanimously.

#### Article #26 – Petitioned Article – Upgrades to the Senior Center at the Veterans Memorial Building

Peter Underhill made a motion to recommend dismissal of Article #26; Jodie Garzon seconded. Vote: 9/0 motion carries unanimously.

#### Article #27 – Lansing Millis Building Restoration

Peter Underhill made a motion to recommend dismissal of Article #27; Jodie Garzon seconded. Vote: 9/0 motion carries unanimously.

Jodie Garzon noted the town owned property should be renovated; it is unfortunate there isn't a clear plan to do so. Pete Berube noted the town has acquired a number of properties that could potentially be utilized to benefit the town. The Community Preservation Commission considered partially funding restoration of the property and is awaiting the Select Board's recommendation to fund a restoration project.

The committee fully recognizes the importance of Citizen Petitioned Articles but felt the articles, as presented, did not demonstrate a clear path for the future. Petitioned Articles open up discussion surrounding the needs of the town but the articles did not consider the impact to the tax payors.

#### Article #5 – Road and Sidewalk Construction, Design and Repair

Jodie Garzon made a motion to recommend approval of Article #5, in the amount of \$500,000.00, from Free Cash; Joyce Boiardi seconded. Patrick Gatto hopes a Sidewalk Committee can be re-established to advocate the need for sidewalks throughout town. Vote: 9/0 motion carries unanimously.

The committee requested a link to Town Meeting Materials be available on the Town's Website: [www.millisma.gov](http://www.millisma.gov)  
Mike Guzinski assured the committee there would be.

The Finance Committee's Policy and Procedures:

[https://www.millisma.gov/sites/g/files/vyhlf901/f/uploads/finance\\_committee\\_operating\\_policies\\_and\\_procedures\\_2021.pdf](https://www.millisma.gov/sites/g/files/vyhlf901/f/uploads/finance_committee_operating_policies_and_procedures_2021.pdf)  
allows for a Minority Report to be presented at Town Meeting when three or more members are in opposition of their vote.

#### Finance Committee Meeting Minutes Approval:

Jodie Garzon made a motion to approve the October 12, 2022 Finance Committee Meeting Minutes; Joyce Boiardi seconded. Vote: 9/0 motion carries unanimously.

#### Adjourn Meeting:

Jodie Garzon made a motion to adjourn the Finance Committee Meeting at 9:24 PM; Jon Loer seconded. Vote: 9/0 motion carries unanimously.

Respectfully submitted,  
Deirdre Gilmore