



TOWN OF MILLIS

Finance Committee
900 Main Street • Millis, MA 02054

*Peter Berube, Chair
Jodie Garzon, Vice Chair
Doug Riley, Clerk
Joyce Boiardi
Jim Borgman
Cathy MacInnes
Sara Reyes
John Steadman
Peter Underhill*

Meeting Agenda

Date: Wednesday, November 3, 2021
Time: 7:00 PM
Location: 900 Main Street – Room #229

Participation is available through Zoom Remote Platform: <https://us02web.zoom.us/j/88982917514>

Committee Attendees:

Pater Berube, Chair ☐; Jodie Garzon, Vice Chair ☐; Doug Riley, Clerk ☐; Joyce Boiardi ☐; Jim Borgman ☐; Cathy MacInnes ☐; Sara Reyes ☐; John Steadman ☐; Peter Underhill ☐

Non-Committee Attendees: Deirdre Gilmore

Invited Guests: Mike Guzinski ☐; Carol Johnston ☐; Select Board Member ☐; Donna Cabibbo ☐

Current Reserve Fund Balance: \$ 50,000.00
Certified Free Cash: \$2,072,363.00
Stabilization Fund Balance as of August 31, 2021: \$1,865,521.11

Agenda		
Time	Topic	Speaker
~7:00	Call Meeting to Order	Peter Berube
~7:05	Open Pre-Town Meeting/Public Hearing	Peter Berube
~7:45	Close Pre-Town Meeting/Public Hearing	Peter Berube
~7:50	Approve Bills Payable: Our Town Publishing (Printing)	Committee
~7:55	Old Business/New Business	Committee
~8:00	Finance Committee Meeting Minutes Approval: October 6, 2021 and October 20, 2021	Committee
~8:10	Adjourn	Committee

Important Dates:

Fall Town Meeting – November 8, 2021

Upcoming Meetings:

Monday, November 8, 2021 6:30 PM Middle/High School Room #104
Tri-Board Meeting - TBD

To view Meeting Materials please click on the link: <https://www.millisma.gov/meeting-materials/pages/fy22-meeting-materials>

MOTIONS

FALL 2021 TOWN MEETING MOTION LIST

- 1. Unpaid Bills**
- 2. FY22 Operational Budget Adjustments**
- 3. Capital Items**
- 4. Water Treatment Plant – PFAS**
- 5. New Ambulance**
- 6. New Fire Engine**
- 7. Senior Work Program Tax Abatement Adjustment**
- 8. Stormwater Bylaw Regulation Amendment**
- 9. Request Special Act - Town Charter Changes**
- 10. Tree Pruning/Removal**
- 11. Funding for FY21 Snow & Ice Deficit**
- 12. Unemployment Account**
- 13. OPEB Funding**
- 14. Establish Ch. 41 Section 111F Injury Leave Indemnity Fund**
- 15. Rescind Balance of Unneeded Borrowing Authorizations**

ARTICLE 1. I move that the Town vote to transfer from Free Cash the sum of **\$13,167.05**, transfer the sum of **\$357.00** from Sewer Enterprise Reserves, transfer the sum of **\$465.00** from Water Enterprise Reserves, and transfer the sum of **\$358.97** from Stormwater Enterprise Reserves, for a total sum of **\$14,348.02** for unpaid bills as written in the warrant.

DEPARTMENT	VENDOR	AMOUNT
Town Administrator	Eversource	\$5,568.99
Town Administrator	Eversource	\$2,432.41
Town Administrator	Verizon Wireless	\$86.45
Treasurer	The Boston Globe	\$1,510.01
Zoning Board	Gateway media	\$754.08
Board of Health	WB Mason	\$36.86
Building Dept	6/21 Mileage Reimb. Inspectors	\$174.44
DPW	Millis Police Dept. - Detail	\$204.00
Town Clerk	Election Systems & Software	\$30.00
DPW-	Transfer Station Geosphere Envir. Mgmt.	\$1,348.50
Police	CDW-G	\$936.00
Town Buildings	Direct Energy	<u>\$85.31</u>
TOTAL GENERAL FUND UNPAID BILLS		\$13,167.05
DPW	Millis Police Dept. - Detail	<u>\$357.00</u>
TOTAL SEWER ENTERPRISE UNPAID BILLS		\$357.00
DPW	Microbac Laboratories Inc	<u>\$465.00</u>
TOTAL WATER ENTERPRISE UNPAID BILLS		\$465.00
DPW	Millis Police Dept. - Detail	<u>\$358.97</u>
TOTAL STORMWATER ENTER. UNPAID BILLS		\$358.97
TOTAL UNPAID BILLS		\$14,348.02

4/5ths Vote

ARTICLE 2. I move that the Town vote to transfer from Marijuana Impact Fees (Free Cash) the sum of **\$184,478**, and transfer from Free Cash the sum of **\$65,000**, and transfer from Water Enterprise Receipts the sum of **\$214,000**, for a total sum of **\$463,478** for additional wages and expenses not sufficiently funded under Article 3 and Article 6 - Operating Budgets, of the May 1, 2021 Annual Town Meeting as written in the warrant, except with the removal of the Town-wide Social Worker for \$60,000.

Department	Description of Expense	Total Expenses
Fire	Additional Fire Repair Fund	\$ 50,000
Water Enterprise	Water Tank Maintenance	\$214,000
Various	SEIU Collective Bargaining Agreement	\$ 15,000

Department	Description of Expense	Total Expenses
Administration	Administrative Support for HCA	\$ 9,200.00
Board of Health	Cannabis use in e-cigarettes/vaping	\$ 4,000.00
Library	Extend Library Hours on Thursday evenings	\$11,388.00
Library	Extend Library Hours on Friday evenings	\$11,388.00
Police	School Resource Officer Salary	\$26,300.00
Police	Marijuana Training	\$45,000.00
Recreation	Teen Program Coordinator	\$ 9,200.00
School	School Adjustment Counselor - 0.6 FTE	\$40,637.00
School	Bridge Therapeutic Program Grade 8-0.2 FTE	\$12,365.00
School	Afterschool activities - Extended Day Program	\$10,000.00
School	Mental health programs with link to substances	\$ 5,000.00
Marijuana Impact Funds Request - FY2022		\$184,478.00

Majority Vote

ARTICLE 3. I move that the Town vote to transfer from Free Cash the sum of **\$495,348.75**, and transfer from Water Enterprise Reserves the sum of **\$12,508.75**, and transfer from Sewer Enterprise Reserves the sum of **\$12,508.75**, and transfer from Stormwater Enterprise Reserves the sum of **\$12,508.75**, for a total sum of **\$532,875** to fund the following capital items:

#	Department	Item	Cost
1.	Fire	Fire Alarm Master box at Library	\$ 15,000
2.	School	Walk in Freezer at Middle-Senior HS	\$ 45,000
3.	Police	Police Cruiser	\$ 51,444
4.	DPW	Snow Plow	\$ 12,850
5.	School	Elevator Upgrades at Middle-Senior HS	\$ 80,000
6.	COA	Freezer	\$ 8,031
7.	Oak Grove	Playground Renovation	\$127,006
8.	DPW	Excavator	\$ 50,035
9.	Assessors	iPad Software Update	\$ 22,762
10.	COA	Senior Center Upgrades	\$ 19,217
11.	Building	Filing System	\$ 18,000
12.	School	Steamer Kettle for Middle-Senior HS	\$ 50,000
13.	Energy	Charging Station	\$ 26,800
14.	Cons Comm	Picnic Tables & Benches & Signs at Pleasant Meadow Park	\$ 6,730
Total			\$ 532,875

Majority Vote

ARTICLE 4. I move that the Town vote to appropriate **\$5,600,000** to pay costs of making water treatment plant improvements at the D'Angelis Water Treatment Plant to address excessive levels of PFAS identified in Wells 1 and 2, including the payment of all 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, §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. Any premium received upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with G.L. c. 44, §20 of the General Laws, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount.

2/3rds Vote

ARTICLE 5. I move that the Town vote to appropriate **\$370,000** to pay costs of purchasing and equipping a new Ambulance (A-1), including the payment of all 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. Any premium received upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with G.L. c. 44, §20 of the General Laws, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount.

2/3rds Vote

ARTICLE 6. I move that the Town vote to appropriate **\$750,000** to pay costs of purchasing and equipping a new fire engine, including the payment of all 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. Any premium received upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with G.L. c. 44, §20 of the General Laws, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount.

2/3rds Vote

ARTICLE 7. I move that the Town vote to approve increasing the Senior Tax Work Program amount from **\$1,350** each year to **\$1,500** each year, pursuant to M. G. L. Ch. 59 § 5K.

Majority Vote

ARTICLE 8. I move that the Town vote to amend ARTICLE 1, Section 7.1 B of the Town's Stormwater Regulations by adding subsection 10 as follows:

“10. Setting bottom floor elevation of buildings a minimum of 2 feet above

Seasonal High Groundwater Elevation (SHGWE).”

2/3rds Vote

ARTICLE 9. I move that the Town vote to petition the Massachusetts General Court to file for Special Legislation to amend the Town of Millis Charter, as written in the warrant.

2/3rds Vote

Article IV. Elections and Other Elected Offices

Article IV-2: Other Elected Officers

By amending the language of subsection c. as follows:

- c. The Town Clerk shall be appointed, with said appointment to be made following the end of the term of Town Clerk who was elected as of the date of this amendment.

Article II. Legislative Branch

Section II-8 Finance Committee

By changing the title of “Finance Committee” to “Warrant and Finance Committee”

Article III. Executive Branch

Article III- 1 Board of Selectmen: Composition

By changing the title of “Board of Selectmen” to “**Select Board**”.

By changing the number of members of the select board, as follows: The Executive powers of the town shall be vested in the select board consisting of **five** members; each elected by vote of the registered voters of the town for a three-year term. For transitional purposes, a fourth member of the board shall be elected to a two-year term and a fifth member shall be elected to a three-year term at the first annual election following the date of approval of the increase to five members. The terms shall be so arranged that the term of at least one member expires each year.

Article III- 3 Powers of Appointment

By amending both paragraphs to read as follows:

The select board shall have the power to appoint the town administrator, the finance director, town counsel, town auditor, registrars of voters, permanent building committee, and such other town boards, commissions or committees as may be required for the proper administration, health or safety of the town, as well as individuals who are to serve as representatives of the town to the governing or advisory bodies of area, regional, or district authorities, and may terminate the same at their discretion.

Further, the select board shall have the power to appoint a three-member board of assessors for terms of three years, and may terminate the same at their discretion. The members of this board shall be made up of registered voters of the Town of Millis.

Section III-4: Town Administrator

1. By amending Heading to "Town Administrator - Chief Administrative Officer"
2. By deleting Sections III-4 and III-5 in their entirety and replace with the following:

Subsection 1: POWERS AND DUTIES

All executive powers of the town, except as otherwise provided in this Charter, shall be vested in the select board. It is the intent of this section that the select board shall exercise control over town affairs by recommending major courses of action to the town meeting and by setting policies to be carried out by the town administrator and other officers, boards, and commissions appointed by the select board. The select board shall appoint the town administrator, chief of police, fire chief, director of public works, finance director, and town clerk. The select board may request the town administrator to present candidates. The town administrator shall use best efforts to present the select board with at least two (2) candidates.

The town administrator shall be the chief administrative officer of the town, directly responsible to the select board for the administration of all town affairs for which the office of town administrator is given responsibility by this Charter. The powers and duties of the town administrator shall include, but are not intended to be limited to the following:

- (a) To supervise, direct, and be responsible for the efficient administration of all functions and activities for which the office of town administrator is given authority, responsibility or control by this Charter, by by-law, by town meeting vote, by vote of the select board, or otherwise.

- (b) To recommend appointments to the select board of chief of police, fire chief, director of public works, finance director, and town clerk.
- (c) To appoint, subject to the provisions of any collective bargaining agreements as may be applicable, all other department heads, officers, and employees for whom no other method of selection is provided by this Charter. Such appointments shall become effective on the fifteenth (15th) day following the day on which such notice of appointment is filed with the select board, unless the select board shall, within that period by a majority of all of its members, vote to reject such appointment, or has sooner voted to affirm it. Except as otherwise provided herein, all offices under the supervision of the town administrator as set forth in this section shall have the powers and duties set forth in the General Laws, the town bylaws and this Charter.
- (d) To be entrusted with the administration of the town personnel system; to administer the personnel policies and procedures and rules and regulations; and to administer the personnel by-law, the personnel plan, and collective bargaining agreements entered into by the town.
- (e) To attend all regular and special meetings of the select board, including executive sessions, unless excused in advance by the chair of said board, and shall have a voice, but no vote, in all its proceedings. However, the select board shall in no way be prohibited from conducting a meeting because of the lack of attendance of the town administrator.
- (f) To ensure that full and complete records of the financial and administrative activities of the town are kept.
- (g) To keep the select board fully advised as to the needs of the town and recommend to the select board and to other elected town officers and agencies for adoption such measures requiring action by them or by the town meeting as the town administrator may deem necessary or expedient. The town administrator shall keep the select board informed regarding issues affecting the administration and governance of the town, in a timely manner.
- (h) The town administrator shall be responsible for the maintenance, repair, and use, of all town land and buildings which fall under the jurisdiction of the select board.
- (i) To prepare and present to the select board an annual operating budget for the town; and to work in conjunction with the capital planning committee and the finance director to prepare a proposed capital improvement plan for the five (5) fiscal years next ensuing.
- (j) To negotiate, on behalf of the select board, all personnel contracts and collective bargaining agreements involving any subject within the jurisdiction of the office of the

town administrator or select board, including contracts with town employees involving wages, hours and other terms and conditions of employment. All such contracts and agreements shall be subject to the approval of the select board.

(k) To be the chief procurement officer for the town, in accordance with the provisions of the Massachusetts General Laws, and to appoint such assistant procurement officers as provided in Chapter 30B of the Massachusetts General Laws.

(l) To see that the provisions of the general laws, this Charter, town by-laws, votes of the town meeting and of the select board which require enforcement by the town administrator are faithfully executed, performed or otherwise carried out.

(m) To prosecute, defend and compromise, subject to the approval of the select board, all litigation to which the town is a party, and to direct Town or Special Counsel with respect to such litigation.

(n) To inquire and make investigation, at any time, into the conduct and operation of office or performance of duties of any officer or employee, department, board, commission or other town agency.

(o) To attend all sessions of all town meetings, unless excused in advance by the chair of the select board, and respond, as directed by the Moderator, to questions raised by voters which relate to warrant articles and to matters over which the town administrator exercises any supervision.

(p) To coordinate the activities of all town agencies serving under the office of the town administrator and the office of the select board with those under the control of other officers and multiple member bodies elected directly by the voters. The town administrator shall have the right to attend and speak at any public meeting of any multiple member body (Except Executive Sessions).

(q) To seek out and work to obtain resources from federal, state and other governmental jurisdictions that further town purposes.

(r) To approve all payroll and expense warrants for payment of town funds. Such approval shall be sufficient authority to authorize payment of the same by the town treasurer. In the event of the absence of the town administrator, the select board shall approve such warrants. If a vacancy exists in the office of town administrator, the select board shall approve all such warrants, or, may delegate such responsibility to a temporary town administrator appointed pursuant to Subsection 3 of Article III Section III-4.

(s) To perform any other duties as are required to be performed by the town administrator by by-laws, administrative code, votes of the town meeting, or votes of the select board, or otherwise.

Subsection 2: ACTING TOWN ADMINISTRATOR

(a) Temporary Absence - With the approval of the select board, the town administrator may designate a qualified town administrative officer or employee to exercise the powers and perform the duties of the town administrator during an absence of the town administrator of not more than twenty (20) days, including Saturdays, Sundays and holidays. Such delegation shall be made by letter filed with the town clerk, the finance director, and the select board.

(b) Powers and Duties - The powers and duties of the temporary or acting town administrator, under subsection (a), above, shall be limited to matters not admitting of delay and shall include authority to make temporary, emergency appointments or designations to town office or employment but not to make permanent appointments, and designations, or to effectuate terminations.

(c) Interim Town Administrator. In the event of the absence of the Town Administrator in excess of twenty (20) days, resignation or termination of the town administrator, the select board may appoint an interim town administrator to serve in such position until a permanent town administrator is appointed. Such interim town administrator shall have all the powers of the town administrator, except as may be limited by the engagement with the select board.

ARTICLE 10. I move that the Town vote to transfer from Free Cash the sum of **\$40,000** for tree trimming and removal.

Majority Vote

ARTICLE 11. I move that the Town vote to transfer from Free Cash the sum of **\$78,810** To fully fund the FY21 Snow & Ice Deficit.

Majority Vote

ARTICLE 12. I move that the Town vote to transfer from Free Cash the sum of **\$25,000** to the Unemployment Account.

Majority Vote

ARTICLE 13. I move that the Town vote to transfer from Free Cash the sum of **\$7,300** for an OPEB/Actuarial Study.

Majority Vote

ARTICLE 14. I move that the Town vote to accept the fourth paragraph of MGL Chapter 41, Section 111F, which would allow the Town to create a special injury leave indemnity fund to be expended by the Select Board.

Majority Vote

ARTICLE 15. I move that the Town vote to rescind the following approved but unissued debt authorizations:

\$96,000 – Article 33 of the Spring Annual Town Meeting of 05/12/14 for the Water Street Pump Station Sewer Design Study

\$28,000 – Article 25 of the Spring Annual Town Meeting of 05/09/16 for the Street Sweeper

\$11,800 – Article 29 of the Spring Annual Town Meeting of 05/13/13 for Water System Improvement (Chlorine Contact Loop)

Majority Vote

FINANCE COMMITTEE REPORT

FISCAL PERIOD JULY 1, 2021 THROUGH JUNE 30, 2022 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 8, 2021 AT 7:30 PM
MIDDLE/HIGH SCHOOL AUDITORIUM

PRE-TOWN MEETING – WEDNESDAY, NOVEMBER 3, 2021 AT 7:00 PM VIA ZOOM:
<https://us02web.zoom.us/j/88982917514> THE MEETING WILL BE BROADCAST LIVE ON THE MILLIS
COMMUNITY MEDIA CHANNELS

Annual Fall Town Meeting – 8 November 2021

Finance Committee Report

The Finance Committee (FINCOM) is pleased to provide residents of Millis with this report which outlines the Articles to be voted at the upcoming Fall Town Meeting. Representatives from various departments, committees and boards presented proposals and answered the FINCOM's questions over several weeks. The FINCOM considered and held extensive discussion of each article prior to voting the committee's recommendation.

Meeting materials can be accessed at:

<https://www.millisma.gov/meeting-materials/pages/fy22-meeting-materials>

There are 15 articles for Fall Town Meeting vote this year. It should be noted that the Operating Budget for the current fiscal year (FY22) was voted during the Spring Town Meeting (1 May 2021), and thus this Warrant contains mainly budget adjustments, discretionary spending from available funds or borrowing, and administrative and organizational changes. The following articles are called to voters' attention:

Article 3: Capital Items. This article contains 14 projects submitted by various town departments. Each project was evaluated for criticality by the Capital Planning Committee. The Select Board uses those ratings as well as other inputs to select projects for funding consideration and vote at Town Meeting. The FINCOM voted unanimously in favor of Article 3.

Article 4: Water Treatment Plant – PFAS. Millis' water supplies contain per- and polyfluoroalkyl substances (PFAS). PFAS are manmade chemicals that federal and state agencies mandated be removed once they are detected above a specified threshold. Of Millis' six municipal wells, two are shut-down due to higher than allowable levels of PFAS. This article authorizes appropriation of up to \$5.6 million for construction of an advanced water treatment plant at wells 1&2. It should be noted that the town anticipates receipt of at least \$2.4 million in federal funding to off-set this cost. The FINCOM voted unanimously in favor of Article 4.

Articles 5 & 6: New Fire Engine and Ambulance. These articles authorize purchase of an ambulance and fire truck, likely via borrowing. Each vehicle is beyond its programmed lifespan. It is important to authorize purchase of these replacements now because the lead time to receive each vehicle is over one year. The FINCOM voted unanimously in favor of Articles 5 & 6.

Article 9: Request Special Act – Town Charter Changes. This article proposes changes to the Town Charter. The town charter is intended to be long-lasting, more so than by-laws. The town formed the Charter Review Committee to review and propose changes which were then considered by the Select Board and FINCOM for vote by Town Meeting. Noteworthy changes proposed are; modifying the Town Clerk position from elected to appointed, modifying the composition of the Select Board from 3 to 5 members, modifying the duties and powers of the Town Administrator. The process to change the town charter consists of 3 steps; 1) vote at town meeting (Article 9), 2) vote by the State Legislature and then 3) vote by town ballot. The FINCOM voted 8 to 1 in favor of Article 9.

There are several other important warrant articles for vote on November 8th, including but not limited to, changes to Stormwater By-law Regulations, appropriation of funds for tree pruning, and increases to the Senior Work Tax Abatement program.

We look forward to meeting with our neighbors at Fall Town Meeting!

Respectfully Submitted,

Peter Berube, Chair

Joyce Boiardi

Sara Reyes

Jodie Garzon, Vice Chair

Jim Borgman

John Steadman

Doug Riley, Clerk

Cathy MacInnes

Peter Underhill

Article 1 Unpaid Bills

This is an semi-annual article to fund bills incurred in previous fiscal years which have not yet been paid. Fiscal Year 2021 ended June 30, 2021, and these bills listed in the Warrant were received after that date. The unpaid bills for this Town Meeting total \$14,348.02.

The Finance Committee recommends approval of this article.

Article 2 FY22 Operational Budget Adjustments

This article requests the transfer of \$50,000 from Free Cash to increase the Fire Repair Fund and \$15,000 to fund various changes to positions due to an approved SEIU Collective Bargaining Agreement. In addition, funds for various programs and staffing, including \$60,000 for a new Town-wide Social Worker, are requested totaling \$244,478 from Marijuana Impact Fees earned in previous fiscal years. Finally, this article will authorize the transfer of \$214,000 from Water Enterprise Receipts for water tank maintenance.

The Finance Committee recommends approving an amended article that would transfer \$184,478 from Marijuana Impact Fees, excluding \$60,000 for the new position of a Town-Wide Social Worker, but recommends approval of all other items included in Article 2.

Article 3 Capital Items

This article appropriates funding for 14 capital items and projects valued at \$532,875.00. The potential projects for funding include a project to make repairs at the Oak Grove playground, a police vehicle, repairs to a Middle/High-School elevator amongst other pieces of equipment and projects.

The Finance Committee recommends approval of this article.

Article 4 PFAS Water Treatment Plant

This article authorizes appropriation of up to \$5.6 million for construction of an advanced water treatment plant at wells 1&2. Currently wells 1 & 2 are shut down due to higher than permissible amounts of per- and polyfluoroalkyl substances (PFAS).

The Finance Committee recommends approval of this article.

Article 5 New Ambulance

If approved, this article will appropriate \$370,000 for a new ambulance for the Fire Department. Ambulance A-1 is a 2007 with 140,000 miles. The last two inspections have noted frame and body rot as an increasing concern. In the past, we have replaced ambulances every 10 years, this one has lasted 15 years. A new ambulance will take 285 days, so if approved now we will not receive the new ambulance until August 2022.

The Finance Committee recommends approval of this article.

Article 6: Fire Engine Purchase

This article appropriates funding for the purchase of a replacement for the 34-year old Engine 1 for the Fire Department. Engine 1 no longer meets State and Federal safety regulations. A replacement vehicle will cost \$750,000 and take nearly 1.5 years from order to delivery to Millis.

The Finance Committee recommends approval of this article.

Article 7 Senior Work Program Tax Abatement Adjustment.

This is an existing program which allows residents over 60 years of age to have their Property Tax Liability reduced in exchange for volunteering for the town. This Article is asking for the increase in

order to meet the new state minimum wage increase. There are currently only 21 slots available with 100 hours per slot (a maximum of \$1,500 per participant slot).

The Finance Committee recommends approval of this article.

Article 8 Stormwater ByLaw Regulation Amendment

If approved, this article will amend Article 1, Section 7.1B of the Town's Stormwater ByLaw Regulations by setting bottom floor elevations a minimum of 2 feet above Seasonal High Ground Water Elevation. This amendment was proposed by the Board of Health after consulting with several construction contractors in Town. This article will make future construction less likely to flood by avoiding groundwater by not digging into it. This is proposed to be tied to the Stormwater ByLaw so it would only be considered if development requires an acre or more of land disturbance (average single-family home on a standalone lot or building addition would most likely not trip this requirement).

The Finance Committee recommends approval of this article.

Article 9 Request Special Act – Town Charter Changes

This article seeks to approve amendments to the Millis Town Charter, including the number of members elected to the Select Board, method of selecting the Town Clerk, and clarification of the duties and authorities of the Town Administrator. If the article passes Town Meeting, it would then be sent to the State Legislature for approval per State Statute.

The Finance Committee recommends approval of this article.

Article 10 Tree Pruning/Removal

This Article is to see if the town will vote to transfer from free cash the sum of \$40,000.00 for tree trimming and removal.

The Finance Committee recommends approval of this article.

Article 11 FY21 Snow and Ice Deficit

This article, if approved, would appropriate \$78,810 from free cash to pay for expenses from last snow season. The Snow and Ice line of the budget is the only line which may run in deficit due to the unpredictability of required resources.

The Finance Committee recommends approval of this article.

Article 12 Unemployment Account

This article will fund the Unemployment Insurance fund. The total cost to be funded is \$25,000.

The Finance Committee recommends approval of this article.

Article 13 OPEB Actuarial Study

This article would appropriate \$7,300 for a required OPEB actuarial study. OPEB, or Other Post-Employment Benefits, refers to the benefits, other than pensions, that a local government employee receives as part of their retirement benefits.

The Finance Committee recommends approval of this article.

Article 14 Establish Ch. 41 Section 111F Injury Leave Indemnity Fund.

This Article is only requesting that this fund be established but it is not requesting that any funds be appropriated at this time. This fund will be used as a "Reserve Fund" in order to pay Police Officers and Fire Fighters who have sustained injuries in the performance of their duties at a base rate as well as the related shift coverage during the period of their injury leave instead of appropriating these funds from

the Police and Fire Department's Operating Budgets. The current average annual amount for paid injury leave in Millis is \$96,000.00.

The Finance Committee recommends approval of this article.

Article 15 Rescind Balance of Unneeded Borrowing Authorizations

This article will vote to rescind the following approved, but unissued debt authorizations. Each of the following three projects cost less than was approved to be borrowed. Therefore, the request to rescind the following approved, but unissued debt authorizations.

\$96,000 – Article 33 of Spring Annual Town Meeting of 05/12/14 for the Water Street Pump Station Sewer Design Study

\$28,000 – Article 25 of the Spring Annual Town Meeting of 05/09/16 for the Street Sweeper

\$11,800 – Article 29 of the Spring Annual Town Meeting of 05/13/13 for Water System Improvement (Chlorine Contact Loop)

The Finance Committee recommends approval of this article.

Millis Fall Town Meeting

Monday, November 8, 2021

Millis Middle/High School

Town Meeting is Monday, November 8th at the Millis Middle/High School in the auditorium and cafeteria at 245 Plain Street.

Please read the procedures below, which explain how the Town Meeting will work.

ANNUAL TOWN MEETING PROCEDURES:

- Entrance to Town Meeting will be at the main Middle/High School entrance. The doors near the gym will not be used.
- Town Meeting attendees will arrive and check in. Once you have been seated, please do not change your seat or move the chairs as the rooms have been set up to socially distance.
- **Mingling in the hallway is highly discouraged.** Please check in and sit down. When the meeting has concluded, please exit the building quickly as the school officials need to clean before the school day following the meeting
- **Per the School Committee, mask wearing is mandatory in the school building** unless you have a medical waiver. Those individuals that wish to attend Town Meeting unmasked with a medical waiver will need to provide written documentation to the Board of Health Nurse to enter the meeting. A letter from their health care provider stating that they have a mask exemption for medical reasons (no need to specify condition) on letter head is needed. Please call the BOH Nurse at 508-376-7042 with any questions related to documentation. **There will be a separate check in for unmasked attendees utilizing the cafeteria door off the main parking lot – Door 3. Please follow the signage**
- The microphones will be sanitized after each speaker. People who wish to speak may proceed to the microphones and line up with 6 ft between speakers. Mask must be always worn even when speaking. Once you have been recognized, please state your name and address. Please keep your comments or questions succinct and relevant to the article at hand and direct them to the Moderator.
- A Citizen's Guide to Town Meeting prepared by the Secretary of the Commonwealth Citizen Information Service is available at the Millis web site at https://www.sec.state.ma.us/cis/cispdf/Guide_to_Town_Meetings.pdf
- I look forward to seeing you on Monday, November 8th

Donna Cabibbo
Town Moderator



WARRANT

2021

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 eighth day of November, AD 2021 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 Donna Cabibbo, 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 Jodie Garzon) 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 (Ms. Garzon)

Discussion

Vote

FALL 2021 TOWN MEETING ARTICLE LIST

- 1. Unpaid Bills**
- 2. FY22 Operational Budget Adjustments**
- 3. Capital Items**
- 4. Water Treatment Plant – PFAS**
- 5. New Ambulance**
- 6. New Fire Engine**
- 7. Senior Work Program Tax Abatement Adjustment**
- 8. Stormwater Bylaw Regulation Amendment**
- 9. Request Special Act - Town Charter Changes**
- 10. Tree Pruning/Removal**
- 11. Funding for FY21 Snow & Ice Deficit**
- 12. Unemployment Account**
- 13. OPEB Funding**
- 14. Establish Ch. 41 Section 111F Injury Leave Indemnity Fund**
- 15. Rescind Balance of Unneeded Borrowing Authorizations**

TOWN OF MILLIS

NOVEMBER 8, 2021 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 **\$ \$14,348.02** for unpaid bills, or act in any manner relating thereto.
(Submitted by Select Board)

DEPARTMENT	VENDOR	AMOUNT
Town Administrator	Eversource	\$5,568.99
Town Administrator	Eversource	\$2,432.41
Town Administrator	Verizon Wireless	\$86.45
Treasurer	The Boston Globe	\$1,510.01
Zoning Board	Gateway media	\$754.08
Board of Health	WB Mason	\$36.86
Building Dept	6/21 Mileage Reimb. Inspectors	\$174.44
DPW	Millis Police Dept. - Detail	\$204.00
Town Clerk	Election Systems & Software	\$30.00
DPW- Transfer Station	Geosphere Environmental Mgmt.	\$1,348.50
Police	CDW-G	\$936.00
Town Buildings	Direct Energy	<u>\$85.31</u>
TOTAL GENERAL FUND UNPAID BILLS		\$13,167.05
DPW	Millis Police Dept. - Detail	<u>\$357.00</u>
TOTAL SEWER ENTERPRISE UNPAID BILLS		\$357.00
DPW	Microbac Laboratories Inc	<u>\$465.00</u>
TOTAL WATER ENTERPRISE UNPAID BILLS		\$465.00

DPW	Millis Police Dept. - Detail	<u>\$358.97</u>
TOTAL STORMWATER ENTER. UNPAID BILLS		\$358.97
TOTAL UNPAID BILLS		\$14,348.02

ARTICLE 2. To see if the Town will vote to transfer from Marijuana Impact Fees (Free Cash) the sum of **\$244,478**, and transfer from Free Cash the sum of **\$65,000**, and transfer from Water Enterprise Receipts the sum of **\$214,000**, for a total sum of **\$523,478** for additional wages and expenses not sufficiently funded under Article 3 and Article 6 - Operating Budgets, of the May 1, 2021 Annual Town Meeting, as follows:

<u>Department</u>	<u>Description of Expense</u>	<u>Total Expenses</u>
Fire	Additional Fire Repair Fund	\$ 50,000
Water Enterprise	Water Tank Maintenance	\$214,000
Various	SEIU Collective Bargaining Agreement	\$ 15,000

<u>Department</u>	<u>Description of Expense</u>	<u>Total Expenses</u>
Administration	Administrative Support for HCA	\$ 9,200.00
Board of Health	Cannabis use in e-cigarettes/vaping	\$ 4,000.00
Library	Extend Library Hours on Thursday evenings	\$11,388.00
Library	Extend Library Hours on Friday evenings	\$11,388.00
Police	School Resource Officer Salary	\$26,300.00
Police	Marijuana Training	\$45,000.00
Recreation	Teen Program Coordinator	\$ 9,200.00
School	School Adjustment Counselor - 0.6 FTE	\$40,637.00
School	Bridge Therapeutic Program Grade 8-0.2 FTE	\$12,365.00
School	Afterschool activities - Extended Day Program	\$10,000.00
School	Mental health programs with link to substances	\$ 5,000.00
School	Town-wide Social Worker	<u>\$60,000.00</u>
Marijuana Impact Funds Request - FY2022		\$244,478.00

(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 **\$532,875** to fund the following capital items:

#	Department	Item	Cost
1.	Fire	Fire Alarm Master box at Library	\$ 15,000
2.	School	Walk in Freezer at Middle-Senior HS	\$ 45,000
3.	Police	Police Cruiser	\$ 51,444
4.	DPW	Snow Plow	\$ 12,850
5.	School	Elevator Upgrades at Middle-Senior HS	\$ 80,000
6.	COA	Freezer	\$ 8,031
7.	Oak Grove	Playground Renovation	\$127,006
8.	DPW	Excavator	\$ 50,035
9.	Assessors	iPad Software Update	\$ 22,762
10.	COA	Senior Center Upgrades	\$ 19,217
11.	Building	Filing System	\$ 18,000
12.	School	Steamer Kettle for Middle-Senior HS	\$ 50,000
13.	Energy	Charging Station	\$ 26,800
14.	Cons Comm	Picnic Tables & Benches & Signs at Pleasant Meadow Park	\$ 6,730

Total **\$ 532,875**
(Submitted by Select Board)

ARTICLE 4. To see if the Town will vote to appropriate **\$5,600,000** to pay costs of making water treatment plant **improvements at the D'Angelis Water Treatment Plant to address excessive levels of PFAS** identified in Wells 1 and 2, including the payment of all 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, §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. Any premium received upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with G.L. c. 44, §20 of the General Laws, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount or take any other action related thereto.

(Submitted by Select Board)

ARTICLE 5. To see if the Town will vote to appropriate **\$370,000** to pay costs of purchasing and equipping a new Ambulance (A-1), including the payment of all 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. Any premium received upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with G.L. c. 44, §20 of the General Laws, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount, or take any other action related thereto.

(Submitted by Select Board)

ARTICLE 6. To see if the Town will vote to appropriate **\$750,000** to pay costs of purchasing and equipping a new fire engine, including the payment of all 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. Any premium received upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with G.L. c. 44, §20 of the General Laws, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount, or take any other action related thereto.

(Submitted by Select Board)

ARTICLE 7. To see if the Town will vote to approve increasing the Senior Tax Work Program amount from **\$1,350** each year to **\$1,500** each year, pursuant to M. G. L. Ch. 59 § 5K. The current hourly rate is the state's minimum wage. The total amount to be used in the program will not exceed \$31,500 in any given fiscal year. Or to take any other action related thereto.

(Submitted by Select Board)

ARTICLE 8. To see if the Town will vote to amend ARTICLE 1, Section 7.1 B of the Town's Stormwater Regulations by adding subsection 10 as follows:

*"10. Setting bottom floor elevation of buildings a minimum of 2 feet above
Seasonal High Groundwater Elevation (SHGWE)."*

Or take any other action related thereto.

(Submitted by Board of Health)

ARTICLE 9. To see if the Town will vote to petition the Massachusetts General Court to file for Special Legislation to amend the Town of Millis Charter, as follows:

Article IV. Elections and Other Elected Offices

Article IV-2: Other Elected Officers

By amending the language of subsection c. as follows:

- c. The Town Clerk shall be appointed, with said appointment to be made following the end of the term of Town Clerk who was elected as of the date of this amendment.

Article II. Legislative Branch

Section II-8 Finance Committee

By changing the title of "Finance Committee" to "Warrant and Finance Committee"

Article III. Executive Branch

Article III- 1 Board of Selectmen: Composition

By changing the title of "Board of Selectmen" to "**Select Board**".

By changing the number of members of the select board, as follows: The Executive powers of the town shall be vested in the select board consisting of **five** members; each elected by vote of the registered voters of the town for a three-year term. For transitional purposes, a fourth member of the board shall be elected to a two-year term and a fifth member shall be elected to a three-year term at the first annual election following the date of approval of the increase to five members. The terms shall be so arranged that the term of at least one member expires each year.

Article III- 3 Powers of Appointment

By amending both paragraphs to read as follows:

The select board shall have the power to appoint the town administrator, the finance director, town counsel, town auditor, registrars of voters, permanent building committee, and such other town boards, commissions or committees as may be required for the proper administration, health or safety of the town, as well as individuals who are to

serve as representatives of the town to the governing or advisory bodies of area, regional, or district authorities, and may terminate the same at their discretion.

Further, the select board shall have the power to appoint a three-member board of assessors for terms of three years, and may terminate the same at their discretion. The members of this board shall be made up of registered voters of the Town of Millis.

Section III-4: Town Administrator

1. By amending Heading to "Town Administrator - Chief Administrative Officer"
2. By deleting Sections III-4 and III-5 in their entirety and replace with the following:

Subsection 1: POWERS AND DUTIES

All executive powers of the town, except as otherwise provided in this Charter, shall be vested in the select board. It is the intent of this section that the select board shall exercise control over town affairs by recommending major courses of action to the town meeting and by setting policies to be carried out by the town administrator and other officers, boards, and commissions appointed by the select board. The select board shall appoint the town administrator, chief of police, fire chief, director of public works, finance director, and town clerk. The select board may request the town administrator to present candidates. The town administrator shall use best efforts to present the select board with at least two (2) candidates.

The town administrator shall be the chief administrative officer of the town, directly responsible to the select board for the administration of all town affairs for which the office of town administrator is given responsibility by this Charter. The powers and duties of the town administrator shall include, but are not intended to be limited to the following:

- (a) To supervise, direct, and be responsible for the efficient administration of all functions and activities for which the office of town administrator is given authority, responsibility or control by this Charter, by by-law, by town meeting vote, by vote of the select board, or otherwise.
- (b) To recommend appointments to the select board of chief of police, fire chief, director of public works, finance director, and town clerk.
- (c) To appoint, subject to the provisions of any collective bargaining agreements as may be applicable, all other department heads, officers, and employees for whom no other method of selection is provided by this Charter. Such appointments shall become effective on the fifteenth (15th) day following the day on which such notice of appointment is filed with the select board, unless the select board shall, within that

period by a majority of all of its members, vote to reject such appointment, or has sooner voted to affirm it. Except as otherwise provided herein, all offices under the supervision of the town administrator as set forth in this section shall have the powers and duties set forth in the General Laws, the town bylaws and this Charter.

(d) To be entrusted with the administration of the town personnel system; to administer the personnel policies and procedures and rules and regulations; and to administer the personnel by-law, the personnel plan, and collective bargaining agreements entered into by the town.

(e) To attend all regular and special meetings of the select board, including executive sessions, unless excused in advance by the chair of said board, and shall have a voice, but no vote, in all its proceedings. However, the select board shall in no way be prohibited from conducting a meeting because of the lack of attendance of the town administrator.

(f) To ensure that full and complete records of the financial and administrative activities of the town are kept.

(g) To keep the select board fully advised as to the needs of the town and recommend to the select board and to other elected town officers and agencies for adoption such measures requiring action by them or by the town meeting as the town administrator may deem necessary or expedient. The town administrator shall keep the select board informed regarding issues affecting the administration and governance of the town, in a timely manner.

(h) The town administrator shall be responsible for the maintenance, repair, and use, of all town land and buildings which fall under the jurisdiction of the select board.

(i) To prepare and present to the select board an annual operating budget for the town; and to work in conjunction with the capital planning committee and the finance director to prepare a proposed capital improvement plan for the five (5) fiscal years next ensuing.

(j) To negotiate, on behalf of the select board, all personnel contracts and collective bargaining agreements involving any subject within the jurisdiction of the office of the town administrator or select board, including contracts with town employees involving wages, hours and other terms and conditions of employment. All such contracts and agreements shall be subject to the approval of the select board.

(k) To be the chief procurement officer for the town, in accordance with the provisions of the Massachusetts General Laws, and to appoint such assistant procurement officers as provided in Chapter 30B of the Massachusetts General Laws.

(l) To see that the provisions of the general laws, this Charter, town by-laws, votes of the town meeting and of the select board which require enforcement by the town administrator are faithfully executed, performed or otherwise carried out.

(m) To prosecute, defend and compromise, subject to the approval of the select board, all litigation to which the town is a party, and to direct Town or Special Counsel with respect to such litigation.

(n) To inquire and make investigation, at any time, into the conduct and operation of office or performance of duties of any officer or employee, department, board, commission or other town agency.

(o) To attend all sessions of all town meetings, unless excused in advance by the chair of the select board, and respond, as directed by the Moderator, to questions raised by voters which relate to warrant articles and to matters over which the town administrator exercises any supervision.

(p) To coordinate the activities of all town agencies serving under the office of the town administrator and the office of the select board with those under the control of other officers and multiple member bodies elected directly by the voters. The town administrator shall have the right to attend and speak at any public meeting of any multiple member body (Except Executive Sessions).

(q) To seek out and work to obtain resources from federal, state and other governmental jurisdictions that further town purposes.

(r) To approve all payroll and expense warrants for payment of town funds. Such approval shall be sufficient authority to authorize payment of the same by the town treasurer. In the event of the absence of the town administrator, the select board shall approve such warrants. If a vacancy exists in the office of town administrator, the select board shall approve all such warrants, or, may delegate such responsibility to a temporary town administrator appointed pursuant to Subsection 3 of Article III Section III-4.

(s) To perform any other duties as are required to be performed by the town administrator by by-laws, administrative code, votes of the town meeting, or votes of the select board, or otherwise.

Subsection 2: ACTING TOWN ADMINISTRATOR

(a) Temporary Absence - With the approval of the select board, the town administrator may designate a qualified town administrative officer or employee to exercise the

powers and perform the duties of the town administrator during an absence of the town administrator of not more than twenty (20) days, including Saturdays, Sundays and holidays. Such delegation shall be made by letter filed with the town clerk, the finance director, and the select board.

(b) Powers and Duties - The powers and duties of the temporary or acting town administrator, under subsection (a), above, shall be limited to matters not admitting of delay and shall include authority to make temporary, emergency appointments or designations to town office or employment but not to make permanent appointments, and designations, or to effectuate terminations.

(c) Interim Town Administrator. In the event of the absence of the Town Administrator in excess of twenty (20) days, resignation or termination of the town administrator, the select board may appoint an interim town administrator to serve in such position until a permanent town administrator is appointed. Such interim town administrator shall have all the powers of the town administrator, except as may be limited by the engagement with the select board.

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

ARTICLE 10. To see if the Town will vote to 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 11. To see if the Town will vote to transfer from available funds the sum of **\$78,810** To fully fund the FY21 Snow & Ice Deficit, or take any other action related thereto.
(Submitted by Select Board)

ARTICLE 12. 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 13. To see if the Town will vote to transfer from available funds the sum of **\$7,300** for an OPEB/Actuarial Study, or take any other action related thereto.
(Submitted by Select Board)

ARTICLE 14. To see if the Town will vote to accept the fourth paragraph of MGL Chapter 41, Section 111F, which would allow the Town to create a special injury leave

indemnity fund to be expended by the Select Board, or take any other action related thereto.

(Submitted by Select Board)

ARTICLE 15. To see if the Town will vote to rescind the following approved but unissued debt authorizations:

\$96,000 – Article 33 of the Spring Annual Town Meeting of 05/12/14 for the Water Street Pump Station Sewer Design Study

\$28,000 – Article 25 of the Spring Annual Town Meeting of 05/09/16 for the Street Sweeper

\$11,800 – Article 29 of the Spring Annual Town Meeting of 05/13/13 for Water System Improvement (Chlorine Contact Loop)

Or take any other action related thereto.

(Submitted by Select Board)

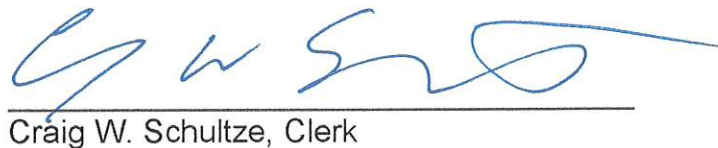
And, you are hereby directed to serve this Warrant by posting attested copies hereof fourteen days before time of said meeting as directed by the vote of the Town. Hereof fail not and make due return of this Warrant with your doings thereon at the time and place of said meeting.

Given under our hands this 12th day of October in the year two thousand and twenty-one.


**TOWN OF MILLIS
SELECT BOARD**

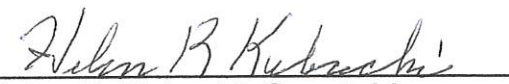

Peter C. Jurmain, Chair


Erin T. Underhill, Vice-Chair


Craig W. Schultze, Clerk

A True Copy, Attest


Lisa J. Hardin, Town Clerk


Helen R. Kubacki, Constable
Town of Millis

Capital Planning Committee Report – November 2021

The Capital Planning Committee (CPC) is pleased to present the Town with our capital planning report for November 2021. 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, COA, Police, Fire and other town departments to compile the information provided in this report.

Over the past year, the Capital Planning Committee has been able to meet virtually to quantify and prioritize the various capital needs of the Town. 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 three categories 1) highest priorities 2) medium priorities and 3) lower priorities.

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

	# of projects	Total estimated cost
Highest priorities	10	\$6,983,911
Medium priorities	9	363,520
Lower priorities	8	239,552
Total	27	\$ 7,586,983

High priorities include construction of advanced water treatment plants to treat for PFAS at Wells 1 & 2, a replacement of a fire engine and police car, a replacement of one of the Town's ambulances, elevator repairs at the Middle High School, a new walk-in freezer at the MHS as well as a freezer to support meal delivery for the Council on Aging. Medium priorities include a renovation of the playground at Oak Grove, a new excavator, upgrades to the current senior center and a new filing system for the building department.

The CPC does not choose projects for consideration at Town Meeting based on availability of funding. Rather, the CPC evaluates all projects submitted by town departments based on urgency of need. The Select Board selects projects for inclusion in the Warrant and the Finance Committee makes its recommendation for action at Town Meeting.

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. In particular, it should be noted that the Town is currently assessing potential options for the long-term needs of the Middle/High School, a new Senior Center, 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 and funding options 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 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 one open position 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

Erin Underhill

Capital Planning Committee Priorities for November 2021 Town Warrant

Highest priorities			
Department	Description	Estimated Cost	Comment
DPW	Water treatment plant wells 1&2	5,590,000	Potential for some federal funding
Fire	Ambulance A-1	370,000	
Fire	Fire alarm master box library	15,000	
VMB	Fire panel replacement	63,024	Town awarded a grant to pay for this.
Fire	Replace Engine 1	750,000	
School	Walk in freezer	45,000	
Police	Cruiser - car 44	50,006	
DPW	Snowplow	12,850	
School	Elevator upgrades	80,000	
COA	Freezer	8,031	
Subtotal		\$6,983,911	
Medium priorities			
Oak grove	Playground renovation	127,006	
DPW	Excavator	50,035	
Town assessor	IPad software update	22,762	
COA	Senior center upgrades	19,217	
Bldg department	Filing system	18,000	
School	Computer replacement	30,000	
School	Computer replacement	30,000	
School	Replacement Chromebooks	16,500	
School	Steamer kettle	50,000	
Subtotal		\$363,520	
Lower priorities			
School	New skid steer	55,000	
DPW	Message board	17,022	
Library	Lighting system	15,000	
ConCom	Picnic tables benches, plus sign at pleasant meadow park	6,730	
School	MHS strippers, waxers, buffers	45,000	
Energy	Charging station	76,800	\$50k of state aid available for this project
School	Curriculum and instruction materials	10,000	
Rec committee	Pickleball court sound proofing	14,000	

	Subtotal	\$239,552	
Total		\$7,586,983	



Article 4 Water Treatment Plant PFAS Removal Efforts

Facility to reduce PFAS in Town's water supply



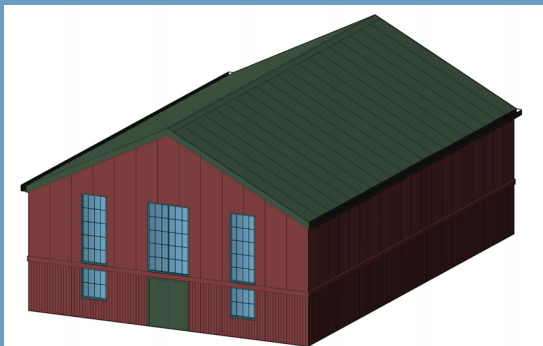
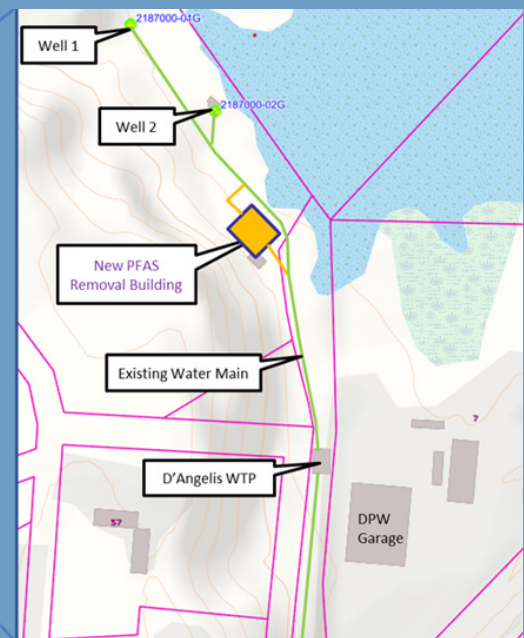
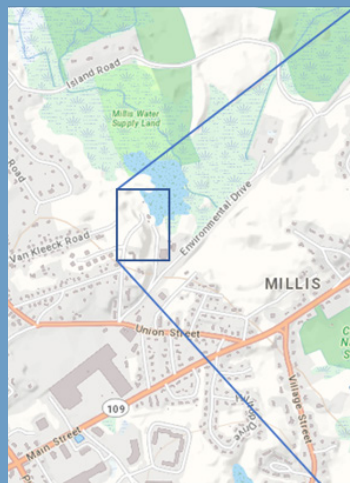
What is Article 4 on the November 8th Town Meeting?

- Article 4 will fund the construction of a new water treatment building for the D'Angelis Water Treatment Plant (WTP), which is served by Town Wells 1 & 2.
- The new treatment building is required to improve water quality and comply with new safe drinking water regulations. The new regulations apply to PFAS (per- and polyfluoroalkyl substances). PFAS will be removed by large granular-activated carbon vessels in the new facility.
- The new treatment process is required to operate the D'Angelis as a water source. Wells 1 and 2 are high-yielding wells and an important part of the Town's water supply. They can supply up to half of the Town's water needs.
- The D'Angelis WTP has been turned off since PFAS were identified and will remain off until the new treatment process is installed. Millis's other wells are providing water that meets new MassDEP health regulations.

What are PFAS?
See Page 2

What are the benefits of the new D'Angelis PFAS Plant?

- The carbon vessels in the new building are designed to remove PFAS from Wells 1 & 2 to non-detectable levels*.
- The new building is designed with extra space for flexibility to expand or modify treatment in the future if needed. The project will also include improvements to the wells and pump stations to improve water quality and performance.



From top left, clockwise: Example of typical granular-activated carbon vessel installation; existing and proposed infrastructure at D'Angelis Water Treatment Plant site; and architectural design sketch of proposed pre-engineered metal filter building.

**For current EPA testing methods*

What are PFAS?

PFAS are a group of numerous human-made chemicals used since the 1950s to manufacture stain-resistant, water-resistant, and non-stick products. Some examples include:



food packaging



non-stick cookware



waterproof clothing



personal care products



fire-fighting foam

PFAS stay in the environment for a long time and do not break down easily. As a result, PFAS may be widely detected in soil, water, air, and food. While consumer products and food are a significant source of exposure to these chemicals for most people, drinking water can be an additional source in communities where PFAS is present in water supplies.

In October 2020, MassDEP set a new drinking water limit for the sum of 6 PFAS compounds of 20 nanograms per liter. This standard is set to be protective against adverse health effects. PFAS limits are not yet set for food or consumer products.

What additional proactive steps is Millis taking to address this issue?

Building the D'Angelis PFAS Plant is a critical part of Millis's ongoing PFAS Response Plan. Other ongoing actions include:



Frequent testing of the other Town wells to ensure safe levels.



Developing a plan to prioritize and implement filtration at one or more of the other Town wells.



Working closely with MassDEP during their investigation into sources of the contamination.



Providing transparency in communication – through website updates, presentations, and newsletters – to give residents updates and information on how they can reduce their exposure to PFAS.



Obtaining grant funding to offset costs.

When will the new D'Angelis PFAS Plant be completed and what will the cost be?

- The Town of Millis's engineering consultant Kleinfelder recently completed the design under an accelerated schedule. The competitive contractor public bid process will take place during November and December. Construction will begin in early spring and is expected to be completed by spring 2023, unless extended by supply chain issues.
- The Article amount has been based on a detailed cost estimate using information from other similar projects. Since bids are not yet available, the estimate includes a contingency intended to cover uncertainty in the construction market.

More information

Millis Water System PFAS Updates/Details

<https://www.millisma.gov/public-works-highway-department/pages/pfas-drinking-water-information>

If you have additional questions, contact:

- Millis Public Works Director, Jim McKay, (508) 376-7040 or jmckay@millisma.gov

Millis DPW Water System: BY THE NUMBERS

The DPW maintains and operates:

6 wells

2 water storage tanks

3 water treatment plants

>50 miles of pipes

440 hydrants

The Town of Millis is committed to providing reliable, high-quality drinking water that meets all state and federal safety standards.

Annual Fall Town Meeting
Middle/High School Auditorium
Monday, November 8, 2021 at 7:30 PM

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

Pre-Town Meeting
Wednesday, November 3, 2021 at 7:00 PM
Via Zoom: <https://us02web.zoom.us/j/88982917514>

Millis Select Board
Peter Jurmain, Chair
Erin Underhill, Vice Chair
Craig Schultze, Clerk

To: Postal Customer
Millis, MA 02054

Town of Millis
November 2021 Annual Fall Town Meeting
Article List

#	Article	Amount	Recommendation	Funding Source	FinCom
1	Unpaid Bills:	\$14,348.02	Yes		Jodie
		\$13,167.05		Free Cash	
		\$357.00		Swr Ent Fund	
		\$465.00		Wtr Ent Fund	
2	FY22 Operational Budget Adjustments:	\$523,478.00	\$463,478.00		Jodie
	Fire Repair Fund	\$50,000.00	Yes	Free Cash	
	SEIU Collective Bargaining Agreement	\$15,000.00	Yes	Free Cash	
	Water Tank Maintenance	\$214,000.00	Yes	Wtr Ent Fund Receipts	
	Administration - Admin Support for HCA	\$9,200.00	Yes	Marijuana Impact Fees	
	Health - Cannabis Use in E-Cigarettes/Vaping	\$4,000.00	Yes		
	Library - Extended Hours Thursdays and Fridays	\$22,776.00	Yes		
	Police - School Resource Officer	\$26,300.00	Yes		
	Police - Marijuana Training	\$45,000.00	Yes		
	Recreation - Teen Program Coordinator	\$9,200.00	Yes		
	School - Adjustment Counselor	\$40,637.00	Yes		
	School - Bridge Therapeutic Program - 8th Grade	\$12,365.00	Yes		
	School - Afterschool Activities/Extended Day Program	\$10,000.00	Yes		
	School - Mental Health Programs - Linked to Substance Abuse	\$5,000.00	Yes		
	School - Town-wide Social Worker	\$60,000.00	No		
3	Capital Items:	\$532,875.00	Yes		Pete
	Library Fire Alarm Master Box	\$15,000.00			
	MS/HS Walk-in Freezer	\$45,000.00			
	Police Cruiser	\$51,444.00			
	DPW Snow Plow	\$12,850.00			
	MS/HS Elevator Upgrades	\$80,000.00			
	Council on Aging Freezer	\$8,031.00			
	Oak Grove Farm Playground Renovation	\$127,006.00			
	DPW Excavator	\$50,035.00			
	Assessor's Ipad Software Update	\$22,762.00			
	Council on Aging Senior Center Upgrades	\$19,217.00			
	Building Department Filing System	\$18,000.00			
	MS/HS Steamer Kettle	\$50,000.00			
	Energy Management Charging Station	\$26,800.00			
	Pleasant Meadow Park Picnic Tables, Benches and Signs	\$6,730.00			
4	PFAS Water Treatment Plant	\$5,600,000.00	Yes	Borrowing	Cathy
5	Ambulance Purchase	\$370,000.00	Yes	Borrowing	Peter U.
6	Fire Engine Purchase	\$750,000.00	Yes	Borrowing	Pete
7	Senior Work Program Tax Abatement Amendment	N/A	Yes	N/A	Sara
8	Stormwater ByLaw Regulation Amendment	N/A	Yes	N/A	Peter U.
9	Request Special Act - Town Charter Changes				Doug
	<u>Article IV Elections and Other Elected Officers</u>				
	Article IV-2 Other Elected Officials	N/A	Yes	N/A	
	<u>Article II Legislative Branch</u>				
	Article II-8 Finance Committee	N/A	Yes	N/A	
	<u>Article III Executive Branch</u>				
	Article III-1 Select Board Composition	N/A	Yes	N/A	
	Article III-3 Powers of Appointment	N/A	Yes	N/A	
	Article III-4 Town Administrator	N/A	Yes	N/A	
	Article III-4 Subsection 1: Powers and Duties	N/A	Yes	N/A	
	Article III-4 Subsection 2: Acting Town Administrator	N/A	Yes	N/A	
10	Tree Pruning/Removal	\$40,000.00	Yes	Free Cash	Joyce
11	FY21 Snow and Ice Deficit	\$78,810.00	Yes	Free Cash	Jim
12	Unemployment Account	\$25,000.00	Yes	Free Cash	John
13	OPEB Actuarial Study	\$7,300.00	Yes	Free Cash	John
14	Establish Ch. 41 Section 111F Injury Leave Indemnity Fund	N/A	Yes	N/A	Sara
15	Rescind Balance of Unneeded Borrowing Authorizations	N/A	Yes	N/A	Joyce

Town of Millis
November 2021 Annual Fall Town Meeting
Article List

Certified Free Cash:	\$2,072,363.00
Marijuana Impact Fees:	\$184,478.00
November Town Meeting Free Cash Appropriated:	\$229,277.05
November Town Meeting Capital Items:	\$532,875.00
Balance	<u>\$1,125,732.95</u>

<u>Spring Town Meeting Must Fund Items:</u>	<u>Free Cash</u>	<u>Marijuana Impact Fees</u>
Anticipated Unpaid Bills	\$15,000.00	
FY23 Operating Budget		\$243,448.83
Independent Audit	\$37,000.00	
FY23 Personal Property and Real Estate Interim Year Inspection	\$20,000.00	
FY23 Personal Property and Real Estate Recertification Process	\$18,000.00	
Approved Police Cruisers Lease: 3 of 3	\$34,931.92	
Previously Approved School Bus Lease	\$89,999.00	
Previously Approved School Computer Lease	\$46,600.00	
New School Computer Lease	\$23,300.00	
Road Maintenance/Repair	\$45,000.00	
Medicare/Medicaid Reimbursement Service	\$5,000.00	
Unemployment Insurance	\$7,700.00	
Stabilization Fund	\$150,000.00	
OPEB (Other Post Employment Benefits)	\$50,000.00	
Total:	<u>\$542,530.92</u>	<u>\$243,448.83</u>
Balance	<u>\$339,753.20</u>	

TO THE TOWN ACCOUNTANT:

DATE: November 3, 2021

[illegible]

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

Invoice

Date 11/1/2021 Invoice # 26608

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
3,796	Catalogs	32 page Finance Committee Report Set up for mailing 200 FOR OFFICE COPIES	1.25	4,745.00

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

Original Order Date 10/28/2021

Subtotal	\$4,745.00
Sales Tax (6.25%)	\$0.00
Payments/Credits	\$0.00
Balance Due	\$4,745.00

BILLING@LOCALTOWNPAGES.COM

(508) 533-4588

(508) 533-NEWS (6397)

Fax (508) 533-4508

Finance Committee Meeting

October 6, 2021 7:00 PM EST
Veterans Memorial Building – Room #229
Millis, MA 02054

Zoom Remote Platform

In Attendance:

Pete Berube, Chair
Jodie Garzon, Vice Chair – Remote
Doug Riley, Clerk - Remote
Joyce Boiardi
Jim Borgman – Remote
Cathy MacInnes
Sara Reyes
John Steadman
Peter Underhill – Remote

Invited Guest:

Michael Guzinski, Town Administrator – Remote
Carol Johnston, Finance Director
Peter Jurmain, Select Board Chair – Remote
Chief Barrett – Remote
Chief Soffayer
John McVeigh, Board of Health Director – Remote
John and Susan McAvoy – Remote
Steve MacInnes – Remote
Robert Mullaney – Remote
Terry Wiggin – Remote
Robyn Briggs – Remote
Jay Talerma – Remote

Pete Berube called the Finance Committee Meeting to order at 7:02 PM.

Fire and Rescue Capital Item Requests:

Chief Barrett outlined the Fire and Rescue's Capital Item Requests:

In 2017, an additional ambulance was purchased and therefore allowed the department to operate with two ambulances to respond to medical emergencies. Historically, the department has replaced ambulances every ten years. Their second responding ambulance's useful life will be fifteen years, it's a 2007 with 140,000 miles and the last two State Inspections reflected body and frame rot potentially failing inspection next time. The lead time for replacing the ambulance is 285 days. If approved at the November Town Meeting, delivery of a new ambulance would not be until August or September 2022. Due to increased costs in materials, the cost for replacement is \$370,000.00.

The department has requested the replacement of Engine 1; it is 34 years old and no longer meets State, Federal and Safety Regulations. It is their third piece of apparatus and has proven useful when Engine 2 required \$16,000.00 in repairs and was out of service for a month. The lead time for replacement is 485 days and will cost \$750,000.00.

Replacement of Fire Alarm Master Box Systems at the Library and High School will cost \$15,000.00. The department has secured a number of grants to purchase other necessary equipment. It was noted an Ambulance Revolving Fund was established several years ago; it's intention was to offset the cost to replace the department's ambulances. However, it has been used to fund Fire and Rescue Personnel.

Police Capital Item Request:

Chief Soffayer provided the committee with the department's Capital Item Replacement Schedule. The department has secured grants for: Tasers, Portable Radios, Cruiser Laptops, Handguns, Rifle Optics, Ballistic Shields, Helmets and Patrol Rifles. The grants total \$261,931.68. The single Capital Item the department requests are the replacement of Cruisers. The cost is \$51,444.00. The Lease Agreement is for three years with the option to purchase for \$1.00 at the end of the lease.

Board of Health Stormwater Warrant Article:

Following a number of questions and concerns the committee had on the Stormwater ByLaw Regulation Amendment, John McVeigh reached out to Melissa Recos, Engineer with Beta Group Inc., who provided answers through an email. The Stormwater ByLaw Regulation Amendment would apply to developments with an acre or more of land disturbance; an average single-family home would most likely not meet the criteria. At the Regency at Glen Ellen, the 324 units have foundation drains, not sump pumps. The Acorn Place development's 22 units have crawl spaces with sump pumps. Emerson Place, 43 single-family homes, have 4 homes that will require sump pumps, the others may have foundation drains. Apartment and Commercial Buildings with slab foundations do not require sump pumps or foundation drains.

John McVeigh noted that 1/3rd of Millis is wetlands and is prone to high water conditions. Pete Berube inquired why there is a need to change the ByLaw now; it's common building practice to ensure developments are built responsibly to control groundwater. John McVeigh followed up, Beta Group Inc. would be better suited to answer the question of the different variables that prompted the need for the amendment. John Steadman, a resident at the Regency at Glen Ellen, has a sump pump in his unit and agreed with the concern Pete Berube has with the need for the amendment. Cathy MacInnes is in support of the amendment; it is against the law to discharge water from a property and several developments were required to have retention ponds in order to adhere to the Stormwater ByLaw. The Board of Health must see a need for this amendment to address failed sump pumps; when a sump pump fails, the Fire Department is called to remove the water from the residence. Joyce Boiardi agreed with Cathy MacInnes for the implementation of this amendment.

Oak Grove Farm Commission Capital Item Request:

John and Susan McAvoy were representing the Oak Grove Farm Commission. Over the past three years, the commission has tried to address the issues with the fall zone areas and drainage at the Oak Grove Farm Playground. The materials in the fall zone areas are very low, 10-12 inches below the standard, posing significant safety risks. The timbers surrounding the playground are deteriorating; pictures were provided to the Finance Committee. The cost for the improvements is approximately \$127,000.00. The commission considered alternatives to the timber replacement, plastic timbers are a significantly higher cost. It was determined it was best to replace with wooden timbers. There has never been a maintenance budget for the playground; the playground was installed in 1991. Due to the cost of the project, the commission did address this with the Community Preservation Committee. The Community Preservation Committee promoted handicap access to the playground; currently it is not handicap accessible. The commission has discussed possible State Funding with the DPW Director and Representative Linsky. A fundraising effort would take a number of years and the playground could possibly be closed due to safety concerns during that time. The playground structures are in good shape; the commission periodically replaces swings, bolts, etc. with the current budget. Pete Berube offered to send information to the commission with alternatives materials for the fall zone areas. Joyce Boiardi thanked the McAvoy's for keeping Oak Grove Farm maintained on a voluntary basis. Mike Guzinski made the committee aware that State Funding for the project, if and when granted, would not be available until next summer. The soccer fields generate revenues which are used to maintain the fields. However, in the past few years that revenue has declined.

School Department Capital Item Requests:

Terry Wiggin outlined the School Committee's three proposals in order of priority:

- Middle/High School Elevator Repairs to the Main Elevator and the Athletic Elevator - \$80,000.00
 - The elevators are used for students in wheelchairs due to injury, etc.
 - State requirements mandate functioning elevators in multi-level School Buildings
 - Contracted Services for Elevator Maintenance is \$56,000.00 annually
- Middle/High School Walk-In Refrigerator and Freezer - \$45,000.00
 - In the last year, while repairs to the unit were being performed, the Middle/High School used the Clyde Brown School refrigerator and freezer. While not ideal, the Middle/High School Kitchen could potentially be closed if not replaced.
- Middle/High School Steamer/Convection Cooker Replacement - \$50,000.00
 - The unit has been repaired, there have been several leaks, and is still functioning. The School Committee has considered purchasing a second-hand unit.
 - Outsourcing Food Services is not a viable option in a small district.
 - The Cafeteria Manager is shared with the Town of Medway.

Pete Berube inquired which of the School Committee's Capital Requests, if not funded, would have a detrimental effect on the Middle/High School's functionality. There are several other Capital Items the School has requested through the Capital Planning Committee; some can be funded through the existing School Department Operating Budget. However, items such as the replacement of the John Deere Tractor which is 28 years old, in the amount of \$45,000.00, cannot be absorbed in the budget. The School Department rents a skid steer for \$6,000.00 annually to assist in snow removal; to purchase one is \$55,000.00. The new Clyde Brown School has more sidewalks and areas that require snow removal. The skid steer is a multi-season piece of equipment with numerous attachments.

Certified Free Cash Update:

Carol Johnson made the committee aware that the Town's Balance Sheet was submitted to the DOR (Department of Revenue) last week and is pending certification. Efforts have been made to contact the town's DOR Representative on the status of certification; information will be disclosed as soon as the Finance Director is notified.

Review Draft Capital Planning Committee Report:

Pete Berube, Finance Committee Liaison to the Capital Planning Committee, made the committee aware that there are twenty-nine Capital Item Requests being considered. The Capital Planning Committee is in the process of prioritizing the requests and hope to have their report finalized early next week. Their preliminary priority list includes:

- PFAS Drinking Water Treatment Plant
- Fire and Rescue Apparatus - Ambulance, Master Box Replacements and Engine Replacement.
- Middle/High School Elevator Repairs to the Main Elevator and the Athletic Elevator
- Police Cruiser
- DPW Snow Plow and Excavator
- Middle/High School Walk-In Refrigerator and Freezer

There are several other Capital Item Requests that are being considered and prioritized. Discussion is underway with regards to differentiating between Capital Items and items that should be included in Department Operating Budgets. The Capital Planning Committee's Final Report will be published in the Finance Committee's Report which is distributed to all residents prior to the November Town Meeting. Pete Berube asked the Select Board to consider a sidewalk project; the Tree Warden, Brutus Cantoreggi, advocates for funding Tree Trimming/Removal, however, consideration should be given to funding sidewalks.

Review Draft November Town Meeting Warrant Articles:

Pete Berube participated in the Select Board's Meeting earlier today and the board discussed in great detail the Finance Committee's recommendations with regards to Article #9: Request Special Act – Town Charter Changes. Town Counsel, Jay Talerman, was present at the Select Board's Meeting and will be joining this evening's meeting.

Mike Guzinski provided a revised Draft Warrant and a summary of the Select Board's changes/deletions from Article #9. He updated the committee on the Warrant Articles:

Article #1 Unpaid Bills – the amount is exceptionally high this time due to Eversource's failure to provide invoices to the town for processing. The General Fund amount of \$13,167.05 will be funded by Free Cash.

Article #2 FY22 Operating Budget Adjustments includes:

- Fire Repair Fund - \$50,000.00
- Water Tank Maintenance - \$214,000.00
- SEIU Collective Bargaining Agreement - \$15,000.00

The Water Tank Maintenance will be funded by Water Enterprise Fund Receipts, Fire Repair Fund and SEIU CBA will be funded with Free Cash. The Fire Repair Fund amount will be included in their Operating Budget for FY23. SEIU employees include Town Hall and Library staff. Free Cash is comprised of remaining funds from the Prior Fiscal Year's Operating Budget, Marijuana HCA Funds and New Growth.

The following will be funded by HCA Marijuana Impact Funds:

- HCA Administrative Support - \$9,200.00
- Board of Health – Cannabis Use in E-Cigarettes/Vaping - \$4,000.00
- Extended Library Hours: Thursday and Friday evenings - \$22,776.00
- Police School Resource Officer Salary - \$26,300.00
- Police – Marijuana Training - \$45,000.00
- Recreation Teen Program Coordinator - \$9,200.00
- School Adjustment Counselor - \$40,637.00
- School Bridge Therapeutic Counselor Grade 8 - \$12,365.00
- School Afterschool Activities/Extended Day Program - \$10,000.00
- School Mental Health Programs/Substance Abuse - \$5,000.00
- School Town-wide Social Worker - \$60,000.00

Marijuana Host Community Agreements expire after five years. However, the 3% Sales Tax Revenues are perpetual. Marijuana Impact Fees for FY21 are approximately \$488,000.00. Free Cash will have to be certified by the November Town Meeting in order to fund the above items.

Article #9 Request Special Act – Town Charter Changes

Jay Talerman, Town Counsel, summarized the changes the Select Board considered. Specifically, Section III-4 Town Administrator Subsection 1 Powers and Duties. The changes were prompted to better clarify and refine the powers and duties that encompass the Town Administrator's role. The Charter is a Statute and is passed by the Legislature. Unlike a ByLaw, that does not provide authority, a Charter Change becomes law. The proposed outlines the Town Administrator's role in Town Government. Some sections could potentially be a ByLaw as opposed to a Charter change. However, some authority cannot be allowed under a ByLaw. The items highlighted in yellow are recommended as a ByLaw as opposed to a Charter change, the items in red were eliminated. Please click on the link for further review
https://www.millisma.gov/sites/g/files/vyhlf901/f/uploads/article_9_-_select_board_changes.pdf

Counsel Talerman summarized the changes and the responsibility of the Town Administrator, Finance Director, Select Board and Finance Committee in preparing upcoming Fiscal Year Operating Budgets. It was noted that Section F does not eliminate the Finance Committee's role in recommending to Town Meeting the upcoming Fiscal Year Operating Budget. However, it does make the Town Administrator the gate keeper of where funds are appropriated. Section Q gives the Town Administrator authority to approve all payroll and expenses. Currently, the Select Board approves all payroll and expenses. The Select Board has the right to question any payments.

Amending the Town Administrator ByLaw is an easier process than amending the Town Charter. The possibility of having a new Select Board Member every year, could potentially change the Town Administrator's duties dependent on what each Select Board Member's agenda is. Including certain Town Administrator duties and responsibilities in the Charter eliminates any potential politics in changing the role of the Town Administrator; it's a delicate balance in determining what should be in the Charter as opposed to a ByLaw.

The Finance Committee's concern was the Charter Change could potentially tie the hands of the Select Board whom the Town Administrator reports to. It is the Select Board's authority to craft the Warrant that is presented to Town Meeting. It is the Finance Committee's responsibility to make a recommendation of approval or dismissal on each Warrant Item; not necessarily edit the Select Board's Warrant.

Through a Special Act Warrant Article and a Ballot Vote, the Charter can be changed annually should the need arise. Typically, through a Formal Charter Commission, the Charter is reviewed every seven to ten years.

Article #3 Capital Items – The Select Board will further discuss this article at their meeting next Tuesday and determine what items are affordable and necessary.

Article #4 PFAS Water Treatment Plant – The Select Board has had no formal discussion regarding this article. The American Rescue Plan Act, funded by the Federal Government, should offset the cost of the article by \$2.4 million; the rest will be funded through borrowing. The town will optimize on grants to defray the cost of the treatment facility.

The Capital Item Request for the replacement of Ambulance 1 may require a separate article if it requires borrowing.

Article #7 Sewer ByLaw Amendment – The Select Board will have further discussion on this article at their meeting next week.

Article #10 – 15 are unchanged. The amount requested for Article #12 Unemployment Account is \$25,000.00

Vote November Town Meeting Warrant Articles:

Article #6 Senior Work Program Tax Abatement Adjustment

Joyce Boiardi made a motion to recommend approval of Article #6; Cathy MacInnes seconded. Roll Call Vote: Joyce Boiardi – aye, Sara Reyes – aye, Pete Berube – aye, John Steadman – aye, Cathy MacInnes – aye, Peter Underhill – aye, Doug Riley – aye, Jim Borgman – aye, Jodie Garzon – aye. Vote: 9/0 motion carries unanimously.

Article #10 Tree Pruning/Removal

Joyce Boiardi made a motion to recommend approval of Article #10; Cathy MacInnes seconded.

Further discussion: Pete Berube recommended deferring the committee's recommendation until funding for sidewalks is considered by the Select Board and Free Cash is certified. Roll Call Vote: Pete Berube – nah, Joyce Boiardi – aye, Cathy MacInnes – aye, Sara Reyes – aye, Peter Underhill – aye, Doug Riley – aye, Jim Borgman – aye, John Steadman – nah, Jodie Garzon – aye. Vote: 7/2 motion carries.

Article #11 FY21 Snow and Ice Deficit Funding

Sara Reyes made a motion to recommend approval of Article #11; John Steadman seconded. Roll Call Vote: Joyce Boiardi – aye, Sara Reyes – aye, Pete Berube – aye, Cathy MacInnes – aye, John Steadman – aye, Peter Underhill – aye, Doug Riley – aye, Jodie Garzon – aye, Jim Borgman – aye. Vote: 9/0 motion carries unanimously.

Article #12 Unemployment Account

John Steadman made a motion to recommend approval of Article #12; Cathy MacInnes seconded. Roll Call Vote: Joyce Boiardi – aye, Sara Reyes – aye, Pete Berube – aye, Cathy MacInnes – aye, John Steadman – aye, Doug Riley – aye, Jim Borgman – aye, Cathy MacInnes – aye, Peter Underhill – aye. Vote: 9/0 motion carries unanimously.

Article #13 OPEB (Other Post-Employment Benefits) Actuarial Study

Peter Underhill made a motion to recommend approval of Article #13; Doug Riley seconded. Roll Call Vote: Joyce Boiardi – aye, Sara Reyes – aye, Pete Berube – aye, Cathy MacInnes – aye, John Steadman – aye, Jim Borgman – aye, Doug Riley – aye, Jodie Garzon – aye, Peter Underhill – aye. Vote: 9/0 motion carries unanimously.

Article #15 Rescind Balance of Unneeded Borrowing Authorizations

Cathy MacInnes made a motion to recommend approval of Article #15; Doug Riley seconded. Roll Call Vote: Joyce Boiardi – aye, Sara Reyes – aye, Cathy MacInnes – aye, Pete Berube – aye, Peter Underhill – aye, Jodie Garzon – aye, Doug Riley – aye, John Steadman – aye, Jim Borgman – aye. Vote: 9/0 motion carries unanimously.

Article #9 Request Special Act – Town Charter Changes

Pete Berube made the committee aware that the Select Board discussed how the board would proceed with Article #9 at Town Meeting; one vote or section by section. After extensive discussion with Council Talerma it was determined the decision is at the discretion of the Town Moderator.

Cathy MacInnes made a motion to reconsider Article #9 Section III-1 Select Board Composition; Pete Berube seconded. Roll Call Vote: Joyce Boiardi – aye, Sara Reyes – aye, Pete Berube – aye, Cathy MacInnes – aye, John Steadman – aye, Peter Underhill – aye, Jodie Garzon – nay, Doug Riley – nay, Jim Borgman – aye. Vote: 7/2 motion carries to reconsider Article #9 Section III-1.

Cathy MacInnes, a one-time Select Board Member, does not believe increasing the number of Select Board Members will improve the results from the Select Board. Serving as Chair to the Enterprise Fund Advisory Committee, instituting a Water, Sewer and Stormwater Commission will alleviate the Board's time as Commissioners of the Enterprise Funds and better serve the town. In addition, shifting the duties of the Select Board to the Town Administrator will result in the need for an Assistant Town Administrator. Pete Berube supports changing the number of Select Board Members from three to five. The benefit in doing so will allow the members to discuss critical items and sharing ideas without holding a Public Meeting. With three members, two meets a quorum and cannot have a discussion without breaking Open Meeting Law. He does agree with Cathy MacInnes' point of appointing Enterprise Fund Commissioners. There is a compelling benefit having the duties of the Select Board distributed amongst five members.

Cathy MacInnes made a motion to dismiss Article #9 Section III-1, the motion was not seconded.

Joyce Boiardi made a motion to recommend approval of Article #9 Section III-1; John Steadman seconded. Roll Call Vote: Joyce Boiardi – aye, Sara Reyes – aye, Pete Berube – aye, Cathy MacInnes – nah, John Steadman – aye, Jodie Garzon – aye, Doug Riley – aye, Jim Borgman – nay, Peter Underhill – aye. Vote: 7/2 motion carries.

November Town Meeting Warrant Article Assignments - Postponed

Discussion of Finance Committee Liaisons to Boards and Committees - Postponed

Bills Payable Approval:

Cathy MacInnes made a motion to recommend approval of payment to Millis Postmaster in the amount of \$719.20 for postage to mail the Finance Committee Report; Joyce Boiardi seconded. Vote: 9/0 motion carries unanimously.

Finance Committee Meeting Minutes Approval:

Jodie Garzon made a motion to accept the September 29, 2021 Finance Committee Meeting Minutes as written; Sara Reyes seconded. Vote: 8/0 1 abstained, motion carries.

Adjourn Meeting:

Cathy MacInnes made a motion to adjourn the Finance Committee Meeting at 10:25 PM; Joyce Boiardi seconded. Vote: 9/0 motion carries unanimously.

Respectfully submitted, Deirdre Gilmore

DRAFT

Finance Committee Meeting

October 20, 2021 7:00 PM EST
Veterans Memorial Building – Room #229
Millis, MA 02054

Zoom Remote Platform

In Attendance:

Pete Berube, Chair
Jodie Garzon, Vice Chair – Remote
Doug Riley, Clerk - Remote
Joyce Boiardi
Jim Borgman – Remote
Cathy MacInnes – Remote
Sara Reyes – Remote
John Steadman
Peter Underhill – Remote

Invited Guest:

Michael Guzinski, Town Administrator
Carol Johnston, Finance Director
Peter Jurmain, Select Board Chair – Remote
Jaikaur LeBlanc, Board of Health – Remote
John McVeigh, Board of Health Director – Remote
Robert Mullaney, School Superintendent – Remote
Terry Wiggin, School Business Manager – Remote
Robyn Briggs, School Committee – Remote
Donna Cabibbo – Remote

Pete Berube called the Finance Committee Meeting to order at 7:01 PM.

Article #2 FY22 Operational Budget Adjustments – Marijuana Impact Fees:

Members of the Finance Committee had concerns of approving a Town-Wide Social Worker funded by Marijuana Impact Fees and therefore requested the School Superintendent, School Committee Member and School Business Manager to the meeting for insight.

Bob Mullaney outlined the reasons the School Committee requested this additional shared position:

- Since the town's adoption of Marijuana Sales, the School Committee anticipated the need for additional resources to meet the needs of students outside typical school hours.
- It is intended to assist the needs of the Senior population, Police and Fire and Rescue Staff.
- Natick, Franklin, Ashland, Medway, Needham, Westwood and Medfield all employ a Town-Wide Social Worker.
- The position would address the growing need of Mental Health issues throughout town.
- The School Department has witnessed a spike in Substance Abuse among students.
- School Adjustment Counselors do not have the ability to deal with Substance Abuse.
- The position would be a new hire.

Peter Berube opined that the reason the School Department requested a Social Worker, funded by HCA (Host Community Agreement) Impact Funds, is to mitigate the result of the town allowing Marijuana Sales. A Social Worker is not necessarily equipped to address Mental Health issues but rather refers individuals to professionals. It's an appropriate use of HCA Marijuana Impact Funds.

Robyn Briggs spoke to the value the community would see from the addition of a Town-Wide Social Worker; children and teens need support after the school day ends. The need has been recognized by the School Committee and School Administration. The COVID-19 Pandemic has amplified the need for students to connect with someone to talk to. John McVeigh agreed and supports assistance to Middle/High School students with addiction issues.

Mike Guzinski has consulted with the Director of the Council on Aging, Fire and Rescue Chief as well as the Police Chief; all three agreed the position would be beneficial in serving the public. The Town Administrator has had extensive discussion with the School Superintendent regarding this position; it will be an On-Call position to address the growing needs of the town. The

Select Board and Town Administration is in support of the position. Jaikaur LeBlanc, Board of Health Chair, is support of this position; research had demonstrated the benefits. Millis would be well served in employing a Town-Wide Social Worker.

Cathy MacInnes' concern is what happens after the HCA five-year agreement expires; would costs be split 50/50 between the School and Municipal Departments. Other concerns from the committee include how the position would be distributed between the School and Municipal Departments, who the position reports to and which, if any, Collective Bargaining Agreement the position is a member. Bob Mullaney will work with the Board of Health Director, Town Administrator and all Department Heads to iron out the committee's concerns. The town does employ a Council on Aging Outreach Worker to assist Senior Citizens.

Joyce Boiardi pointed out the town has an SRO (School Resource Officer) whose salary is paid by HCA Marijuana Impact Fees. Furthermore, typically a Family Medical Professional addresses Mental Health Issues. The position appears to be geared toward addressing the School Department as opposed to the town as a whole.

Bob Mullaney followed up, not all families in town have Health Insurance. The position could potentially aide in providing parenting skills and assisting families with obtaining Health Insurance. Many of the services Millis families need are outside of what the School Department can provide. Pete Berube agreed; there is a different set of skills provided by a School Adjustment Counselor and a Social Worker. He noted that funding a position with HCA Marijuana Impact Funds has to demonstrate and mitigate the direct effect of selling Marijuana in the Town of Millis. The exact details of the position have yet to be determined.

Pete Jurmain made the group aware the Select Board has not had a lengthy discussion on this particular item of the HCA Marijuana Impact Funds. Robyn Briggs added, not all families in town have a Family Medical Professional available and the School Department is simply trying to mitigate the impact of Marijuana Sales has had on students and families.

Article #8 Stormwater ByLaw Regulation Amendment:

The committee voted 5/4 in recommending approval of this Article.

Jaikaur LeBlanc made the committee aware that the amendment to the Stormwater ByLaw was initiated by the Board of Health after discussion with several Building Developers, specifically the Regency at Glen Ellen, as well as the future groundwater levels forecasted. It seemed prudent for Millis to have a provision in the Stormwater ByLaw.

Building Developers were amicable in having a two-foot clearance in high groundwater areas to mitigate stormwater. Sump pumps are only reliable if electricity is available; power outages negate sump pump effectiveness. John Steadman clarified that the homes at the Regency at Glen Ellen have basements and some have sump pumps.

Certified Free Cash Update:

Carol Johnson provided the committee with the DOR's Free Cash and Enterprise Fund Retained Earnings Certification:

- General Fund Free Cash: \$2,072,363.00
- Sewer Enterprise Fund Retained Earnings: \$ 410,766.00
- Water Enterprise Fund Retained Earnings: \$ 510,539.00
- Stormwater Enterprise Fund Retained Earnings: \$ 577,896.00

It was noted that while there appears to be an abundance of Free Cash, the reality of it all is that there is not. The following items were outlined as Spring Town Meeting Warrant Article obligations:

- Anticipated Unpaid Bills: \$ 15,000.00
- FY23 Operating Budget Marijuana Impact Fee Salaries and Stipends: \$243,448.83
- Independent Audit: \$ 37,000.00
- FY23 Personal Property and Real Estate Interim Year Inspections: \$ 20,000.00
- FY23 Personal Property and Real Estate Recertification: \$ 18,000.00
- Previously Approved Police Cruiser Lease: \$ 34,931.92
- Previously Approved School Bus Lease: \$ 89,999.00
- Previously Approved School Computer Lease: \$ 46,600.00
- New School Computer Lease: \$ 23,300.00
- Road Maintenance/Repair: \$ 45,000.00
- Medicare/Medicaid Reimbursement Service: \$ 5,000.00
- Unemployment Insurance Fund: \$ 7,700.00
- Stabilization Fund: \$150,000.00
- OPEB (Other Post-Employment Benefits) Fund: \$ 50,000.00
- Total: \$785,979.75

In addition to the above, anticipated Free Cash Appropriations at the upcoming November Town Meeting total \$1,006,630.05. The balance of Free Cash to be appropriated at the Spring Town Meeting is approximately \$399,753.00.

The Capital Planning Committee has considered some of the above items be included in Department Operating Budgets as opposed to Capital Items. Carol Johnston made the committee aware, in doing so, there would need to be an increase in each department's overall budget.

The Enterprise Fund Retained Earnings will fund a few Unpaid Bill Items as well as \$214,000.00 from Water Enterprise Funds in Article #2, Water Tank Maintenance. The Water Tank Maintenance Program commitment is a 15-year contract with an outside firm, Suez. The program will prolong the two water tanks, Farm and Walnut streets, useful life. The DPW's request for an Excavator in the amount of \$50,035.00 was intended by the Director of the DPW to be split equally between the General Fund, Water Enterprise Fund, Sewer Enterprise Fund and Stormwater Enterprise Fund.

Town Meeting Procedures Discussions:

Donna Cabibbo outlined the current procedures for the November Town Meeting; it will take place indoors at the Middle/High School Auditorium with the School Cafeteria utilized for any overflow attendees. Protocols for Social Distancing are in place. In order to hold Town Meeting at the School, the School's Mask Mandate, in adherence to DESE's (Department of Elementary and Secondary Education) Regulations, will apply. Participants will be required to wear a face covering to participate unless a medical waiver is provided. The current setup includes the Finance Committee Members, Town Moderator and Town Counsel positioned on the Auditorium's Stage with dedicated microphones. The Select Board Members, Town Clerk and Assistant Town Clerk will be positioned on the floor below the stage.

Pete Berube broached the question on how Article #9 will be addressed; it's a cumbersome article with some intricate details. Donna Cabibbo plans to divide the article; each section will be voted separately. If Article IV-2, Other Elected Officers, does not pass, it will necessitate the need to amend subsequent sections of Article #9. The results of the Town Meeting's vote on Article #9 will be discussed amongst the Town Moderator, Assistant Town Clerk, Town Council and the Attorney General prior to submission to State Legislature to ensure proper guidelines are adhered to.

Doug Riley, Finance Committee Member, assigned to present Article #9 to Town Meeting, inquired if dividing the article essentially makes each section a separate article. It is the Town Moderator's understanding, after consulting with Town Counsel, yes; a vote will be taken on each section of the article as opposed to one vote on the entire article. A handout will be provided to Town Meeting Participants. The article is a major change to the Town's Charter, if passed at Town Meeting and approved by the State Legislature, it will be a Town Election Ballot question before it takes effect.

In order to facilitate the nine Finance Committee Members presence on the Auditorium Stage, it is proposed each member will have a music sheet stand and chair to adhere to the social distancing rules. A table and microphone will be provided when each member addresses Town Meeting Participants with the committee's recommendations of each article.

Vote November Town Meeting Warrant Articles:

Article #3 Capital Items

• Library Fire Alarm Master Box:	\$ 15,000.00
• Middle/High School Walk-In Freezer:	\$ 45,000.00
• Police Cruiser:	\$ 51,444.00
• DPW Snow Plow:	\$ 12,850.00
• Middle/High School Elevator Upgrades:	\$ 80,000.00
• Council on Aging Freezer:	\$ 8,031.00
• Oak Grove Farm Playground Renovation:	\$127,006.00
• DPW Excavator:	\$ 50,035.00
• Assessors iPad Software Update:	\$ 22,762.00
• Council on Aging Upgrades:	\$ 19,217.00
• Building Department Filing System:	\$ 18,000.00
• Middle/High School Steamer Kettle:	\$ 50,000.00
• Energy Charging Stations:	\$ 26,800.00
• Pleasant Meadow Park Picnic Tables, Benches and Signage:	\$ 6,730.00
Total:	<u>\$532,875.00</u>

Carol Johnston confirmed there will be Free Cash Funds available at the Spring Town Meeting to potentially fund some of the Capital Items not included in the above list which was proposed by the Select Board.

John Steadman made a motion to recommend approval of Article #3, Capital Items, in the amount of \$532,875.00 funded by taxation, transfer from available funds or borrowing; Joyce Boiardi seconded. Roll Call Vote: Pete Berube – aye, Jodie Garzon –

aye, Doug Riley – aye, Joyce Boiardi – aye, Jim Borgman – aye, Cathy MacInnes – aye, Sara Reyes – aye, John Steadman – aye, Peter Underhill – aye. Vote: 9/0, motion carries unanimously. Specific funding sources will be clarified in the Town Meeting Motions.

Article #4 PFAS Water Treatment Plant

This article will authorize the town's ability to borrow up to \$5,600,000.00 to build a Water Treatment Plant in order to mitigate PFAS at Wells #1 and 2. Pete Jurmain, Chair of the Select Board, noted Federal Funding through ARPA (American Rescue Plan Act) of \$2.4 million is expected to offset the cost to town water taxpayers. The Select Board has considered taxing all residents, not just water tax payers, due to the implications of the entire town; further discussion will take place and a determination will be made. The town has received \$800,000.00 from ARPA with the remaining funds, \$1.6 million, expected to be received. The Select Board has voted in favor of using all ARPA Funding to mitigate PFAS in the town's drinking water. The Commonwealth has received \$5 billion in funding which can be used for PFAS Mitigation; it has been confirmed by State Representatives. The Select Board is endeavoring to obtain State Funding of approximately \$20 million to mitigate the PFAS situation; enabling the town to establish treatment plants for all drinking water wells.

Mike Guzinski further clarified, approval of Article #4 gives full authorization to the town to borrow up to \$5.6 million. Similar to Article #15, which rescinds borrowing authorizations, if Federal or State Funds are received to mitigate PFAS, the full borrowing would not transpire and would be rescinded at a future Town Meeting.

Article #9 Request Special Act – Town Charter Changes

The committee has voted to recommend portions of the article. However, the overall article has not been voted on.

The committee's concerns regarding Section III-4 Town Administrator have been refined to include replacing (1) Amending the Heading to "Town Administrator – Chief Administrative Officer" and (2) deleting Section III-4 and III-5. In conjunction with Town Counsel, the Town Administrator and Select Board have addressed the committee's concerns with regards to designating an Interim Town Administrator in the event the Town Administrator is unavailable for a duration lasting twenty days.

Doug Riley made a motion to recommend approval of Article #9 Article III-4, Town Administrator, Subsection 2, Acting Town Administrator as written; John Steadman seconded.

Roll Call Vote: Pete Berube – aye, Jodie Garzon – aye, Doug Riley – aye, Joyce Boiardi – aye, Jim Borgman – aye, Cathy MacInnes – nay, Sara Reyes – aye, John Steadman – aye, Peter Underhill – aye. Vote: 8/1, motion carries.

Doug Riley made a motion to recommend approval of Article #9 Article III-4, Town Administrator, Subsection 1, Powers and Duties as written; Joyce Boiardi seconded.

Roll Call Vote: Pete Berube – aye, Jodie Garzon – aye, Doug Riley – aye, Joyce Boiardi – aye, Jim Borgman – aye, Cathy MacInnes – nay, Sara Reyes – aye, John Steadman – aye, Peter Underhill – aye. Vote: 8/1, motion carries.

Doug Riley made a motion to recommend approval of Article #9 in its entirety as written; Joyce Boiardi seconded. Roll Call Vote: Pete Berube – aye, Jodie Garzon – aye, Doug Riley – aye, Joyce Boiardi – aye, Jim Borgman – aye, Cathy MacInnes – nay, Sara Reyes – aye, John Steadman – aye, Peter Underhill – aye. Vote: 8/1, motion carries.

Article #2 FY22 Operational Budget Adjustments

This article will fill in gaps in the FY22 Operating Budget to fund positions funded by the HCA Marijuana Impact Fund Revenues as well as fund additional cost to the Fire and Rescue Department's Repair Fund, Water Tank Maintenance and SEIU Collective Bargaining Agreement Amendments. The following are proposed to be funded by Host Community Agreement Marijuana Impact Funds:

- HCA Administrative Support - \$9,200.00
- Board of Health – Cannabis Use in E-Cigarettes/Vaping - \$4,000.00
- Extended Library Hours: Thursday and Friday evenings - \$22,776.00
- Police School Resource Officer Salary - \$26,300.00
- Police – Marijuana Training - \$45,000.00
- Recreation Teen Program Coordinator - \$9,200.00
- School Adjustment Counselor - \$40,637.00
- School Bridge Therapeutic Counselor Grade 8 - \$12,365.00
- School Afterschool Activities/Extended Day Program - \$10,000.00
- School Mental Health Programs/Substance Abuse - \$5,000.00
- School Town-wide Social Worker - \$60,000.00

Pete Berube noted while there has been extensive discussion this evening in funding a Town-Wide Social Worker with HCA Marijuana Impact Funds, there is a compelling need for that resource to mitigate the sale of marijuana in town. Jim Borgman believes the position of a Town-Wide Social Worker's job description has not been ironed out yet; while it can provide useful resources to the town, there are too many open-ended questions on how the position would function and its connection to marijuana sales in town. John Steadman agreed, the position has not been specifically defined and needs to be through the Select Board in collaboration with the School Committee and School Administration. Joyce Boiardi and Cathy MacInnes agreed. Joyce Boiardi made motion to recommend an amendment of Article #2 approving \$214,000.00 from the Water Enterprise Fund for Water Tank Maintenance, \$50,000.00 for Fire and Rescue Repair Fund and \$15,000.00 for SEIU Collective Bargaining Agreement and \$184,478.00 from Marijuana Impact Funds as listed, eliminating the Town-Wide Social Worker; John Steadman seconded. Roll Call Vote: Pete Berube – aye, Jodie Garzon – nay, Doug Riley – aye, Joyce Boiardi – aye, Jim Borgman – aye, Cathy MacInnes – aye, Sara Reyes – nay, John Steadman – aye, Peter Underhill – nay. Vote: 6/3, motion carries.

Old Business/New Business:

Pete Berube outlined the steps the committee needs to take in preparation for the November Town Meeting. Each member has been assigned articles to present to Town Meeting. If a member is in the minority of the committee's recommendation, there is the option to present a Minority Report.

The Finance Committee Report, distributed to residents, outlines the recommendations the committee proposes to Town Meeting. The report includes the Chair's Letter and a summary of all articles, the summary is a synopsis on each article.

Pre-Town Meeting/Public Hearing will take place on Wednesday, November 3, 2021 at 7:00 PM. The meeting has been published as a Legal Notice and will take place via Zoom and in person at the Veterans Memorial Building, Room #229.

The Finance Committee Report will be posted on the Our Town Publishing Website and Facebook Page in an effort to inform Millis residents of the important votes that will take place at the upcoming November Town Meeting. Included in the Finance Committee's Report is a two-page document outlining Article #4 PFAS Water Treatment Plant.

Finance Committee Meeting Minutes Approval:

Joyce Boiardi made a motion to approve the Finance Committee's Meeting Minutes from October 6, 2021; Jodie Garzon seconded. Cathy MacInnes requested the Meeting Minutes be amended to document the Ambulance Fund was established to finance future ambulance purchases but has since been used to fund Fire and Rescue Personnel. The Meeting Minutes will be amended and voted at the committee's next meeting.

Joyce Boiardi made a motion to approve the Finance Committee's Meeting Minutes from October 13, 2021; Jodie Garzon seconded. John Steadman had an objection to paragraph three under Sidewalk Improvements of the Draft Meeting Minutes. The committee voted unanimously to vote against the minutes as written 9/0.

John Steadman made a motion to strike paragraph three under Sidewalk Improvements from the Finance Committee's Meeting Minutes of October 13, 2021; Joyce Boiardi seconded. Vote: 9/0 motion carries unanimously.

Adjourn Meeting:

Jodie Garzon made a motion to adjourn the Finance Committee Meeting at 9:05 PM; Joyce Boiardi seconded. Vote: 9/0 motion carries unanimously.

Respectfully submitted,
Deirdre Gilmore