

FINANCE COMMITTEE REPORT

FISCAL PERIOD JULY 1, 2020 THROUGH JUNE 30, 2021 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 – SATURDAY, NOVEMBER 7, 2020 AT 12:00 PM
MIDDLE/HIGH SCHOOL PARKING LOT

PRE-TOWN MEETING – WEDNESDAY, NOVEMBER 4, 2020 AT 7:00 PM VIA ZOOM:
<https://us02web.zoom.us/j/81407588127> THE MEETING WILL BE RECORDED AND POSTED TO THE TOWN'S
WEBSITE AT A LATER DATE – www.millisma.gov

Annual Fall Town Meeting – November 7, 2020

Finance Committee Report

We've been through a lot this year, so much that the word "unprecedented" seems cliché at this point. If you had told me that Millis would be hit by a tornado this year, along with a global pandemic and economic crisis with rows and rows of empty grocery shelves, and schools and houses of worship closed and our elderly and vulnerable in isolation for months and months, I'd have told you were watching too much dystopian science fiction. And yet, here we are. This year, despite the rhetoric online and sometimes sharp words that have been exchanged, I've seen neighbors stepping up to help neighbors every week. As a town, we've helped each other out, whether with grocery shopping or an extra roll of toilet paper, clearing roads and chopping down trees, searching for lost pets, providing furniture and household goods to needy families, donating funds and food to the food pantry, cheering for our high school seniors downtown, and coming out to support our first responders for their tireless work within our community. We may not always agree on politics, but in these times of crisis, we step up and help each other out and being good neighbors has perhaps never been so important as it is now. For all those who have helped out during these difficult months, thank you!

We will gather as a town for the second time this year, this time outside, 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. 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 to attend and vote at Town Meeting.

Generally, 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. At this Town Meeting we are presented with nine articles for consideration, highlights of which are below:

Operational Budget Items (Article 2): In the Spring Town Meeting, we approved a budget that reduced staffing time for certain municipal employees over uncertainty surrounding the level of state support we would receive in FY2021. During this COVID-19 pandemic, state and federal support has remained level or increased, which will allow us to restore staffing levels to FY20 Levels as of December 1, 2020. The warrant article details the staffing reductions and restorations that are proposed by this article.

Capital Expenses (Article 3): 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 3 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.

DPW Building Project – Additional Funding (Article 5): This article will vote to appropriate an additional \$600,000 for the construction, renovation and remodeling of the Town Department of Public Works Facility. When the project was initially presented to Town Meeting on May 2019 for \$3.9 million, the funding sources were split equally between the General Fund, Water Enterprise Fund and Sewer Enterprise Fund. That funding was supported by the Select Board, Finance Committee and Town Meeting. At the June 2020 Town Meeting,

\$135,887.97 in unexpended funds from previous Warrant Articles was appropriated to the project. Article #5 is requesting an additional \$600,000 for the project to be split as follows:

General Fund: \$100,000

Water Enterprise Fund: \$200,000

Sewer Enterprise Fund: \$200,000

Stormwater Enterprise Fund: \$100,000

Article #6 would lease trailers and space for a mechanic's bay at a separate location for two years for \$275,000 a year. The trailers would provide space for the School Department's Bus Drivers. This article is only necessary if Article #5 fails at Town Meeting.

Beyond these extraordinary items, we have the typical expenditures: unpaid bills; new police vehicle lease; some administrative items for amending the town charter to change the order of town meetings and elections and a proposed change to the Millis Center Economic Opportunity Overlay District (MCEOD) bylaw to enable the redevelopment of the downtown commercial area into a mixed-use village center.

Attached to this report is a list of articles and their proposed funding sources in summary form. 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 for our General Fund is typically between \$400,000.00 and \$500,000.00. 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.

The amount of available funds or "free cash" certified by the state as of July 1, 2020 for the Town of Millis is:

General Fund	\$653,839
Enterprise Fund Sewer	\$649,999
Enterprise Fund Water	\$880,065
Enterprise Fund Stormwater	\$394,907

This Fall Town Meeting is recommending using \$131,908.16 of the General Fund Free Cash, which will leave \$95,960 of Marijuana Impact Fees (Free Cash) and about \$426,000 of other Free Cash available to allocate at the Spring 2021 Town Meeting. 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 at least \$240,000 of expected items in the Spring Town Meeting, such as: the school bus leases (\$90,000); school computer leases (\$70,000); the police vehicle leases (\$33,000); and the required annual audit (\$36,500); among other items that may arise, such as the costs for snow and ice removal.

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
Joyce Boiardi
Shawn Power

Peter Berube, Vice Chair
Jim Borgman
Craig Schultze

Doug Riley, Clerk
Cathy MacInnes
Katie Tieu

Town of Mills

November 2020 Annual Town Meeting Article List

Description	Amount	FUNDING SOURCE						
		Free Cash	Water	Sewer	Stormwater	Taxation	Borrowing	Ambulance
#1 - Unpaid Bills	\$17,246.48							
General Fund	\$16,431.66	\$16,431.66						
Sewer	\$214.31			\$214.31				
Water	\$600.51		\$600.51					
#2 - FY21 Operational Budget Adjustments:	\$567,128.00							
Restoration of Municipal Staff Hours	\$386,188.00					\$386,188.00		
SRO Salary and Marijuana Stipends	\$95,940.00							\$95,940.00
Fire Salaries and Expenses	\$85,000.00							\$85,000.00
#3 - Capital Items:	\$328,714.00							
Fire & Rescue: Turnout Gear	\$43,330.00	\$43,330.00						
Fire & Rescue: SCBA Bottles	\$12,000.00	\$12,000.00						
Fire & Rescue: Fire Hose	\$15,000.00	\$15,000.00						
DPW Pickup Truck	\$44,023.00		\$22,011.50	\$22,011.50				
DPW: Dump Truck	\$108,586.00	\$27,146.50	\$27,146.50	\$27,146.50	\$27,146.50			
Sewer Enterprise Fund: I/I Study	\$105,775.00			\$105,775.00				
#4 - Police Cruiser Lease/Purchase Year 1 of 3	\$18,000.00	\$18,000.00						
#5 - DPW Building Project Additional Funding	\$600,000.00		\$200,000.00	\$200,000.00	\$100,000.00		\$100,000.00	
#6 - DPW Lease of Temporary Office Facilities	\$275,000.00		\$68,750.00	\$68,750.00	\$68,750.00	\$68,750.00		
#7 - Tree Maintenance	\$40,000.00					\$40,000.00		
#8 - Amend Town Charter - Town Meeting Date	n/a							
#9 - Zoning Bylaw Amendment - MCEOD	n/a							
Totals	\$1,846,088.48	\$131,908.16	\$318,508.51	\$423,897.31	\$195,896.50	\$494,938.00	\$100,000.00	\$85,000.00

\$521,930.84

Article #1: Unpaid Bills

This article will fund expenses incurred in prior Fiscal Years that were not submitted prior to the end of FY20. Due to the difficulties related to Covid-19, several bills were not received prior to the end of last year. These costs were incurred, and bills need to be paid in the amount of \$17,246.48.

The Finance Committee recommends approval of this article.

Article #2: FY21 Operational Budget Adjustments

This article requests the transfer from Free Cash the amount of \$386,188 to restore funding of the original FY21 Operating Budget before a 5% cut was imposed across Town Departments and staffing hours were reduced in anticipation of funding cuts from the state. This article will restore employees to their normal staffing levels by restoring funds in the amount of \$257,615.89 starting December 1, 2020 and provide additional funds for:

- Recreation Department Additional Funding - \$10,000
- Cyber Security Training - \$20,000
- Wage/Salary Study of municipal positions - \$15,000
- Millis Public Schools Salaries - \$83,571.43

This article will also authorize transfers of \$95,940 from the Marijuana Impact Fund to fund certain Police staffing and \$85,000 from the Ambulance Revolving Fund, to fund Fire salaries and expenses.

The Finance Committee recommends approval of this article.

Article #3: Capital Items

This article provides funding for six capital items and projects valued at \$328,714. The capital items include equipment and gear for firefighters, a pick-up truck to support maintenance and operation of the water and sewer systems, a dump truck to support maintenance and operation of the water, sewer, and storm-drain infrastructure as well as DPW operations, and lastly, a required Infiltration and In-Flow (I/I) Study of the sewer system.

The Finance Committee recommends approval of this article.

Article #4: Police Cruiser Lease/Purchase

This article will fund the first year of a three-year lease/purchase of a police cruiser in the current year (FY21). The total cost to be funded for the first year will total \$18,000.

The Finance Committee recommends approval of this article.

Article #5: DPW Building Project – Additional Funding

This article would appropriate funds to complete the new DPW project. The project has reached the final stage and these funds are necessary to enable the town to sign the contract to begin construction.

The Finance Committee recommends approval of this article.

Article #6: DPW Lease of Temporary Office Facilities

This is a contingent article. Should Article #5 not pass, it will be necessary for the town to rent trailers for temporary housing of DPW employees, as the current facility is out of compliance and subject to potential OSHA fines.

The Finance Committee recommends approval of this article.

Article #7: Tree Maintenance

This article will appropriate funds for tree trimming/removal of dangerous trees throughout town. The DPW budget for Tree Care is depleted for this Fiscal Year.

The Finance Committee recommends approval of this article.

Article #8: General ByLaw Change – Date of Spring Annual Town Meeting

This article amends Article I, Section 1 of the Town's General Bylaws by moving the Annual Town Meeting to the first Monday of May and the Annual Town Election to the second Monday of May. This change would allow the Select Board Members, who were instrumental in developing the Operational Budget for the next Fiscal Year as well as Warrant Article Recommendations, to participate in Town Meeting.

The Finance Committee recommends approval of this article.

Article #9: Zoning ByLaw Change – Millis Center Economic Opportunity Overlay District (MCEOD)

This article would approve, without changing any portion of the current MCEOD bylaw, extending the Overlay District to include 25 additional commercial parcels. Infrastructure for this proposed extension exists in this portion of Main Street and Pleasant Street, in the form of streetlights, sidewalks, and cross walks. This amendment would also create additional opportunities for housing options other than single family homes, which will assist in meeting the goals in the Millis Housing Production Plan.

The Finance Committee recommends approval of this article.



WARRANT

2020

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 Saturday, the seventh day of November, AD 2020 at 12:00 p.m. in the Middle-Senior High School parking lot 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 Chair)

Opening Motions

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

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 2020 TOWN MEETING ARTICLE LIST

- 1. Unpaid Bills**
- 2. FY21 Operational Budget Adjustments**
- 3. Capital Items**
- 4. Police Cruiser Lease/Purchase**
- 5. DPW Building Project – Additional Funding**
- 6. DPW Lease of Temporary Office Facilities**
- 7. Tree Maintenance**
- 8. General Bylaw Change - Date of Spring Annual
Town Meeting**
- 9. Zoning Bylaw Change - Millis Center Economic
Opportunity Overlay District (MCEOD)**

TOWN OF MILLIS

NOVEMBER 7, 2020 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 **\$17,246.48** for unpaid bills, or act in any manner relating thereto.

(Submitted by Select Board)

DEPARTMENT	VENDOR	AMOUNT
Town Administrator	Cyber Com Inc	\$2,500.00
Town Administrator	Town of Millis	\$46.04
Town Administrator	AdPrint	\$82.00
Town Administrator	Town of Millis	\$21.35
Town Administrator	Blue Tarp (Northern Tool)	\$19.98
Town Administrator	Conway Technology	\$106.20
Town Administrator	Atlas Services Co	\$640.00
DPW	WB Mason	\$36.65
DPW	WB Mason	\$177.66
DPW	Geosphere	\$3,225.00
DPW	Town of Millis	\$245.96
DPW	Town of Millis	\$224.92
DPW	Town of Millis	\$204.00
DPW	Town of Millis	\$209.60
DPW	Imperial Ford	\$81.60
DPW	Mass mobile Inspections	\$1,375.00
DPW	Safelite Fulfillment, Inc	\$454.94
DPW	Turf Products	\$82.75
DPW	Woodco Machinery	\$313.68
DPW	K & K Mulch	\$570.00
DPW	United AG & Turf	\$253.67

DEPARTMENT	VENDOR	AMOUNT
DPW	United AG & Turf	\$81.40
DPW	United AG & Turf	\$95.00
DPW	United AG & Turf	\$504.38
DPW	United AG & Turf	\$265.64
Fire	TR Miller Co	\$504.10
Fire	TR Miller Co	\$504.10
Fire	Eversource	\$814.64
Police	Eversource	\$3,109.13
Town Clerk	LHS Associates	\$213.55
TOTAL GENERAL FUND UNPAID BILLS		\$16,431.66
DPW	WB Mason	\$36.65
DPW	WB Mason	\$177.66
TOTAL SEWER ENTERPRISE UNPAID BILLS		\$214.31
DPW	WB Mason	\$36.65
DPW	WB Mason	\$177.66
DPW	Mass-EZ pass	\$11.65
DPW	Power Up Generator	\$167.05
DPW	Power Up Generator	\$207.50
TOTAL WATER ENTERPRISE UNPAID BILLS		\$600.51
TOTAL UNPAID BILLS		\$17,246.48

Or take any other action related thereto.

(Submitted by Select Board)

ARTICLE 2. To see if the Town will vote to raise and appropriate the sum of **\$386,188**, transfer from Marijuana Impact Fees (Free Cash) the sum of **\$95,940**, and transfer from the Ambulance Revolving Fund the sum of **\$85,000**, for a total sum of **\$567,128** for additional wages or expenses not sufficiently funded under Article 3, Operating Budget, of the June 29, 2020 Annual Town Meeting, as follows:

Restoration of Certain Municipal Staff Hours to FY20 Levels as of December 1, 2020, and additional expenses:

<i>Department Breakdown</i>	<i>Category</i>	<i>FY21 (5%) vs FY21 TA Prop Variance</i>	<i>Restore Reduction December 1, 2020</i>	<i>Additional Salaries & Expenses</i>	<i>Total FY2021 Budget Adjustments</i>
GENERAL GOVERNMENT					
SELECTMEN/TA	SALARIES	(\$30,899.13)	\$18,024.49		\$18,024.49
SELECTMEN/TA	EXPENSES	\$0.00		\$15,000.00	\$15,000.00
FINANCE DIR/ACCOUNTANT	SALARIES	(\$21,279.95)	\$12,413.30		\$12,413.30
ASSESSORS	SALARIES	(\$13,003.03)	\$7,585.10		\$7,585.10
TREASURER/COLLECTOR	SALARIES	(\$15,718.09)	\$9,168.88		\$9,168.88
IT ADMINISTRATION	EXPENSES	\$0.00	\$0.00	\$20,000.00	\$20,000.00
TOWN COUNSEL	EXPENSES	(\$9,000.00)	\$0.00		\$0.00
TOWN CLERK	SALARIES	(\$8,628.50)	\$5,033.29		\$5,033.29
PLANNING BOARD	SALARIES	(\$2,245.38)	\$1,309.80		\$1,309.80
CONSERVATION	SALARIES	(\$1,683.55)	\$982.07		\$982.07
TOWN BUILDINGS	SALARIES	(\$8,823.20)	\$5,146.87		\$5,146.87
LINE 1 - GENERAL GOVT		(\$111,280.82)	\$59,663.81	\$35,000.00	\$94,663.81
PUBLIC SAFETY					
BUILDING DEPT.	SALARIES	(\$13,197.00)	\$7,698.25		\$7,698.25
LINE 2 - PUBLIC SAFETY		(\$13,197.00)	\$7,698.25	\$0.00	\$7,698.25
EDUCATION					
MILLIS SCHOOLS	SALARIES	(\$296,798.00)	\$173,132.17	\$83,571.43	\$256,703.60
LINE 3 - MILLIS SCHOOLS		(\$296,798.00)	\$173,132.17	\$83,571.43	\$256,703.60
HEALTH & HUMAN SERVICES					
COUNCIL ON AGING	SALARIES	(\$13,401.97)	\$7,817.81		\$7,817.81
LINE 6 HLTH/HUMN SERV		(\$13,401.97)	\$7,817.81	\$0.00	\$7,817.81
CULTURE & RECREATION					
LIBRARY	SALARIES	(\$6,237.96)	\$3,638.81		\$3,638.81
LIBRARY	EXPENSES	(\$6,445.00)	\$3,759.58		\$3,759.58
RECREATION	SALARIES	(\$3,266.49)	\$1,905.45		\$1,905.45
RECREATION	EXPENSES	\$0.00	\$0.00	\$10,000.00	\$10,000.00
LINE 7 CULTURE & RECREATION		(\$15,949.45)	\$9,303.84	\$10,000.00	\$19,303.84
TOTAL BUDGET		(\$450,627.24)	\$257,615.89	\$128,571.43	\$386,187.32

Funding from Marijuana Impact Fund:

Police Salaries (School Resource Officer Salary)	\$85,140
Marijuana Stipends (per contract)	\$10,800

Funding from Ambulance Revolving Fund:

Fire Salaries (Overtime for Safer Grant Employees)	\$60,000
Fire Expenses (Clothing Allowance & Equipment)	\$25,000

Or take any other action related thereto.

(Submitted by Select Board)

ARTICLE 3. To see if the Town will vote to appropriate and raise by taxation, transfer from available funds, or borrow the sum of **\$328,714** to fund the following capital items:

Department	Item	Cost
Fire	Turnout Gear	\$ 43,330
Fire	SCBA Bottles	\$ 12,000
Fire	Fire Hose	\$ 15,000
Water/Sewer	Pickup Truck	\$ 44,023
W/S/ST/DPW	Dump Truck	\$108,586
Sewer	I/I Study	\$105,775
Total		\$328,714

(Submitted by Select Board)

ARTICLE 4. To see if the Town will vote to transfer from Free Cash the sum of **\$18,000** for the payment of the first year of a three year lease/purchase of a Police Cruiser, or take any other action related thereto.

ARTICLE 5. To see if the Town will vote to appropriate an additional sum of money for the construction, renovation and remodeling of the Town Department of Public Works Facility, which project was approved as Article 13 on the Annual Spring Town Meeting of May 13, 2019, and amended by Article 11 of the Annual Spring Town Meeting of June 29, 2020; to determine whether this appropriation shall be raised by borrowing or

otherwise; or take any other action 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 **\$275,000** for the payment of the first year of a two year lease for Temporary Office Space for the DPW, or take any other action related thereto.

(Submitted by Select Board)

ARTICLE 7. To see if the Town will vote to appropriate and raise by taxation, or transfer from available funds the sum of **\$40,000** for tree trimming and removal, or take any other action related thereto.

(Submitted by Select Board)

ARTICLE 8. To see if the Town will vote to **amend ARTICLE I, Section 1 of the Town's General Bylaws** by deleting the first sentence and replacing it with the following:

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

or to take any other action related thereto.

(Submitted by Select Board)

ARTICLE 9 – Millis Center Economic Opportunity Overlay District (MCEOD)

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

- 1) By adding the following parcels to the Millis Center Economic Opportunity Overlay District (MCEOD):

Assessor's Map 22, Parcels – 33, 32, 31, 30, 26, 17, 16, 15, 13, 12;
Assessor's Map 23, Parcels - 155, 129, 127, 98, 96, 94, 93, 92, 91, 90
Assessor's Map 30, Parcels – 12, 74;
Assessor's Map 31, Parcels – 10, 9, 8

- 2) By amending Section III, Establishment of Zoning District, Subsection C. Zoning Map, "Mixed Use Development Overlay District", by adding the following street names and parcel numbers:

"Mixed Use Development Overlay District", said district comprising of the following parcels of land on Main St., Plain St., Spring St., Exchange St., Park Rd., Lavender St., Pleasant St., Farm St. and Hammond Ln. as follows:

Assessor's Map 22, Parcels – 33, 32, 31, 30, 26, 17, 16, 15, 13, 12;
Assessor's Map 23, Parcels - 155, 129, 127, 122, 119, 118, 117, 116, 115, 114, 113, 112, 111, 110, 108, 107, 106, 105, 98, 96, 94, 93, 92, 91, 90, 77, 76, 75, 74, 73, 72, 70, 69, 68, 67, 66, 64, 63, 62, 61, 60, 59, 56, 55, 54, 53, 52, 51, 50, 49, 48, 47, 46, 45, 44, 43;
Assessor's Map 24, Parcels - 122, 121, 115, 114, 112, 54, 53;
Assessor's Map 30, Parcels – 74, 12; and
Assessor's Map 31, Parcels – 10, 9, 8

- 3) By amending the third sentence of Section XIII, Special Permit Conditions, Subsection P.1., Millis Center Economic Opportunity Overlay District, (MCEOD), "Purpose":

From:

The MCEOD shall hereby be established for that portion of the C-V District between Plain Street and Auburn Road, on both the North and South sides of Route 109."

To read:

The MCEOD shall hereby be established for those parcels of the C-V District west of Plain Street, as more specifically enumerated in Section III.C."

- 4) By amending the Millis Zoning Map to effectuate the changes to the MCEOD and to accurately reference such overlay district, all as shown on a Map on file with the Town Clerk seven days prior to Town Meeting

(Submitted by Planning Board)

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 19th day of October in the year two thousand and twenty.

**TOWN OF MILLIS
SELECT BOARD**



James J. McCaffrey, Chair


Peter C. Jurmain, Vice Chair


Erin T. Underhill, Clerk

A True Copy, Attest


Lisa J. Hardin, Town Clerk


Helen R. Kubacki, Constable
Town of Millis

Oct. 22, 2020

Capital Planning Committee Report – November 2020

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

As of the writing of this report, the global community continues to cope with the uncertainty and disruption of the COVID-19 pandemic, and Millis, like other towns in the state and across the nation is working to adapt to a new paradigm. The Capital Planning Committee has been able to meet virtually to try to quantify and prioritize the various capital needs of the Town. A high-level breakdown of these items is shown in the table below:

	# of projects	Total estimated cost
Considered items	10	\$496,695
Deferred consideration	11	860,496
Total	21	\$1,357,191

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

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

	# of projects	Total estimated cost
Highest priorities	6	\$422,300
Medium priorities	2	59,022
Lower priorities	2	15,573
Deferred consideration	11	860,496
Total	21	\$1,357,191

High priorities include equipment for the fire department, a new police car, repairs to the HVAC system at the Middle/High School, a dump truck for the DPW and mandated groundwater studies. Medium priorities include a pickup truck for the DPW, and a new firehose. 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.

In June, 2020, the committee presented 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 with the intent of providing the citizens of Millis with as much transparency as possible to the evolving future capital needs of the town. The committee is working to update this long-term plan and anticipates adding items related to potential alternatives for a Senior Center as well as items related to

significant renovations for the Middle/High school over the next several years. As of the writing of this report, the committee does not have enough information to provide a cost estimate and will update the report as more information becomes available.

On a positive note, the Town was recently informed that one of the more significant capital items on our report – work related to repairs on the Dover Road bridge would be paid for through State funding, which will help to defray the burden on taxpayers related to critical capital needs of the town.

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

Respectfully submitted,

Town of Millis Capital Planning Committee

Jonathan Barry – Chair

Peter Berube

John Corcoran

James McCaffrey

Kerri Roche

Capital Planning Committee Priorities for November 2020 Town Warrant

Highest priorities			
Department	Description	Estimated Cost	Comment
DPW	New dump truck	108,585	Recommend for appropriation
Fire	Self-contained breathing apparatus bottle replacement	12,000	Recommend for appropriation
Police	Replace police cruiser	53,610	Recommend for appropriation
Fire	Turnout gear replacement	43,330	Recommend for appropriation
DPW	Infiltration and inflow assessment	105,775	Recommend for appropriation
School	HVAC repairs and modifications	99,000	Recommend for appropriation
	Subtotal	\$422,300	
Medium priorities			
Fire	Large diameter hose replacement	\$15,000	Recommend for appropriation
Water enterprise	Pickup truck	44,022	Recommend for appropriation
	Subtotal	\$59,022	
Lower priorities			
Council on Aging	Flooring VMB Room 21	8,000	Recommend deferral to later date
Building department	Filing system	7,373	Recommend deferral to later date
	Subtotal	\$15,573	
Deferred consideration			
Stormwater enterprise	Village Street and Birch Street Drainage System Improvements	\$588,881	Recommend deferral to later date
School	Computer Replacement Grade 9 Chromebooks	27,000	Recommend deferral to later date
School	Replace switches for VOIP and PA network	6,000	Recommend deferral to later date
School	Classroom Projectors (20)	9,000	Recommend deferral to later date
School	Skid Steer	45,000	Recommend deferral to later date
Town Buildings	Fire Panel & Fire Sensor Replacement at Veterans Memorial Building	60,640	Recommend deferral to later date
School	Computer replacement laptops for TV production	6,975	Recommend deferral to later date
School	Lockers	20,000	Recommend deferral to later date
School	Wireless network	40,000	Recommend deferral to later date
School	New bus lease	35,000	Recommend deferral to later date
School	Furniture	22,000	Recommend deferral to later date
Total		\$860,496	

Annual Fall Town Meeting
Middle/High School Parking Lot
Saturday, November 7, 2020 at 12:00 PM

Presort – Standard
U.S. Postage Paid
Millis, MA 02054
Permit Number 20
ECRWSS

Pre-Town Meeting
Wednesday, November 4, 2020 at 7:00 PM
Via Zoom: <https://us02web.zoom.us/j/81407588127>

Millis Select Board
James J. McCaffrey, Chairman
Peter Jurmain, Vice Chairman
Erin Underhill, Clerk

To: Postal Customer
Millis, MA 02054