



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: Monday, November 8, 2021
Time: 7:00 PM
Location: 245 Plain Street, MS/HS – Room #104

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

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	Final Town Meeting Preparation	Committee
~7:10	Approve Bills Payable: Community Newspaper (Advertising)	Committee
~7:15	Old Business/New Business	Committee
~7:20	Finance Committee Meeting Minutes Approval: November 3, 2021	Committee
~7:30	Annual Fall Town Meeting	Committee
~11:00	Adjourn	Committee

Important Dates:

Spring Town Meeting – May 2, 2022

Upcoming Meetings:

Tri-Board Meeting: Finance Committee, Select Board and School Committee – November 15, 2021

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.

<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
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)."

Majority 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

PFAS Treatment Plant Cost Impacts

TO: James F. McKay, Director
FROM: Michael J. Schrader
COPY: Michael Guzinski, Jennifer Scannell
DATE: November 8, 2021

DRAFT
MILLIS DPW

Below are the customer cost impacts resulting from the debt service associated with a new PFAS treatment plant. The costs below are based upon the assumption that the Town will recover the debt service cost solely by raising the Capital Fee. The debt service costs are based upon the amortization schedules (25 years @ 3.00%) for two different alternatives prepared by Hilltop Securities and a customer count of 2,763 accounts. For context the first five years and last year are provided in the table below.

Estimated Increase in Capital Fee

Scenario	FY23	FY24	FY25	FY26	FY27	FY47
1. \$5.6M Principal – Annual Debt Service	\$393,000	\$386,250	\$379,500	\$372,750	\$366,000	\$226,600
\$5.6M Principal – Increase in Capital Fee (Quarterly / Annually)	\$35.56/ \$142.24	\$34.95/ \$139.79	\$34.34/ \$137.35	\$33.73/ \$134.91	\$33.12/ \$132.46	\$20.50/ \$82.01
2. \$3.2M Principal – Annual Debt Service	\$226,000	\$222,100	\$218,200	\$214,300	\$210,400	\$128,750
\$3.2M Principal – Increase in Capital Fee (Quarterly / Annually)	\$20.45/ \$81.80	\$20.10/ \$80.38	\$19.74/ \$78.97	\$19.39/ \$77.56	\$19.04/ \$76.15	\$11.65/ \$46.60

TO THE TOWN ACCOUNTANT:

DATE: November 8, 2021

LINE ITEM NUMBER	AMOUNT	VENDOR ID	INVOICE NUMBER	INVOICE DATE	PAY TO	ACCT USE ONLY
Advertising						
01131520-538210	\$ 63.96	241	CN13988980	10/12/21	Community Newspaper Company	
Total of Bills	\$ 63.96					

Finance Committee Meeting

November 3, 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
Cathy MacInnes
Sara Reyes – Remote
John Steadman
Peter Underhill – Remote

Invited Guest:

Michael Guzinski, Town Administrator – Remote
Carol Johnston, Finance Director
Erin Underhill, Select Board Vice Chair – Remote
James McKay, DPW Director
Donna Cabibbo, Town Moderator – Remote
James McCaffrey – Remote
Lisa Hardin, Town Clerk
Kathi Smith, Assistant Town Clerk
Nathan Schneider, Resident – Remote
Loring Barnes, Resident – Remote

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

Open Pre-Town Meeting/Public Hearing:

Pete Berube opened the Finance Committee's Pre-Town Meeting/Public Hearing at 7:01 PM. The Fall Town Meeting will be held on Monday, November 8, 2021 at 7:30 PM at the Middle/High School Auditorium located at 245 Plain Street. The Finance Committee Report, distributed to all town residents, includes the Finance Committee's recommendations to Town Meeting for each Warrant Article. The Finance Committee's Chair, Pete Berube, highlighted a few notable articles in his letter included in the committee's report. He asked the Finance Committee Members to notify him if they are unable to attend Town Meeting; the meeting will be held in person as opposed to hybrid.

Article #1 – Unpaid Bills:

Jodie Garzon: This article will fund invoices incurred in previous Fiscal Years which have not been paid for various reasons. The total amount is \$14,348.02. The Finance Committee recommends approval Article #1.

Tonight's meeting summarizes each article in anticipation of residents' inquiries; the entire motion will be read at Town Meeting. At Town Meeting, the Finance Committee Member assigned to each article, makes a motion which is seconded and the motion is recognized by the Moderator. Further discussion includes the member's synopsis of the article. If three Finance Committee Members voted against an article, they have an opportunity to present a Minority Report. Additional participants at Town Meeting include the Select Board, Town Administrator, Finance Director and Town Counsel, all can address inquiries on Warrant Articles. The Warrant Article is then voted by the participants at Town Meeting.

Cathy MacInnes noted that Article #4 – PFAS Water Treatment Plant, will be a great burden on the Water Utility payors. However, relief from the ARPA (American Rescue Plan Act) in the amount of \$2.4 million is expected to offset a portion of the costs. A Borrowing of \$5.6 million surely will prompt a number of questions. James McKay will be in attendance to answer any questions at Town Meeting regarding this article.

Lisa Hardin requested the committee provide the Town Clerk's Office with any prepared Finance Committee Member statements for each article. The Town Clerk is responsible for writing Town Meeting Minutes. If clarification is needed, the committee members are more than willing to share the information with the Town Clerk. The Finance Committee Member's synopsis of each article is included in the Finance Committee's Report.

Article #2 – FY 22 Operational Budget Adjustments:

Jodie Garzon, assigned Article #2, did not vote in favor of the amended article; the committee amended the article by excluding the funding of a Town-Wide Social Worker in the amount of \$60,000.00 with HCA Marijuana Impact Funds. The motion to amend the article was voted 6/3, therefore the motion carried.

The article is requesting \$50,000.00 from Free Cash to increase the Fire Repair Fund, \$15,000.00 from Free Cash to supplement the SEIU Collective Bargaining Agreement, \$214,000.00 from Water Enterprise Funds for Water Tank Maintenance, and \$184,478.00 from HCA Marijuana Impact Funds to fund various positions and additional hours at the Library.

The motion presented at Town Meeting is the recommendation from the Finance Committee which excludes the Town-Wide Social Worker. Jim McCaffrey clarified that an amended motion at Town Meeting would be needed to fund the \$60,000.00 for the Town-Wide Social Worker. Mike Guzinski confirmed that the motions made at Town Meeting reflect the Finance Committee's recommendations to Town Meeting; any and all motions can be amended at Town Meeting if the attendees so choose.

Joyce Boiardi, after discussions with teachers and other school officials, recognized the impact COVID-19 has had on children and the need to provide extra services. Pete Berube noted the committee deliberated this item extensively.

Joyce Boiardi made a motion to reconsider Article #2 to include the Town-Wide Social Worker in the amount of \$60,000.00; Peter Underhill seconded. Roll Call Vote: Pete Berube – aye, Jodie Garzon – aye, Doug Riley – nay, Joyce Boiardi – aye, Cathy MacInnes – nay, Sara Reyes – aye, John Steadman – nay, Peter Underhill – aye. Vote: 5/3 motion carries.

Joyce Boiardi made a motion to recommend Article #2 to include the Town-Wide Social Worker in the amount of \$60,000.00 thereby increasing the HCA Marijuana Impact Fee Appropriation from \$184,478.00 to \$244,478.00; Peter Underhill seconded.

Further discussion: Doug Riley asked for clarification on the details of the position; who the individual reports to, what percentage of time is split between the School and Municipal Departments as well as the accountability of the position. The position as a whole is undefined and the need to fund completely with HCA Marijuana Impact Fees has not been demonstrated. Pete Berube agreed, the details are vague and a definitive answer will not be available this evening. If the need is due to the COVID-19 Pandemic, perhaps there are resources available through the CARES (Coronavirus Aid Relief and Economic Security) Act. Conceivable, after the position is defined, it could be considered at the Spring 2022 Town Meeting. Cathy MacInnes agreed, the Finance Committee Members do not disagree with the position but would like it better defined.

Carol Johnston noted all CARES Act spending had to be made by October 29, 2021 although the claims can be submitted through December 31, 2021. The town has very little available in the CARES Act. If the Federal Government provides more COVID-19 relief, funding a Town-Wide Social Worker could be considered.

The Select Board supports all the Warrant Articles as presented but have not voted specifically on the Finance Committee's initial recommendation to remove the Town-Wide Social Worker from Article #2. They have met with the School Superintendent with regards to this article and are considering adding the position at the Spring Town Meeting. The specifics of the position have yet to be hashed out. The position could assist with the Senior population as well as Veterans.

Roll Call Vote: Pete Berube – nay, Jodie Garzon – nay, Doug Riley – nay, Joyce Boiardi – aye, Cathy MacInnes – nay, Sara Reyes – aye, John Steadman – nay, Peter Underhill – aye. Vote: 3/5 motion does not carry.

Article #3 – Capital Items:

Pete Berube: Article #3 funds (14) Capital Items of which \$495,348.75 will be funded by Free Cash, \$12,508.75 from Water Enterprise Funds, \$12,508.75 from Sewer Enterprise Funds and \$12,508.75 from Stormwater Enterprise Funds for a total of \$532,875.00. The Finance Committee recommends approval of this article. The Capital Planning Committee's assessment of the town's Capital Needs considered urgency and the overall benefit to the town. The Capital Planning Committee consists of a member from the Select Board, School Committee, Finance Committee and Members at Large. The Capital Items were prioritized and presented to the Select Board and Finance Committee for consideration. Two Fire and Rescue Capital Items, Ambulance and Fire Engine, were priorities but are separate articles due to the need to fund through borrowing which requires a Two-Thirds Vote at Town Meeting whereas Article #3 requires a Majority Vote. The Finance Committee recommends approval of Article #3.

Article #4 – PFAS Water Treatment Plant:

Cathy MacInnes: This article will appropriate \$5.6 million to build a Water Treatment Plant to mitigate PFAS in Wells #1 and 2, also known as the D'Angelis Water Treatment Plant. The article requires a Two-Thirds Vote; it will be a borrowing through the Water Enterprise Fund. The Finance Committee recommends approval of Article #4.

Article #5 – New Ambulance:

Peter Underhill: This article will appropriate \$370,000.00 through borrowing to purchase a new ambulance. The last two inspections of A1 have noted considerably frame and body rot. If approved, A1's replacement will not be delivered until August 2022. The Finance Committee recommends approval of Article #5.

Article #6 – New Fire Engine:

Pete Berube: This article will appropriate \$750,000.00 through borrowing to purchase a new Fire Engine. The new Fire Engine will replace a 34-year-old piece of apparatus which has failed State Inspections and the lead time on delivery is eighteen months. The Finance Committee recommends approval of Article #6.

Article #7 – Senior Work Program Tax Abatement Adjustment:

Sara Reyes: This article will increase the Senior Work Program Tax Abatement from \$1,350.00 to \$1,500.00 annually to meet the State Minimum Wage. The Finance Committee recommends approval of Article #7.

Article #8 – Stormwater ByLaw Regulation Amendment:

Peter Underhill: This article will amend the Town's Stormwater ByLaw Regulation by setting bottom floor elevation at a minimum two feet above Seasonal High Ground Water Elevation. The amendment was proposed by the Board of Health after consultation with building contractors for new developments. Jodie Garzon clarified that the Finance Committee's vote on an article does not have to mirror the required vote at Town Meeting; Majority or Two-Thirds. The committee's vote to recommend this article was 5/4, therefore, the Finance Committee recommends approval of Article #8.

Article #9 – Request Special Act – Town Charter Changes:

Doug Riley inquired if the article would indeed be divided; each section would be voted separately. Donna Cabibbo clarified it would. Revisions to the Town Charter include changes to Articles II, III and IV, certain Articles have Subsections. In order to streamline the article at Town Meeting, Doug Riley's intention is to highlight the notable changes to the Charter overall as opposed to recite each Subsection. In consultation with Town Counsel, Donna Cabibbo suggested Town Meeting Participants who would like to amend any portion of this article do so in writing.

Doug Riley: Article #9 proposes amendments to several sections of the Town Charter. The amendments were submitted by the Select Board after considering the Charter Review Committee's recommendations. If the Article passes in whole or amended, the Town Meeting vote on the article would be submitted to the State Legislature for approval.

The key items included in the changes include:

- Composition of the Select Board; from three members to five. This transition would include one new member elected to a two-year term and one to a three-year term. Subsequent elections would be for a three-year term.
 - The proposed change was prompted by the time needed by an individual to serve as a Select Board Member and the ability for the board to meet a quorum.
- Changing the Town Clerk position to an appointed position as opposed to an elected position; placing the Town Clerk under the supervision of the Town Administrator.
 - The Town Clerk positions, whether elected or appointed, vary across the state.
- Changing the Town Administrator's title to Chief Administrative Officer and significantly changing the Powers and Duties of the position. The changes are outlined in the Warrant Article.
 - Many of the Powers and Duties are shifted from the Select Board to the Chief Administrative Officer regarding appointments of certain positions as well as approval of payroll and expenses.

The Finance Committee recommends approval of Article #9.

Lisa Hardin made the committee aware that in the presiding Town Charter, any amendments to the Select Board requires a recommendation by an Elected Charter Review Committee, not an appointed committee. Mike Guzinski clarified that after consultation with Town Counsel and officials at the State Attorney General's Office, the article does meet the requirements under law to be voted at Town Meeting.

Article #10 – Tree Pruning/Removal:

Joyce Boiardi: This article will transfer \$40,000.00 from Free Cash to fund the necessary pruning and tree removal throughout town. Tree pruning and removal has been an ongoing concern for citizen safety. The Finance Committee recommends approval of Article #10.

Nathan Schneider, 64 Acorn Street, inquired where the funds appropriated for Tree Pruning/Removal at the last Town Meeting, \$40,000.00, were utilized; according to Brutus Cantoreggi, Town Tree Warden, \$20,000.00 were available. The remaining funds were used to supplement the DPW's Tree Care Operating Budget. Pete Berube and Carol Johnston will provide the specific details to Mr. Schneider.

Article #11 – Funding for FY21 Snow and Ice Deficit:

Pete Berube: This article will fund the Snow and Ice Deficit from FY21 in the amount of \$78,810.00 from Free Cash. The Snow and Ice Operating Budget is the only line item allowed to run in a deficit given its unpredictability. The Finance Committee recommend approval of Article #11.

Article #12 – Unemployment Account:

John Steadman: This article will transfer from Free Cash \$25,000.00 to supplement the Town's Unemployment Fund. The Finance Committee recommends approval of Article #12.

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

John Steadman: This article will transfer from Free Cash \$7,300.00 to fund the required OPEB Actuarial Study. The Finance Committee recommends approval of Article #13.

Article #14 – Establish Chapter 41 Section 111F Injury Leave Indemnity Fund:

Sara Reyes: This article will establish a fund to offset the costs to the Police and Fire Department's Operating Budget when personnel is out on injury leave. Appropriations to the fund are not being requested at this time; simply the establishment of the fund. Police and Fire and Rescue Personnel are reimbursed 100% as opposed to Worker's Compensation which is 60%. The Town's Insurance covers up to \$1,000.00 per week which does not cover the cost for shift coverage in the Police and Fire and Rescue Departments. The Finance Committee recommends approval of Article #14.

Article #15 – Rescind Balance of Unneeded Borrowing Authorizations:

Joyce Boiardi: This article will vote to rescind the approved but unused debt authorizations for the following:

- Water Street Pump Station Sewer Design: \$96,000.00
- Street Sweeper: \$28,000.00
- Water System Improvements – Chlorine Contact Loops: \$11,800.00

The Finance Committee recommends approval of Article #15.

Close Pre-Town Meeting/Public Hearing:

Pete Berube closed the Finance Committee's Pre-Town Meeting/Public Hearing at 8:42 PM.

Approve Bills Payable:

Cathy MacInnes made a motion to recommend approval of payment to Our Town Publishing in the amount of \$4,745.00; John Steadman seconded. Roll Call Vote: Pete Berube – aye, Jodie Garzon – aye, Joyce Boiardi – aye, Cathy MacInnes – aye, Sara Reyes – aye, John Steadman – aye, Peter Underhill – aye, Doug Riley – aye. Vote 8/0 motion carries unanimously.

Finance Committee Meeting Minutes Approval:

Joyce Boiardi made a motion to approve the Finance Committee's Meeting Minutes from October 6, 2021; Doug Riley seconded. Roll Call Vote: Pete Berube – aye, Jodie Garzon – aye, Doug Riley – aye, Joyce Boiardi – aye, Cathy MacInnes – aye, Sara Reyes – aye, John Steadman – aye, Peter Underhill – aye. Vote 8/0 motion carries unanimously.

Joyce Boiardi made a motion to approve the Finance Committee's Meeting Minutes from October 20, 2021; Jodie Garzon seconded. Roll Call Vote: Pete Berube – aye, Jodie Garzon – aye, Doug Riley – aye, Joyce Boiardi – aye, Cathy MacInnes – aye, Sara Reyes – aye, John Steadman – aye, Peter Underhill – aye. Vote 8/0 motion carries unanimously.

Old Business/New Business:

Pete Berube would like the committee to assign Finance Committee Liaisons to the various Boards and Committees at the next scheduled meeting. A Tri-Board Meeting which consists of the Finance Committee, Select Board and School Committee is tentatively scheduled for November 15, 2021. The Select Board Chair, Pete Jurmain, and Pete Berube have drafted an agenda and will follow up with the School Committee on items they wish to discuss. The agenda will be posted 48 hours prior to the

meeting in accordance to Open Meeting Law. It has yet to determined if the meeting will take place solely via Zoom Remote Platform or hybrid; Zoom and in person.

Adjourn Meeting:

John Steadman made a motion to adjourn the Finance Committee Meeting at 8:56 PM; Joyce Boiardi seconded. Vote: 8/0 motion carries unanimously.

Respectfully submitted,
Deirdre Gilmore

DRAFT