

FINANCE COMMITTEE REPORT

FISCAL PERIOD JULY 1, 2019 THROUGH JUNE 30, 2020 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 – MONDAY, NOVEMBER 4, 2019 AT 7:30 PM
MIDDLE/HIGH SCHOOL AUDITORIUM

PRE-TOWN MEETING – WEDNESDAY, OCTOBER 30, 2019 AT 7:30 PM
VETERANS MEMORIAL BUILDING – ROOM #229

Annual Fall Town Meeting – November 4, 2019

Finance Committee Report

The Town of Millis gathers twice a year to vote on the spending of town funds, authorizing the borrowing of funds for town projects and the changing of local zoning, bylaw and charter changes. Generally, the Spring Town Meeting is where we pass the town's annual budget and the Fall Town Meeting is where we address any funding or other issues that arise between the Spring Town meetings. These include emergency appropriations for such items as fixing and replacing critical equipment, budget adjustments, accounting reviews, legal issues and other issues that can't wait until the Spring Town Meeting. Most major appropriations and capital expenditures are deferred until the Town Meeting in the Spring where they can be considered within the broader context of the annual budget.

The Finance Committee is appointed by the Moderator to study and make recommendations on all Warrant Articles presented by the Select Board. Neither the Finance Committee nor the Select Board has any authority to spend funds or make zoning, bylaw or charter changes on their own. These responsibilities rest solely with Town Meeting, so it is important that everyone who cares about how the town is run attend and vote at Town Meeting.

At this Town Meeting we are fortunate that we are not facing any major issues or responding to a major crisis. However, because the commercial and industrial tax base is small, paying for town services and equipment falls mostly to the tax paying residents. The cost for these services is significant, and without growing our population base and encouraging commercial development, the tax burden to every household will only continue to increase. Every few years, there are many new programs and costs that have been legislated and that must now be managed but are not otherwise funded. The voice of every citizen in Millis is important as we consider the nine articles on this Fall Town Meeting Warrant, and so we urge you to do all that you can to join us as we consider these important matters for our town.

Significant Articles:

All articles are important, but there are a few that we'd like to highlight:

Plastic Bag Reduction Bylaw (Article 1): This article would amend the Town's General Bylaws to add a plastic bag reduction bylaw. The Millis Plastic Reduction Initiative has been working hard to gain support behind this bylaw to eliminate single-use plastic bags used at retail checkouts, currently estimated to be 2,870,000 every year in Millis. This proposed bylaw has the support of the Finance Committee, the DPW, the Board of Health, the Select Board, the Conservation Commission and many other town departments. Also, importantly, the proposed bylaw has the support of our largest retailers in town, many of whom have locations in one or more of the 122 towns in Massachusetts that have already passed plastic bag bans.

Operational Budget Items (Article 3): 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 our estimates and unused Warrant Article funds from prior fiscal years. This amount is typically between \$400,000.00 and \$500,000.00. This year we have \$505,738.00 currently certified in Free Cash. We also have another \$160,380.79 that is available to appropriate due to an oversight in appropriating bond proceeds during the passage of a prior budget. Due to the erratic nature of Free Cash, we typically use it to fund one time or non-recurring items. Where we see significant swings in free cash from one year to the next, we as a Finance Committee do not recommend using these one-time funds for regularly-recurring town expenses.

Article 3 was submitted by the Select Board to fund several items, some of which are one-time items and others which will impact the budget in future years by adding additional staff to town departments. The recommendation of the Finance Committee is to fund the one-time urgent items from Free Cash (\$27,679.00 to replace the motor for fire engine 2, and \$50,000.00 for tree trimming and removal to protect public safety)

and to fund a part-time IT Director, as we cannot as a town continue to rely on a volunteer IT director in such an important role. We are recommending to put off a study of the IS/IT operations of the school and town departments until a new IT director is in place.

The Finance Committee has recommended the funding of police academy training wages for one additional officer for the town. Our police chief has requested 2 additional officers to adequately staff all of the department's shifts and rely less on overtime. We as a committee agree that this request should be seriously considered in the Spring 2020 Town Meeting. However, with our policy of not recommending the use of Free Cash funds for regularly-recurring town expenses, we were not in agreement to recommend the funding of 2 additional positions within the police department at this time. We believe it is most appropriate to add those positions as part of the operating budget process, and not in the middle of the year using Free Cash.

We only have Free Cash certified once a year, and if we use up all of it for this Fall Town Meeting, we will be without the funds we'll need to fund about \$240,000 of expected items in the Spring Town Meeting, such as: the school bus leases (\$90,000.00); school computer leases (\$70,000.00); the police vehicle leases (\$33,000.00); and the required annual audit (\$36,500.00); among other items that may arise, such as the costs for snow and ice removal.

Capital Expenses (Article 4): Included with this Finance Committee report is a report from our Town of Millis Capital Planning Committee. Over the past several years the town has been working hard to get Millis on track to better report town finances and challenges in a way that every town meeting member can understand. Our Capital Planning Committee has put in countless hours to properly account for all of the capital needs for each department in the town and has created an evolving system of prioritizing these capital needs for each department. For this town meeting, we have Article 4 which aggregates several capital items into one article for our most pressing capital needs at this time, as put forward by the Select Board based on the Capital Planning Committee's report and recommendations.

Beyond these extraordinary items, we have the typical expenditures: unpaid bills; new police vehicle lease; and the required OPEB Actuarial Study. We also have some administrative items for town bylaws and zoning: a proposed Bylaw change to change the name of the Board of Selectmen to the "Select Board;" amending the municipal facilities overlay zoning map; and amending the senior residential community development age qualifications ByLaw rules.

Millis is a beautiful small town with a rich history. We've seen a lot of changes to our town in the past few years, and the new elementary school and other large developments will no doubt bring other changes. However, what remains is that we love our town and we, the people of Millis, are in control of the town's governance and budgets. As a town meeting body, we must all consider every article presented and collectively make the best choices for our town as we move forward together.

Thank you for your consideration of these articles and plan to join us at Town Meeting to make your voices heard on these important matters.

Respectfully Submitted,

Jodie Garzon, Chair	Peter Berube, Vice Chair	Doug Riley, Clerk
Joyce Boiardi	Jim Borgman	Jim Bullion
Shawn Power	Craig Schultze	Katie Tieu

Article #1: Plastic Bag Reduction ByLaw

This article would amend the Town's General Bylaws to add a plastic bag reduction bylaw. This proposed bylaw has the support of the Finance Committee, the DPW, the Board of Health, the Select Board, the Conservation Commission and many other town departments.

The Finance Committee recommends approval of this article.

Article #2: Unpaid Bills

This is an annual article to fund bills incurred in previous fiscal years. The bills for this Town Meeting total \$6,074.62.

The Finance Committee recommends approval of this article.

Article #3: Operational Items

This article requests the transfer from Free Cash the amount of \$142,679.00 and \$40,000.00 from Marijuana Impact Fees to fund various operational items. These items include a part time IT director, providing the funding to send 2 additional officers to the police academy, to replace the motor for fire engine #2, to fund a study of the structure and operation of the town and school IT and IS functions, and to provide funding for the significant tree trimming and removal our tree warden has determined necessary for ongoing public safety.

The Finance Committee recommends approval of this article in the amount of \$132,679.00, \$102,679.00 from Free Cash and \$30,000.00 from Marijuana Impact Fees to fund the following:

Part-Time IT Director	\$25,000.00
Fire Engine II Motor Replacement	\$27,679.00
Police Academy Training Wages (1) Officer	\$30,000.00
Tree Trimming/Removal	\$50,000.00

Article #4: Capital Items

This article funds various capital purchases, including: firefighting equipment, intersection safety signs, stormwater system design, repair of middle school/high school (MS/HS) boiler system, MS/HS roof and mechanical system design study, and phase 2 of MS/HS locker replacement.

The Finance Committee recommends approval of this article.

Article #5: Police Patrol Vehicle Lease

This article will fund the first year of a three-year lease to purchase a police cruiser in the current year (FY20). The total cost to be funded for the first year will total \$17,700.00.

The Finance Committee recommends approval of this article.

Article #6: OPEB/Actuarial Study

This article would approve the allocation of \$7,000.00 for an OPEB actuarial study. OPEB, or Other Post-Employment Benefits, refers to the benefits, other than pensions, that a state or local government

employee receives as part of an individual's package of retirement benefits. This study will allow for the town to assess how to most efficiently and effectively allocate resources to this fund going forward.

The Finance Committee recommends approval of this article.

Article #7: Change of Name from "Board of Selectmen" to "Select Board"

Pursuant to Article V, Section V-1 of the Millis Home Rule Charter, this article will change the charter to reference "Select Board" instead of "Board of Selectman" and reference "the Moderator" instead of "he".

The Finance Committee recommends approval of this article.

Article #8: Zoning ByLaw Amendment Municipal Facilities Overlay and Zoning Map Amendments

This Article, if approved, will add a parcel of land (Map 52, Parcel 3) off of Island Road, from Dover Road to the DPW facilities, to the Municipal Overlay District which was established at our last Town Meeting in May 2019. This parcel of land is primarily wetland, is owned by the Town and has no facilities on it. All of the land around it is owned by either the Town or by the Army Corps of Engineers. This change will give the Town more flexibility in its future management of facilities.

The Finance Committee recommends approval of this article.

Article #9: Senior Residential Age Qualification

The purpose of this article is to update the town's bylaws regarding the age qualifications for senior (over 55) community developments. The proposed bylaw amendment would clarify the rules regarding exceptions by explicitly setting the minimum age at 22 years.

The Finance Committee recommends approval of this article.



WARRANT

2019

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 Monday, the fourth day of November, AD 2019 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**

WARRANT INSTRUCTIONS

OPENING MOTIONS

Pledge of Allegiance

Opening Comments (Moderator, Finance Committee Chairperson)

Opening Motions

(Erin Underhill) Moderator recognizes Finance Committee Chairperson

(Fin Com Chair) I move that the reading of the warrant and return of service thereof be omitted

(Fin Com Vice Chair) Second

Discussion

Vote

(Erin Underhill) Moderator recognizes Finance Committee Chairperson

(Fin Com Chair) 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 2019 TOWN MEETING ARTICLE LIST

- 1. Plastic Bag Reduction Bylaw**
- 2. Unpaid Bills (\$6,074.62)**
- 3. Operational Budget Items**
- 4. Capital Items**
- 5. Police Cruiser Lease**
- 6. OPEB/Actuarial Study**
- 7. Change of Name from “Board of Selectmen” to “Select Board”**
- 8. Zoning Bylaw Amendment Municipal Facilities Overlay & Zoning Map**
- 9. Zoning Bylaw Amendment Senior Residential Community Development Age Qualifications**

TOWN OF MILLIS

NOVEMBER 4, 2019 FALL ANNUAL TOWN MEETING WARRANT

ARTICLE 1. To see if the Town will vote to amend the Town's General Bylaws by adding Article XXIII PLASTIC BAG REDUCTION BYLAW.

Article XXIII - Plastic Bag Reduction

The Purpose of this Bylaw is to eliminate the usage of thin-film single-use plastic bags by all retail stores in the Town of Millis and to promote the use of reusable bags.

The Town is committed to protecting the environment and the public health, safety and welfare of its citizens. This Bylaw will help reduce the common use of plastic checkout bags and encourage the use of reusable bags by consumers, thereby reducing local land and aquatic pollution, which add to the potential death of marine and other wildlife through ingestion and entanglement; clogging of storm drainage systems; impeding of solid waste reduction; increased litter around Millis streets, parks, public places and local waterways.

Definitions

1. Check out bag - Any bag that is provided at the point of sale to a customer by an establishment for use to transport or carry away purchased items, including but not limited to merchandise, goods and/or food.
2. Enforcing Authority - Millis Board of Health
3. Recyclable Paper Bag - A paper bag that is:
 - a. 100 percent recyclable, including any handles
 - b. contains at least 40% post-consumer recycled paper content; and
 - c. displays the words "recyclable" (or a suitable symbol indicating that the bag is recyclable) and "made from 40% post-consumer recycled content" (or other applicable amount) in a visible manner on the outside of the bag.
4. Retail Establishment - Any retail operation located in the Town which sells goods, food or provides personal services to the public, including restaurants.
5. Reusable checkout bag - A bag with or without handles specifically designed for multiple reuse; and is either made of cloth or machine washable fabric or made of durable, non-toxic plastic generally considered a food-grade material. A Reusable checkout bag may not be constructed of polyethylene or polyvinyl chloride.
6. Thin-film single use plastic bag - typically with plastic handles and a thickness of 2.5 mils or less and are intended for single-use transport of purchased products.

Use Regulation

Single use plastic bags shall not be distributed, used or sold for checkout or other purposes at any Retail Establishment within the Town of Millis on or after July 1, 2020.

If a Retail Establishment provides or sells checkout bags to customers, the bags must be one of the following:

1. Recyclable paper bags, or
2. Reusable checkout bags

Customers are encouraged to bring their own reusable or biodegradable shopping bags to stores. Retail or grocery stores are strongly encouraged to make Reusable checkout bags available either at no cost or for sale to customers at a reasonable price.

Thin-film, single-use plastic bags used to contain dry cleaning, newspapers, produce, meat, bulk foods, wet items and other similar merchandise, typically without handles, may be distributed, used or sold at any retail or grocery store.

Effective Date: This Bylaw shall take effect six (6) months following approval of the Bylaw by the Attorney General or July 1, 2020, whichever is later.

Enforcement Process

This Bylaw will be enforced by the Board of Health through non-criminal disposition.

Any retailer distributing plastic checkout bags in violation of the Bylaw shall be subject to a non-criminal disposition fine as defined below. Any such fines shall be paid to the Town of Millis.

Violation of the Bylaw

1st offense	Warning
2nd offense	\$50
3rd	\$100
and subsequent offenses	

or act in any manner relating thereto.

(Submitted by Select Board)

ARTICLE 2. To see if the Town will vote to appropriate and raise by taxation, or by transfer from available funds the sum of **\$6,074.62** for unpaid bills, or act in any manner relating thereto.

<u>DEPARTMENT</u>	<u>VENDOR</u>	<u>AMOUNT</u>
Building Dept	Inspectors 06/2019 Mileage Reimbursement	\$ 228.98
Town Buildings	Town of Millis (Gasoline)	\$ 151.56
Select Board	Gatehouse Media Advertisement	\$ 62.72
DPW	Williams Scotsman	\$ 45.00
DPW	Millis Police - Detail	\$ 223.60
DPW	Royco Distributors	\$ 157.75
DPW	Royco Distributors	\$ 147.96
GENERAL FUND UNPAID BILLS		\$ 1,017.57

<u>DEPARTMENT</u>	<u>VENDOR</u>	<u>AMOUNT</u>
DPW	Williams Scotsman	\$ 45.00
DPW	Power Up Generator	<u>\$ 154.62</u>

SEWER ENTERPRISE UNPAID BILLS \$199.62

<u>DEPARTMENT</u>	<u>VENDOR</u>	<u>AMOUNT</u>
DPW	Williams Scotsman	\$ 45.00
Select Board	Eversource Encumbrance Fund	\$ 844.17
DPW	Our Town Publishing	\$ 100.00
Select Board	Milford Police Detail	<u>\$ 845.28</u>

WATER ENTERPRISE UNPAID BILLS \$1,834.45

<u>DEPARTMENT</u>	<u>VENDOR</u>	<u>AMOUNT</u>
DPW	Kleinfelder	<u>\$ 3,022.98</u>

STORMWATER ENTERPRISE UNPAID BILLS

TOTAL UNPAID BILLS \$ 6,074.62

(Submitted by Select Board)

ARTICLE 3. To see if the Town will vote to appropriate and raise by taxation, or by transfer from available funds the **sum of \$182,679** for additional wages or expenses not sufficiently funded under Article 4, Operating Budget, of the May 13, 2019 Annual Town Meeting, or act in any manner relating thereto.

Part-Time IT Director	\$ 25,000
A Study of the Structure & Operation of Town/School IS/IT	\$ 20,000
Replace Motor for Fire Engine 2	\$ 27,679
Police Academy Training Wages	\$ 60,000
Tree Trimming/Removal	<u>\$ 50,000</u>
Total	\$182,679

(Submitted by Select Board)

ARTICLE 4. To see if the Town will vote to appropriate and raise by taxation, or transfer from available funds, the sum of **\$226,000** to fund the following capital items:

<u>Department</u>	<u>Item</u>	<u>Amount</u>
Fire	Scott Air packs & Bottles	\$ 30,000

DPW	Intersection Safety Signs	\$ 13,000
DPW	Engineering Study for Village and Birch Streets	
	Street Drainage Design	\$ 38,000
School	MS/HS Repair Main Boiler System	\$ 25,000
School	MS/HS Engineering Study for Roof & Mechanical System	\$ 100,000
School	MS/HS Locker Replacement Phase 2	\$ 20,000
	Total	\$ 226,000

Or act in any manner relating thereto.
(Submitted by Select Board)

ARTICLE 5. To see if the Town will vote to appropriate and raise by taxation, or transfer from available funds, the sum of **\$17,700 for the payment of the first year of a three year lease purchase of a Police cruiser.**

Or act in any manner related thereto.
(Submitted by Select Board)

ARTICLE 6. To see if the Town will vote to appropriate and raise by taxation, or transfer from available funds, the sum of **\$7,000 for an OPEB/Actuarial Study.**

Or act in any manner related thereto.
(Submitted by Select Board)

ARTICLE 7. To see if the Town will vote, pursuant to Article V, Section V-1 of the Millis Home Rule Charter:

(A.) An amendment to Article III of the Millis Home Rule Charter, Executive Branch by deleting Section III-1 and Section III-2 and by substituting therefore the following:

Section III-1 Select Board: Composition

The executive power of the town shall be vested in the select board consisting of three members; each elected by vote of the registered voters of the town for a three-year term. The terms shall be so arranged that the term of one member expires each year.

Section III-2: Select Board: Powers, Duties

The select board shall have the power to enact rules and regulations establishing town policies, not otherwise governed by by-law, by this Charter, or by statute, provided, however, that whenever an appropriation may be necessary to implement such action, the vote of the select board shall only be effective if such appropriation is made by the town meeting as provided in Article II. The select board shall have and possess all other powers it is possible for the select board to hold under the general laws of the Commonwealth which are not specifically assigned to some other person or agency under this Charter or by special act of the legislature. It is the intention of this section that the select board shall control the direction of town affairs by establishing policies and by making recommendations to the town meeting for action required to be taken by that body.

(B.) An amendment to Article III of the Millis Home Rule Charter by substituting the term "Select Board" for the terms "Board of Selectmen" or "selectmen" each time either term appears in Sections III-3, III-4, and III-5.

(C.) An amendment to Articles II and V of the Millis Home Rule Charter by substituting the term "select board" for the terms "board of selectmen" or "selectmen" each time either term appears in said Articles.

(D.) An amendment to Article II of the Millis Home Rule Charter by substituting the term "the moderator" for the term "he" in the third sentence of Section II-7.

The approval of this charter amendment is contingent upon acceptance by majority vote at a regular or special election of the Town, or act in any manner related thereto.
(Submitted by Select Board)

ARTICLE 8. To see if the Town will vote to **amend the Zoning Bylaws**, as most recently amended, by amending the various sections identified herein as follows:

Senior Residential Community Development Bylaw: Age Qualification Amendments

Section XVII Senior Residential Community Development, D. Age Qualifications of the Zoning Bylaws of the Town of Millis by deleting:

D. Age Qualifications

All SRC dwelling units shall be subject to an age restriction described in a deed, deed rider, restrictive covenant, or other document approved by the Planning Board that shall be recorded at the Registry of Deeds or Land Court. The age restriction shall limit dwelling units to occupancy by seniors, age fifty-five (55) or older, or their spouses of any age; and provide for time-limited guest visitation rights in the range of three months per year. The restriction, if the Planning Board so approves and specifies in its Special Permit, may authorize special exceptions that allow persons of all ages to live in a dwelling unit together with a senior resident for purposes such as care of a senior in ill health or enabling seniors to fulfill legal responsibilities of guardianship or custody. The Special Permit including the age restriction shall run with the land in perpetuity and shall be enforceable by any owner(s) of SRC dwelling units. In the event of the death of the qualifying owner/occupant(s) of a dwelling unit, or foreclosure or other involuntary transfer of a unit within the SRC, a two-year exemption to the restriction shall be allowed for the transfer of the unit to another eligible occupant.

and by substituting therefore the following new language:

D. Age Qualifications

All SRC dwelling units shall be subject to an age restriction described in a deed, deed rider, restrictive covenant, or other document approved by the Planning Board that shall

be recorded at the Registry of Deeds or Land Court. The age restriction shall limit dwelling units to occupancy by seniors, age fifty-five (55) or older, or their spouses of any age; and provide for time-limited guest visitation rights in the range of three months per year, per visitor. The restriction, if the Planning Board so approves and specifies in its Special Permit, may authorize special exceptions that allows either one (1) person or one (1) married couple at least twenty-two (22) years of age to live in a dwelling unit together with a senior resident for purposes such as care of a senior in ill health or enabling seniors to fulfill legal responsibilities of guardianship or custody. The Special Permit including the age restriction shall run with the land in perpetuity and shall be enforceable by any owner(s) of SRC dwelling units. In the event of the death of the qualifying owner/occupant(s) of a dwelling unit, or foreclosure or other involuntary transfer of a unit within the SRC, a two-year exemption to the restriction shall be allowed for the transfer of the unit to another eligible occupant.

Or act in any manner related thereto.
(Submitted by Zoning Board of Appeals)

ARTICLE 9. To see if the Town will vote to **amend the Zoning Bylaws**, as most recently amended, by amending the various sections identified herein as follows:

Municipal Facilities Overlay and Zoning Map Amendments

Section XXII, Municipal Overlay, Subsection C.(1) of the Zoning Bylaws by adding Map 52, Parcel 3 to the eligible locations of the overlay district and further to amend the Zoning Map of the Town of Millis, adopted at Town Meeting on March 9, 1959, and amended through June 5, 2017, to show the Municipal Overlay District established at the May 13, 2019 Annual Town Meeting in Article 25, and amended by this Article, said amended Zoning Map is on file in the Town Clerk's Office

Or act in any manner relating thereto.
(Submitted by Zoning Board of Appeals)

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 7th day of October in the Year of Our Lord two thousand and nineteen.

**TOWN OF MILLIS
SELECT BOARD**



Loring Barnes, Chair



James McCaffrey, Vice Chair



Peter Jurmain, Clerk

A True Copy, Attest



Lisa J. Hardin, Town Clerk



Helen R. Kubacki, Constable
Town of Millis

Capital Planning Committee Report – November 2019

The Capital Planning Committee is pleased to present the Town with our capital planning report for November, 2019. The committee was established by bylaw in May of 2017 with the mandate of creating a long-term capital plan for the Town of Millis which could help citizens attain a more complete understanding of expenditures that the Town may need to undertake in coming years. The Committee has worked with the Select Board, Town Administrator, School Committee, DPW, Police, Fire and other town departments to compile the information provided in this report.

This report summarizes the Committee's recommendations for capital items for the November, 2019 warrant. As part of this process, the Committee performed a detailed analysis and prioritized 20 capital items identified by various departments as items to potentially be funded in the next year to be presented to the Town as potential candidates for the warrant. The Committee worked with each department head to identify and prioritize projects and went through a process to rank the priorities for the various projects, which took into account such factors as public safety, integration with broader projects, and overall benefit to the Town. Based on this ranking, the committee then grouped the various capital items into four categories 1) highest priorities 2) medium priorities 3) lower priorities and 4) must fund items. A high-level breakdown of these items is shown in the table below:

	# of projects	Total estimated cost
Highest priorities	6	\$440,000
Medium priorities	7	169,000
Lower priorities	4	157,995
Must fund items	3	159,900
Total	20	\$926,895

High priorities include a new police car, gear for the fire department, repairing the boiler system at the middle/high school, an engineering study related to the roof and mechanical systems at the middle/high school, and an engineering study related to stormwater improvements on Village and Birch Streets. Most of these highest priority items are on the Town Warrant under Articles 4 and 5.

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.

Since the Committee first compiled information on the Town's capital needs, we have refined the prioritization process, however, we recognize that there are areas that will need to be further developed within the capital planning process, and as such, the Committee expects that the long term capital plan and the annual recommendation process will evolve over time to meet the needs of the Board, other relevant committees, department heads, and most importantly, the citizens of the Town of Millis. The Committee is also working on a report that outlines the full 10-year capital needs for the Town that will be shared later in the calendar year.

We also note that the Committee currently has two positions open for additional members and would be happy to meet with any member of the community who might be interested in taking a seat on the Committee.

The members of the Committee are available to answer 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

Peter Berube

John Corcoran

James McCaffrey

Kerri Roche

Capital Planning Committee Priorities for November 2019 Town Warrant

Highest priorities			
Department	Description	Estimated Cost	Comment
Police	New cruiser	\$47,000	On Article 5 – note that amount shown on Article is first year lease cost
DPW	Road repairs for Main street	200,000	Deferred to a later date
Fire	Scott Airpacks and Bottles	30,000	On Article 4
School	Engineering Study for Roof and for Mechanical system, including but not limited to boilers, control systems, air handlers, hot water, and HVAC at the Middle High School	100,000	On Article 4
School	Repair boiler system	25,000	On Article 4
DPW	Engineering study for stormwater improvements on Village & Birch streets	38,000	On Article 4
	Subtotal	\$440,000	
Medium priorities			
School	Lockers	\$20,000	On Article 4
DPW	Intersection safety signs	13,000	On Article 4
School	New passenger bus	30,000	Deferred to a later date
School	Furniture	20,000	Deferred to a later date
School	Wireless network	40,000	Deferred to a later date
School	Curriculum & Instructional Materials	30,000	Deferred to a later date
Building department	New filing system	16,000	Deferred to a later date
	Subtotal	\$169,000	
Lower priorities			
School	Smart boards	\$43,200	Deferred to a later date
School	Computer replacement for TV production	6,795	Deferred to a later date
School	Vehicle purchase	58,000	Deferred to a later date
School	Cooling systems	50,000	Deferred to a later date
	Subtotal	\$157,995	
Must Fund Items			
School	Computer lease – teacher laptops	\$20,725	
School	Computer lease – iPad replacements	49,175	
School	School bus lease	90,000	
Total		\$159,900	

Annual Fall Town Meeting

Middle/High School Auditorium

Monday, November 4, 2019 at 7:30 PM

Presort – Standard

U.S. Postage Paid

Millis, MA 02054

Permit Number 20

ECRWSS

Pre-Town Meeting

Veterans Memorial Building, Room #229

Wednesday, October 30, 2019 at 7:30 PM

Millis Select Board

Loring Barnes Edmonds, Chairman

James J. McCaffrey, Vice Chairman

Peter Jurmain, Clerk

To: Postal Customer
 Millis, MA 02054